

## Course Handbook

### BA (Hons) Accounting and Business

2020/2021

Lancashire School of Business and Enterprise  
UCLan Burnley Campus



Please read this Handbook in conjunction with the University's Student Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and MUST not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Head of School. This applies to the materials in their entirety and to any part of the materials.

## **Contents**

- 1 Welcome to the Course**
- 2 Structure of the Course**
- 3 Approaches to teaching and learning**
- 4 Student Support**
- 5 Assessment**
- 6 Classification of Awards**
- 7 Student Feedback**
- 8 Appendices**
  - 8.1 Programme Specification(s)**

## 1. Welcome to the course

It is our great pleasure to welcome you to the University of Central Lancashire. You are joining us at a very exciting time in the evolution of the UCLan Burnley Campus and over the next few years you will witness a significant expansion of the campus and our learning community. During your time with us as a student, we will provide you with many opportunities to gain new experiences, we hope you take these opportunities and thoroughly enjoy your time here with us.

The first few weeks of your course will probably be quite hectic, there will be a lot of new faces, new buildings, new skills to learn and a new course to transition into. We are all here to support you with this transition and your student handbook has been designed as a reference guide for all the pieces of information you may need during your time here.

I am extremely proud of the BA (Hons) Accounting and Business programme and hope that you will see that we have designed it degree centred around you as the student and with an overall aim of supporting you in the development of key employability skills. Your course was validated in the Spring of 2020 so it is fully up to date with current thinking and practice. I expect a high level of motivation and commitment from our students, always remember that this is your degree and you will certainly get out of it what you put in. The course team is committed to the support and development of you as the student and with a genuine concern for the wellbeing of individual students. As your course team, we will play an active part in the day to day running of the programme and will be available to offer guidance and support as and when necessary.

It is part of our University's philosophy to involve students in the running of their courses as much as possible. Quite soon therefore, we shall be asking you to nominate representatives to serve on the Course Staff/Student Liaison Committee (SSLC). So, perhaps at this early stage, you might like to be thinking about whether you would like to be a Student Representative.

Whatever part you play in student life, we would like to take the opportunity to wish you every success here at the University of Central Lancashire. We look forward to meeting and building a relationship with you all and we encourage you all to strive to achieve your full potential.

With very best wishes,

*Tracey Scott*

Course Leader for BA Accounting and Business

*Simon Pollard*

Course Leader, BA Business and Management, UCLan Burnley Campus

## 1.1 Rationale, aims and learning outcomes of the course



The programme of study will be directed towards the attainment, assessment and evaluation of knowledge and skills required by you, the accounting and business graduate.

The intention is to create an intellectually challenging degree that will prepare you as a graduate, for a career in the field of accounting, finance and business or for further academic study.

All students have the opportunity to complete a work placement in Year 3 and the award is then given as: BA (Hons) Accounting and Business with Work Placement. All students are encouraged to take up smaller placement opportunities (internships) during their degree, usually during student holidays. The University has links with local employers and a number of internships are offered each year. We actively encourage students to make the most of the opportunities presented to them and there are a number of ways you can gain valuable work-related experience.

All students have the opportunity to study overseas in Year 3, for the whole year at an institution approved by the University. This is a very valuable experience. It requires good organisation skills and close consultation with the Course Leader to ensure that “equivalent” modules are selected and to ensure that additional guided study is conducted where needed to ensure that compulsory modules are covered.

If students study overseas for the whole year and pass all equivalent modules, their award is then given as: BA (Hons) Accounting and Business with International Study.

### **The aims of BA (Hons) Accounting and Business are as follows:**

- To provide a critical awareness and understanding of the commercial and social environment of Accounting
- To develop knowledge, understanding and an appreciation of the main current technical language and practices and alternative bases and principles of Accounting
- To develop knowledge, skills, competences and personal qualities which will allow the student to succeed in a challenging business environment.
- To equip the student with a knowledge and understanding of business including an awareness of the interaction of business and the economic, technological, social and institutional dimensions of the environment in which it operates.
- To develop the following non subject-specific skills: numeracy skills, use of information technology, extraction of data, drawing conclusions from case study information, oral and written reporting.
- **Work Placement Route Course Aim** – to offer students an opportunity to undertake a placement year constituting an introduction to business practice through practical training and development and to integrate their academic studies with such experience.
- **International Study Route Course Aim** – to offer students an opportunity to study abroad, demonstrate initiative, independence and motivation. You may also be required to develop a working knowledge of another language.

