Accounting and Finance
Accounting and Finance with Placement
Accounting and Finance with Study Abroad
Accounting and Finance with Placement and Study Abroad
N400/ N401/ N403/ 1443U

BSc Honours
Programme Handbook 2022-2023
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 the below summary is to help you locate further details about this key information. In the Business School, the information will either be included in your Programme Handbook or in the UG Canvas Community under “UG Study Guide”.

<table>
<thead>
<tr>
<th><strong>Average number of contact hours for this stage/programme:</strong></th>
<th>Please see UG Study Guide in UG Community on Canvas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mode of delivery:</strong></td>
<td>Please see “Your Programme” section of your Programme Handbook on page 3</td>
</tr>
<tr>
<td><strong>Normal notice period for changes to the timetable, including rescheduled classes:</strong></td>
<td>Please see UG Study Guide in UG Community on Canvas</td>
</tr>
<tr>
<td><strong>Normal notice period for changes to the curriculum or assessment:</strong></td>
<td>Please see UG Study Guide in UG Community on Canvas</td>
</tr>
<tr>
<td><strong>Normal deadline for feedback on submitted work (coursework):</strong></td>
<td>Please see UG Study Guide in UG Community on Canvas</td>
</tr>
<tr>
<td><strong>Normal deadline for feedback on examinations:</strong></td>
<td>Please see UG Study Guide in UG Community on Canvas</td>
</tr>
<tr>
<td><strong>Professional Accreditation:</strong></td>
<td>Please see your programme Canvas Community for up-to-date information</td>
</tr>
<tr>
<td><strong>Assessment methods and criteria:</strong></td>
<td>Please see your programme Canvas Community for up-to-date information</td>
</tr>
<tr>
<td><strong>Academic guidance and support:</strong></td>
<td>Please see UG Study Guide in UG Community on Canvas</td>
</tr>
<tr>
<td></td>
<td>Please see “contacts” section of your Programme Handbook on page 15</td>
</tr>
</tbody>
</table>
Welcome

Hello and welcome to Accounting and Finance at Newcastle University Business School. 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.

Dr Habiba Al-Shaer MSFSB, PhD. Accounting
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 Newcastle University Business School 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. They 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 changes during 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 in the UG 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).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 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 [University’s Covid FAQ web page](#) for the most up to date information.

### Induction

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. This will be followed up by extended induction activities to support you to settle 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

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 three-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](#) Information on module content is available online. 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 programmes), have the same academic structure. This means that for each taught stage, the modules are the same. The only difference between the programmes is the mobility year: 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 nine months)
- complete a study abroad opportunity (two 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 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 Newcastle University Business School UG Stage 2 Canvas Community or contact nubs.placementandstudyabroad@newcastle.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 through 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. Information for students on a Tier 4 or Student Route visa should refer to our website for additional guidance.

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@newcastle.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 their module selection may do so during the first week of teaching of Semester 1 (by Friday 1 October 2022). 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 Module Catalogue online.

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. You must read these and make sure you know the requirements of your undergraduate degree. Degree Programme regulations are available online.

Programme specifications

A detailed description of the programme structure, programme aims and learning outcomes can be found in the Programme Specifications 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.
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. The timetable website also gives information on how to understand and search for your timetable. You can also access your timetable using the Newcastle University App.

Canvas 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 regularly. 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. Find out more on our IT service web pages. You should make sure you check your university email on a regular basis.

University regulations

You must 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.

Degree classification

Candidates will be assessed for degree classification based on 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 three 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).
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 [Module Catalogue](#).

Key information on exam dates, venues, rules and guidance are available [University’s exams webpages](#).

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 Newcastle University Business School UG Study Guide in the UG Canvas Community regarding the late submission of assessed work.
## Assessment criteria

