

# BA (Hons) Accounting and Finance and BA (Hons) Accounting and Finance with Placement Year

<b>Final award</b>	BA (Hons) Accounting & Finance BA (Hons) Accounting & Finance with Placement Year
<b>Intermediate awards available</b>	BA, DipHE, CertHE
<b>Mode of delivery</b>	UEL on Campus/ Full time/ Part time
<b>UCAS code</b>	N420
<b>Details of professional body accreditation</b>	The programme is accredited by the Association of Chartered Certified Accountants (ACCA), the Institute of Chartered Accountants in England and Wales (ICAEW), the Chartered Institute of Management Accountants (CIMA) and CPA Australia.  Provided the appropriate options are selected, Accounting and Finance single honours graduates currently receive the maximum number of NINE exemptions from ACCA Fundamentals papers (F1-F9); SEVEN exemptions from ICAEW's ACA Certificate and Professional level papers; EIGHT exemptions from CIMA Certificate and Operations level papers; TEN exemptions from CPA Australia Foundation and Professional level papers.
<b>Relevant QAA Benchmark statements</b>	QAA Benchmark for Accounting (2007)
<b>UEL Academic School</b>	School of Business and Law
<b>Date specification last up-dated</b>	July 2014

## Alternative locations for studying this programme

Location	Which elements?	Taught by UEL staff	Taught by local staff	Method of Delivery
NA	NA	NA	NA	NA

## The summary - UCAS programme profile-

### BANNER BOX:

The BA (Hons) Accounting & Finance degree programme is ideal if you want to become a qualified accountant or you wish to pursue a career in a specific area of accounting or finance. UEL offers accreditation from four or more accountancy bodies on the BA (Hons) Accounting & Finance degree. Provided you opt for the required combination of modules at RDBS, you can therefore take advantage of the "fast track" route towards a professional qualification of your choice. Our teaching staff includes active academic researchers and professionally qualified accountants. They are fully dedicated to provide a specialist, rigorous and holistic grounding in accounting and finance theory and practice, designed to enhance your studies and employability skills.

## **ENTRY REQUIREMENTS**

For admission, applicants normally need to have either:

300 Tariff points with at least two A2 passes or equivalent

26 points (pass) International Baccalaureate

Pass in a recognised Access Course or International Foundation Programme

In addition to the above, we require GCSE Maths and English grade C or equivalents, unless competency is part of the qualification gained.

We also welcome mature student applicants with relevant professional qualifications, and these will be dealt with on an individual basis and may require an interview. Students may be admitted through Accreditation of Experiential Learning (AEL) or Accreditation of Certificated Learning (ACL) processes, or through an approved articulation agreement. Therefore such applicants must be able to demonstrate and provide evidence that they have the required learning outcomes as listed in the modules for which they are seeking exemption.

In the case of applicants whose first language is not English, the University's English Language requirements as detailed on the website at time of application must be met – see <http://www.uel.ac.uk/international/application/english-language-requirements/>

In the case of applicants whose first language is not English, then an IELTS score of at least 5.5 *in all components* (or equivalent). International qualifications will be checked for appropriate matriculation to UK Higher Education undergraduate programmes.

At UEL we are committed to working together to build a learning community founded on equality of opportunity - a learning community which celebrates the rich diversity of our student and staff populations. Discriminatory behaviour has no place in our community and will not be tolerated. Within a spirit of respecting difference, our equality and diversity policies promise fair treatment and equality of opportunity for all. In pursuing this aim, we want people applying for a place at UEL to feel valued and know that the process and experience will be transparent and fair and no one will be refused access on the grounds of any protected characteristic stated in the Equality Act 2010.

## **ABOUT THE PROGRAMME**

## **What is BA (Hons) Accounting and Finance?**

Accounting is concerned with the analysis and provision of financial information to many different types of people: managers, investors, lenders, suppliers of goods and services, customers, and governmental agencies amongst many others. It includes the preparation and auditing of published accounts as well as providing information for a variety of decision-making, accountability, managerial, regulatory and resource allocation purposes. Finance explores the ways in which funds are raised and managed.