## **Learning Outcomes:**

During your programme of study, you will acquire a diverse range of skills. By the end of the programme, you should be able to demonstrate the following abilities.

### *Knowledge and Understanding*

A knowledge and understanding of:

- The commercial and social environment of Accounting and alternative bases and principles of advanced Accounting
- Current technical language and practices of advanced Accounting, finance and related business subjects
- The economic, financial, environmental, sustainable ethical, legal, political and sociological contexts of business activity
- Business problems and the variety of approaches to resolving them

### *Subject-specific skills*

An ability to:

- Prepare statement of financial performance, statement of financial position, statements of cash flow and internal management accounting information such as budgets and costing
- Use information technology to prepare, analyse, interpret and evaluate accounting information and business data
- Frame business problems in an appropriate economic, ethical, environmental, sustainable and political context
- Communicate business ideas in a clear and cogent manner and apply appropriate business theories, models and methods

### *Thinking Skills*

An ability to:

- Analyse, interpret and critically evaluate accounting information and theoretical accounting concepts
- Apply different approaches to different experiences and situations and to reflect and learn from those experiences.
- Strategic thinking. Learning the importance of the roles of opportunities, strategies, outcomes, information and motivation in the analysis of strategic actions, including conflict, bargaining and negotiation.

Other skills relevant to employability and personal development

An ability to:

- Communicate effectively in writing
- Extract and collate information
- Engage in independent self-motivated study and working
- Manage personal development
- Work effectively within a team

## 1.2 Course Team

### Burnley

The BA (Hons) Accounting and Business programme is located in the Lancashire School of Business and Enterprise within the Division of Accounting and Finance. Your course team consists of an overall course leader as well as a number of lecturers and support staff.

If you have any problems of general enquiries about the programme, the course leader should be your first point of contact. In each year, you will also be allocated an academic advisor who will support you with your transition into the University and your ongoing study with us.

Name	Role	Room Number	Telephone	Email
Tracey Scott	Course Leader & Year 1 tutor	Princess Way Room C113	01772 894665	TScott6@uclan.ac.uk
Simon Pollard	Course Leader & Year 1 tutor	Victoria Mill Room VM202	01772 896031	SPollard@uclan.ac.uk
Matthew Briggs	Tutor	Victoria Mill Room VM204	01772 896095	MBriggs2@uclan.ac.uk
Paula Reynier	Tutor	Victoria Mill Room VM202	01772 896032	PReynier@uclan.ac.uk

Enquiries about specific modules should be addressed to each module leader. Contact details for the leaders of the modules are given in the Module Information Pack. These are distributed at the first lecture of each module and are also available on Blackboard (our Virtual Learning Environment).

### 1.3 Expertise of staff

The Course Team is well developed in terms of teaching and learning practice, established over many years and builds upon the previous business and industry experience of individuals, whilst maintaining good links with commerce and the professional bodies. A number of staff are research active.

### 1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning.



### 1.5 Administration details

Your course will be administered by the team based within the Burnley hub. Campus Admin Services provides academic administration support for students and staff from 8.45am until 5.00pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

#### UCLan Burnley

Princess Way, Room C106

Opening times: 8.45am – 5pm Monday to Thursday, 8.45am – 4pm Friday

telephone: 01772 475500

email: [burnleyhub@uclan.ac.uk](mailto:burnleyhub@uclan.ac.uk)

### 1.6 Communication



The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

Within the Lancashire School of Business and Enterprise, Academic and programme support staff will normally communicate with you using email. We will use your University email address and you are expected to access your emails regularly. Module tutors will also use Blackboard and in some cases Microsoft Teams may be used, it is important that you ensure you access these areas on a regular basis. In some circumstances the University will ring you and you should ensure that you update your mobile phone number. Letters will be sent occasionally if all other means of communication fail. These will be sent to your home address, so you must ensure your details are kept up to date

### 1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. External Examiner reports will be made available to you electronically.

The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

The External Examiner for BA (Hons) Accountancy and Business is **to be confirmed**.