N400/N401 2022-23 Assessment

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module Title</th>
<th>Credits</th>
<th>Module Leader</th>
<th>Semester 1 Assignment Weight</th>
<th>Exam Length</th>
<th>Exam Weighting</th>
<th>Semester 2 Assignment Weight</th>
<th>Exam Length</th>
<th>Exam Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1010</td>
<td>Introduction to Financial Accounting</td>
<td>20</td>
<td>Dr A Holden</td>
<td></td>
<td>60 min</td>
<td>25%</td>
<td></td>
<td>120 min</td>
<td>75%</td>
</tr>
<tr>
<td>ACC1011</td>
<td>Introduction to Management Accounting and Finance</td>
<td>20</td>
<td>Dr Vu Trinh</td>
<td></td>
<td>60 min</td>
<td>25%</td>
<td></td>
<td>120 min</td>
<td>75%</td>
</tr>
<tr>
<td>ACC1012</td>
<td>Professional Skills for Accounting and Finance</td>
<td>20</td>
<td>M Besen</td>
<td>30%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BUS1001</td>
<td>Introduction to Management and Organisations</td>
<td>20</td>
<td>Dr S Addison</td>
<td></td>
<td>90 min</td>
<td>100%</td>
<td></td>
<td></td>
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<tr>
<td>ECO1017</td>
<td>Introductory Economics</td>
<td>20</td>
<td>Dr M Lorusso</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>120 min</td>
<td>100%</td>
</tr>
<tr>
<td>LAW1054</td>
<td>Introduction to Business Law</td>
<td>20</td>
<td>Dr A Christidis</td>
<td></td>
<td>60 min</td>
<td>25%</td>
<td></td>
<td>120 min</td>
<td>75%</td>
</tr>
<tr>
<td>ACC2002</td>
<td>Managerial and Business Economics</td>
<td>20</td>
<td>Prof S Hussain</td>
<td>25%</td>
<td></td>
<td></td>
<td></td>
<td>135 min</td>
<td>75%</td>
</tr>
<tr>
<td>ACC2003</td>
<td>Financial Control</td>
<td>20</td>
<td>Dr D Xin</td>
<td>25%</td>
<td></td>
<td></td>
<td></td>
<td>135 min</td>
<td>75%</td>
</tr>
<tr>
<td>ACC2005</td>
<td>Intermediate Financial Accounting</td>
<td>20</td>
<td>M Besen</td>
<td>25%</td>
<td>60 min</td>
<td></td>
<td></td>
<td>120 min</td>
<td>75%</td>
</tr>
<tr>
<td>ACC2007</td>
<td>Corporate Finance</td>
<td>20</td>
<td>Dr D Grundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>180 min</td>
<td>100%</td>
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<tr>
<td>ACC2009</td>
<td>Strategic Business Analysis</td>
<td>20</td>
<td>Mr B Dickson-Green</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>180 min</td>
<td>100%</td>
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<tr>
<td>ACC2020</td>
<td>Auditing</td>
<td>20</td>
<td>Dr S Davie</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>180 min</td>
<td>100%</td>
</tr>
<tr>
<td>ACC2021</td>
<td>Understanding Company Accounts</td>
<td>20</td>
<td>Mrs G Holden</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
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<tr>
<td>Module code</td>
<td>Module Title</td>
<td>Credits</td>
<td>Module Leader</td>
<td>Semester 1 Assignment Weight</td>
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<td>Exam Weighting</td>
<td>Assignment Weight</td>
<td>Exam Length</td>
<td>Exam Weighting</td>
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</tr>
<tr>
<td>ACC3001</td>
<td>Financial Accounting</td>
<td>20</td>
<td>Dr T Li</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC3002</td>
<td>Management Accounting</td>
<td>20</td>
<td>Dr M Elnahas</td>
<td>180min</td>
<td>180min</td>
<td>100%</td>
<td></td>
<td></td>
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<tr>
<td>ACC3003</td>
<td>Issues in Behavioural Finance</td>
<td>20</td>
<td>Prof. D Duxbury</td>
<td>180min</td>
<td>180min</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC3004</td>
<td>Derivative Markets</td>
<td>20</td>
<td>Dr D Che</td>
<td>180min</td>
<td></td>
<td>100%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ACC3006</td>
<td>International Financial Management</td>
<td>20</td>
<td>Mr P Morey</td>
<td>180min</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>ACC3008</td>
<td>Auditing as Social Accountability</td>
<td>20</td>
<td>Dr S Davie</td>
<td></td>
<td>50%</td>
<td>90min</td>
<td>50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC3009</td>
<td>Taxation in Accounting</td>
<td>20</td>
<td>Mrs T Wilson</td>
<td>180min</td>
<td></td>
<td>100%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ACC3016</td>
<td>Accounting, Organisations and Society</td>
<td>20</td>
<td>Dr Amanze Ejiohu</td>
<td></td>
<td></td>
<td>80%</td>
<td>50%</td>
<td></td>
<td></td>
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<tr>
<td>ACC3018</td>
<td>Accounting Change and Development</td>
<td>20</td>
<td>Prof. D McCollum-Oldroyd</td>
<td>50%</td>
<td>90min</td>
<td>50%</td>
<td>50%</td>
<td></td>
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</tr>
</tbody>
</table>

* Literature review = 20%
**Marking criteria**

Please find below the undergraduate marking criteria for the HaSS faculty which indicates the criteria that are to be met for each degree classification for a range of different types of assessment. You should also refer to module information for module-specific marking criteria.

