

Course Information Form (CIF)

The CIF provides core information to students, staff teams and others on a particular course of study.

Section 1 - General Course Information	
Course Title	BSc Accounting and Finance
Qualification	BSc (Hons)
Intermediate Qualification(s)	Certificate of Higher Education in Accounting and Finance Diploma of Higher Education in Accounting and Finance
Awarding Institution	University of Bedfordshire
Location of Delivery	AA University Square Campus
Mode(s) of Study and Duration	Full Time over 3 years
FHEQ Level	4-6
Professional, Statutory or Regulatory Body (PSRB) accreditation or endorsement	The Association of Chartered Certified Accountants (ACCA) awards exemptions from its F1 to F9 papers for those students successfully completing relevant units The Association of International Accountants (AIA) awards exemptions from its foundation and professional level 1 papers for those students successfully completing relevant units.
PSRB Renewal Date	December 2014
University of Bedfordshire Employability accreditation	
Route Code (SITS)	BSACFAAF
Subject Community	Accounting, Finance and Economics
UCAS Course Code	N391

Section 2 - Published Information

Material in this section will be used on the course web site to promote the course to potential students. The text should be written with this potential audience in mind.

Course Structure

The Units which make up the course are:

Level 5: you choose either 2 units at 15 credits or one unit at 30 credits

Level 6: you choose 2 units at 15 credits

Unit Code	Level	Credits	Unit Name	Core or option
1				
BBS001-1	4	90	Business Pod	C
AAF005-1	4	30	Introduction to Accounting and Finance	C
	5	15	Practice Weeks: Career Planning	C
	5	15	Intermediate Financial Reporting	C
	5	15	Intermediate Management Accounting	C
	5	15	Intermediate Financial Management	C
	5	15	Corporate Governance and Financial Regulation	C
	5	15	Project Management	C
	5	15	Intermediate Auditing	O
	5	15	Intermediate Taxation	O
	5	30	Economics of International Finance	O
	6	15	Practice Weeks: The Future You	C
	6	15	Advanced Financial Reporting	C
	6	15	Advanced Management Accounting	C
	6	15	Advanced Financial Management	C
	6	30	Specialist Project in Accounting and Finance	C
	6	15	Advanced Auditing	O
	6	15	Advanced Taxation	O
	6	15	Economic Policy in the Age of Globalization	O
	6	15	Economics of the European Union	O

Why study this course

The course attracts ACCA and AIA exemptions on paper by paper basis at undergraduate level. The options you need to choose to obtain the maximum exemptions are as follows:

Level 5: Intermediate Auditing and Intermediate Taxation

Level 6: Advanced Auditing and Advanced Taxation

This degree is designed to provide you the options to choose a career path either in Accounting, Finance or in Economics. Your choice of options provides the career path you seek.

Course Summary – Educational Aims

BSc Accounting and Finance aims to allow you to study a specialist accounting and finance units together with an opportunity to combine economic units to higher level at University of Bedfordshire. This degree is structured for you to study uniform level 4 units across other degrees offered by Department of Accounting and Finance. From level 5 onwards you have the opportunity to specialise either in Accounting, Finance or Economic subjects. This degree designed to provide various real life problems brought to us by our partner employers. We will encourage you to grasp these opportunities to enhance your professional attitude, skills and knowledge that are highly sought after my employers. Your mind will be open to new approaches, to different cultures and to future learning. You will understand some of the real challenges faced by businesses and how to tackle them with a rigorous approach to practice informed by relevant theory and learning. You will be able to engage with the task of shaping future opportunities, not just of managing current business.

We characterise this by our four pillars for all courses at the University of Bedfordshire Business School;

Enquiry, Contextual understanding, Collaboration and Enterprise.

This degree provides a head start to you to develop your career by equipping you with the skills and knowledge that are very much applicable in the practical world. The final year project is designed to enhance your critical analytical thinking and evaluation skills that are fundamental to examine scenarios in the business world from different perspective. Alternatively, you could further your education to Masters' degree and/or to PhD.