## 2. Structure of the course

### 2.1 Overall structure



The Accounting and Business programme contains 6 modules within the foundation entry year and then 5 modules in each of the subsequent years of study. Students that opt for a placement or a study abroad will choose an additional 120 credit module during the placement/study abroad year.

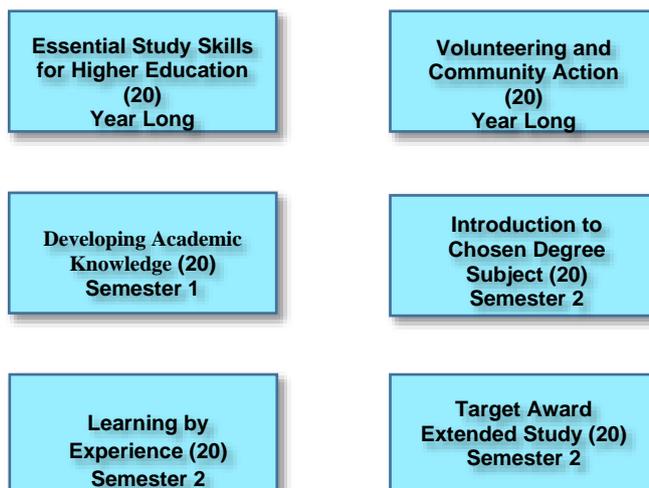
#### Foundation Year Study

The foundation entry year is designed for students who do not have the usual entry qualification to directly join year one of the degree programme. Foundation entry students are typically registered on a 4 or 5 year programme depending on whether they opt for a placement year or study abroad. The first year of this programme (or Year 0 as it is officially known) will prepare you to progress to Year 1 BA Accounting and Business on successful completion. Although you are registered on a particular programme, that you may have expressed an interest in upon application, you may switch to another appropriate programme during the course of your foundation year. Please speak to your academic adviser for further details.

In this Foundation year, you will take 6 compulsory modules. At the first lecture of each module you will receive a Module Information Pack (MIP) which includes the learning outcomes particular to that module, the lecture/seminar programme and the work and the assessment requirements.

Foundation Year Study – Burnley Campus

### Foundation Year



## BA (Hons) Accountancy and Business Course Structure

The course is designed as a full-time programme, however, there is an option for part time study. Part time students can study a maximum of 80 credits per year and your course leader can support with understanding which modules you would need to take at which point in the overall programme study.

Students can choose to follow a full-time placement or international study during the course. This normally takes place during Year 3 after successful completion of Year 2. Students who opt for the placement year are supported in their search by studying The Business Professional during Year 2 and also by the University Careers Service. Placement opportunities are advertised through the Careers intranet and students are also actively encouraged to search for their own placement opportunity. The vast majority of placements are paid. Students may undertake placements, internationally, nationally or regionally.

Students wishing to take an International Study Year will be supported by the International Office and Course Leader.

There are 15 modules in total and students study 120 credits each year which will be made-up of a combination of 3 x 20 and 2 x 30 credit modules.

Progression from one year to the next is dependent upon successful completion of all the required modules for that year.

It is absolutely imperative that students register and study for the correct number of modules each year. It is the responsibility of the student to ensure this is done. Each year, the course leader will support with understanding which modules are needed and what progression to the following year looks like.

Details of all compulsory modules and options are given in Section 2.2 Modules Available.

In order to achieve the full award of BA (Hons) Accounting and Business, students must gain a minimum of 360 credits. More details can be found in 2.3 Course Requirements.

### 2.2 Modules Available

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 or 30 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. The Compulsory and Option modules are given in the section below. More details about the modules can be found in the Course Area on Blackboard. Please note: optional modules may not be available every year and a student can only study these if they fit into their personal timetable.

