Royal Holloway, University of London
Course specification for an undergraduate award
BA Modern Languages (German) and Management (RN92)

Section 1 – Introduction to your course
This course specification is a formal document, which provides a summary of the main features of your course and the learning outcomes that you might reasonably be expected to achieve and demonstrate if you take full advantage of the learning opportunities that are provided. Further information is contained in the University prospectus, and in various handbooks, all of which you will be able to access online. Alternatively, further information on the University's academic regulations and policies can be found here. Further information on the University's Admissions Policy can be found here. BA Modern Languages programmes are delivered in four years. Years one, two and four each comprise one year of full-time study during each of which you must follow modules to the value of 120 credits. Year three consists of a Year Abroad (YA) spent in a country or countries speaking the language or languages of your chosen specialism. Your YA contributes a further 60 credits to your total, half of which are based on two reports written in the source language and the other half on an oral examination on your return to test linguistic skills and intercultural awareness. Your programme provides a structure in which you are able to gain ever-wider knowledge and understanding, and appropriate skills. Your programme contains a combination of mandatory modules to enable you to acquire skills of critical analysis and to achieve fluency in your chosen language(s). In years two and four, you may choose from a range of specialist options to develop your own interests. In the final year, you may complete a research-led dissertation. While Royal Holloway keeps all the information made available under review, courses and the availability of individual modules, especially optional modules are necessarily subject to change at any time, and you are therefore advised to seek confirmation of any factors which might affect your decision to follow a specific course. In turn, Royal Holloway will inform you as soon as is practicable of any significant changes which might affect your studies. The following is a brief description for some of the most important terminology for understanding the content of this document: *Degree course* – May also be referred to as 'degree programme' or simply 'programme', these terms refer to the qualification you will be awarded upon successful completion of your studies. *Module* – May also be referred to as 'course', this refers to the individual units you will study each year to complete your degree course. Undergraduate degrees at Royal Holloway comprise a combination of modules in multiples of 15 credits to the value of 120 credits per year. On some degree courses a certain number of optional modules must be passed for a particular degree title.

Section 2 – Course details			
Date of specification update	April 2025	Location of study	Egham Campus
Course award and title	BA Modern Languages (German) and Management	Level of study	Undergraduate
Course code	3206	UCAS code	RN92
Year of entry	2025/26		
Awarding body	Royal Holloway, University of London		
Department or school	Department of Languages, Literatures and Cultures School of Humanities	Other departments or schools involved in teaching the course	School of Business and Management
Mode(s) of attendance	Full-time	Duration of the course	Four years
Accrediting Professional, Statutory or Regulatory Body requirement(s)	AACSB		
Link to Coursefinder for further information:	https://www.royalholloway.ac.uk/studying-here/	For queries on admissions:	https://royalholloway.ac.uk/applicationquery

Section 3 – Degree course structure					
3.1 Mandatory module information **The following table summarises the mandatory modules which students must take in each year of study**					
Year	Module code	Module title	Credits	FHEQ level	Module status (Mandatory Condonable MC or Mandatory Non-Condonable MNC
All pathways					
1	ML1000	Critical Analysis for Linguists	15	4	MC
1	MN1405	Fundamentals of Accounting and Finance	15	4	MC
1	MN1407	Professional Skills	15	4	MC
1	MN1505	Fundamentals of Digital Enterprise	15	4	MC
1	MN1705	People and Organisations	15	4	MC
2	GM2009	German Language II	30	5	MNC
2	MN2165	The Global Economy	15	5	MC
2	MN2245	Responsible Business and Management	15	5	MC
2	MN2555	Collaboration and Communication in Business	15	5	MC
2	MN2565	Data Visualisation and Analytics	15	5	MC
3	ML2999	Year Abroad Placement: Intercultural Competency and Professional Skills	30	5	MC
4	GM3009	German Language III	30	6	MNC
4	MN3007	Business and Management Impact Project I	15	6	MNC
Ab initio					
1	GM1601	German Ab Initio Written 1	15	4	MNC