Entry requirements

Standard:

Standard entry requirements for UK students – <http://www.beds.ac.uk/howtoapply/ukugentryreqs>

Students from the European Union - <http://www.beds.ac.uk/howtoapply/eu/guides>

International students - <http://www.beds.ac.uk/howtoapply/international/apply>

Additional:

Applicants with other entry qualifications will be assessed individually by the Course coordinator for recognised prior learning (RPL). This might include applicants with complete or partially complete AAT, CAT, ACCA, CIMA or other professional qualifications. Overseas qualifications will be assessed in a similar way.

In general, RPL will not be allowable for any unit achieving ACCA or AIA exemption.

PSRB details
The UBBS Accounting and Finance degree attracts exemptions from both the ACCA and AIA; on a paper by paper basis. The exemptions are based on the University's diet of units and their outcomes. Both the ACCA and AIA have not imposed any outcome requirements over and above the University's own.
Graduate Impact Statements
<p>This course is designed to develop graduates who are already part-qualified in terms of professional accounting qualifications; who are already equipped with technical accounting and finance knowledge and skills; who have practical experience in the use of leading accounting software; and who as a result are, on graduation, job-ready and capable (core units only) of :</p> <ul style="list-style-type: none"> • Preparing financial statements: from book-keeping to consolidated financial statements. • Analysing and evaluating alternative short-term and long-term investment and proposing profitable portfolio of investment based on factual judgements. • Documenting business reports highlighting the impact of key economic events for a concerned organisation • Formulating acceptable solutions to regulatory problems of corporations within the context of cultural norms • Developing corporate governance mechanisms in line with best practice principles in compliance with legal, regulatory and voluntary codes applicable to a given organisation.
Higher Education Achievement Report - Additional Information
None
Learning and Teaching
<p>The teaching you will experience expresses the Business School's commitment to practice-based education. Much of the course is built round real projects for real businesses. The <i>practice</i> of accounting, finance and economics is at the heart of the teaching, combining the technical accounting and finance knowledge with skills such as communication, problem-solving and teamwork to make your experience as much like real business as we can make it. You will experience, for example:</p> <ul style="list-style-type: none"> • The first year Business Pods: integrated, project based units which will set accounting and finance in the context of business as a whole and give you the chance to work with students on other business-related courses. Your main tasks on these units come from our business partners and are often real questions they want to get answered. • Practice Weeks: each year you have three practice weeks where the whole timetable focuses explicitly on the practice of accounting and finance or on securing a job. These include company visits, talks from accounting practitioners, workshops and personal advice on developing a good CV, an intensive assessment centre exercise and at the end of your course, activities to prepare for entering the workplace. • Project Management: you learn through managing a project, perhaps raising money for your favourite charity or organising an event for one of our business partners. You cover the principles through reading and lectures. Your other classes help you put the principles into practice and prepare for the practice projects of your final year. • Corporate Governance: you will develop your ability to apply the theories and concepts of corporate governance in a practical situation through a case study. The case study will allow you to investigate the motivations for management to act solely in their self-interest and the challenges facing stakeholders in their quest to curb corporate excesses. • Specialist Individual Project: The final year specialist individual project is an opportunity to carry out an in-depth investigation into a topical area or issue in accounting or finance or to undertake a project on behalf of a sponsor, potential employer or other suitable entity.

To provide this focus on practice, you will need to do reading and preparation outside class so that you gain maximum benefit from the tutors who will be helping you apply your learning in practical ways. In addition, you will be provided with a range of formal and indeed traditional learning platforms for imparting knowledge and theory upon which much of the practice work will be based:

- Lectures: lecturers with relevant and specialist knowledge and expertise will take charge of lectures in order to impart knowledge; to provide where appropriate, a theoretical base for many of the key issues and concepts; to supplement your own reading with an explanation/clarification of any key points of difficulty.
- Seminars: tutors will help you clarify your understanding of concepts and theory and how they can be applied to a practical accounting project, case, exercise or topical debate.
- Workshops: these will be practical sessions designed to allow you to work/focus on practical projects or tasks.
- Advice and support for projects: There will also be opportunities for individual students or groups of students to meet with your lecturers and tutors for direction and advice on any aspect of your accounting course or units.