Accounting and Finance are issues of central importance to a business: a reflection of this is that many of the senior managers in companies of all sizes started their career as accountants. Irrespective of current economic climates, whether good or bad, the expertise of accountants is always in demand

## **BA (Hons) Accounting and Finance at UEL**

The BA (Hons) Accounting & Finance offers students specialist and holistic knowledge and understanding of accounting and finance including financial and management accounting, auditing, taxation, corporate finance and financial management. It gives the opportunity to obtain a degree which can lead to graduate level employment, while at the same time gaining exemptions from examination papers at various levels of ACCA, ACA, CIMA and CPA Australia. If graduates wish to become professionally qualified, they would need to, externally complete the remaining Professional level exam papers of the relevant accountancy bodies.

Our graduates' employability rate has been high over the years, and recent graduates have secured places with employers in areas of professional accountancy, financial management, taxation auditing etc. Others have pursued advanced academic studies in Masters Degrees and are undertaking doctoral studies.

Student feedback is consistently positive, as confirmed by the high ratings of over 80% in the latest (2013) National Student Surveys for Accounting and Finance subject area.

Finally students are able to select to complete a placement year or study abroad as part of the BA (Hons) Accounting and Finance with Placement Year programme.

## **Programme structure**

BA (Hons) Accounting & Finance is offered as a Single Honours award and is normally completed in three years of full-time study. This programme can also be studied on a part time mode and is normally completed in 4 years

BA (Hons) Accounting and Finance with Placement Year is offered as a Single Honours award and is normally completed in four years of full-time study. This programme can also be studied on a part time mode. On this programme students' skills in the workplace are developed on a placement of twelve months duration is available between Levels 5 and 6.

In line with all RDBS undergraduate degrees, students undertake a combination of 30 credit modules and 15 credit modules to complete their degree. Each module carries either 30 or 15 APEL credit value and will have three contact hours per week (36 hours per module per

term). Contact time for 30 credit modules will be complemented by guided and independent learning activities outside the classroom (132 hours per module per term). Contact time for 15 credit modules will be complemented by guided and independent learning activities outside the classroom (66 hours per module per term).

There is no separate part-time mode of attendance but a student can decide to study on a part-time basis, by taking less than four modules per annum. They will study modules alongside full-time students, during the day. A part-time student can take up to two modules in a year and a maximum of four over one year

The programme is designed with option modules in Level 5 only. By choosing the appropriate option modules such as Taxation and Auditing, students may obtain exemptions from the relevant accountancy bodies, as listed above. Alternatively, students may choose an option module at Level 5 from the Finance subject area - modules include Intermediate Economic Theory & Practice and Financial Intermediation & Portfolio Management. If they wish, they can even choose an option module from other programmes such as Business Management. All options are subject to availability and satisfying the necessary pre-requisites.

### **Learning environment**

The programme is currently delivered at UEL campuses which provide extensive state-of-the-art resources including our latest addition - a Bloomberg trading centre with 15 "live" terminals. Students have free access to comprehensive online quantitative training and can obtain a Bloomberg certificate which will enhance their employability profile. The Library and ICT provision is described as "outstanding" with students having access to 600 computers in an open-plan environment, which is open 24 hours a day during teaching weeks. Students have access to the internet and to the university network, both of which provide an extensive range of on-line facilities including electronic databases containing thousands of journals, electronic books, and financial databases.

The university library also has an extensive range of books and services for students, and includes the "Skills Zone", a friendly centre which can give students opportunities to acquire many different skills in addition to their main studies. For example, they have learning materials to help students develop skills in other languages, or to develop skills to become self-employed.

Teaching takes place in classrooms which are all equipped with computers and visualisers. Students are able to access these facilities to practise their presentation skills in preparation for assessments.

The programme aims to develop student IT-related skills including word-processing, spreadsheets and PowerPoint, commercial accounting software applications, and effective searching of on-line data bases. Students have free access to the "European Computer Driving Licence", an interactive online computing course. If they choose to take the associated tests, they will gain an internationally recognised qualification accredited by the British Computer Society, which is valuable for employability.

Classroom activities are conducted as lectures, seminars or workshops and may include class discussions and debates, case studies, presentations and business simulation based on written

and audio-visual learning materials. These will be complemented by field excursions and selected guest speakers. Guided and independent learning activities include revision of lecture material, preparation for lectures, seminars and workshops, completion of formative and summative assessment and guided and independent reading and research.