1	GM1602	German Ab Initio Oral 1	15	4	MC
Post A-level					
1	GM1701	German Advanced Written 1	15	4	MNC
1	GM1702	German Advanced Oral 1	15	4	MC

This table sets out the most important information for the mandatory modules on your degree course. These modules are central to achieving your learning outcomes, so they are compulsory, and all students on your degree course will be required to take them. You will be automatically registered for these modules each year. Mandatory modules fall into two categories: 'condonable' or 'non-condonable'.

In the case of mandatory 'non-condonable' (MNC) modules, you must pass the module before you can proceed to the next year of your course, or to successfully graduate with a particular degree title. In the case of mandatory 'condonable' (MC) modules, these must be taken but you can still progress or graduate even if you do not pass them. Please note that although Royal Holloway will keep changes to a minimum, changes to your degree course may be made where reasonable and necessary due to unexpected events. For example: where requirements of relevant Professional, Statutory or Regulatory Bodies have changed and course requirements must change accordingly, or where changes are deemed necessary on the basis of student feedback and/or the advice of external advisors, to enhance academic provision.

3.2 Optional modules

In addition to mandatory modules, there will be a number of optional modules available during the course of your degree. Although Royal Holloway will keep changes to a minimum, new options may be offered or existing ones may be withdrawn. For example where reasonable and necessary due to unexpected events, where requirements of relevant Professional, Statutory or Regulatory Bodies (PSRBs) have changed and course requirements must change accordingly, or where changes are deemed necessary on the basis of student feedback and/or the advice of External Advisors, to enhance academic provision. There may be additional requirements around option selection; please contact the Department for further information.

Year 1

- Students who have chosen to specialize in 1 language should then choose at least 45 credits of modules from optional modules offered by the Department. You may choose to take an additional language as an option.
- Students who have chosen to specialize in 2 languages should then choose at least 30 credits of modules from optional modules offered by the Department.
- Students who have chosen to specialize in 3 languages may choose up to 15 credits of modules from Modules offered by the Department.

Year 2

- Students who have chosen to specialize in 1 language should then choose at least 60 credits of modules from the optional modules offered by the Department. If you chose to take up an optional language in year 1, you may continue it.
- Students who have chosen to specialize in 2 languages should then choose at least 30 credits of modules from the optional modules offered by the Department.
- Students who have chosen to specialize in 3 languages may choose up to 30 credits of modules from the list of optional modules offered by the Department.

(Year 3 - Please see Section 4.)

<u>Year 4</u>

Students who pass the final-year language module will have this language included in brackets in the degree title: e.g. BA Modern Languages (French and Spanish). Students who fail to pass the mandatory languages may be:

- Students who have chosen to specialize in 1 language should then choose at least 60 credits of modules from the list below. If you continued with an optional language in year 2 you may continue it.
- Students who have chosen to specialize in 2 languages should then choose at least 30 credits of modules from the list of optional modules offered by the Department.
- Students who have chosen to specialize in 3 languages may choose up to 30 credits of modules from the list of optional modules offered by the Department.
- Management – you must choose at least 30 credits worth of options from the School of Business and Management.

Section 4 - Progressing through each year of your degree course

For further information on the progression and award requirements for your degree, please refer to Royal Holloway's <u>Academic Regulations</u>.

Progression throughout the year/s is monitored through performance in summative or formative coursework assignments. Please note that if you hold a Student Visa and you choose to leave (or are required to leave because of non-progression) or complete early (before the course end date stated on your CAS), then this will be reported to UKVI.