#### Course Structure for Year 1

##### Compulsory modules

Module Code	Module Title	Credit Value
AC1100	Introduction to Financial Accounting	20
AC1200	Introduction to Management Accounting	20
AC1300	Information Systems & the Business Environment	20
HR1025	The Functions of Business	30
HR1026	Business and Management Project	30

## Course Structure for Year 2

### Compulsory Modules

Module Code	Module Title	Credit Value
AC2110	Financial Accounting for Managers	20
AC2210	Management Accounting Techniques	20
MD2135	Operations and Research	30
HR2046	The Business Landscape	30

### Optional Modules choose 20 credits from either

Module Code	Module Title	Credit Value
AC2420	Finance for Managers in Business	20
HR2047	The Business Professional ( <i>for students who intend to opt for placement year</i> )	20

### Compulsory Modules for Students on Work Placement Year

Module Code	Module Title	Credit Value
MD3004	Work Placement	120

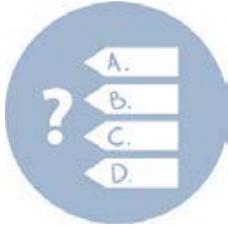
### Compulsory Modules for Students on International Study Year

Module Code	Module Title	Credit Value
BC3008	International Study	120

## Course Structure for Final Year

### Compulsory Modules

Module Code	Module Title	Credit Value
AC3110	Financial Reporting for Managers	20
AC3210	Decision Making for Business	20
MD3135	Business Strategy	30
HR3065	Leadership and Management	30
HR3064	Management Project	20



## 2.3 Course requirements

The majority of modules on the programme are compulsory and these must be taken in order to be able to gain the final year award. All year 1 modules are compulsory. In Year 2 students have 4 compulsory modules and then choose between AC2420 or HR2047 depending on whether students intend to opt for a placement year. The final year is made-up of 5 compulsory modules; there are no optional modules.

All students are registered for the award of a **Bachelor Honours Degree BA (Hons) Accounting and Business**. This requires 360 credits including a minimum of 220 at level 5 or above with a minimum of 100 at level 6.

To achieve the award title of “... with work placement”, the work placement must be undertaken in year 3 of the course and successfully completed. The work placement route requires successful completion of MD3004, which has a notional credit rating of 120 credits. To achieve the award title of “... with International Study”, the overseas study year must be undertaken in year 3 of the course and successfully completed. It is not sufficient to study overseas as part of or for the whole of year 2 on the course. International study route requires successful completion of BC3008 which has a notional credit rating of 120 credits.

The Programme Examination Board has the right, at its discretion, to offer an individual student an **Exit Award** for partial completion, in line with the University regulations.

**BA (Hons) Accounting and Business:** This requires 360 credits including a minimum of 220 at Level 5 or above and 100 at Level 6. If this is with the work placement route it requires successful completion of MD3004 which has a notional credit rating of 120 credits. International study route requires successful completion of BC3008 which has a notional credit rating of 120 credits.

**Diploma of Higher Education Accounting and Business:** This requires 240 credits including a minimum of 100 at Level 5 or above.

**Certificate of Higher Education:** This requires 120 credits at Level 4 or above

## 2.4 Module Registration Options

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

At this stage you may wish to discuss your progress to date and where your specific strengths and weaknesses lie. This is an opportunity to identify and gain further advice on extra support available (if you have not already accessed this) to enable you to complete all modules to the best of your ability. In some cases, this may involve discussions of moving onto a different programme of study following final assessments.

## 2.5 Study Time

### 2.5.1 Weekly timetable

A timetable will be available once you have enrolled onto the programme, through the Student Portal. It is your responsibility to ensure that your timetable contains the correct modules.

### 2.5.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours.

In a typical week in Year 1 you are expected to attend approximately twelve hours of classes. In addition to this you will be expected to spend time undertaking directed reading around your subject area, preparing for seminars, planning and organising group activities and researching for assignments. This will total approximately 18 hours per week (on average). You will be given guidance on these activities during your lectures, workshops and seminars. As already highlighted, the time commitment per module is heavy and makes up the equivalent of a normal business week on average across the year. This is likely to increase in Years 2 and 3 as the work becomes increasingly challenging and you engage in a range of activities such as placement search, etc.

For the work placement year or international study year these are typically of 36-48 weeks duration.



### 2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to [BurnleyHub@uclan.ac.uk](mailto:BurnleyHub@uclan.ac.uk) if you are on Burnley campus

**International Students - you *MUST* attend your course of study regularly; under PBS, UCLan is obliged to tell UKVI if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.**

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for four weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of attendance. You can check your attendance record through the 'MyUclan' facility available in your student portal.

Each time you are asked to enter your details on Student Attendance Monitoring System you must remember that the University has a responsibility to keep information up to date and that **you must only enter your own details on the system**. To enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries can be disciplined under the student guide to regulations.

