

Accounting and Finance
Accounting and Finance with Placement
Accounting and Finance with Study Abroad

BSc Honours

Programme Handbook
2020-2021

The University's Student Charter, requires that students are provided with a 'programme handbook which outlines 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. In the Business School the information will either be included in your Programme Handbook or in the UG Canvas Community under "UG Study Guide".

Average number of contact hours for this Stage / programme:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Mode of delivery:	<i>Please see "Your Programme" section of your programme handbook on page 4</i>
Normal notice period for changes to the timetable, including rescheduled classes:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Normal notice period for changes to the curriculum or assessment:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Normal deadline for feedback on submitted work (coursework):	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Normal deadline for feedback on examinations:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i>
Professional Accreditation:	<i>Please see your programme Canvas Community for up to date information</i>
Assessment methods and criteria:	<i>Please see your programme Canvas Community for up to date information</i>
Academic guidance and support:	<p><i>Please see UG Study Guide in NUBS UG Community on Canvas</i></p> <p><i>Please see "contacts" section of your programme handbook on page 11.</i></p>

Welcome

Hello and welcome to Accounting and Finance at Newcastle University. The programme you are about to embark upon will be delivered by staff who are undertaking academic research in a wide range of fields and by staff who are professionally qualified and who have worked in practice, industry and the public sector.

The programme is designed and developed to ensure that as graduates you will be equipped with not just technical knowledge but also a range of transferrable skills that will be of value to future employers. The programme is a professional and challenging programme with optional modules at Stages 2 and 3 to enable you to pursue areas of particular interest to you.

I wish you the very best for your university career and I hope you enjoy every minute of your time with us.

Gill Holden ACMA FHEA
Degree Programme Director BSc (Hons) Accounting and Finance

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 NUBS Undergraduate Canvas Community. 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.

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 Canvas Community <https://canvas.ncl.ac.uk/login/> in the *UG Study Guide*.

What will my teaching programme be like in 2020/21?

We want you to get the most out of your teaching and learning and will do everything we can to support you to do so. Your learning opportunities will be made up of a mixture of online and in-person, on-campus activities. In semester one, as a result of physical distancing requirements, lecture materials will be delivered online as will many tutorials, seminars and workshops. Our plan, where it's possible and safe to do so with 2-meter physical distancing in place, is to deliver two hours of in-person seminars and tutorial teaching per week. We will review this at key points in the semester and these reviews will inform our approach to semester two teaching.

We recommend you regularly check the University website for the most up to date information at: <https://enquire.ncl.ac.uk/>

Induction

There will be a three week Induction for your Undergraduate programme at the start of Semester 1, including sessions with your Degree Programme Director (DPD) and/or your Student Stage Co-ordinator (SSC), your designated Personal Tutor. This period is also your opportunity to familiarise yourself with the University, the facilities available and check details such as your timetable. A full schedule will be available on the relevant programme pages in Canvas and published on the Business School Website <https://www.ncl.ac.uk/business/>

About the Programme

All undergraduate degree programmes have a modular structure linked to a pattern for the academic year. This is based on a two Semester system located within a 3-term framework.

Each academic year of the degree programme is referred to as a Stage, so that you complete Stages 1, 2 and 3 of your degree. In each Stage of your degree you are required to study modules to a total credit value of 120, in accordance with degree programme regulations. A 20 credit module is equivalent to 200 notional hours of study.

Programme Structure

Information on the overall programme structure is available in the programme regulations: www.ncl.ac.uk/regulations/programme/2020-2021/nubs.php. Information on module content is available online at: www.ncl.ac.uk/module-catalogue, you can expect to be given further details of the content and assessments during the first lecture for each module.

Both N400, (3 year programme), and N401 and N403 (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 programmes is that students on N401 will undertake a placement year after stage 2 and students on N403 will undertake a study abroad year after stage 2. This is called an intercalating year. It is also possible to do a combination of placement and study abroad in your intercalating year.