All first year students on single, joint or combined honours courses offered all or in part by the School of Humanities, School of Performing and Digital Arts, or department of Politics, International Relations and Philosophy are required to pass a Moodle-based writing skills quiz in order to progress into the second year of study. The pass mark for the test is 60%. Certificates of Distinction are awarded to students who achieve at least 80% in the quiz. Students may attempt the quiz as often as they wish with no penalties or capping. Students who meet the requirements for progression as stipulated in the <u>Academic Taught Regulations</u> but fail to pass the Moodle-based Academic Integrity module will not be permitted to progress into their second year of academic study.

<u>Year 3 (Year Abroad)</u>

If you are taking a single language, in addition to ML2999, you must take the following **mandatory** module in your chosen language:

FR2501 Oral Examination in French (30 credits)
GM2501 Oral Examination in German (30 credits)
SN2501 Oral Examination in Spanish (30 credits)
IT2501 Oral Examination in Italian (30 credits)

If you are taking two or more languages you should split the year between countries speaking two different languages. In addition to ML2999 must take the following mandatory modules in each of their chosen languages:

FR2502 Oral examination in French (15 credits)
GM2502 Oral examination in German (15 credits)
SN2502 Oral examination in Spanish (15 credits)
IT2502 Oral examination in Italian (15 credits)

Students must pass the year 2 mandatory language module(s) to progress into the Year Abroad. In order to qualify for an award in the field of study, the final-year language module (FR3009/GM3009/SN3001/IT3009) must be passed in the final year of study. Students who pass the final-year language module will have this language included in brackets in the degree title: e.g. BA Modern Languages (French) and History. Students who do not pass the mandatory language modules(s) in their final year will be awarded a degree in Modern Languages without references to language(s) in brackets.

It is a University requirement that students **complete** their YA in order to be able to progress into the final year. Following agreed university modules to their conclusion, including the sitting of examinations, carrying out agreed work placements and completing YA reports (where appropriate) constitute the completion of the YA.

PLEASE NOTE that students who **fail to complete** their YA as defined above will **NOT** normally be permitted to progress into the final year of their studies.

Section 5 – Educational aims of the course

The aims of this course are:

- To develop advanced skills in understanding, speaking and writing authentically in at least one of the modern languages offered by the Department.
- To provide a learning environment in which students from all backgrounds will be able to develop intellectually.
- To provide experience and opportunity for developing a range of transferable skills.
- To introduce all students to the methods of independent research, both in a general sense and in relation to those approaches specific to research in modern languages, literatures and cultures.
- To broaden and deepen students' knowledge and understanding of key aspects of the societies and cultures of their chosen language(s).
- To encourage students to take responsibility for their own study through negotiating subject areas of specialism with each other in seminars, through the informed choice of options and an extended piece of writing in the final year.

Section 6 - Course learning outcomes

In general terms, the courses provide opportunities for students to develop and demonstrate the following learning outcomes. (*Categories – Knowledge and understanding (K), Skills and other attributes (S), and Transferable skills (*)*)

Course learning outcome	Level 4	Level 5	Level 6
Skills-based disciplinary LO 1 **Communicative competence in a range of topics and registers, formal and informal situations.** **Familiarity with a wide range of source materials in the target language.**	Demonstrate essential communicative competence in the chosen language/s in reading, writing, listening, speaking and essential understanding of and competence in the phonetics, grammar, structure and vocabulary, and registers of the target language/s suitable to the relevant pathway (beginner, advanced). Foundational ability to recognise and work with a range of source materials.	Demonstrate enhanced communicative competence in the chosen language/s in reading, writing, listening, speaking) and enhanced understanding of and competence in the phonetics, grammar, structure and vocabulary, and registers of the target language/s suitable to the relevant pathway (beginner, advanced). Enhanced ability to recognise and work with a wide range of source materials.	Demonstrate advanced communicative competence (reading, writing, listening, speaking) and understanding of and competence in the phonetics, grammar, structure and vocabulary, and registers of the target language/s. Attainment of at least level C1 in the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR). Advanced ability to recognise and work with a wide range of source materials, including longer and demanding texts.
Knowledge-based disciplinary LO 1 **Knowledge and understanding of relevant cultures, communities, and societies of the chosen language/s.** **Critical understanding of the similarities and dissimilarities between their own culture and society and those of the target language/s.**	Demonstrate essential knowledge and understanding of the relevant cultures, communities, and societies of the chosen language/s. Recognise similarities and differences between their own culture and society and those of the target language/s.	Demonstrate enhanced knowledge and understanding of the relevant cultures, communities, and societies of the chosen language/s. Identify and compare similarities and differences between their own culture and society and those of the target language/s.	Demonstrate advanced knowledge and understanding of the relevant cultures, communities, and societies of the chosen language/s. Assess critically similarities and differences between their own culture and society and those of the target language/s.
Skills-based disciplinary LO 2 **Linguistic tools to describe and analyse main features of target language/s and**	Identify linguistic tools to describe key features of target language/s and language reference materials.	Use linguistic tools to describe key features of target language/s and make use of language reference materials.	Use linguistic tools to describe and analyse key features of target language/s and make