## 3. Approaches to teaching and learning

### 3.1 Learning and teaching methods

Students are supported by the electronic Blackboard system where materials are made available by module staff to support learning. Students are expected to complete guided self-study for each module in parallel to the taught inputs and other tutor-led work. Tutors will give specific information in relation to their modules.

Acquisition of knowledge is mainly through lectures, seminars and workshops where students will be given the opportunity to build upon this acquisition with the development and practice of key points of understanding. Group activities, discussions and debates are used to encourage independent learning and interaction. Particular emphasis is placed on active

learning with students participating in live project work and case studies with the option of undertaking a one-year full time placement.

For the teaching of accounting, finance, business management and other subject-specific theories, models will be explained in lectures both in a traditional and online format, and then applied during seminars, workshops and other related activities. Students will learn subject specific skills through workshops and collaborative projects where student ideas are formulated, developed, evidenced, tested and appraised. Students will work with external organisations to support with business led challenges as well as producing independent and collaborative research. Throughout the course, students are actively encouraged through modules and assessment to partake in both internships and recruitment opportunities designed at supporting with the development of graduate skills required for future employment. Students are also encouraged to reflect on all of these experiences to support with ongoing personal development. During the optional placement year, students keep a reflective learning log and with support from visiting tutors, evaluate the content of this log and how it has supported with overall employability. Students will learn through the formal placement, observations, academic advice and support, research and practice.

For thinking skills, critical perspectives and case study problem examples will be used in workshops. Students will have the opportunity to apply perspectives to case material, simulations, roles play and in-class debates. Consultancy style workshops at all levels allow the students to actively solves problems and apply principles and data to their own research projects.

### 3.2 Study skills

You are offered support in the development of study skills in a variety of ways. All modules in Year One will include relevant guidance and advice on subject specific study skills. Across Year One, this will include guidance on skills including essay and reporting writing, referencing, note taking, presentation skills, etc. There are a variety of services to support students and these include **WISER** <http://www.uclan.ac.uk/students/study/wiser/index.php>



### 3.3 Learning resources

#### 3.3.1 Learning Information Services (LIS)

Extensive [resources](#) are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

#### 3.3.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. All modules will also include learning material on their Blackboard area.

A subject guide for accounting and business is available at:

[http://www.uclan.ac.uk/students/library/business\\_management\\_guide.php](http://www.uclan.ac.uk/students/library/business_management_guide.php)

This guide provides an overview of the library resources specifically for these subject areas, including recommended eBook collections, journal databases and other eResources (online databases).

The opening times of the library can be found via the following link:

[http://www.uclan.ac.uk/students/study/library/opening\\_hours.php](http://www.uclan.ac.uk/students/study/library/opening_hours.php)

Your Blackboard area will contain a link to general information about the degree such as a copy of this handbook, module descriptors, skills advice and useful websites. You will also see module areas on Blackboard which will include a range of resources from your tutors.

### 3.4 Personal development planning

Personal Development Planning is embedded within the programme. During this process you will develop your ability to reflect upon your academic, personal and professional skills base and plan for future personal development. Students will be encouraged to draw together all elements of PDP existing within modules and call upon personal experiences within the workplace and other extra-curricular scenarios. There will be a strong focus on developing individual employability and lifelong learning skills. The modules which will concentrate on the PDP areas are Business and Management Project (HR1026) in year 1. The Business Professional (HR2047) in Year Two and Management Project (HR3064) in year 3. Students that do not opt to study HR2047 in Year 2 will continue their PDP via individual academic adviser appointments.



### 3.5 Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These “Employability Essentials” take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

Daily drop in service available from 09:00-17:00 for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access the careers and employability resources via the Student Portal or through this link: [CAREERS](#)

- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

Achieving successfully in your chosen course of study in Accounting and Business will be of great importance in your future development in the world of work and/or going on to further study at Masters level or for professional qualifications. The PDP modules are particularly relevant for this in developing you for the work placement opportunity or in the alternative modules about the work environment and careers.

Graduates from the Business School programme have secured positions with a range of employers including IBM, Bae Systems, Halfords, Waitrose, EE, United Utilities, Centrica, Virgin, etc. A number of graduates are employed by local SMEs and many continue their studies at Masters level.