Mobility Year (Placement/ Study Abroad):

On completion of Stage 2 and before entering Stage 3, candidates may as part of their studies for the degree, complete a period of mobility activity. This could be:

- spend a year on a work placement with an approved organisation (minimum 9 months);
- complete a study abroad opportunity (2 semesters);
- complete a combination of work placement and study abroad activity.

This is a fantastic opportunity to develop personal skills and gain an insight into working life or gain an international experience.

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. The employer will provide induction and training activities as appropriate. Over the placement year there will be contact from staff from the University. Applications for Study Abroad opportunities can be made

in the autumn of Stage 2. For further information please visit the NUBS UG Canvas Community or contact nubs.placementandstudyabroad@ncl.ac.uk.

During the mobility activity, students are required to complete and pass one 120 credit academic module, NBS3000: Business School Mobility Module. This module focuses on skills development during the mobility opportunity and asks students to reflect on their experiences. The module is assessed by means of written work.

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.

We encourage students to contact the Business School Student Experience team during Stage 1 or Semester 1 of Stage 2 to find out more about mobility opportunities:
nubs.placementandstudyabroad@ncl.ac.uk

Module Choice

The degree programme comprises a mixture of compulsory and optional modules. In addition, for assessment purposes all modules are defined as 'core' and have to be passed at 40% or above. Some modules have 'pre-requisites', in that they require other modules to have been studied previously.

For students other than those at Stage 1, University regulations require students to register their choice of modules for the academic year before the start of the Semester 2 assessment period in the preceding academic year. Any student who wishes to change his or her module selection may do so during the first week of teaching of Semester 1 (by Friday 23 October 2020). Changes must be approved by the Degree Programme Director, who must be satisfied that where consent is necessary it has been given by the lecturer responsible for the module which the student wishes to select. A Faculty concession is required for any changes to module selections outside the above periods.

To assist with the process of making your module selection for Stages 2 and 3, we will hold module selection sessions after Easter and, information on modules is available from the University's web page. Full descriptions of each module, including the aims and outcomes, syllabus, skills developed, 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. 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).

Degree Programme Regulations

The degree programme regulations detail the modules to be studied on your degree and any progression requirements, such as the need to pass all modules at 40% or more. It is important that you read these and make sure you know the requirements of your undergraduate degree.

Degree Programme regulations are available online:
www.ncl.ac.uk/regulations/programme/2020-2021/nubs.php

Programme Specifications

A detailed description of the programme structure, programme aims and learning outcomes can be found in the Programme Specifications online www.ncl.ac.uk/regulations/programme/2020-2021/nubs.php

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.

Timetable and Communication

All modules are offered subject to the constraints of the timetable. Not all modules may be offered in all years and they are listed subject to availability. Module timetables can be viewed online at www.ncl.ac.uk/timetable. The timetable website also gives information on how to understand and search for your individual timetable. You can also access your timetable using the Newcastle University App.

Canvas (<https://canvas.ncl.ac.uk/login/>) is the main online teaching tool and it is where you will find information for each module including module guides, lecture notes, seminar sheets, assessment details and general module announcements and information. You should make sure you check Canvas on a regular basis. You can also access Canvas using the Canvas App.

All students are assigned an email address and mailbox and this is the email that should be used for communication within the university (<https://www.ncl.ac.uk/itservice/email/>). You should make sure you check your university email on a regular basis.

University Regulations

It is important that you familiarise yourself with the University Regulations, in particular the Undergraduate Progress Regulation and Examination Conventions which detail the regulations for study and award of an Undergraduate degree. This includes conditions for reassessment in failed modules and criteria for eligibility of an Undergraduate award. You are expected to read these and make yourself aware of their implications. The University Regulations are available online: <https://www.ncl.ac.uk/regulations/docs/>

Degree classification

Candidates will be assessed for degree classification on the basis of all the modules taken at Stage 2 and Stage 3 with the weighting of the stages being 1:2 for Stage 2 and Stage 3. The placement year (N401) and study abroad year (N403) are assessed on a pass/fail basis and do not contribute to the degree classification.