make effective use of language reference materials.			effective use of language reference materials.
Knowledge-based disciplinary LO 2 Knowledge and understanding of culturally diverse materials and of the historic and contemporary diversity of target language/s.	Demonstrate essential ability to engage with culturally diverse materials related to the target language/s and to recognise the historic and contemporary diversity of their language communities globally.	Demonstrate enhanced ability to engage with culturally diverse materials related to the target language/s and to recognise the historic and contemporary diversity of their language communities globally.	Demonstrate advanced ability to engage with culturally diverse materials related to the target language/s and to recognise the historic and contemporary diversity of their language communities globally.
Acquire business knowledge and apply relevant disciplinary theories and concepts to generate and evaluate solutions to contemporary business challenges.	1.4.1 Identify core business functions and processes. 1.4.2 Demonstrate knowledge of subject-specific theories and concepts and their limitations. 1.4.3. Apply theories and concepts in practical contexts to reach evidence-based conclusions.	1.5.1 Explain business functions and processes in an interdisciplinary context. 1.5.2 Explain the merits and limitations of a range of subject-specific theories. 1.5.3 Apply appropriate theories and concepts to business/organisational problems to make informed decisions.	1.6.1 Evaluate the effectiveness of different business functions, processes, and decisions. 1.6.2 Evaluate the application of subject-specific theories and concepts. 1.6.3 Apply appropriate subject-specific knowledge, theories, and concepts to generate realistic recommendations to solve complex business/organisational problems.
2. Demonstrate excellent sustainability competencies to shape a sustainable future.	2.4.1 Explain the principles that underpin sustainable business and society. 2.4.2 Understand the role of sustainability in organisational decision making. 2.4.3 Identify and explain relevant Sustainable Development Goals.	2.5.1 Apply sustainability competencies to formulate decisions and promote sustainable business practices. 2.5.2 Discuss initiatives to meet Sustainable Development Goals.	2.6.1 Analyse sustainability issues facing business and society. 2.6.2 Critically reflect how personal values impact sustainable relationships in a business context. 2.6.3 Analyse the challenges in implementing sustainable solutions to meet organisational need.
3. Behave ethically and evidence effective professional and interpersonal skills for success.	3.4.1 Recognise the importance of effective communication.	3.5.1 Demonstrate effective communication skills for business.	3.6.1 Justify appropriate methods of communication in a business context.