### 3.6 Professional Body Exemption

There are three Year 1 modules (AC1100, AC1200 and AC1300) that are recognised by the Accounting professional bodies (ACCA and CIMA). These modules have 3-hour examination as stipulated by the professional bodies. Students can apply direct to the professional bodies on successful completion of the programme. A copy of the transcript of study will show completion of all modules studied and the final module grades. The transcript can be used to apply for exemptions from the relevant professional papers. The Course Leader can provide further information on the process to follow to seek exemption.

## 4. Student Support

It is important to us that you are supported throughout your studies and a range of support services are available to you within your course, the Lancashire School of Business and Enterprise and the University. Within your course, you are supported by your Course Leader, Module Tutors and Academic Advisor. Within Lancashire School of Business and Enterprise there is a Student Support Office based at the Burnley hub which offers a range of advice and guidance to all students. Within your first few weeks at university, your Course Leader will explain to you what is offered by the Student Support Team and how you access them.



### 4.1 Academic Advisors

Your Academic Advisor will be available to discuss all aspects of your University life with you. This may be in informal chats after class or in more structured class sessions to review skills and discuss issues within the group. You can also make individual appointments for confidential discussion. On the Accounting and Business programme, your Academic Advisors can be contacted by email to arrange a mutually agreeable time for appointments but there will be standard 'drop-in' hours throughout the week. These can be found in your module Blackboard area under 'contacts' and appointments can be booked via Starfish.

### 4.2 Students with disabilities

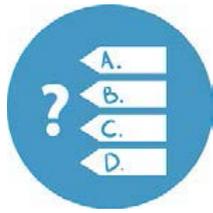
If you have a disability that may affect your studies, please let one of the course team know as soon as possible. With your agreement, information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments. Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information.

Within the Lancashire School of Business and Enterprise the Academic Lead for students with disabilities is Angela Mackenzie. Angela's email address is [AMMackenzie@uclan.ac.uk](mailto:AMMackenzie@uclan.ac.uk) if you wish to contact her for further advice/support. Angela is based in Greenbank 259.

### 4.3 Students' Union

The Students' Union offers thousands of volunteering opportunities ranging from representative to other leadership roles. We also advertise paid work and employ student staff on a variety of roles. You can find out more information on our website: <http://www.uclansu.co.uk/>

## 5. Assessment



### 5.1 Assessment Strategy

In line with the general policy of the University, assessment on the programme is regarded as an essential part of the learning process. The intention is to inform you about your progress, recognise achievement and give guidance and support. Within each module the assessment methods are designed to contribute to your continuing development: giving feedback on a regular basis, giving direction and focus to energy and commitment, identifying opportunities for improvement and the realisation of potential and providing periodic evaluations of progress and finally a summative measure of your achievement at the University.

The learning outcomes of each module are shared with you and each assessment is designed to determine the level of achievement in those learning outcomes, using the University's grading system. There is a commitment within the overall assessment policy of the Course, to give thorough feedback in written and oral form, on an individual and group basis to allow for effective reflection, adjustment and development. There is a rich and diverse set of assessment methods used within the modules. These include formal essays and reports, time-constrained assessments, individual presentations and team case studies and project presentations and portfolios. The general intent is to encourage you to reflect critically on the application of concepts to practical situations and to handle original primary as well as secondary material. While there will be a considerable amount of small team work and assessments, there will also be sufficient opportunities your performance to be differentiated on an individual basis.

### 5.2 Notification of assignments and examination arrangements

Students will be notified on Blackboard of the requirements for individual assessments and the deadlines for submission. Examination arrangements will also be given on Blackboard.

The respective module leaders will notify you through the Module Information Packs (MIPs) and Assessment Briefs. Students are also advised that module tutors often make announcements by e-mail and in lectures. All assessments will be notified in writing.

Short Tests and Examinations may be set within the semester or at the end of a semester/year and students should ensure that they are fully aware of when and where these are.

