## Key Information

This section signposts you to some of the key information about your Undergraduate degree programme in your Programme Handbook and online Undergraduate Study Guide.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of contact hours for this stage/programme</td>
<td>Page 4, Programme Handbook</td>
</tr>
<tr>
<td>Mode of delivery</td>
<td>Page 4, Programme Handbook</td>
</tr>
<tr>
<td>Normal notice period for changes to the timetable, including rescheduled classes</td>
<td>Online Undergraduate Study Guide</td>
</tr>
<tr>
<td>Normal notice period for changes to the curriculum or assessment</td>
<td>Online Undergraduate Study Guide</td>
</tr>
<tr>
<td>Normal deadline for feedback on submitted work (coursework)</td>
<td>Page 6, Programme Handbook</td>
</tr>
<tr>
<td>Normal deadline for feedback on examinations</td>
<td>Page 7, Programme Handbook</td>
</tr>
<tr>
<td>Professional accreditation</td>
<td>Page 7, Programme Handbook</td>
</tr>
<tr>
<td>Assessment methods and criteria</td>
<td>Page 6, Programme Handbook Online Undergraduate Study Guide</td>
</tr>
<tr>
<td>Academic guidance and support</td>
<td>Page 10, Programme Handbook Online Undergraduate Study Guide</td>
</tr>
</tbody>
</table>
Use of Programme Handbook

The purpose of this handbook is to provide you with an overview of your Undergraduate degree programme. This handbook should be read in conjunction with the Newcastle University Business School Undergraduate Study Guide. Together, these will provide you with a guide to the facilities offered to you both by the School and the wider University and are designed to complement other information provided by the University.

This handbook provides an accurate picture of the programme at the time of writing, but this may be subject to minor change during the course of the academic year. You will be informed of any changes through the appropriate channels.

The Degree Programme: Graduate Diploma in Finance, Accounting and Business

Introduction
This document contains specific information relating to the Graduate Diploma in Finance, Accounting and Business (1505F). Additional information will be provided as you progress through the course. Much of this will be via e-mail or the current student web pages.

Contact Information

Address:
Newcastle University Business School 5 Barrack Road
Newcastle upon Tyne NE1 4SE
Telephone: (0191) 208 1500

Degree Programme Director:
Dr Rob Jones
Room 7.24, Level 7 Business School @ Barrack Road Telephone: (0191) 208 1602 E-Mail: Rob.Jones@ncl.ac.uk
Your Degree Programme Director has overall responsibility for the management of the programme.

Programme Secretary:
Ellen Arkless Student Support Office,
Room 5.09, Level 5 Business School @ Barrack Road Telephone: (0191) 208 1535 E-mail: Ellen.Arkless@ncl.ac.uk
The programme secretary is responsible for general administrative issues relating to the programme.
Structure of the Programme and the Academic Year Your Programme

This section aims to provide you with some key information on your degree programme. Generic information relating to undergraduate degrees can be found on the Business School Undergraduate Blackboard Community and in the Undergraduate Study Guide.

There will be an induction week for your Undergraduate programme at the start of Semester 1, including sessions with your programme director, your designated personal tutor, group activities and social events. This week is also your opportunity to familiarise yourself with the University, the facilities available, such as the Robinson Library, and check details, such as your timetable. A full schedule for the week will be included in your welcome pack on the first day of induction week and will also be published in the ‘Current Students’ section of the Business School website at www.ncl.ac.uk/business-school/current-students/

This undergraduate level award is to be studied in full-time mode and will last approximately 9 months. The programme is made up of 140 credits and this comprises seven 20 credit modules. This is a dual award and successful students will be:

- Awarded the Graduate Diploma in Finance, Accounting and Business from Newcastle University Business School
- Eligible to apply for credits for the Certificate in Finance, Accounting and Business (CFAB) from the ICAEW

Full descriptions of each module, including the aims and outcomes, syllabus, skills developed (including Graduate Skills Framework), teaching methods and assessment methods, can be found in the Module Catalogue at www.ncl.ac.uk/module-catalogue. Each module will comprise a mix of teaching and learning methods, including independent study. Further details of the structure will be given during the first lecture for each module. All students take the following compulsory and core modules.

The Module Catalogue gives the indicative number of hours for each module of scheduled learning and teaching (such as lectures/seminars) and guided independent study (such as assessment reparation/directed reading and research).

As an overall indication, each 10 credits comprises 100 hours of study, including lectures – the majority of this time will be independent learning, which you will carry out yourself outside of scheduled classes. The exact number and type of contact hours for each module will vary but you can expect to have at least 18 contact hours per 10 credits of modules taken.

Reading lists for each module can be accessed at https://rlo.ncl.ac.uk. Further information about the module structure and recommended reading will be provided by the module leader at the start of teaching.