<table>
<thead>
<tr>
<th>Class</th>
<th>Mark Range %</th>
<th>Unseen Exams</th>
<th>Assessed Essays/Assignments</th>
<th>Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>10 - 80</td>
<td>An outstanding answer displaying critical thought and insight or a high level of numerical accuracy and analysis.</td>
<td>Excellent level of understanding and depth of material. No errors.</td>
<td>Publishable quality, valuable original contribution to the discipline. High level of achievement demonstrating insight throughout the project.</td>
</tr>
<tr>
<td></td>
<td>79 - 70</td>
<td>Perceptive, focused use of good depth of material. Original ideas or structure of argument.</td>
<td>Perceptive, focused use of good depth of material. Original ideas or structure of argument. Evidence of insight and depth of understanding.</td>
<td>Perceptive analysis using considered choice of research methods and techniques, supported by critical review of relevant literature, and presented in a well-structured framework.</td>
</tr>
<tr>
<td>Second Upper</td>
<td>69 - 60</td>
<td>Perceptive treatment of the issues plus a coherent presentation with evidence of a broader understanding.</td>
<td>Thorough, clear treatment shows understanding of arguments, contribution and context.</td>
<td>Thorough investigation of research topic using appropriate methods and techniques, supported by thorough review of relevant literature, and presented in a well-structured framework.</td>
</tr>
<tr>
<td>Third</td>
<td>49 - 40</td>
<td>Based almost entirely on lecture material but unstructured and with increasing error component.</td>
<td>Very basic approach to a narrow or misguided selection of material. Lacking in background or flawed in argument.</td>
<td>Limited or superficial analysis with errors in application or interpretation, but broadly appropriate choice of methods and techniques. Limited review of literature. Presented in an adequate framework.</td>
</tr>
<tr>
<td>Fail</td>
<td>39 - 30</td>
<td>Errors of concept and scope or poor in knowledge, structure and expression (as in a highly foreshortened answer with 3rd qualities).</td>
<td>Little or misdirected effort. Shallow and poorly presented. Lacking in conclusions or conclusions incorrect.</td>
<td>Little effort. Superficial write-up conveying little of the context or value of the research. Poor in knowledge, structure and expression.</td>
</tr>
<tr>
<td></td>
<td>29 - 0</td>
<td>Significant inability to engage with the question or an answer to an imaginary question.</td>
<td>Little or no adherence to assignment title.</td>
<td>Significant inability to engage with research topic or very poorly defined topic. No reference to relevant literature. Very poorly structured.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>External Examiner</th>
<th>Institution</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Renzo Cordina</td>
<td>University of Dundee</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Dr Eleni Chatzivgeri</td>
<td>University of Edinburgh</td>
<td>Senior Teaching Fellow in Accounting</td>
</tr>
</tbody>
</table>

Most assessments will be marked anonymously, and our submission procedures are set up to allow this. However, the University acknowledges that anonymity can be difficult to maintain for some types of assessment, for example group work, experiential business projects or where there are small cohorts of students. There are also cases where non-anonymous marking may be of benefit, by allowing individual feedback for students. The following modules have non-anonymous marking for some or all assessments:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1012</td>
<td>Professional Skills for Accounting and Finance</td>
</tr>
<tr>
<td>ACC2003</td>
<td>Financial Control</td>
</tr>
<tr>
<td>ACC2021</td>
<td>Understanding Company Accounts</td>
</tr>
<tr>
<td>ACC3008</td>
<td>Auditing as Social Accountability</td>
</tr>
<tr>
<td>ACC3016</td>
<td>Accounting, Organisations and Society</td>
</tr>
</tbody>
</table>

Other relevant information

Development of key skills

During 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 you must 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-staff committee, through participation in student societies, arranging and managing a complex summer vacation trip or through vacation employment. It is in your interest 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 throughout 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 regularly via the Careers Service website and sometimes via your DPD. The School also has a Student Experience Team who can assist you with any questions you may have. Please contact them to discuss placement opportunities at nubs.placementandstudyabroad@ncl.ac.uk

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 endeavour to ensure that our N400/401/403 Accounting and Finance degree programme allows you to gain exemptions from many 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 academic syllabus and that of the main professional accountancy bodies (ACCA, ICAEW, CIMA), 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-staff committee

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-staff committee (SSC).

If you are interested in being a representative on the student-staff committee please contact the Programme Education Team: accountingandfinance.ug@newcastle.ac.uk.

The SCC 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 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.

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

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

Degree Programme Director:

Dr Habiba Al-Shear
Email: habiba.al-shear@newcastle.ac.uk

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

Student stage coordinators:

Stage Coordinators are there to support the DPD with student-focused 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: Melis Besen. Email: melis.besen@newcastle.ac.uk
Stage 2: Dr Vu Trinh (Rainy). Email: vu.trinh@newcastle.ac.uk
Stage 3: Dr Habiba Al-Shaer Email: habiba.al-shaer@newcastle.ac.uk

Programme support:
accountingandfinance.ug@newcastle.ac.uk

The Education 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.

Senior Tutor:

Your Senior Tutor acts as a second point of contact for you in the event of your allocated Personal Tutor’s absence. Your Senior Tutor can also be contacted with queries about the personal tutor system or if you experience complicated issues that are impacting your studies to discuss support mechanisms.

Your Senior Tutor is Dr Shanta Davie Email: shanta.davie@newcastle.ac.uk