### 5.3 Referencing

Harvard referencing style is used in all our assessment work in the School of Management. A copy of the guide to Harvard referencing is available in your programme area of Blackboard and available on this link: <https://padlet.com/lgornall/HarvardGuideReferencing>

### 5.4 Confidential material

During the course of your study, it is possible that you may have access to confidential information, for example, on placement, in completing your dissertation, undertaking a live project, etc. Please remember that it is your ethical and legal responsibility to respect confidentiality and maintain the anonymity of individuals and organisations within your assignments. If you need further guidance on these issues you should contact the relevant Module Tutor or your Course Leader.

### 5.5 Cheating, plagiarism, collusion or re-presentation

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to

check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

The consequences of plagiarism will be addressed in workshops in the first year and you will be supported in developing academic writing skills which will help avoid plagiarism. Early in Year One you will be introduced to Turnitin and encouraged to submit test pieces so you will understand how it works. This will further assist you to develop your academic writing skills.

## 6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in [Academic Regulations](#). Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.



## 7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give.

In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

As a student your feedback is essential to inform the Course Team of your views about modules, the course as a whole and the University facilities. There are opportunities to do so personally in dialogue with Module Tutors and the Course Leader throughout the year. Other opportunities for students to voice opinions include Staff/Student Liaison Committee (SSLC) meetings (one per semester), completion of Module Evaluation Questionnaires and informal discussion in classes with whole groups.

### 7.1 Student Staff Liaison Committee meetings (SSLCs)

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Meetings will be facilitated using guidelines and a record of the meeting will be provided with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner's report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;

- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

Updates on actions resulting from the SSLC may be emailed, discussed in class or posted on Blackboard to ensure that students clearly understand any changes which have been made.

## 8. Appendices

### 8.1 Programme Specification(s)

#### UNIVERSITY OF CENTRAL LANCASHIRE

#### Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

***Sources of information on the programme can be found in Section 17***

1. Awarding Institution / Body	University of Central Lancashire
2. Teaching Institution and Location of Delivery	University of Central Lancashire - Burnley Campus
3. University School/Centre	Lancashire School of Business and Enterprise
4. External Accreditation	Association of Chartered Certified Accountants Chartered Institute of Management Accountants
5. Title of Final Award	BA (Hons) Accounting and Business
6. Modes of Attendance offered	3 Year Full Time or 4 Year Full Time with either Work Placement or International Study Part-time
7a) UCAS Code	
7b) JACS and HECOS Code	N400 (50%) N100 (50%) 100105
8. Relevant Subject Benchmarking Group(s)	Accounting; Business and Management
9. Other external influences	Requirements for examinations of Accounting Professional Bodies (especially ACCA)
10. Date of production/revision of this form	April 2020
<b>11. Aims of the Programme</b>	
<ul style="list-style-type: none"><li>• To provide a critical awareness and understanding of the commercial and social environment of Accounting</li><li>• To develop knowledge, understanding and an appreciation of the main current technical language and practices and alternative bases and principles of Accounting</li></ul>	

- To develop knowledge, skills, competences and personal qualities which will allow the student to succeed in a challenging business environment.
- To equip the student with a knowledge and understanding of business including an awareness of the interaction of business and the economic, technological, social and institutional dimensions of the environment in which it operates.
- To develop the following non subject-specific skills: numeracy skills, use of information technology, extraction of data, drawing conclusions from case study information, oral and written reporting.
- **Work Placement Route Course Aim** – to offer students an opportunity to undertake a placement year constituting an introduction to business practice through practical training and development and to integrate their academic studies with such experience
- **International Study Route Course Aim** – to offer students an opportunity to study abroad, demonstrate initiative, independence and motivation. They may also be required to develop a working knowledge of another language.

## **12. Learning Outcomes, Teaching, Learning and Assessment Methods**

### **A. Knowledge and Understanding**

A knowledge and understanding of:

A1. The commercial and social environment of Accounting and alternative bases and principles of advanced Accounting

A2. Current technical language and practices of advanced Accounting, finance and related business subjects

A3. The economic, financial, environmental, sustainable ethical, legal, political and sociological contexts of business activity

A4. Business problems and the variety of approaches to resolving them

### **Teaching and Learning Methods**

Acquisition of knowledge and understanding (A1-A4) is by lectures, seminar work and workshops (A1, A2).

### **Assessment methods**

Outcomes A1-A4 are assessed by a variety of methods, including examinations, coursework tests, essays, problem solving exercise (A1,A2) and presentations. In most Accounting modules the technical nature of the subject, and the requirements of the relevant Accounting professional bodies regarding exemptions, leads to a major proportion of the assessment weighting being allocated to assessment by examination – usually 70%.