The Degree Programme Regulations detail the modules to be studied on your Undergraduate programme. It is important that you read these and make sure you know the requirements of your Undergraduate programme. Degree Programme Regulations are available online at: www.ncl.ac.uk/regulations/programme/
Programme Specification

A detailed description of the programme structure, programme aims and learning outcomes can be found in the Programme Specification online: www.ncl.ac.uk/regulations/programme/

This includes information on the knowledge and understanding, intellectual skills, practical skills and transferable/key skills which you are expected to develop and demonstrate during your studies.

The Programme of Study
All modules are core and compulsory. The university pass mark for all modules is 40%. A higher pass mark is required in order to be eligible to apply for ICAEW credit. (See section below for full details).

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Semester</th>
<th>Type</th>
<th>Paired with</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8143</td>
<td>Principles of Taxation</td>
<td>20</td>
<td>1 and 2</td>
<td>Core</td>
<td>ACC3009 Taxation in Accounting</td>
</tr>
<tr>
<td>NBS8144</td>
<td>Auditing Theory and Practice</td>
<td>20</td>
<td>1 and 2</td>
<td>Core</td>
<td>ACC2020 Auditing</td>
</tr>
<tr>
<td>LAW8142</td>
<td>Law for Accounting Practice</td>
<td>20</td>
<td>1 and 2</td>
<td>Core</td>
<td>LAW1054 Introduction to Business Law</td>
</tr>
<tr>
<td>NBS8145</td>
<td>Business Strategy</td>
<td>20</td>
<td>1 and 2</td>
<td>Core</td>
<td>ACC2009 Strategic Business Analysis</td>
</tr>
<tr>
<td>NBS8140</td>
<td>Business Information and Finance</td>
<td>20</td>
<td>1 and 2</td>
<td>Core</td>
<td>N/A</td>
</tr>
<tr>
<td>NBS8141</td>
<td>Personal and Professional Skills</td>
<td>20</td>
<td>1 and 2</td>
<td>Core</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Assessment and Progression Your Assessment

The assessment will depend on the individual module. You can expect to be assessed by a variety of means, including examinations, assignments and presentations both individual and group. The mix of assessment methods is to allow you to demonstrate your understanding of the knowledge outcomes of the programme and also your assimilation of the skills developed during your Undergraduate programme.
The assessment methods used in individual modules are included in the module outlines. The assessments for the taught modules are summarised in the table at the end of this document.

Details of assessment deadlines will be provided via email within the first two weeks of term to allow you to plan your workload. You should familiarise yourself with the assignment submission procedures available on the Undergraduate Blackboard Community. All assignments for Business School undergraduate modules must be submitted by 16.00 on the specified deadline date. Any differences to this will be confirmed in advance by the Module Leader.

Please note that work submitted after the specified deadline, even by just a few minutes, will be treated as a late submission in line with University policy. Please see further details in the Undergraduate Study Guide on late submission of assessed work.

Occasionally, a module leader may change an assignment deadline (almost always to a later date). You will be notified of this in advance by e-mail by either the module leader or the relevant programme secretary. For all assignment deadlines, you should receive your marks and feedback within 20 working days. There may be certain exceptions to this turnaround time, but you will be notified of this at the time the deadline is set. For Semester 1 exams, generic feedback will be provided for the module early in Semester 2 to help you prepare for Semester 2 exams. For any students required to resit any exam, as a minimum generic feedback will be provided at least four weeks before the resit exam. Individual feedback for any exam can be provided on request after exam boards have met.

**University Regulations**

It is important that you familiarize yourself with the University Regulations. The university award is governed by the University's 'Graduate Diploma and Certificate Regulations'. The University's normal General Regulations, Undergraduate Progress Regulations and Undergraduate Examination Conventions apply to all students on the programme. These include conditions for reassessment in failed modules and criteria for eligibility of this award. You are expected to read these and make yourself aware of their implications [www.ncl.ac.uk/regulations/docs/](http://www.ncl.ac.uk/regulations/docs/)

The marks for each module on the programme will be returned on the following scale:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-39</td>
<td>Fail</td>
</tr>
<tr>
<td>40-59</td>
<td>Pass</td>
</tr>
<tr>
<td>60-69</td>
<td>Pass with Merit</td>
</tr>
<tr>
<td>70 and over</td>
<td>Pass with Distinction</td>
</tr>
</tbody>
</table>

**University Reassessment**

A student who passes a module (including by discretion) cannot be reassessed for any component of that module.

A student who fails up to 40 credits of the Graduate Diploma has the right to one reassessment for each module failed. The form of the reassessment may vary from the original, at the discretion of the Board of Studies/ Board of Examiners.
A student who fails more than 40 credits of the Graduate Diploma will not normally be permitted to continue or be reassessed without the support of the chair of the board of examiners.

A student who has the right to a second attempt will automatically be entered for failed modules (and any failed non-modular aggregated assessments) at the next available occasion of assessment (normally in August of the same academic year).

**ICAEW Certificate in Finance, Accounting and Business**

Successful students will not only be awarded a Graduate Diploma from Newcastle University but will also be eligible to apply for credit for ICAEW's Certificate in Finance, Accounting and Business (the CFAB qualification) providing that they meet the requirements for ICAEW credit as set out below. The credit arrangements for the Certificate in Finance, Accounting and Business are as follows:

<table>
<thead>
<tr>
<th>ICAEW Certificate Level Paper</th>
<th>Requirement for Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>A pass is required in NBS8147 Fundamentals of Financial Accounting PLUS a pass (55%) in the ICAEW’s Accounting paper.</td>
</tr>
<tr>
<td>Assurance</td>
<td>A pass mark of 50% in NBS8144 Auditing Theory and Practice</td>
</tr>
<tr>
<td>Business and Finance</td>
<td>A pass mark of 50% in NBS8140 Business Information and Finance and NBS8145 Business Strategy OR an average of 50% for the whole Graduate Diploma programme</td>
</tr>
<tr>
<td>Law</td>
<td>A pass mark of 50% in LAW8142 Law for Accounting Practice</td>
</tr>
<tr>
<td>Management Information</td>
<td>A pass mark of 50% in NBS8140 Business Information and Finance</td>
</tr>
<tr>
<td>Principles of Taxation</td>
<td>A pass mark of 50% in NBS8143 Personal and Business Taxation</td>
</tr>
</tbody>
</table>

In addition to credit for the 6 Certificate Level papers listed above, students are also eligible to apply for credit for the ICAEW’s Professional Level paper Business Strategy (a total of seven ICAEW credits).
ICAEW Professional Requirement for Credit

| Business Strategy | A pass mark of 50% in NBS8145 Business Strategy |

If a student does not meet all of the requirements for ICAEW credit, they may still be eligible for the Graduate Diploma in Finance, Accounting and Business providing they meet all requirements for this award.

If a student does not meet all of the requirements for the ICAEW's CFAB qualification, they will be eligible to apply for credit for ICAEW papers that they have passed. They will then be able to retake ICAEW assessment in any outstanding papers with a view to satisfying the requirements for CFAB. If a student has passed a university paper at 40% but has not achieved the required ICAEW pass mark, the university will not offer a resit attempt (unless the student had relevant Personal Extenuating Circumstances). In such cases, the student would be expected to retake the ICAEW assessment.

ICAEW Accounting Examination

One of the requirements of the ICAEW Accounting credit is that students must pass the ICAEW exam for this paper in addition to passing the university assessment. Students will automatically be entered for this assessment and the assessment will take place between the end of the Easter vacation and the start of the main university exam period.

Please note that the university will not pay for any resits for this paper.

Registering with the ICAEW

Students are expected to register with the ICAEW under their USS scheme at the start of the academic year. This is so that they are eligible to be considered for the ICAEW's CFAB qualification but also so that they have access to a range of support facilities offered by the ICAEW. Students must register directly with the ICAEW (the cost at the time of writing was £20) and will be provided with information on how to do so at the start of term. (Please wait until we have advised you how to do this as special arrangements apply for this programme).

Claiming ICAEW Credits

At the start of the academic year you registered under the ICAEW USS scheme for £20. In order to claim CPL (Credit for Prior Learning) for your ICAEW modules you need to complete a form which we will provide with your results letter. If you do this as soon as you graduate (and before starting a training contract) the CPL will be free. Just make sure you write USS somewhere on the application and ICAEW will be aware not to charge you!

Alternatively you can wait until you get a training contract and the firm will pay, but it may be a good way to make yourselves more attractive to firms if you are already armed with the relevant credits.

Please note that if you passed the ICAEW Accounting exam, then the Certificate Level Accounting paper will already be recognised on your ICAEW record.

Once the student has passed Accounting and the 5 certificate level CPL have been awarded then CFAB will be awarded automatically for no extra charge.

If you have any questions about claiming ICAEW CFAB credit, please contact Fiona Moore via e-mail: Fiona.Moore@icaew.com

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Assessment

Every module in the programme of study is assessed. While much of the programme is assessed by examination (largely because of the credit arrangements with the ICAEW), NBS8141 is also assessed by personal objectives/reflective report, group report and group presentation. If there are any additional pieces of assessment required by the ICAEW, we will give you plenty of notice.