Developing your employability

A key benefit of this course is that students obtaining the degree automatically become eligible for recognition as part-qualified accountants with one of the leading accounting professional bodies (ACCA), depending on your choice of optional units. In order to obtain full exemption you are encouraged to take auditing and tax as optional units in both level 5 and level 6.

The course also looks to develop soft skills - communication skills, organisational skills and self-management skills - now essential in many business/organisational roles.

In the practice weeks, students focus on careers and matching them to their own skills. In this regard, for example, in the first year, under 'Computerised Accounting', the practice weeks will focus on developing students' knowledge and ability to use computerised accounting systems. On successful completion of this course, students will have earned a certificate of competence and will be able to use this to secure relevant work.

There are also talks/lectures from selected major employers and high profile accounting and finance professional/business leaders throughout your study period.

Another vital skill that is developed is an awareness of how employers recruit graduates. Students are taken through 'mock' job selection processes that include numeracy testing, interviews and presentations.

Students are encouraged to take a work placement during the course, as well as gain accreditation in leading accountancy software during practice weeks.

Department (s)

Accounting and Finance: <https://www.beds.ac.uk/howtoapply/courses/undergraduate/next-year/accounting-and-finance>

Assessment (URL for KIS link: ASSURL)

In line with the Business School's commitment to practice-based education, a large part of the assessment will relate to your demonstration of your ability to do accounting and finance in practice. We will want to see that you understand the theory and have developed critical thinking skills which help you evaluate the relevance of what you have learned. All of this comes together in being able to demonstrate rigorous accounting and finance practice for a business.

To assess this range of integration of theory and skills into sound practice, we use a range of methods. You will encounter many different kinds, including the ones listed below, some of which are used in combination; for example a report might be required as an outcome of a time-limited assessment task.

Reports: you analyse a business problem and propose solutions. In general, the assessment techniques and criteria tend to change over the years – from testing your grasp or understanding of technical accounting concepts and theory (in the first year) to assessing your ability to apply the knowledge and techniques that you have learned (in the third year).

Presentations: present proposals as if to your boss, a board or a client.

Time-limited tasks: on a set day, you will be given a task which you will need to complete in a set time, such as 48 hours or five days.

Academic writing: used to demonstrate clear, critical thinking, you might be asked to write an essay or a short summary of a theoretical debate.

Appraisals: just as in business, you use appraisals to assess your own learning and to set your personal and academic development objectives.

Projects: these are assessed in a number of ways depending on the task defined by our business partner. Typically, you will need to prepare an analysis, report or presentation which is suitable for the business partner and a longer piece of work which sets out the “behind the scenes” work which underpinned the output for business. It is in the longer work that we expect to see explicitly your application of theory and critical thinking which underpin good accounting and finance practice. You will usually also prepare a project review.

Project reviews: you analyse and evaluate the way you worked on a project and set out how you would work more effectively on a similar task in future.

For all assignments you will have an assignment brief which clearly sets out what is required and you will be given the criteria which your tutors will use to mark your work. In some cases you will be involved in developing the criteria used to assess work, to grade your own work and to grade the work of your fellow students: this is all part of developing your understanding of the assessment standards and what is needed to do well at a task.

You will receive feedback on all your assessments. If you use this feedback, you will be able to improve your learning and your grades on future assignments.

After Graduation

<http://unistats.direct.gov.uk/subjects/employment/10007152-BSACFAAF>

Student Support during the course

At the University of Bedfordshire your experience is a top priority. A holistic approach requires that you receive appropriate support which is not limited to your scheduled class time. A range of services will be available to you as students in this course. **Library Services** (<http://lrweb.beds.ac.uk>) and the **Student Information Desk** (<http://www.beds.ac.uk/studentlife/student-support/sid>) will usually be your first point of reference and two of the places you will visit most often. For an overview of those services, including **Health and Well Being** as well as **Career Services** please visit :<http://www.beds.ac.uk/studentlife/student-support>.