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 (modules such as Professional Skills in Accounting 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 optional modules provided at Stages 2 and 3.

Assessment

Details of the assessment pattern for each module are in the Module Outline Forms for each module, these can be accessed via the University Web Site at www.ncl.ac.uk/module-catalogue

Exam conventions are available online <https://www.ncl.ac.uk/exams/>

The specific assessment criteria and any rubrics will be detailed in the individual module folders on Canvas.

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.

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 NUBS UG Study Guide in the UG Canvas Community regarding the late submission of assessed work.

To ensure the quality of our programmes the University appoints External Examiners in line with UK requirements. They help to ensure that the overall standard of the programme award is in line with other University Degrees, evaluate the assessment and marking and make observations and recommendations about the curriculum. To do this they are provided with programme documentation, they review student performance and the marking process through samples of assessed work, and meet with staff and students to discuss their experience. Your work may therefore be reviewed by an External Examiner. The External Examiners for your programme are detailed below:-

External Examiner	Institution	Position
Dr Renzo Cordina	University of Dundee	Lecturer

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 peers on the Student Voice 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 international, national and local accountancy firms, and public and private companies. You have an opportunity to meet many of these people during the annual Future Focus Careers Conference (held in the autumn term) 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.

Placement 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 Student Experience Team who can assist you with any questions you may have.

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.

Exemptions

At Newcastle, we know how important professional accreditation is when it comes to finding

a job. That is why we endeavor to ensure that our N400/401/403 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 maximise 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.

Information on accreditations for N400/N401/N403 can be found on the programme Canvas Community.

Student Voice

At the start of the academic year early in Semester 1, we will be seeking student representatives from your degree programme to join the undergraduate Student Voice Committee (SVC).

If you are interested in being a representative on the **Student Voice Committee** please contact the **Programme Secretary**.

The SVC is a meeting of the student representatives from your subject group with key academic staff and takes place usually four times a year.

If a student (or group of students) has a particular issue or concern regarding the teaching on their degree programme, the best and quickest route is for students and staff to resolve any issues informally.

For any other issues, the SVC is the forum where students (via student representatives) can present their views, issues and concerns. Issues raised by students at SVC are often then considered by the relevant Board of Studies.

Student representatives will also be invited to attend the Board of Studies meetings. These meetings look in detail at the structure, content and quality assurance of small groups of programmes and student representatives are invited to participate in discussions at these meetings with the teaching teams for their degree programme.

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

Tel: (0191) 208 1697

E-mail: Gill.Holden@ncl.ac.uk

Your Degree Programme Director has overall responsibility for the management of the programme.

Student Stage Co-ordinators

Stage coordinators are there to support the DPD with student-focussed activities relating to a particular Stage of the programme. The DPD will act as the stage coordinator for final year students. The Stage Coordinators for your programme are:

Stage 1: Deeya Sewraj. Email: deeya.sewraj@newcastle.ac.uk

Stage 2: Habiba Al-Shaer. Email: habiba.al-shaer@newcastle.ac.uk

Stage 3: Gill Holden. Email: gill.holden@newcastle.ac.uk

Programme Support Team Email

Address:

accountingandfinance.ug@ncl.ac.uk

The programme support team is your main point of contact for administrative queries relating to your programme, such as information about procedures or deadlines.

Due to the current COVID-19 situation, in person queries can be directed to ground floor reception, Business School @ Barrack Road, 10am-2pm, Mondays to Fridays. This will be reviewed on an ongoing basis and you will be notified of any changes.

Personal Tutor

You will be allocated a personal tutor in induction week and you can check who they are via the S3P system.

Additional information on your programme contacts can be found in the Programme Canvas Community.