	3.4.2 Identify the components of effective teamwork. 3.4.3 Demonstrate self-awareness and motivation of self and others. 3.4.4 Explain and apply the principles and codes of practice that underpin personal and professional ethics.	3.5.2 Work effectively in a team. 3.5.3 Demonstrate leadership of self and others. 3.5.4 Evaluate ethical working practices using personal judgement.	3.6.2 Develop effective teamworking skills to achieve a common goal. 3.6.3 Recognise the need to adopt different leadership styles in dynamic business contexts. 3.6.4 Respond to unethical practice or behaviour.
4. Use appropriate technologies responsibly to innovate and solve problems creatively in a digital world.	4.4.1 Use digital tools to search, process and manage information responsibly. 4.4.2 Identify the features of different digital tools for communication and collaboration. 4.4.3 Understand how digital media and networks influence social behaviour.	4.5.1 Apply knowledge to represent ideas, products, or processes in digital formats. 4.5.2 Communicate information and ideas effectively using appropriate digital media and formats. 4.5.3 Assess how digital technology is changing global practices in business and management.	4.6.1 Analyse digital information to make informed decisions. 4.6.2 Select and apply appropriate digital communication to work effectively with others. 4.6.3 Evaluate the challenges digital transformation presents for business and society.
5. Develop and nurture an adaptive mindset to operate inclusively in business and society.	5.4.1 Demonstrate a shared understanding of inclusion and the implications of non-inclusive practices. 5.4.2 Understand the importance of different perspectives and worldviews. 5.4.3 Develop confidence in sharing own values and respecting diverse others.	5.5.1 Practice inclusion in business scenarios or environments. 5.5.2 Respond appropriately to evolving perspectives and worldviews. 5.5.3 Recognise and respond to non-inclusive practices.	5.6.1 Create strategies to enhance inclusion. 5.6.2 Justify a stand on non-inclusive practices. 5.6.3 Synthesise perspectives and worldviews of others to expand own perspective.
6. Actively contribute to the development of local and global communities.	6.4.1 Show awareness of contemporary world events and current affairs. 6.4.2 Identify and explain how individual action impacts change in local and global communities.	6.5.1 Critique assumptions, structures, and belief systems. 6.5.2 Present arguments and justify opinions about global issues.	6.6.1 Evaluate ways to address global injustices. 6.6.2 Conceptualise better futures for local and global communities.

		6.5.3 Articulate reasons to act on humanitarian, socio-economic, moral, and political grounds.	6.6.3 Demonstrate the need to take responsibility for decisions and actions towards a better future.
Engaged Humanities (JH) K6 Undertake multi-disciplinary [and/or interdisciplinary study *delete or include square bracket content as appropriate*] in two or more subject areas and engage with developing subject conversations and their currency in cultural discourse now.	Recall foundational knowledge of two or more subject areas and use core subject skills [with opportunity to bring the fields of study into conversation.]	Build wide-ranging subject learning and knowledge [with opportunity to consider interdisciplinary interrelations in theory, history or practice of the disciplines].	Select and apply specific debates/theories/conceptual frameworks within specialist areas of the subject field and critically identify the potential for new ideas and subject directions [with an ability to critically understand and interrogate the intersections of interdisciplinary or multidisciplinary practice and engage with its capacity for generating unique meaning, knowledge, value.]
Applied Humanities S1 Understand the relevance of subject skills to professional and applied contexts, and how to apply that knowledge in the future.	Recognise and identify subject skills as transferable to work-based situations and competencies.	Generate outputs in a variety of formats which have application to work-based uses and/or particular audiences and/or functions.	Plan and manage an extended project/essay, using adaptive skills, initiative and self-management to ensure successful task completion.
Global Humanities S2 Understand and enact intercultural awareness and competencies.	Identify and respond to diverse cultural contexts and viewpoints.	Understand and differentiate the circumstances and contexts that give rise to diverse viewpoints and world views.	Reflect on bias including one's own: operate within, appreciate and evaluate different cultural context.
Critical S3	FOCUS in detail to FILTER, summarise and classify a range of information (issues, texts, contexts.)	Objectively evaluate information (issues, texts, contexts) demonstrating INTEGRITY and evidence-based reasoning.	Synthesise and evaluate information from disparate and potentially conflicting sources to reach INDEPENDENT JUDGEMENT with the capacity to deconstruct the conditions pertaining to the construction of knowledge.
Collaborative S4	Reflect on current experience and identify the potential to ADAPT and modify in response to that experience.	Carry out collaborative activity with RESILIENCE and provide an individual contribution to a collective goal/task.	Co-work and/or co-create in partnership with others in achievement of collective goals and recognise acknowledge the importance of collaborative practice in knowledge production.