The aims, learning outcomes and content of the proposed programme have been designed to show a clear progression from principles and knowledge (level 4) to application of those principles and knowledge (level 5) to strategy and decision-making (level 6). Consequently, as students progress through the programme increased emphasis is placed on higher level thinking skills and deep learning. Teaching and learning activities are supported by the UEL's Virtual Learning Environment allowing students to access and engage with lecture notes, core and recommended reading materials, moderated online discussions and formative quizzes and assessments.

### **Assessment**

Students' progress in each individual module will be examined by at least one and a maximum of two assessment tasks. A range of different types of assessment will be used throughout the programme to reflect the learning outcomes in each module and to assist in developing a range of skills – subject based, cognitive, transferable and lifelong skills.

Some assessments may require students to work individually or in groups and can include types of assessments such as essays, reports, case study analysis, time constrained assignments, presentations, closed book examinations etc. Formative assessments may also be undertaken in class to assist students in their summative assessment. All assessments outlined in the individual module specifications are in line with the UEL Assessment Tariff and will be conducted in accordance with UEL Assessment Policy<sup>[1]</sup>.

Degree classifications are based on performance in Level 5 and Level 6 modules, with Level 6 modules being more heavily weighted. First year results do not count towards the degree

### **Work experience/placement opportunities**

A key feature of the RDBS BA (Hons) Accounting & Finance programme is that we offer all students the opportunity to broaden and deepen their educational experience by taking advantage of the following:

- Working with a small group of other students on an exciting Social Enterprise project and bringing it to fruition by travelling abroad on our unique Global Scholars Programme.
- Undertaking an Internship with a carefully selected business partner in order to gain valuable work experience;

For the BA (Hons) Accounting and Finance with Placement Year:

- Broadening your horizons and travelling overseas to study for a term with one of our International University partners and undertaking a six month internship;

### **Project work**

Many of the modules have coursework which is essentially a mini-project, often involving the use of online facilities to carry out research into a particular area, such as a particular company, a case study or a specific Accounting or Finance topic.

At Level 5, students will become familiar with electronic sources of accounting and financial data, and how this can be analysed and interpreted. They will also learn about the different ways of carrying out research and will review the ways in which this has been presented in journals in the past.

At Level 6, students will look at and report on current aspects of Financial Accounting and Management Accounting as coursework in two modules. In addition the "Business Professional" module which is core, allows students to carry out independent research in an accounting or finance related area of their own choice. Students will be supported and their progress regularly monitored by their academic supervisor, but this would be mainly self-managed study, assessed by a report.

### **Added value**

#### **The UEL Campuses**

Our library is open 24 hours a day, 7 days a week during the term, allowing you to undertake your guided and independent research and reading when it is most suitable for you. The library holds a wide range of Accounting & Finance journals that enable you to engage with relevant materials for your degree and beyond, thus supporting you in developing an extensive knowledge base. Many of the Accounting related journals and books are available electronically, so that you do not have to rely on hardcopies being available to borrow from the library and you can undertake your studies from home or anywhere you have access to the internet.

The programme is fully accredited by ACCA, ICAEW, CIMA and CPA Australia. The exam paper exemptions from these accountancy bodies which are available to Accounting & Finance graduates are of considerable advantage to students who wish to obtain a professional accounting qualification. In addition, the programme also aims to prepare graduates for some of the remaining professional level exam papers of the relevant accountancy bodies.

Many modules enable students to carry out research in a variety of areas, which is good preparation for postgraduate study, and enables students to be well prepared to demonstrate their abilities to potential employers. The programme has a strong emphasis on the acquisition of intellectual and transferable skills and incorporates a distinctive skills curriculum that is specifically designed to develop your skills for work and life. Surveys show that these skills are valued by employers and should therefore improve your employment prospects after graduation.

Students have the opportunity to attend guest lectures delivered by leading academics and experienced practitioners who provide a mixture of academic theory and a forum for discussion of current issues in the workplace.

Students are also encouraged to attend events organised by the three RDBS research centres (CIME, Islamic Finance and Banking Centre and the Noon Centre for Equality and

Diversity). These provide value through conceptual knowledge of theory and its practical application. RDBS Employability Centre provides advice and assistance on employment opportunities for our current students and past graduates.