BREO :Bedfordshire Resources for Education Online (BREO) includes the University’s virtual learning environment (Blackboard) and a range of other technologies. Through BREO you will have access to a range of materials and resources to help and support you in each of the units you study and it is important that you access BREO regularly to find out about any changes.

Numeracy Support: You will be given a diagnostic test during your POD session and your numeracy needs will also be assessed during the Introduction to Accounting and Finance unit. If there is need for further support regarding your numeracy skills, your Personal Academic Tutor will be informed and you will be advised to use the Personal Academic Development Service offered by the University.

Professional Academic Development (PAD): It is not unusual to need some extra advice and guidance on developing your academic skills. The University has a specialist support area- Professional Academic Development (PAD) who can help and support you in a range of areas including:

- The quality of your written assignments
- Your understanding of mathematical or statistical concepts
- Your organisational skills and how you approach studying
- Your time management and prioritising
- The strategies you use when reading
- Your language skills
- Aspects of your IT skills
- How you prepare for exams

There is no cost for PAD's services. If you feel that you would benefit from some additional help with your studies then do contact them. You can visit their web site at <http://lrweb.beds.ac.uk/pad> to find out the dates of workshops on a range of topics or to book one-to-one appointments. You will also find a Professional Academic Development link on your home page within BREO which provides access to a range of additional on-line resources.

Course specific support includes the following:

Your **Course Coordinator** will be there to advise you on the following:

Specific information regarding your Course, particular Units, options, regulations, etc.

Accuracy of your results

Obligations regarding re-assessment and repeats

Materials including the Course Handbook, and Induction information.

You will have an **induction** during your first week where all relevant information regarding this course will be presented and you will have an opportunity to meet your Course Coordinator, and a number of your tutors

A **Personal Academic Tutor** will be allocated to you. Your PAT will be your coach during your studies. You will receive help in learning and in becoming more self-aware.

English Language Support through the Language Centre with daily drop in service and free language classes

Students with disabilities

Although this Course does not have any specific elements which, in case of disabled students, may require special consideration, the University of Bedfordshire is committed to supporting students with disabilities, and we do all we can to ensure we are accessible and welcoming to all. The Disability Advice Team is always available to discuss any issues you may have and provide solutions and services. For further information, please visit: <http://www.beds.ac.uk/studentlife/student-support/health/disabilities>

Assessm ent Map	Unit Code	Weeks																											
		C/O	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Level 4																													
Bus Pod	C	CW-Port						CW-Port					CW-Port																
Intro A&F	C							Ex-PT									EX-PT												EX
Level 5																													
PW: Career Planning	C	PR-Plac																										PO	
IFR	C				WR-I								EX																
I MA	C	EX-PT											EX																
Inter. FM	C		EX-PT										EX																
CG & R	C				CW-ESS								CW-CS																
P M	O																			PR	RE							EX	
I Auditing	O		WR-I										EX																
I. Tax	O																											EX	
Econ IF	O	EX-PT																										EX	
Level 6																													
PW: The Future You	C																												
AFR	C																											EX	
AMA	C																											EX	

AFM	C			WR-I							EX														
SP Proj	C	WR-GR											WR-I											PJ-Diss	
Adv Auditing	O	WR-I									EX														
Adv Tax	O										Ex														
EPAG	O			CW-Ess							Ex														
EEU	O																							WR-I	

Bus Pod: Business Pod

I Audit: Intermediate Auditing

SP Proj: Specialist Project

Intro A&F: Introduction to Accounting and Finance

I Tax: Intermediate tax

Adv Auditing: Advanced Auditing

PW: Practice Week

Econ IF: Economics of International Finance

Adv.Tax: Advanced Taxation

IFR: Intermediate Financial Reporting

AFR: Advanced Financial Reporting

EPAG: Economic Policy in the Age of Globalization

CG&R: Corporate Governance & Reporting

AMA: Advanced Management Accounting

EEU: Economics of the European Union

PM: Project Management

AFM: Advanced Financial Management

Section 3 - Academic Information

This section will be used as part of the approval and review process and **peer academics** are the target audience.