Section 7 - Teaching, learning and assessment

Teaching and learning is mostly by means of lectures, seminars, workshops, language classes, tutorials, oral presentations and guided independent study. Assessment of knowledge and understanding is typically by formal examinations, coursework, examined essays, translation and language exercises, oral presentations and the translation project. Full details of the assessments for individual modules can be obtained from the Department.

Contact hours come in various forms and may take the form of time spent with a member of staff in a lecture or seminar with other students. Contact hours may also be laboratory or, studio-based sessions, project supervision with a member of staff, or discussion through a virtual learning environment (VLE). These contact hours may be with a lecturer or teaching assistant, but they may also be with a technician, or specialist support staff.

The way in which each module on your degree course is assessed will also vary, however, the assessments listed above are all 'summative', which means you will receive a mark for it which will count towards your overall mark for the module, and potentially your degree classification, depending on your year of study. On successful completion of the module you will gain the credits listed. 'Coursework' might typically include a written assignment, like an essay. Coursework might also include a report, dissertation or portfolio. 'Practical assessments' might include an oral assessment or presentation, or a demonstration of practical skills required for the particular module

More detailed information on modules, including teaching and learning methods, and methods of assessment, can be found via the online Module Catalogue. The accuracy of the information contained in this document is reviewed regularly by the university, and may also be checked routinely by external agencies, such as the Quality Assurance Agency (QAA).

Section 8 – Additional costs

The fee for your year abroad will be 15% of the tuition fee for that academic year if you study at an International University (including Europe) as part of the Study Abroad Scheme, or if you complete an international work-based placement.

The cost of your year abroad will vary by country. Typical living costs to consider will be accommodation, food and household items, entertainment, travel, books and bills (including your mobile phone). You'll also need to budget for travel to and from your country of study. Additional costs compared to studying in the UK will also depend on personal choices and it is important to research the cost of living before the year commences.

These estimated costs relate to studying this particular degree course at Royal Holloway. General costs such as accommodation, food, books and other learning materials and printing etc., have not been included, but further information is available on our website.

Section 9 – Indicators of quality and standards	
QAA Framework for Higher Education Qualifications (FHEQ) Level	4-6
Your course is designed in accordance with the FHEQ to ensure your qualification is awarded on the basis of nationally established standards of achievement, for both outcomes and attainment. The qualification descriptors within the FHEQ set out the generic outcomes and attributes expected for the award of individual qualifications. The qualification descriptors contained in the FHEQ exemplify the outcomes and attributes expected of learning that results in the award of higher education qualifications. These outcomes represent the integration of various learning experiences resulting from designated and coherent courses of study.	
QAA Subject benchmark statement(s)	http://www.qaa.ac.uk/quality-code/subject-benchmark-statements
Subject benchmark statements provide a means for the academic community to describe the nature and characteristics of courses in a specific subject or subject area. They also represent general expectations about standards for the award of qualifications at a given level in terms of the attributes and capabilities that those possessing qualifications should have demonstrated.	

Section 10– Intermediate exit awards (where available)		
You may be eligible for an intermediate exit award if you complete part of the course as detailed in this document. Any additional criteria (e.g. mandatory modules, credit requirements) for intermediate awards is outlined in the sections below.		
Award	Criteria	Awarding body
Diploma in Higher Education (DipHE)	Pass in 210 credits of which at least 90 must be at or above FHEQ Level 4 and at least 120 of which must be at or above FHEQ Level 5	Royal Holloway and Bedford New College
Certificate in Higher Education (CertHE)	Pass in 120 credits of which at least 90 must be at or above FHEQ Level 4	Royal Holloway and Bedford New College