Our Bloomberg Training Centre provides free online access and comprehensive quantitative training towards a Bloomberg Certificate award. Students also have free access and can gain the ECDL computing qualification. Both of these will enhance students' employability profiles.

Additionally for the BA (Hons) Accounting and Finance with Placement Year;

- Have the option to gain valuable work experience by undertaking a placement between levels 5 and 6 with a carefully selected RDBS Business Partner.
- Have an option of studying with an accredited RDBS International University Partner (Study Abroad) for a term.

## **IS THIS THE PROGRAMME FOR ME?**

### **If you are interested in .....**

- Acquiring knowledge and expertise in accounting and finance
- Being able to put this knowledge to use within an organisations
- Understanding developments and current issues in this field
- Gaining employment-related skills in a sought-after area
- Obtaining a post where you can make a real difference to a company
- Carrying out research into accounting or finance

### **If you enjoy....**

- Analysing and interpreting numerical data
- Using online resources to gain information
- Communicating information effectively

### **If you want....**

- Study in a friendly and supportive atmosphere
- Become knowledgeable in a range of topics in Accounting and Finance
- Enhance your career prospects - to work in the Accounting profession or global industry and be prepared to find employment in in the public, private or not-for profit sector.

## **Your future career**

After graduation, a range of graduate employment opportunities will be available, and a wide variety of such posts are advertised by companies. Examples might be: Financial Accountant, Management Accountant, Budget Controller, Tax Advisor, Internal or External Auditor.

If graduates wish to obtain professional qualifications, they may complete the ACCA, ACA, CIMA or CPA Australia qualification within one to two years of graduation.

Graduates can undertake teacher's training qualifications - UEL offers suitable postgraduate programmes.

Relevant postgraduate study paths could be a specialist degree such as an MSc International Accounting & Finance (offered by UEL), MSc Financial Management or MSc Risk Management.

## **How we support you**

### Academic

- A personal tutor will be allocated to you for the duration of your degree who can advise you on academic and personal development matters.
- Module leaders and seminar tutors provide feedback on your progress in each module to assist with your learning.
- The programme leader can help if you have any programme-related issues. The teaching staff are always willing to give help and advice, and will set aside specific hours each week in each term to see students. This is useful mainly for one-to-one assessment feedback and during revision time.
- Level 4 students take a skills module in their first term designed to help them develop study skills such as IT skills, using the library, using online databases, report and essay writing, presentations and working in groups.
- The subject librarian is available for any queries regarding the use of library resources for your research and can advise you on locating sources for relevant materials.
- The student representatives who study on the programme in the same year as you, can raise any concerns regarding the programme or individual modules with the teaching team on behalf of your student cohort.

### Administrative

- Students joining the programme at levels 4, 5 and 6 have an induction week, at which they will meet academic lecturers and their personal tutor whom they will see regularly, especially in their first year.
- The staff at the Royal Docks Business School Helpdesk will be able to answer the queries you may have about the operation of your degree
- The Student Services team can assist with financial matters, health and wellbeing as well as offering support for students with a disability.

### Employability:

- The School offers a range of opportunities to engage with industry through its lecture series.
- Talks by professional accountancy bodies are arranged to enable students to keep up to date with developments in these bodies' examination structures and registration requirements.
- The Royal Docks Business School offers a mentoring scheme where you can benefit from the experience of a personal business mentor.
- Our employability team at the RDBS Employability Centre gives students advice on job applications, preparing CVs, interview techniques and job opportunities. They also arrange Careers Fairs and organise assessment centres.

- Central university services include Finance advice, an IT Helpdesk, Skill Zone, counseling and an additional needs advisor

### **Bonus factors**

### **Global Scholars**

Students will have the opportunity to work on a social enterprise project with one of UEL's international partner institutions. The final stage of the project students will travel to the partner institution to see how the project comes to fruition. Students may compete for a place on the RDBS Global Scholars Programme.

The RDBS Global Scholars Programme gives students the opportunity to undertake a 15 credit bearing enterprise project with overseas partners under the direct supervision of a dedicated member of academic staff. The RDBS Global Scholars Programme is taken during Term C at Level 5.

### **Programme aims and learning outcomes**

#### **What is this programme designed to achieve?**

This programme is designed to give you the opportunity to:

#### Aims: General

- to contribute to the achievement of the University's vision to widen opportunity, access and provision to non-traditional students
- to enhance students' capability to find rewarding, satisfying and productive employment
- to obtain, for single honours graduates, recognition for their award and a high level of professional examination paper exemptions from the UK accountancy bodies
- to provide students with a relevant, interesting and stimulating learning experience, and an element of choice in the construction of their programme of study
- to engender a life- long learning attitude by students that may help create employment opportunities, future career development and further study

#### Aims: Programme-specific:

- a structure designed to provide graduates with a thorough grounding in accounting and the concepts that underlay it
- a structure that allows students to develop a broad and detailed understanding of financial reporting requirements, including the broader regulatory, social and legal framework, and an understanding of current issues
- a programme designed to develop students' conceptual understanding and technical competence in managerial accounting, and an understanding of current issues
- a programme designed to promote an appropriate awareness of information technology and competence in its use

#### **What will you learn?**

## **Knowledge**

- the business environment and the regulatory framework within which accounting operates
- financial accounting, in line with current reporting standards
- management accounting concepts and techniques, to facilitate decision-making, planning and control
- the important influence of capital markets in risk assessment, value determination, and as a source of finance
- financial management decision making and the context, role and significance of financial markets and institutions
- current developments, issues and debates in the subject area at both theoretical and applied levels

## **Thinking skills**

- appreciate the intellectual skills expected at each level of study, in accordance with the QAA Subject Benchmark statement, and an acceptance of responsibility for their own learning to achieve these skills
- evaluate different arguments and evidence critically so as to arrive at a considered view
- investigate an issue independently
- demonstrate intellectual skills to undertake further academic or professionally related study
- apply a self-critical and reflective learning approach to personal self-development

## **Subject-Based Practical skills**

- locate, extract and manipulate financial and non-financial data
- prepare financial reports for a variety of users
- analyse, interpret and evaluate financial information
- apply principles and techniques to formulate solutions to accounting-related problems; whether to do with resourcing, allocation, appraisal or control
- apply and evaluate techniques and practices employed in the Finance area
- use accounting-specific software, and to apply other software to accounting-related issues

## **Skills for life and work (general skills)**

- organise evidence and reasoning to produce a balanced conclusion
- present information and communicate effectively in written or oral form, at an appropriate level, including the acknowledgement and referencing of sources
- apply a range of numeracy skills, including an appreciation of statistical concepts, at an appropriate level
- apply IT related skills in the use of word-processing, spreadsheets, software package applications, and in accessing on-line databases
- work in small groups to investigate an issue or complete a task, and to present the group's findings
- demonstrate a capacity for independent and self-managed learning and the completion of assignment tasks within deadlines.

## **The programme structure**

### **Introduction**

All programmes are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do e.g. lecture, seminar and private study).

Credits are assigned to one of 5 levels:

3 equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme

4 equivalent in standard to the first year of a full-time undergraduate degree programme

5 equivalent in standard to the second year of a full-time undergraduate degree programme

6 equivalent in standard to the third year of a full-time undergraduate degree programme

7 equivalent in standard to a Masters degree

### **Credit rating**

The overall credit-rating of this programme is 360 credits.

### **Typical duration**

The expected duration of this programme is 3 full-time or 4 part-time. The expected duration of this programme with Placement Year is 4 years when attended in full-time mode and 6 years in part time mode.

It is possible to move from full-time to part-time study and vice-versa to accommodate any external factors such as financial constraints or domestic commitments. Many of our students make use of this flexibility and this may impact on the overall duration of their study period. A student cannot normally continue study on a programme after 4 years of study in full time mode unless exceptional circumstances apply and extenuation has been granted. The limit for completion of a programme in part time mode is 8 years from first enrolment.

### **How the teaching year is divided**

The teaching year begins in September and ends in June

A typical student, in full-time attendance mode of study, will register for 120 credits in an academic year. A student in a part-time mode of study may register for up to 90 credits in any academic year.

## What you will study when

A student registered in a full-time attendance mode will take 120 credits per year. Typically this will be comprised of four 30 credit modules. The exact number may differ if the programme is comprised of 15, 45 or 60 credits modules. An honours degree student will complete modules totalling 120 credits at level four, modules totalling 120 credits at level five and modules totalling 120 credits at level six.

<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Distance learning Y/N</b>	<b>Credits</b>	<b>Status**</b>
4	AC4001	Financial Accounting	N	30	Core*
4	AC4002	Cost Accounting	N	30	Core*
4	AC4003	Academic Skills for Accounting	N	15	Core
4	AC4004	Business Law	N	15	Core*
4	HR4002	Business Organisations and Management	N	15	Core*
4	FN4003	Business Economics and Quantitative Analysis	N	15	Core*
5	AC5001	Intermediate Financial Reporting	N	30	Core*
5	AC5002	Performance Management Accounting	N	30	Core*
5	AC5004	Taxation	N	30	Option*
5	AC5003	Auditing	N	30	Option*
5	FN5001	Intermediate Economic Theory and Practice	N	30	Option
5	FN5002	Financial Intermediation and Portfolio Management	N	30	Option
5	MK6042	Global Scholars	N	15	Option
P	HR6666	Long Placement	N	120P	Optional***
P	HR6667	Short Placement	N	60P	Optional***
6	AC6003	Corporate Financial Management		30	Core*
6	AC6002	Strategic Management Accounting	N	30	Core*
6	AC6001	Advanced Financial Reporting	N	30	Core*
6	HR6004	The Business Professional	N	30	Core

*\*Modules are required for maximum exemptions from professional bodies.*

*\*\*Please Note – A core module for a programme is a module which a student must have passed (i.e. been awarded credit) in order to achieve the relevant named award. An optional module for a programme is a module selected from a range of modules available on the programme.*

*\*\*\* These modules are part of the BA (Hons) Accounting and Finance with Placement Year programme.*

### **Requirements for gaining an award**

In order to gain an Honours degree you will need to obtain 360 credits including:

- A minimum of 120 credits at level four or higher
- A minimum of 120 credits at level five or higher
- A minimum of 120 credits at level six or higher

In order to gain an Honours degree with Placement Year you will need to obtain 360 credits including;

- A minimum of 120 credits at level four or higher
- A minimum of 120 credits at level five or higher
- A minimum of 120 credits at level P or higher.
- A minimum of 120 credits at level six or higher

In order to gain an Ordinary degree you will need to obtain a minimum of 300 credits including:

- A minimum of 120 credits at level four or higher
- A minimum of 120 credits at level five or higher
- A minimum of 60 credits at level six or higher

In order to gain a Diploma of Higher Education you will need to obtain at least 240 credits including a minimum of 120 credits at level four or higher and 120 credits at level five or higher

In order to gain a Certificate of Higher Education you will need to obtain 120 credits at level four or higher

## Degree Classification

Where a student is eligible for an Honours degree by passing a valid combination of module to comprise an award and has gained the minimum of 240 UEL credits at level 5 or level 6 on the current enrolment for the programme, including a minimum of 120 UEL credits at level 6, the award classification is determined by calculating;

The arithmetic mean of the best 90 credits at level 6	x	0.8	+	The arithmetic mean of the next best 90 credits at levels 5 and/or 6	x	0.2
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and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	First Class Honours
60% - 69%	Second Class Honours, First Division
50% - 59%	Second Class Honours, Second Division
40% - 49%	Third Class Honours
0% - 39%	Not passed

## Teaching, learning and assessment

### Teaching and learning

Knowledge and understanding is developed through:

- lectures and supporting teaching materials
- guided reading
- preparation for and participation in seminars and workshops
- research and readings as preparation for coursework
- preparations for exams

'Thinking' skills are developed through:

- completing in-course assignments requiring analysis, interpretation and evaluation
- discussions and feedback during seminars
- reflecting on personal development
- carrying out research and evaluating the findings

Practical skills are developed through:

- locating and using accounting and finance data

- application of principles and techniques to case studies
- application of software to accounting issues

Skills for life and work (general skills) are developed through

- adopting appropriate techniques
- using numeracy skills
- the application of IT in completing tasks
- use of verbal and written communication skills
- completing tasks within agreed deadlines
- both Independent working and team working as appropriate
- constructing clear and structured recommendations or conclusions

### **Assessment**

The majority of modules are assessed by a combination of coursework and end of semester examination. Coursework can take a variety of forms including case study- based questions, real company analysis, essays, reports, projects, multiple choice exercises, skills portfolio, financial modelling, or presentations. Some tasks will involve team working.

Knowledge is assessed by

- the standard achieved in coursework assignments
- demonstrating a knowledge of current literature
- the appropriate application of techniques and principles to examination questions

'Thinking' skills are assessed by

- providing evidence of analysis, interpretation and analysis in coursework and examinations

Practical skills are assessed by

- locating and using appropriate data for assignments and seminars
- Selecting and applying appropriate techniques to case studies
- Appropriate use of accounting software

Skills for life and work (general skills) are assessed by

- Ability to successfully complete tasks within given deadlines
- The appropriate application of numeracy and IT-related skills
- Evidence of effective team working
- Ability to form conclusions or recommendations
- Effectiveness of communication skills

### **How we assure the quality of this programme**

#### **Before this programme started**

Before this programme started, the following was checked:

- There would be enough qualified staff to teach the programme;
- Adequate resources would be in place;
- The overall aims and objectives were appropriate;
- The content of the programme met national benchmark requirements;
- The programme met any professional/statutory body requirements;
- The proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

This is done through a process of programme approval which involves consulting academic experts including some subject specialists from other institutions.

### **How we monitor the quality of this programme**

The quality of this programme is monitored each year through evaluating:

- External examiner reports (considering quality and standards);
- Statistical information (considering issues such as the pass rate);
- Student feedback.

Drawing on this and other information, programme teams undertake the annual Review and Enhancement Process which is co-ordinated at School level and includes student participation. The process is monitored by the Quality and Standards Committee.

Once every six years an in-depth review of the whole field is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to current and former students and speaks to staff before drawing its conclusions. The result is a report highlighting good practice and identifying areas where action is needed.

### **The role of the programme committee**

This programme has a programme committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the programme (e.g. library/technician staff). The committee has responsibilities for the quality of the programme. It provides input into the operation of the Review and Enhancement Process and proposes changes to improve quality. The programme committee plays a critical role in the quality assurance procedures.

### **The role of external examiners**

The standard of this programme is monitored by at least one external examiner. External examiners have two primary responsibilities:

- To ensure the standard of the programme;
- To ensure that justice is done to individual students.

External examiners fulfil these responsibilities in a variety of ways including:

- Approving exam papers/assignments;

- Attending assessment boards;
- Reviewing samples of student work and moderating marks;
- Ensuring that regulations are followed;
- Providing feedback through an annual report that enables us to make improvements for the future.

The external examiner reports for this programme are located on the UEL virtual learning environment (Moodle) on the school notice board under the section entitled 'External Examiner Reports & Responses'. You can also view a list of the external examiners for the UEL School by clicking on the link below.

<http://www.uel.ac.uk/qa/externalexaminersystem/currentexaminers/>

### **Listening to the views of students**

The following methods for gaining student feedback are used on this programme:

- Module evaluations
- Student representation on programme committees (meeting each term) and on the RDBS School Board
- National Student Surveys (for Level 6 students)

Students are notified of the action taken through:

- circulating the minutes and action plans of the programme committee and subsequent actions taken on UEL Moodle (the UEL internal website)
- Student/Staff consultative meeting
- providing details on the programme noticeboard

### **Listening to the views of others**

The following methods are used for gaining the views of other interested parties:

- Royal Docks Business School Advisory Board
- Feedback from external examiners
- Consultations with ACCA, ICAEW, CIMA and CPA Australia, the main professional accountancy bodies
- Placements Officer
- Comments from former students

### **Where you can find further information**

Further information about this programme is available from:

- The UEL web site (<http://www.uel.ac.uk>)
- The programme handbook (on internal Moodle intranet)
- Module study guides (on internal Moodle intranet)
- UEL Manual of General Regulations (<http://www.uel.ac.uk/qa/policies/manual/>)
- UEL Quality Manual (<http://www.uel.ac.uk/qa/policies/qualitymanual/>)
- Royal Docks Business School web pages (<http://www.uel.ac.uk/business/index.htm>)

- Equal Opportunities(<http://www.uel.ac.uk/equality/index.htm> )
- Accountancy Bodies:

[www.accaglobal.com](http://www.accaglobal.com)

[www.icaew.com](http://www.icaew.com)

[www.cimaglobal.com](http://www.cimaglobal.com)

[www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)

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[1] Available at <http://www.uel.ac.uk/qa/AssessmentPolicy.htm>