Course Learning Outcomes

For a BSc Accounting and Finance

- Demonstrate a thorough understanding of the practice of accounting and finance in the real world scenarios
- Assess problems using analytical skills which use research rigour, financial analysis and critical judgement

For a Diploma in Higher Education in Accounting and Finance

- Demonstrate knowledge of the practice of accounting and finance in real world scenarios
- Use standard understanding Collaborate effectively with people from diverse cultures, disciplines and contexts

For Certificate in Education in Accounting and Finance

- Demonstrate basic understanding of accounting and finance
- Apply self-awareness to make a positive impact in the workplace, in society and for personal career development

Course-specific regulations

Not Applicable

Teaching, Learning and Assessment

The BA Accounting and Finance has been developed based on CRe8 which articulates the University of Bedfordshire's approach to creating an environment that supports effective learning and teaching. Appropriate curriculum design, realistic learning, employability and suitable assessment strategies are the basic ingredients of our approach to teaching and learning. In this context, four basic elements have been used in developing this course's teaching, learning and assessment strategy. They are:

Knowledge and understanding: This involves building knowledge from basic to advance level in the subject area. The core-unit in the level 4 designed to introduce to the accounting and finance topics. This is developed further in level 5 and level 6. This degree provides flexibility that allows the students to choose to specialize either in accounting, finance or economics. The opportunity to demonstrate expertise in current and evolving concepts and theories is given in the specialist project unit in the final year. Furthermore, this unit aimed to test knowledge and understanding of regulatory framework, creative thinking in the application of them and recognizing research methods and tools.

Intellectual qualities: The ability of critically evaluating new concept and evidence from a range of sources are developed systematically throughout the degree. Formulating a response to a defined problem is introduced at level 4 in the POD sessions. This is further developed in level 5 and 6 from variety of assessment and in-class activities. Integrating and evaluating information from variety of sources are focused in the accounting units. Taking a holistic approach in solving problems and exercising significant judgment and planning in presenting information are emphasized in the finance units.

Ethics and Professional skills: One of the key emphases in employability is professional skills which encompasses not only the transferable skills but also awareness of the professional ethics, regulation and legislative compliance. Preparation of financial statements in line with IFRS guidelines is one of the professional skills developed in level 5. The identification of corporate governance mechanisms and ways to ameliorate agency problem are another examples of professional skills developed in level 5. Exploring the real business world problems and formulating the proposed

solution in a professional manner are in build within level 6 units. The variety of assessments given in BSc Accounting and Finance focus in building transferable skills such as constructive participation in group, manage time and workload and to learn independently in the spirit of critical enquiry.

Research skills: Articulating solution to a given problem will require the necessary research skills which include identification of research methodology, sources of information and presentation of the finding in clear and concise manner. This skill is crucial not only for academic development but also in formulating the business solution to practitioner as well as concerned stakeholders. The specialist project unit in the final year is centered in developing these skills.

The strategy in adapting the above identified knowledge and skills are prominent from the formal lectures and seminar classes. The nature of accounting and finance subject requires to organize the lecture in different manner:

Theoretical nature: Theoretical based subjects are explained in the traditional lecture manner whereby the lecturer explains the development of theories in the lecture sessions. During the seminars the academic literature and debates are explored in a collaborative method.

Numerical nature: Accounting subjects are heavily numerical based and thus the lecturer takes a systematic style in explaining the computation in a step by step approach. During the seminar numerous computational questions are explained. Furthermore, peer tutoring is encouraged as this is one of the best methods of improving the numerical skills. In addition to the numeracy, it is also essential that accounting regulations such as company law, international accounting standards (e.g., IFRS) and corporate governance codes are also complied in the preparation of the financial statements.

The learning outcome is structure in a way there is a gradual intellectual shift from level 4 to level 5 and finally to level 6. The depth of understanding the underpinning subject matter and the critical thinking in the construction of solution models are developed systematically at every levels of BSc Accounting and Finance:

Level 4: The level 4 units are commonly shared with other degrees offered by the department of Accounting and Finance. The core Business POD unit provides an opportunity for the students to develop the foundation skills and knowledge required for this degree. The Introduction to Accounting and Finance unit provides the fundamental theories and regulatory and legal requirements.