Assignments/Reports
These might form all or part of the assessment for a module. You may be asked to work individually or as part of a team. The assignment brief will explain the requirements and the arrangements for submitting your work. Note the University has strict rules concerning plagiarism passing off the work of someone else as your own and you must ensure that you comply with these rules. Any student failing to submit an assignment/report by the stated deadline will be awarded a mark of 0, unless an extension has been granted. Please see the NUBS UG Student Guide for information on extensions and the PEC process.

Assessed Presentations
You will be asked to prepare and give assessed presentations, usually as part of a team. Again the assessment brief will explain the requirements. Marks will be awarded for the content and style of your presentation. Students are supported in the design and giving of presentations and feedback on presentations is given. Any student missing an assessed presentation will be awarded a mark of 0, unless there is an acceptable excuse for the absence.

Examinations
The university has two assessment periods: one at the end of Semester 1 in January and the other at the end of Semester 2 in May/June. Any student missing an examination will be awarded a mark of 0, unless there is an acceptable excuse for the absence.

The date, time and location of examinations is posted on the University's examination timetable which can be accessed online at the relevant points in the year. It is a student's individual responsibility to check the information on the timetable and to attend the correct venue on the correct date and time.

The format of examinations varies. The duration may be between 1 and 3 hours long and you may or may not be able to take materials into the examination room with you. Copies of past examination papers are available on the web via the University home page at: www.ncl.ac.uk/library/resources/

These will give you an idea of the nature of the assessment, although your module leader will inform you of the exact format for the examination for each module.

Arrangements for Feedback of Results
Arrangements for feedback of results vary according to the nature and timing of the assessment. For examinations you will receive your mark, usually a percentage. Where the examination takes place at the end of Semester 1, the mark will be made available to students early in Semester 2. Where the examination takes place at the end of Semester 2, students' marks will be posted to the student's home address after the Board of Examiners. Module Leaders will be able to give guidance to students concerning their performance, especially if they have performed poorly.

For other assessed work you will also receive your mark. Feedback either on an individual or group basis will also be available. The mechanism for delivery of the feedback will vary according to the timing of the assessment.

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Any marks returned for modules examined at the end of Semester 1 will be provisional, because they are subject to confirmation by the Examinations Board and may be subject to review by the External Examiner.

**Personal Extenuating Circumstances (PEC), Absence from Examinations or Late Submission of Work**
The University has procedures to deal with circumstances where students feel that their preparation for or performance in assessment has been affected by adverse circumstances e.g. illness, personal problems or bereavement. Students will be contacted during the year explaining how the procedures work and asked to complete a form to support their claim (PEC Form) and submit it with relevant medical evidence.

**General Information**

**Blackboard**
All taught modules will be supported via Blackboard.

**ICAEW Learning Materials**
ICAEW Learning Materials are available for all ICAEW papers. These comprise learning manual and question banks. We will provide students with material for the Accounting and Management Information papers as this material will be used extensively to support these modules. Students may also like to buy material for other modules direct from the publishers.

**Access to Social Spaces and Study Areas**
Students on this programme will have access to the Undergraduate and Postgraduate social spaces in Business School @ Barrack Road as well as the study and social facilities in Business School @ Armstrong.

**Prizes**
The ICAEW sponsor two prizes for this programme:
- ICAEW Learning and Professional Development Team
  £250 prize for student with the highest weighted average mark for the programme
- ICAEW Northern Society of Chartered Accountants
  £100 prize for student with the highest mark in NBS8141 Personal and Professional Skills

The prizes will be awarded by the Board of Examiners and the prize winners will be notified by letter.

**Personal Tutor**
The personal tutor for all students on this degree programme is Rob Jones. Please also contact Rob Jones for any queries about extensions, PEC forms etc. The Senior Tutor for the degree programme is Gillian Holmes.

**NCASS – Northern Chartered Accountants Student Society**
All students are eligible to attend events hosted by NCASS. This is the regional student branch of the ICAEW. They host a number of social and networking events across the year.
Summary of Programme Commitments

The University’s Student Charter is available online: www.ncl.ac.uk/pre-arrival/regulations/#studentcharter

It is also provided to all students as part of The Student Guide. In the Student Charter, the University undertakes to provide you with access to ‘high standards of teaching, support, advice and guidance’. The Student Charter requires that students are provided with a ‘programme handbook which details any professional requirements, contact hours, mode of course delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures’. The purpose of this summary is to help you locate further details about this key information in your handbook.

Your handbook also contains a range of other valuable information, so you should read it thoroughly and retain a copy for future reference. Your attention is also drawn to the Student Charter Supplementary Statement of Student Rights and Responsibilities.

Summary of Assessment Modes

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Compulsory/Core/Optional</th>
<th>Individual Assignments</th>
<th>Group Assessment</th>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8140</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>NBS8141</td>
<td>Core</td>
<td>20%</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>NBS8143</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>NBS8144</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>NBS8145</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>NBS8147</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>LAW8142</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>