

Business Accounting and Finance

BA 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:	<i>Please see UG Study Guide in NUBS UG Community on Canvas</i> <i>Please see "contacts" section of your programme handbook on page 17.</i>

Welcome

Hello,

It gives me great pleasure to welcome you to the NN14 Business Accounting and Finance Degree Programme at Newcastle University Business School. For most of you this is the culmination of a long personal journey, including Open Days and an Assessment Centre, as well as achieving success in your exams! You're now beginning a new and exciting phase of your journey.

To help you settle in, during Induction we'll have several meetings to share more information about the programme and answer your questions, as well as give you chance to get to know us and your fellow students a bit more. You're bound to be nervous and this is entirely normal – the first week is designed to help you get over those nerves! The Programme Manager from PwC, Naomi Challans, will lead some of the sessions in the Induction period and together we'll share more information about the programme, working with PwC and our expectations of you.

You'll find this programme is both academically and personally challenging, as you develop new, valuable knowledge and skills. We don't have an academic reading list for you to complete before the Induction period, but we do ask you to familiarise yourself with how the programme works; reading this Programme Handbook and following some of the links is the best way to start.

Meanwhile, enjoy the rest of the summer. Looking forward to seeing you in the Induction period!

Chris Soan BFP FCA
Degree Programme Director Business 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 *Undergraduate 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, workshops and labs. Our plan, where it's possible and safe to do so with 2-meter physical distancing in place, is to deliver up to three hours of in-person labs, 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 an induction period 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 induction is also your opportunity to familiarise yourself with the University, the facilities available and check details such as your timetable. A full schedule for the induction period will be published on the Business School Website <https://www.ncl.ac.uk/business/>

About the Programme

Each academic year of the degree programme is referred to as a Stage, so that NN14 students complete Stages 1, 2, 3 and 4 of their degree.

All undergraduate degree programmes have a modular structure linked to a pattern for the academic year. Stage 1 of NN14 follows this structure, which is based on a two semester system consisting of two semesters located within a 3-term framework. Stages 2-4 include placement and so follow a slightly different structure to that of 'standard' undergraduate degree programmes. This is explained in the 'Programme Structure' section below.

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 module content is available online at: www.ncl.ac.uk/module-catalogue and further details of the structure will be given during the first lecture for each module.

Stages 2, 3 and 4 each comprise 80 credits of taught modules plus a 40 credit placement module giving the total of 120 credits for the academic year. The teaching programme is split into two halves in Stages 2, 3 and 4 to accommodate the Placements. The first block of teaching takes place in the autumn and the second block takes place after Easter. The placements take place in between the two blocks. Accordingly Stages 2, 3 and 4 operate on different dates from the standard University calendar usually starting in mid-September and finishing at the end of June. Dates for each academic year are issued to students towards the end of the previous academic year.

Intellectual Development across the Stages

The programme is designed to ensure intellectual development through each Stage. Stage 1 concentrates on providing an introduction to the subject area. It covers fundamentals in accounting, finance, IT, management, economics, tax, business maths and law. It is designed to be accessible and relevant to all students, irrespective of whether they have studied business before.

Building on Stage 1, Stages 2 and 3 concentrate on the technical and professional aspects of accounting and finance. The syllabus includes modules that have been designed to satisfy the learning outcomes of ICAEW's Professional Level examinations. In particular Stage 2 develops students' knowledge and skills, with an emphasis on technical development while Stage 3 introduces the most demanding technical aspects as well as developing students' skills of discussion, application and analysis.

Stage 4 concentrates on developing higher level academic skills, appropriate to an undergraduate programme. These include skills of analysis and critical evaluation, knowledge of research issues and their impact on practice and the requirement to apply knowledge in an integrated manner thereby demonstrating the ability to synthesise knowledge from different subject areas. There are detailed learning outcomes for each of the modules on the programme which are available via the relevant Module Outlines.

Placements

There are placements in Stages 2, 3 and 4 with the placement provider PricewaterhouseCoopers LLP (PwC). Placements form an integral part of the programme allowing students to link the theory and practice of accountancy. Information will be provided about the placements on Canvas and in ACC1052 the Financial Environment. The placements contribute to the development of students' personal and professional skills and are also recognised as approved technical work experience by ICAEW.

The placements form part of the degree via the placement modules ACC2055, ACC3054 and ACC4055. While these are core modules, they are assessed on a pass/fail basis and they do not contribute to the calculation of the overall degree classification. Students have a separate contract for each placement. The placement contract usually runs from 1 October to 31 August each year, although students will normally work for a pre-determined period during December/ January to March/ April for Stages 2 and 3 and November to March/ April for Stage 4. PwC will be entitled to request a personal reference from the University prior to offering a placement.

Assessment of performance on the placement will be conducted by the University in consultation with PwC in line with the guidelines issued for the relevant module. In line with these guidelines, students shall be required to comply with the professional and/or ethical rules of PwC and ICAEW while under contract even during the times when they are not actually working for the placement provider.

In order to pass the Placements, students must do two things. Firstly, they must meet the professional standards required by PwC and ICAEW. Principally this involves completing the work allocated to them in a timely manner to the required standard and maintaining appropriate professional standards. Secondly, students must complete a Placement Portfolio which provides evidence of their learning on Placement. Support and guidance will be provided to students throughout the placements (especially in cases where there is concern as to whether the student is meeting the required professional standards). However, if students fail to meet

the required standards, they will fail the Placement Module and will not be eligible to continue on the degree programme. There is no re-sit opportunity for placement modules.

Appeals against placement assessment shall be conducted in accordance with the University's Academic Appeals Procedure for Students. Alleged misconduct on the placement will be subject to investigation by the University, PwC and, where relevant, ICAEW. Where the professional and/or ethical rules of PwC and ICAEW are breached because of misconduct on the part of the student, then the placement contract may be terminated with the result that the student fails the placement module.

Note: Students experiencing difficulties with the placements will usually be offered the option of transferring to BA (Honours) Accounting Studies (NN49) which has an identical taught programme of modules to BA (Honours) Business Accounting and Finance (NN14).

Alternatively other transfer options may be available.

Academic Performance and the Placements

One aspect of PwC's professional rules is that the usual policy of PwC is to allow their trainees two attempts at the Professional Level papers (ICAEW permit a maximum of four attempts at each Professional Level paper). While students are under contract to PwC, they are still employees of PwC and are expected to comply with PwC's usual employment practices.

Therefore, in line with PwC's usual employment practices, if the student fails to achieve the ICAEW pass mark after two attempts, this will normally affect whether subsequent placements are offered by the firm.

In such cases students may be offered the option of transferring to BA (Honours) Accounting Studies (NN49). Alternatively other transfer options within the Business School may be available. BA (Honours) Accounting Studies (NN49) has an identical taught programme to BA (Honours) Business Accounting and Finance (NN14). Such students will be encouraged to complete any outstanding Professional Level papers externally during the gaps in teaching when other students are on placement. This gives students the opportunity to graduate with the Professional Level completed. Such students remain very well placed to qualify as Chartered Accountants within 1-2 years after graduation and are often considered favourably by PwC for an offer of employment post-graduation as long as they have performed well in the other aspects throughout the Degree Programme.

In all cases where international students are considering transfer to a different degree programme, the student must check whether or not this affects their VISA (help can be sought from the University VISA team).

Registering with ICAEW

Students will register with ICAEW during or before the start of Stage 2. Once registered, students will be known as Student Members of ICAEW for as long as they receive approved training.

This means that they will be:

Able to use the London-based ICAEW Library and Information Services either directly or remotely. A letter of introduction from a member is required - see www.icaew.com/en/library

Issued with personal passwords enabling access to a range of online services on the student site of

the ICAEW website.

Issued quarterly with a copy of Vital, the student newsletter.

Invited to attend regular events held by NCASS (Northern Chartered Accountants Student Society). This society promotes and supports the interests of students and runs a vast array of social and networking events.

Please note that once students have become Student Members of ICAEW, they are subject to the same rules and regulations as any other Student Member of ICAEW. Further information is available on the Institute's website www.icaew.com. Students who are unsuccessful in passing the exams within the degree programme may still continue to take the exams as Independent Students at an ICAEW exam centre provided that they register with ICAEW.

Questions concerning the ICAEW Chartered Accountant Qualification, can be directed to the following contacts.

1. The ICAEW Student Helpline – (01908) 248 250 or studentsupport@icaew.com
2. Learning and Professional Development ICAEW Level 1 Metropolitan House 321 Avebury Boulevard Milton Keynes MK9 2FZ

Placements and Professional/Regulatory Requirements

The work placements are recognised by ICAEW as part of the approved technical work experience required to qualify as a Chartered Accountant. Accordingly, prior to starting your work placements you will be required to sign a student agreement with PwC and register as a provisional member of ICAEW. These requirements are identical to the arrangements that would apply to a PwC graduate trainee or any other accountancy trainee entering the profession.

Upon signing these contracts with PwC and registering with ICAEW you will be required to adhere to the standards of professional conduct as outlined in the PwC Employment Manual and ICAEW regulations. The important issues are set out below and further details will be provided at the start of each placement.

ICAEW Mandatory Declarations

Students are required to declare any act or default likely to bring discredit on themselves, ICAEW or the accountancy profession. This includes, but is not limited to:

- Any criminal offence or guilty plea to a criminal offence
- Bankruptcy
- Individual Voluntary Arrangements
- Failure to satisfy a judgement debt
- An adverse finding against you by a professional body or regulator

If any of the above apply or you think there are similar matters which should be declared please mention these immediately and certainly before registering with the ICAEW at the start of Stage 2.

Professional Independence and Confidentiality

You will be required to comply with the Independence Policy of PwC in particular the provision that you (and your spouse/ partner, minor children and close family members, who are financially dependent on you, if applicable) may not hold shares or other interests in certain clients of PwC. It is important that you inform PwC if your spouse / partner or close relative works for a client of PwC. They can then assess whether the relationship could affect PwC's independence in any way.

Full details of this policy will be provided when you come to sign your student agreement at the start of Stage 2. If you have any additional questions about Professional Independence please speak to a member of the Programme Team. Additional details will also be provided during induction and via the module ACC1052 The Financial Environment; further information can also be found on the BAF Community Canvas.

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 the taught modules of the degree before proceeding to dissertation. 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 Specification

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

Module timetables can be viewed online at www.ncl.ac.uk/timetable. As mentioned above, for Stages 2-4 the timetable can vary from that of the rest of the university, particularly in relation to start and end dates of terms.

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.

The exams are also often held outside the main university exam period; see the 'Assessment' section below. The relevant dates are published before the end of the previous academic year and available

on the BAF Community Canvas. Please consult this document before booking any holidays.

Canvas (<https://Canvas.ncl.ac.uk>) 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, 3 and 4 with the weighting of the stages being 25:25:50 for Stages 2, 3 and 4. The placement modules are assessed on a pass/fail basis and do not contribute to the degree classification.

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.

Every module in the programme of study for each academic year is assessed. Assessment methods vary. While much of the programme is assessed by examination (largely because of the credit arrangements with ICAEW), modules are also assessed by assignments, reports and presentations. Most of the assessment is individually based although some is group based. The assessment for each module is designed to encourage you to develop skills relevant to the aims and objectives of the degree programme. Details of the assessment pattern for each module are specified in the relevant module outlines and the information provided to you by the lecturers delivering each module. Information on approved calculators can be found at: www.ncl.ac.uk/exams/rules/

Class Tests

Class tests or Computer-Based Assessments (CBA) form part of the assessment for some modules in

Stage 1. These will generally be held during normal lecture times rather than in the Examination Periods. Class tests are compulsory. Module leaders will give students good notice of the dates of class tests so any student missing a class test will be awarded a mark of 0, unless there is an acceptable reason for the absence.

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 i.e. 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 Business School current student web pages for details on how to apply for extensions.

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 reason for the absence.

Examinations

During Stage 1 examinations will take place at the end of semester 2 (May/June time), with a number of formative assessments taking place at the end of Semester 1 (January) which you are expected to take. In Stages 2, 3 and 4, *nearly* all of the examinations take place in mid to late June. Students should expect that in Stages 2, 3 and 4 the majority of examinations will take place on consecutive days. There may also be some assessment immediately before the placement. Any student missing an examination will be awarded a mark of 0, unless there is an acceptable reason for the absence.

The date, time and location of Stage 1 examinations are posted on the University's examination timetable which can be accessed via the University Student Homepage. The date, time and location of examinations in Stages 2, 3 and 4 are posted on the Programme Homepage on Canvas. 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.

The assessment will depend on the individual module. 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.

External Examiners

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 Examiner for your programme is detailed below:-

External Examiner	Institution	Position
Philipa Matthews	Durham University	Director of Education in Accounting

Other Assessment – Stage 1 Modules

Class	Mark Range %	Knowledge and Understanding	Presentation Quality of Writing/Structure	Cognitive Skills of Data Analysis & Evaluation of Arguments & Evidence	Technical Skills	Problem Solving
I	>79	Outstanding knowledge and understanding of the material, extending beyond the taught programme. Evidence of reading beyond set texts	Excellent presentation. Properly and fully referenced. Clearly organised	Provides a clear, logical and succinct answer to the question which makes excellent use of relevant material	Shows an outstanding level of technical skill for the stage	Solves very complex stage 1 problems involving some degree of uncertainty
I	>69<80	Excellent knowledge and understanding of the material, extending beyond the taught programme. Shows evidence of reading beyond the textbook and of research literature	Excellent presentation. Properly and fully referenced. Clearly organised	Provides a clear, logical and succinct answer to the question which makes very good use of relevant material	Shows an excellent level of technical skill for the stage	Solves complex stage 1 problems involving some uncertainty
II.I	60-69	Very good knowledge and understanding of the material, extending beyond the taught programme. Some evidence of outside reading	Good presentation. Referenced. Good structure	Provides a coherent answer to the question which makes good use of relevant material	Shows a very good level of technical skill for the stage	Can solve complex stage 1 problems
II.II	50-59	Good knowledge and understanding of the taught programme	Acceptable presentation and structure	Provides an answer to the question which uses relevant material	Shows a good level of technical skill for the stage	Can solve simple stage 1 problems
III	40-49	Basic knowledge and understanding of the essentials	Basic presentation and structure	Provides an answer which addresses the question and contains some relevant material	Shows a basic level of technical skill for the stage	Can solve simple and familiar stage 1 problems
Fail	<40	Fails to show a basic knowledge and understanding of the essentials	Poor presentation and structure	Largely fails to address the question	Fails to show basic technical skills for the stage	Unable to solve stage 1 problems adequately

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 2, students' marks will be released after the Board of Examiners. Although results will be released via the university's S3P system at the end of each Stage, official notification of results will be via letter for this programme so that we can explain the results both in terms of University pass marks and where relevant, ICAEW pass marks. Module Leaders will be able to give guidance to students concerning their performance, especially if they have performed poorly. General feedback will also be made available by Module Leaders.

Reassessment

The pass mark for University purposes is 40%. However, in order to obtain the relevant ICAEW Professional Level credit, students have to achieve a mark of 50% or 55% as appropriate (see degree programme regulations for details). Students are allowed one re-sit attempt at any failed modules in Stages 1-3 for University progression purposes. Note students cannot re-sit a module in order to improve their mark (as is the case with A Levels). Where a student re-sits because they have failed to achieve the University pass mark of 40%, their re-sit mark is capped at 40% for the purposes of determining their overall degree classification. Where a student re-sits to obtain an ICAEW Professional Level credit, the mark is reported to ICAEW to enable the credit to be awarded but the re-sit mark does not contribute to the determination of the student's overall degree classification. Where a student fails to achieve the ICAEW Professional Level credit mark after 2 attempts, this will usually affect whether the student can continue on the NN14 Degree Programme, including the professional placements offered by PwC.

Students should note that they must make themselves available for re-sits at the relevant time, otherwise they will not be able to proceed to the next Stage of their degree. Re-sits usually take place in mid to late August for Stage 1 exams, and in early to mid-September for Stage 2 and 3 exams.

Team Working and Development Teams

One of the recurring themes in this Degree Programme is the importance of teamwork. This applies both to your study at the University and to the Placements.

Team working is an important skill which you will need to develop during the Programme. To assist you with developing this skill, we have established a system known as Development Teams. The system allows you to work with other students on the Programme on a number of tasks to help you develop your team working skills. Development teams are also intended to provide you with a support group of fellow students to help you resolve any problems that you encounter during the Programme.

Structure of the Development Teams

During Induction at the start of Year 1 you will be allocated to a Development Team of 4 or 5 members. The teams are selected mostly at random although we do try to ensure that there is a mix of male and female members in each team.

How will Development Teams fit into the Teaching Programme?

ACC1052 The Financial Environment will involve a number of team-based tasks, some of which may be formally assessed. The aim of this is to prepare you for the placements where the majority of the work will be undertaken in teams.

How will I benefit from my Development Team?

We hope that you will benefit a lot from working together with your team. It might be that a fellow team member can help you by explaining an idea or calculation that you find particularly difficult or that you can help another team member with building their confidence in delivering presentations

How do I contribute to my Development Team?

As with most things on the Programme, the more you put into it, the more you will get out of it so contributing is the personal responsibility of everyone on the Programme.

While all the students on the Programme have lots of ability, there will be times when you find aspects of the Programme difficult or demanding. Your development team can provide a support group for you for these times, perhaps by helping you with parts of a module that you are finding difficult or by just having a chat.

Effective team working skills will be essential when you are on Placement and your Development Team provides an opportunity to help develop these skills as well as a chance to get to know students on the programme.

Student Involvement – Student Reps

During the first few weeks we will elect Student Reps for the programme. We have Reps to help with various different aspects of the programme and they have proved to be an effective way of helping to manage the programme. It is anticipated we will elect new Reps each year so that different people have an opportunity to contribute to the Programme.

We plan to have Reps for the following areas: Open Day Reps, Social Reps and Student Consultation Reps. The Student Consultation Reps will participate in Board of Studies which is the formal mechanism for managing the Degree Programme.

In addition we would like students to participate in the running of the Programme by providing feedback. Feedback is collated through module and programme questionnaires and through Staff Student Committees. Responses to feedback raised are reported back to the Board of Studies and the Staff Student Committee. The Student Voice Committee for the Degree meets twice a year. Students are represented on the committee by student representatives, whose job it is to raise issues of concern brought to them by fellow students.

List of Assessment (for students starting Stage 1 in 2020-21)

Please note that module leaders are reviewing the module teaching and assessment methods for Semester 2 modules, in light of the Covid-19 restrictions. Final information will be confirmed during the autumn term for Semester 2 modules.

Module	Compulsory/ Core/Optional	Individual Assignments(s)	Group Assessment	Examination
ACC1010	Core			100%
ACC1011	Core			100%
ACC1052	Core		25%	75%
ACC1053	Core	20%		80%
ECO1017	Core			100%
LAW1054	Core			100%
ACC2064	Core			100%
ACC2056	Core		20%	80%
ACC2065	Core			100%
ACC2066	Core			100%
ACC2055	Core	100% and placement performance		
ACC3058	Core			100%
ACC3056	Core			100%
ACC3057	Core			100%
ACC3054	Core	100% and placement performance		
ACC4051	Compulsory	100%		
ACC4052	Compulsory			100%
ACC4053	Compulsory	100%		
ACC4056	Compulsory			100%
ACC4055	Core	100% and placement performance		

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 degree programme with key academic staff and takes place usually twice 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:

Undergraduate Support Office (5.09) Newcastle University Business School 5 Barrack Road
Newcastle upon Tyne NE1 4SE

Telephone: (0191) 208 1535

Programme Website: <https://www.ncl.ac.uk/undergraduate/degrees/nn14/>

Degree Programme Director:

The Degree Programme Director (DPD) oversees your degree programme and can help you with questions about the programme as a whole.

Chris Soan

Room 7.03

Level 7 Business School, Barrack Road

Telephone: (0191) 208 1651

E-Mail: Chris.Soan@ncl.ac.uk

Programme Support Team Email Address: flyingstart@newcastle.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.

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.

PwC Programme Manager: Naomi Challans Naomi is based in PwC's Newcastle Office. She can be contacted on: Telephone: (0191) 269 4383 Email: Naomi.Challans@pwc.com

PwC Newcastle Office:

PricewaterhouseCoopers LLP Central Square South (5th & 6th Floor)

Orchard Street Newcastle upon Tyne NE1 3AZ

Please see the Business Accounting and Finance ('BAF') Canvas Community for details of other contacts at PwC and the Institute of Chartered Accountants in England and Wales (ICAEW).