Accounting and Finance & Accounting and Finance with Business Placement

BA Honours

Programme Handbook 2017-18
### Contents

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- Use of Programme Handbook
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- Structure of the Programme and the Academic Year assessment and Progression
- General Information

### 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>Information</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of contact hours for this stage/programme:</td>
<td>Page 7, Programme Handbook</td>
</tr>
<tr>
<td>Mode of delivery:</td>
<td>Page 3, 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 10, Programme Handbook</td>
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<td>Normal deadline for feedback on examinations:</td>
<td>Page 10, Programme Handbook</td>
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<tr>
<td>Professional accreditation:</td>
<td>Page 12, Programme Handbook</td>
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<tr>
<td>Assessment methods and criteria:</td>
<td>Page 5, Programme Handbook, Online Undergraduate Study Guide</td>
</tr>
<tr>
<td>Academic guidance and support:</td>
<td>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 documents 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: Accounting and Finance Accounting and Finance with a Business Placement Contact Information

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

Degree Programme Director:
Mrs Gill Holden (0191) 208 1697
E-mail: Gill.Holden@ncl.ac.uk
Your Degree Programme Director has overall responsibility for the management of the programme.

Programme Secretary:
Stage 1:
Scott Robertson (0191) 208 3953
E-mail: Scott.Robertson@ncl.ac.uk

Stage 2 & 3:
Emma Wright (0191) 208 1536
E-mail: Emma.Wright@ncl.ac.uk
Student Support Office, Room 5.09, Level 5 Business School @ Barrack Road
The programme secretary is responsible for general administrative issues relating to the programme.

Placements Officer: Nicola Burnip – Nicola.Burnip@ncl.ac.uk

Information in this booklet is available on the general University and Business School Web Pages. Detailed academic information can be found via the N400 website:
www.ncl.ac.uk/undergraduate/degrees/n400/courseoverview/
Structure of Degree Programmes

Both N400, (3 year programme), and N401, (4 year programme), have exactly the same academic structure. This means that for each taught stage, the modules are exactly the same. The only difference between the two programmes is that students on N401 will undertake a placement year after stage 2.

Stage 1

(a) All candidates shall take the following compulsory modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1010</td>
<td>Introduction to Financial Accounting</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>ACC1011</td>
<td>Introduction to Management Accounting and Finance</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>ACC1012</td>
<td>Professional Skills for Accounting and Finance</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>ECO1017</td>
<td>Introductory Economics</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>BUS1001</td>
<td>Introduction to Management and Organisation</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>LAW1054</td>
<td>Introduction to Business Law</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
</tbody>
</table>

NOTE: International students who achieve below 70 in the University English Language Assessment are required to take INU9094 Writing for Business School Undergraduates and / or INU9053 Listening and Speaking for Business School Undergraduates on a NOT FOR CREDIT basis (in addition to the 120 credits listed above).

Stage 2

All modules at Stage 2 are core modules

a) All candidates shall take the following compulsory modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC2002</td>
<td>Managerial and Business Economics</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>ACC2003</td>
<td>Financial Control</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>ACC2005</td>
<td>Intermediate Financial Accounting</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>ACC2007</td>
<td>Corporate Finance</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>ACC2021</td>
<td>Understanding Company Accounts</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
</tbody>
</table>
b) And if not taken in Stage 1:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW1054</td>
<td>Introduction to Business Law</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
</tbody>
</table>

c) All candidates (except those taking LAW1054) shall take one 20 credit optional module from the following list:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC2009</td>
<td>Strategic Business Analysis</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>ACC2020</td>
<td>Auditing</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>NCL2007</td>
<td>Career Development for second year students</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
</tbody>
</table>

With the approval of the Degree Programme Director alternative modules to those listed above may be selected.

**Intercalating Year**

On completion of Stage 2 and before entering Stage 3, candidates may as part of their studies for the degree, spend a year in a placement with an approved organisation. Students apply for a placement during stage 2 of the degree programme, and if successful they will normally begin work by September of the academic year, finishing the following summer.

During this time there is no taught content from the university. The employer may provide induction and training activities as appropriate.

Over the placement year there will be contact from staff from the University, and one assessed exercise to undertake. This exercise takes the form of a learning log reflecting on the experience.

Students may also have the opportunity to take part in the Erasmus exchange scheme which involves a period of study and/or work placement in a European country. Permission to undertake a placement or Erasmus exchange is subject to the approval of the Degree Programme Director.

It is the responsibility of individual students to make sure they meet the visa requirements of the country in which they plan to undertake a study/work placement. The University will withdraw UK student (Tier 4) visas for International students spending a year overseas. It will then be the sole responsibility of the student to re-apply, in a timely fashion, for a UK student (Tier 4) visa to return to Newcastle to complete their studies.

<table>
<thead>
<tr>
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<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC3010</td>
<td>Intercalating Year Personal Learning Record</td>
<td>100</td>
<td>50</td>
<td>50</td>
<td></td>
<td>Core</td>
</tr>
<tr>
<td>ACC3011</td>
<td>Intercalating Year Reflective Learning Account</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td></td>
<td>Core</td>
</tr>
</tbody>
</table>
Stage 3

a) All candidates shall take the following compulsory modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC3001</td>
<td>Financial Accounting</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>ACC3002</td>
<td>Management Accounting</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>ACC3006</td>
<td>International Financial Management</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
</tbody>
</table>

b) All candidates shall take 60 credits of optional modules normally selected from the following list (if not already taken in Stage 2)

c) The maximum number of credits of Stage 2 modules taken at Stage 3 is 20:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC2009</td>
<td>Strategic Business Analysis</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>ACC2020</td>
<td>Auditing</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>ACC3004</td>
<td>Derivative Markets</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>ACC3008</td>
<td>Auditing as Social Accountability</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>ACC3009</td>
<td>Taxation in Accounting</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>ACC3016</td>
<td>Accounting, Organisations and Society</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>ACC3018</td>
<td>Accounting, Change and Development</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>NCL3007+</td>
<td>Career Development for final year students</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>NCL3008</td>
<td>Advanced Career Development</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
</tr>
</tbody>
</table>

*Students who study NCL2007 at Stage 2 are not permitted to take NCL3007 at Stage 3.

Assessment Methods
Details of the assessment pattern for each module are explained in the module outline.

Degree classification
Candidates who entered the programme in September 2010 or earlier will be assessed for degree classification on the basis of all the modules taken at Stages 2 and 3 with the weighting of the two stages being 1:3 for Stage 2 and Stage 3 respectively.

Candidates who commenced the degree programme in September 2011 or later will be assessed for degree classification on the basis of all the modules taken at Stages 2 and 3 with the weighting of 0:1:2 for the three stages.
Aims and Objectives of the Programmes

Extract from the Programme Specification

The Programme Specification for the N400/N401 Accounting and Finance degree programmes will be available on the Business School web site: http://www.ncl.ac.uk/regulations/programme/2016-2017/nubs.php

The specification is like an 'Executive Summary' for the programme and it gives more detail on the aims and objectives of the programmes and how they have been designed. 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 preparation/directed reading and research).

Educational Aims

To produce graduates with the following qualities:

1) The knowledge, understanding, key and specific skills and general intellectual development required to make them employable in graduate positions in accounting, finance, business, management and a wide range of other employments or capable of undertaking a taught postgraduate programme

2) A capacity for critical evaluation of arguments and evidence

3) A capacity for independent and self-managed learning

4) Through the intercalating year, an appreciation of either (depending on the placement) the cultural and professional aspects of the work place environment or, studying in a foreign country

To provide a programme:

1) Which has accredited degree status for the accounting profession

2) Which combines study of both the conceptual and the applied aspects of the disciplines studied

3) In which teaching is informed by research (both relevant research in the discipline and research carried out by members of staff) and by the Subject Area’s strong professional links

4) In which accounting and finance is related to a broader business context

5) Which provides an opportunity for students to undertake an intercalating year between stages 2 and 3, to include a work placement, study abroad or Erasmus exchange

6) Which fully meets the requirements of the Quality Assurance Agency (QAA) benchmark statement for accounting degrees

7) Which fully meets the criteria for an honours degree laid down in the QAA’s National Qualifications Framework

8) Which satisfies the requirements of the QAA Code of Practice and University guidelines

Learning Outcomes
The programme outcomes have references to the benchmark statements for Accounting. The programme provides students with opportunities to demonstrate disciplinary competency by developing the key principles and theories in their subject area. It combines theory with the application of skills required to generate solutions within their discipline.

Knowledge and Understanding

On completing the programme students should understand:

A1 The business contexts within which accounting and finance operate, (including for example the legal, economic, ethical, the social and natural environment, the accounting profession, the business entity, the capital markets and the public sector).

A2 UK and international financial reporting including consideration of alternative recognition and measurement rules and of the impact of accounting choices.

A3 Principal aspects of management accounting and the use of accounting information for internal decision making and control.

A4 The principal models used in finance and consideration of the application of these models in the context of the multinational corporation.

A5 Key research in the disciplines studied (including research by members of staff where relevant), critical evaluation of theories and empirical evidence.

A6 Through optional modules knowledge and understanding of specialist areas within accounting and finance, cognate areas to accounting and finance and other areas (including for example a modern language).

A7 The impact of the international environment on a firm’s accounting and finance decisions

A8 Ethical issues and be able to make recommendations for appropriate courses of action.

A9 The professional and cultural requirements of either (depending on placement) the work place, or of the country in which the intercalating year is taken (N401).

Teaching and Learning Methods

The primary method of imparting knowledge and understanding is lectures. These are supplemented by seminars, workshops and large group problem sessions where students are able to check their learning through discussion and through practice.

Much learning in accounting and finance is accomplished through a problem-based approach.

Students are encouraged to supplement taught material through independent reading, with extensive guidance being given about which books and articles to read. Students also enhance their learning through student-centred project work and by analysing case studies.

Assessment Strategy
Knowledge and understanding is primarily assessed by unseen examinations, as this is what is preferred by the various accounting bodies that accredit the degree programmes. Other assessment patterns include various forms of coursework – essays, projects, reports, case studies and worksheets. For N401, the intercalating year is assessed via a personal learning account and a reflective learning account.

**Intellectual Skills**

On completing the programme students should be able to: (Subject-Specific/Professional Skills)

- B1 Record and summarise transactions and prepare financial statements
- B2 Analyse business operations for decision-making purposes
- B3 Make financial projections for decision-making and control
- B4 Solve problems in accounting and finance
- B5 Have gained quantitative skills required for accounting and finance
- B6 Understand the legal and economic environments in which firms operate

**Teaching and Learning Methods**

Professional skills are often demonstrated in lectures with follow-up in large group problem solving sessions or in workshops/seminars to enable students to develop these skills in a supportive environment where help is available. Mastery of these skills requires practice which students gain through workshops and through preparing problem-based worksheets. There are also open help sessions and revision sessions, as well as sessions to introduce the intercalating year. Depending upon the placement taken in the intercalating year, these professional skills may be reinforced via the work environment.

**Assessment Strategy**

Professional and cognitive skills are assessed by unseen examinations, essays, worksheets, projects and case studies. For N401, the intercalating year is assessed via a personal learning record and a reflective learning account.

**Practical Skills**

On completing the programme students should be able to:

- C1 Critically evaluate arguments and evidence
- C2 Analyse and draw reasoned conclusions from structured, and to a lesser extent from unstructured, problems using given data or data acquired by the student
- C3 Locate, extract and analyse data from multiple sources, including the acknowledgement and referencing of sources
- C4 Demonstrate the ability to use appropriate verbal/written communication to convey information to a particular audience tailoring the content, style and presentation to their intended audience
- C5 Demonstrate numeracy by applying the appropriate computational techniques to interpret or critically evaluate the results to solve problems within an accounting or finance setting.
- C6 Reflect on their learning experiences from the intercalating year, and relate these experiences to the taught programme (for N401).

**Teaching and Learning Methods**

C1 is principally developed through seminars and practice discursive questions, where students can discuss such matters and learn to evaluate arguments and evidence.

Problem-solving skills are principally developed through workshops, large-group problem sessions and projects. Data extraction and analysis skills are developed through student-centered project work and through skills sessions within
modules. Students can enhance their learning through independent reading, undertaking case study analysis and project work. During the intercalating year, N401 students have an opportunity to write about their learning via a personal learning record (uploaded periodically via e-Portfolio) and reflect on their postings at the end of the year through the learning account. The personal learning records and reflective account are overseen by a dedicated member of staff.

**Assessment Strategy**

Assessment is achieved through unseen examinations, worksheets, essays, projects, presentations, personal learning records and reflective learning account.

**Transferable/Key Skills**

On completing the programme students should:

D1 Be competent in written and oral communication, presentation, numeracy, computer literacy

D2 Have the ability to work independently, through managing own learning, time management, showing initiative and adaptability.

D3 Have the ability to work within a team contributing appropriately and effectively towards the team based activity.

D4 Have an appreciation of the professional and culture requirements of the work place, being able to contribute effectively and efficiently to their placement provider; or an appreciation of the cultural aspects of studying abroad (for N401).

**Teaching and Learning Methods**

These skills are introduced to students through skills sessions within modules and through the stage 1 ACC1012 Professional Skills and stage 2 ACC2021 Understanding Company Accounts modules. IT and numeracy skills are taught in specific modules through lectures and workshops, but are further used and developed in other knowledge based modules.

Oral communication skills are in particular developed through seminars and presentations. Students have the opportunity to develop work and study skills, but there is a limit to the extent to which these can be taught.

Students can develop these skills further through project work and worksheets. Teamwork skills are developed through the use of group projects and group presentations in certain modules.

For N401, requirements relating to the development of skills during the intercalating year are introduced via formal taught sessions in towards the end of stage 2.

**Intellectual Development across the Stages**

The programme is designed to ensure intellectual development through each stage. Within the taught elements of the degree programme there are 3 main disciplinary ‘streams’ that are developed within each stage: financial accounting, management accounting and finance. Individual modules fall within one of these streams, or they may be designated as part of the ‘support stream’ (modules such as Professional Skills in Accounting and Finance and Managerial and Business Economics are examples of modules forming part of the support stream).
In stage 1 there is a greater emphasis on formal contact teaching than there is in the later stages. As you move from stage 1 through to stages 2 and 3, independent learning becomes more important. All modules are compulsory at stage 1, with the opportunity to pursue individual interests through option modules provided at stages 2 and 3.

Stage 1 Aims

- To provide a broad foundation in a range of business disciplines which aid the understanding of accounting and finance, in particular economics, which is the core social science perspective employed on the programme
- To introduce students to the basics of accounting and finance, with a strong emphasis on technical skills development, but including some theoretical concepts
- To develop key skills, particularly in the areas of teamwork, presentation, numeracy and problem solving

Stage 2 Aims

- To build on stage 1 studies with a focus on the core disciplines of financial reporting, management accounting, finance and economics
- To have a stronger emphasis on conceptual understanding and to explore theoretical models to a greater extent than at stage 1
- To allow study of an optional module, either in cognate disciplines or in other areas
- To further develop key skills, in particular those of teamwork and planning and organising through the project module, as well as those of extracting and analysing data and drawing conclusions
- To introduce students to relevant research findings in accounting and finance
- To expect students to be able to manage their learning with less contact time

Stage 3 Aims

- To develop the study of the core disciplines of financial reporting, management accounting and finance to honours level
- To develop students’ critical awareness of the disciplines studied
- To provide students with significant contact with relevant research literature
- To allow students to broaden their studies of accounting, finance and related disciplines through optional modules
- To provide opportunities for students further to develop their key skills and to demonstrate that they are capable of taking charge of their own learning

Your Assessment

The assessment will depend on the individual module, and only some of these methods may apply to you, depending on which optional modules you chose in Stages 2 and 3. You can expect to be assessed by a variety of means, including examinations, assignments both individual and group, presentations and dissertation. 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.

Details of assessment deadlines will be emailed to you within the first two weeks of term to allow you to plan your workload. You should familiarise yourself with the assignment submission procedures. All assignments for Business School undergraduate modules must be submitted by 16.00 on the specified deadline date.
Most assignment deadlines are set at 16:00.

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.

Other Relevant Information

Development of Key Skills
In the course of your degree you will have the opportunity to acquire many of the key skills that employers look for from graduates, such as teamwork, problem solving and initiative.

Your degree programme will help you develop skills in these areas, although it is important that you take advantage of the opportunities offered. For example if you keep quiet in seminars, you are losing the chance to develop your oral communication skills and to demonstrate this to your lecturers. You will also find many other opportunities to develop these skills, whether through representing your colleagues on the Student-Staff Committee, through participation in student societies, arranging and managing a complex summer vacation trip or through vacation employment. It is in your interests to take up any opportunities which present themselves. You also need to be aware of how you have developed your skills, as employers often ask about this. Most students have done more to develop their skills than they realise!

Employment Possibilities
In Accounting and Finance, we maintain close links with the accounting institutes and many potential employers, including leading national and local accountancy firms, and public and private companies. You have an opportunity to meet many of these people during the annual Career Development Week (held in the week commencing 17th October 2016), and also throughout the course of the year.

A degree in Accounting and Finance offers a wide range of career opportunities, whether you choose to enter the field of accountancy or apply your skills in other fields such as retail or investment banking, finance or management consultancy. Your degree will have equipped you with a wide range of skills that employers from many different sectors will be looking for such as numeracy, analytical ability, problem solving and team working.

A significant number of our students go on to train as accountants in the profession or in industry, but many gain managerial work in other lines of business.

Intercalating Year
Students on N401 will spend a year on placement after their second taught year. It is up to the student to find a placement themselves (the School does not place students with an employer). There are many opportunities available which are advertised on a regular basis via the Careers Service website and sometimes via your DPD. In addition, the School has a dedicated Placement Officer, who can assist you.
with any questions you may have. The Placement Officer will be running sessions for students during stages 1 and 2 – students will be notified in good time about these sessions.

Students may switch from N400 to N401 if they decide to undertake a placement year. Equally, students registered on N401 can switch to N400 if they decide not to undertake a placement. To request a change, you need to email the DPD and Programme Secretary.

**Exemptions**

At Newcastle, we know how important professional accreditation is when it comes to finding a job. That is why we endeavour to ensure that our N400 Accounting and Finance degree programme gives you the opportunity to gain exemptions from a number of professional accounting exams. The precise exemptions will depend upon the professional body you want to join, the optional modules you take, the mark you score in particular modules and your overall degree classification.

Due to the evolving nature of our own academic syllabus and that of the main professional accountancy bodies (ACCA, ICAEW, CIMA, CIPFA, AIA, CPA Australia), we regularly keep in close contact to try to maximize the level of accreditation and exemptions that our students have the opportunity of obtaining. For the current up to date level of exemptions please visit the Business School website or the website of the professional body you are interested in joining.

**Summary of Programme Commitments**

The University's Student Charter is available online: [www.ncl.ac.uk/pre-arrival/regulations/#studentcharter](http://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.