Level 5: There are six core units and three optional units. Students opting to have full ACCA exemption are encouraged to choose intermediate auditing and intermediate taxation units at this level. The core units develop the theoretical concepts of accounting and finance. These units will contribute to a broader development of student knowledge in areas in accounting and finance job markets.

Level 6: The knowledge and skills are further developed to creative, innovative and critical thinking in analyzing and identifying problem in a given scenario and compiling the relevant facts and figures from various sources and presenting the solutions in a clear and concise manner. In addition, the final year project will provide an opportunity to evidence the developed knowledge and skills from this degree. Students opting for full ACCA exemptions should be encouraged to take advanced auditing and advanced taxation units at this level.

The knowledge and skills are evaluated through internal and external assessment. The internal assessments are normally given to the students during the first week of the lecture which includes assessment criteria and guided instruction on further research. The unseen examinations are formed to assess the knowledge and skills of the students. Further details of the assessments are given in the unit handbook which include:

Portfolio: developed in the level 4 POD sessions

Individual report writing: include case study analysis, critical review of academic literature and evaluation of business problems

Project Report: include independent piece of report based on review of literature review

Presentation: include individual or group audio presentation skills.

Since some of the units are designed to provide exemption to ACCA papers, there is an element of unseen exam for these units. The exam structure and syllabus are closely related to these papers. Students seeking maximum

exemptions are encouraged to ensure that they complete the following units successfully:
Intermediate Management accounting and Advanced – Exemption for F5
Intermediate Tax and Advanced Tax – Exemption for F6
Intermediate Financial Reporting and Advanced Financial Reporting – Exemption for F7
Intermediate Audit and Advanced Audit – Exemption for F8
Intermediate Financial Management and Advanced Financial Management – Exemption for F9

Additional Academic Information

Peer-assisted learning (PAL)

Business POD

Initial Assessment

Unit: Business POD

Assessment 1: Portfolio of exercises, reports, presentations and other tasks

Improving students' learning

Students will be taught how to improve their learning during the first year Business POD unit. Among other things, they will be asked to complete a personalized learning log and a learning plan which will have to be signed off by their Personal Academic Tutor. All support services will be available to students and information on how to access them will be provided. Beyond that, the course is designed in a way to gradually improve student learning through lectures, seminars and individual contact hours. All informative material and resources will be uploaded on BREQ and all staff will be available during designated office hours or by appointment. Feedback on student assessment will be given in a timely manner and according to University regulations. We will help students to take on the responsibility of improving their own learning by providing uninterrupted support in the early stages and by developing their independence throughout the course. The outcome of this continuous process will be well informed students and independent learners, able to manage their own career and continuing learning.

Academic Integrity

This will also be introduced to students during the first year Business POD unit. The notions of accountability and academic integrity will be an integral part of this course. Writing techniques will be developed, after the initial introduction, in the context of each unit. Where an individual project is required students will be asked to present the stages of their work as the project is developing or to present their work in its entirety upon completion. Where collaborative tasks are assigned, an individual reflective report will be necessary to indicate each student's contribution to the team. University regulations regarding academic misconduct will become known to students not only during their induction session but throughout their lectures and seminars particularly when they are preparing for high risk assessments. All coursework assignments will require a thorough evaluation of the sources used and referencing will be done according to the Harvard Referencing System.

Section 3 - Administrative Information

This section will be used as part of the approval and review process and peer academics are the target audience.

Faculty	University of Bedfordshire Business School
Portfolio	Undergraduate
Subject Community	Accounting, Finance and Economics
Department/School/Division	Accounting & Finance
Course Coordinator	Dr Syamarlah Rasaratnam
Version Number	January 2014
Approved by (cf Quality Handbook ch.2)	
Date of approval (dd/mm/yyyy)	
Implementation start-date of this version (plus any identified end-date)	September 2014

Form completed by:

Name: Dr Syamarlah Rasaratnam

Date: 03/03/2014

Authorisation on behalf of the Faculty Teaching Quality and Standards Committee (FTQSC)

Chair:

Date: