Accounting, Finance and Financial Analysis
MSc
Programme Handbook 2022-23
Summary of programme commitments

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 PG Canvas Community under “PG Study Guide”.

| Average number of contact hours for this Stage/programme: | Please see PG Study Guide in PG Community on Canvas |
| Mode of delivery: | Please see “Your Programme” section of your Programme Handbook on page 3 |
| Normal notice period for changes to the timetable, including rescheduled classes: | Please see PG Study Guide in PG Community on Canvas |
| Normal notice period for changes to the curriculum or assessment: | Please see PG Study Guide in PG Community on Canvas |
| Normal deadline for feedback on submitted work (coursework): | Please see PG Study Guide in PG Community on Canvas |
| Normal deadline for feedback on examinations: | Please see PG Study Guide in PG Community on Canvas |
| Professional accreditation: | Please see your programme Canvas Community for up-to-date information |
| Assessment methods and criteria: | Please see your programme Canvas Community for up-to-date information |
| Academic guidance and support: | Please see PG Study Guide in PG Community on Canvas |
| | Please see “Contacts” section of your Programme Handbook on page 9 |

Use of Programme Handbook

The purpose of this handbook is to provide you with an overview of your Master’s degree programme. This handbook should be read in conjunction with the Newcastle University Business School postgraduate 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.

Your programme

This section aims to provide you with some key information on your degree programme. Generic information relating to postgraduate degrees can be found on the Business School Postgraduate Canvas Community in the PG Study Guide.

What will my teaching programme be like in 2022/23?

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. You will be learning through a blended approach of:

- **present-in-person (PiP)** – on campus activities which show on your timetable.

- **synchronous** – ‘live’ online sessions via Zoom or Teams which show on your timetable.

  When taking part in online sessions, please observe the digital communications etiquette - available here: Digital Etiquette (PDF)

- **non-synchronous** – recorded content available online which you can access at any time, such as certain lecture materials. These will not show on your timetable but Module Leaders/Lecturers will inform you about these activities.

Our 2022/23 modules are built with flexibility in mind if we are required to reduce or suspend the on-campus and in-person teaching. The University is reviewing the situation regularly and will inform you if the public health situation means any changes to delivery are necessary.

We recommend you regularly check the University’s Covid FAQ web page for the most up to date information.

Induction week

Your induction will include a combination of pre-arrival materials available online via Canvas, a main Induction Week with activities in person and online during 19 - 23 September 2022, followed up by extended induction activities to support you settling into your studies as Semester 1 teaching gets underway. Induction Week will include sessions with your Degree Programme Director (DPD) and your designated Personal Tutor. This period is also your opportunity to familiarise yourself with the University, the facilities available and to check details such as your timetable. A full schedule will be available on the relevant programme pages in Canvas and published on the current student section of the Business School Website.

About the programme

The Accounting, Finance and Financial Analysis (AFFA) MSc is a one-year, full-time, intensive modular programme. The programme consists of two parts: a taught component that runs during the first and second semesters; and a report-based project that runs during the third semester, for which a dissertation is submitted.
The FFA programme provides an integrated programme of study, covering both the necessary knowledge base and the development of the relevant skills for the analysis of securities and company accounts. It provides a strong preparation for work in financial and equity analysis, portfolio fund management, financial services, regulatory bodies, as well as in areas related more generally to accounting and finance.

**Accreditation and recognition**

This programme is accredited by the Association of Chartered Certified Accountants (ACCA) and The Association of International Accountants (AIA). The award of the Accounting, Finance and Financial Analysis MSc provides holders with exemptions from the professional exam papers below:

Association of Chartered Certified Accountants (ACCA): F1 Accountant in Business; F2 Management Accounting; F3 Financial Accounting; F7 Accounting for Analysts (NBS8006); and F9 Financial Management (subject to achieving a pass mark in International Finance and Capital Markets NBS8001 Corporate Strategy and Valuation NBS8005).

Association of International Accountants (AIA): Financial Accounting (Foundation level); Management Accounting (Foundation level); Corporate Governance and Audit (Foundation level); Business Management (Foundation level); Financial Accounting and Reporting 1 (on the basis of Accounting for Analysts NBS8006, Professional 1 Level).

**CFA Institute’s University recognition program**

This programme is part of the CFA Institute's University Affiliation Program, which means that our courses incorporate at least 70% of the CFA Program Candidate Body of Knowledge (CBOK). Current students on this programme have the chance of winning the CFA student scholarship.

**Programme structure**

All students on the Accounting, Finance and Financial Analysis MSc programme will take 120 credits of compulsory taught modules and a 60-credit dissertation, as detailed below.

There are two distinct phases of the programme:

**Phase 1**

You will take 120 credits of taught modules in total.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8001</td>
<td>International Finance and Capital Markets</td>
<td>1 and 2</td>
<td>30</td>
</tr>
<tr>
<td>NBS8002</td>
<td>Techniques for Data Analysis</td>
<td>1 and 2</td>
<td>20</td>
</tr>
<tr>
<td>NBS8003</td>
<td>Financial Information Analysis</td>
<td>1 and 2</td>
<td>20</td>
</tr>
</tbody>
</table>
Non-credit module

All candidates are required to take the following non-credit module designed as part of the extended induction to help you transition to and succeed in this programme.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8998</td>
<td>Academic Skills in IFA MSc</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Phase 2:

Students take a 60-credit dissertation module.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8004</td>
<td>Dissertation (Analyst Report)</td>
<td>3</td>
<td>60</td>
</tr>
</tbody>
</table>

Dissertation

The dissertation is worth 60 credits and is the opportunity for you to integrate and apply your learning to real-world situations and problems. Specifically, you produce a detailed report - including in-depth analysis and assessments – relating to a major corporation. The dissertation is a major piece of work (no more than 12,000 words), which will enable you to apply the knowledge and skills developed during the taught element of the programme to your chosen company. You will be expected to demonstrate evaluative and analytical ability. The dissertation will be completed by 1 September 2023.

Degree programme regulations

The Degree Programme regulations detail the modules to be studied on your Master’s 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 Master’s degree.

Programme specification

A detailed description of the programme structure, programme aims and learning outcomes can be found in the programme specification online. 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.
University regulations

It is important that you familiarise yourself with the University regulations, in particular the postgraduate (taught) progress regulations and examination conventions which detail the regulations for study and award of a Master’s degree. This includes conditions for reassessment in failed modules and criteria for eligibility of a Master’s award. You are expected to read these and make yourself aware of their implications.

Postgraduate research

Students who are successful in their Master’s programme may wish to consider applying for a PhD with Newcastle University Business School. Newcastle University Alumni may also qualify for a discount on PhD fees. Further details of the research areas covered within the School and details of research programmes are available online.

Your assessment

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
- dissertation

The mix of assessment methods is to allow you to demonstrate your understanding of the knowledge outcomes of the programme and your assimilation of the skills developed during your Master’s 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 below.

Details of assessment deadlines will be provided on the Accounting, Finance and Financial Analysis Canvas Community 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 – Accounting, Finance and Financial Analysis Canvas Community.

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 postgraduate 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 Support Team. 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.
Important note

The AFFA programme is unique in that the first three weeks of teaching provide a foundation in accounting and related skills, ending with a class test that contributes 20% towards your final mark for the module ‘NBS8006 Accounting for Analysts’.

<table>
<thead>
<tr>
<th>Module</th>
<th>Individual assignment(s)</th>
<th>Group assessment</th>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBS8001 International Finance and Capital Markets</td>
<td>20%</td>
<td></td>
<td>80%</td>
</tr>
<tr>
<td>NBS8002 Techniques in Data Analysis</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NBS8003 Financial Information Analysis</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>NBS8005 Corporate Strategy and Valuation</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>NBS8006 Accounting for Analysts</td>
<td>5%</td>
<td>95% including:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20% (class test for the first weeks’ teaching)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>75% (final exam at the end of Semester 2)</td>
<td></td>
</tr>
</tbody>
</table>

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 postgraduate student-staff committee (SSC).

If you are interested in being a representative on the student-staff committee, please contact the Programme Support Team pgaccfin@newcastle.ac.uk

The SSC 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 SSC is the forum where students (via student representatives) can present their views, issues and concerns. Issues raised by students at SSC 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.
Learning community communications etiquette

In accordance with the student charter, it is important that as a community, we communicate with each other in a respectful and professional manner.

The student charter sets out the standards of behaviour expected from our students and the sanctions that can be imposed if these standards are not met. The charter makes specific reference to communications and states that students must undertake to demonstrate high standards of personal conduct and respect in their interactions with the University and the local community. Whilst on this programme you are therefore expected to:

- express your opinions in a mature and constructive way
- treat fellow students, University colleagues, neighbours and other people in the community with courtesy, fairness and respect regardless of their personal circumstances, race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability or political views and respect the privacy of students and University colleagues
- demonstrate the above standards in all verbal and written communication, including via social media and e-mail.

Read more on our [student charter webpages](#)

Further information about [digital safety and digital etiquette](#) is provided on Canvas as part of your induction materials.
Contact information

Below are details of key contacts for the Accounting, Finance and Financial Analysis MSc programme. The Programme Director has overall responsibility for the management of the programme. The Programme Support Team is responsible for general administrative issues relating to the programme.

Address:

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

Useful contacts

Degree Programme Director:

Dr Zhijuan, (Jane), Wu, zhijuan.wu@newcastle.ac.uk
0191 2081748
The Degree Programme Director (DPD) oversees your Master's programme and can help you with questions about the programme as a whole.

Programme Support:

pgaccfin@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.

You will be allocated your own Personal Tutor who is there to help you with matters of a more personal nature. In addition, you can contact the Senior Tutor who has overall responsibility for pastoral matters and is chair of the staff–student committee for your programme.

Business School Careers Adviser:

Cian O'Sullivan
Email: nubs.employability@newcastle.ac.uk
Our Careers Adviser can help you with information and guidance on careers and employment, both during and after your studies.

Details on the Teaching Team will be provided in the first lecture for each module.

A complete list of Business School academic and professional support staff, along with contact details can be found online. Staff profiles are also available via this link illustrating the research and teaching interests of academic members of staff.