Business Accounting and Finance
BSc Honours
Programme Handbook 2022-2023

nc.ac.uk/business
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”.

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<th>Information</th>
<th>Location</th>
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<tbody>
<tr>
<td>Average number of contact hours for this Stage / programme:</td>
<td>Please see UG Study Guide in UG Community on Canvas</td>
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<td>Mode of delivery:</td>
<td>Please see “Your Programme” section of your Programme Handbook on page 3.</td>
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<td>Normal notice period for changes to the timetable, including rescheduled classes:</td>
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<td>Normal notice period for changes to the curriculum or assessment:</td>
<td>Please see UG Study Guide in UG Community on Canvas</td>
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<tr>
<td>Normal deadline for feedback on submitted work (coursework):</td>
<td>Please see UG Study Guide in UG Community on Canvas</td>
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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 various online application assessments, 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!

Helen Currie BSc 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 Newcastle 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 in the undergraduate 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
- **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.

**Induction**

Your induction will be 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), PwC 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 [Business School Website](#).

**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 [here](#). 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 BSc (Honours) Accounting Studies (NN49) which has an identical taught programme of modules to BSc (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 BSc (Honours) Accounting Studies (NN49). Alternatively, other transfer options within the Business School may be available. BSc (Honours) Accounting Studies (NN49) has an identical taught programme to BSc (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.

• 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.

**Programme specification**

A detailed description of the programme structure, programme aims and learning outcomes can be found in the [Programme Specifications](#). 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. 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
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 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. Find out more on our IT service web pages. 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.

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 Module Catalogue.

Key information on exam dates, venues, rules and guidance are available on the University’s exams webpages.

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 here.

**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 1 (January) and semester 2 (May/June time), which may include formative assessments which you are expected to take. In Stages 2, 3 and 4, nearly all of the examinations take place in mid to late June, but there may also be some exams before placement. Students should expect that in Stages 2, 3 and 4 the majority of examinations will take place on consecutive days. 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 research project. 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 made available 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.

**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.

<table>
<thead>
<tr>
<th>External Examiner</th>
<th>Institution</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philippa Matthews</td>
<td>Durham University</td>
<td>Director of Education, Professor of 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</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACC2055</td>
<td>Stage 2 Placement</td>
</tr>
<tr>
<td>ACC3054</td>
<td>Stage 3 Placement</td>
</tr>
<tr>
<td>ACC4051</td>
<td>Contemporary Issues in Business, Accounting and Finance</td>
</tr>
<tr>
<td>ACC4053</td>
<td>Financial Analysis</td>
</tr>
<tr>
<td>ACC4055</td>
<td>Stage 4 Placement</td>
</tr>
</tbody>
</table>
## Other assessment – Stage 1 modules

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

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.
**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 Student Staff Committees. Responses to feedback raised are reported back to the Board of Studies and the Student Staff Committee. The Student Staff Committee for the Degree meets three times 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.

**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.
## List of assessment (for students starting Stage 1 in 2022-23)

<table>
<thead>
<tr>
<th>Module</th>
<th>Compulsory/Core/Optional</th>
<th>Individual Assignments</th>
<th>Group Assessment</th>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1010</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>ACC1011</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>ACC1052</td>
<td>Core</td>
<td></td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>ACC1053</td>
<td>Core</td>
<td></td>
<td>20%</td>
<td>80%</td>
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<tr>
<td>ECO1017</td>
<td>Core</td>
<td></td>
<td></td>
<td>100%</td>
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Contact information

**Address:**
Newcastle University Business School  
5 Barrack Road  
Newcastle upon Tyne  
NE1 4SE  
Telephone: (0191) 208 1537  
Programme Website

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

**Helen Currie**
Telephone: (0191) 208 1657  
E-Mail: helen.currie@newcastle.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:  
Email: naomi.challans@pwc.com

**PwC Newcastle office:**
PricewaterhouseCoopers LLP  
Central Square South (5<sup>th</sup> and 6<sup>th</sup> 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).