### **B. Subject-specific skills**

An ability to :

B1. Prepare statement of financial performance, statement of financial position, statements of cash flow and internal management accounting information such as budgets and costing

B2. Use information technology to prepare, analyse, interpret and evaluate accounting information and business data

B3. Frame business problems in an appropriate economic, ethical, environmental, sustainable and political context

B4. Communicate business ideas in a clear and cogent manner and apply appropriate business theories, models and methods

### **Teaching and Learning Methods**

Teaching and learning is mostly by lectures followed by seminar work involving case studies or discussion of theoretical concepts. Learning outcomes are also assessed by a

variety of methods, including examinations, coursework tests, essays and presentations. Where appropriate, computer-based seminars are used.

**Assessment methods**

For outcomes B1-B4 the assessment methods described in Part A are used.

**C. Thinking Skills**

An ability to:

C1. Analyse, interpret and critically evaluate accounting information and theoretical accounting concepts

C2. Apply different approaches to different experiences and situations and to reflect and learn from those experiences.

C3. Strategic thinking. Learning the importance of the roles of opportunities, strategies, outcomes, information and motivation in the analysis of strategic actions, including conflict, bargaining and negotiation.

**Teaching and Learning Methods**

Teaching and learning is achieved through lectures, case study seminar work, group seminar discussions and course work, if appropriate.

Outcome C2, The opportunities provided to work in business (work placement route) and study abroad (international study option) can serve to widen and enhance the student experience. A broad experience provides the foundation for developing higher level critical thinking skills.

**Assessment methods**

For outcome C1-C3 the assessment methods described in Part A are used.

Outcome C2-C3 is also achieved through the work placement opportunity available to students.

**D. Other skills relevant to employability and personal development**

An ability to:

D1. Communicate effectively in writing

D2. Extract and collate information

D3. Engage in independent self-motivated study and working

D4. Manage personal development

D5. Work effectively within a team

**Teaching and Learning Methods**

Outcomes D1-D2 are covered in Parts A-C; D3-D4 are monitored by individual review of completed work prior to seminars, and by periodic in-semester tests, where appropriate.

D1-D5 can be achieved through the common core of personal and professional development modules studied throughout the programme seek to enhance the students' employability, initiative and focus on life choices post- University

**Assessment methods**

The outcomes (D1-D2) are assessed by coursework and examination.

Acquisition of skills relevant for employability and personal development (D3-D5) is through the variety of teaching methods and through the experience gained from the work placement.

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 6	AC3110	Financial Reporting for Managers	20	<p><b>Bachelor Honours Degree BA Hons Accounting and Business</b> Requires 360 credits including a minimum of 220 at Level 5 or above and 100 at Level 6 Work placement route requires successful completion of MD3004 which has a notional credit rating of 120 credits. International study route requires successful completion of BC3008 which has a notional credit rating of 120 credits</p> <p><b>Bachelor Degree BA Accounting and Business</b> Requires 320 credits including a minimum of 180 at Level 5 or above and 60 at Level 6 Work placement route requires successful completion of MD3004 which has a notional credit rating of 120 credits. International study route requires successful completion of BC3008 which has a notional credit rating of 120 credits</p>
	AC3210	Decision Making for Business	20	
	MD3135	Business Strategy	30	
	HR3065	Leadership and Management	30	
	HR3064	Management Project	20	
	MD3004	Work Placement (for students taking this route)	Notional 120	
	BC3008	International Study (for students taking this route)	Notional 120	
Level 5	AC2110	Financial Accounting for Managers	20	<p><b>Diploma of Higher Education in Accounting and Business</b> Requires 240 credits including a minimum of 100 at Level 5 or above</p>
	AC2210	Management Accounting Techniques	20	
	MD2135	Operations and Research	30	
	HR2046	The Business Landscape	30	
	AC2420	Finance for Managers in Business	20	
	<b>Or</b>			
	HR2047	The Business Professional <i>(for students aiming to gain a placement)</i>	20	

Level 4	AC1100	Introduction to Financial Accounting	20	<b>Certificate of Higher Education</b> Requires 120 credits at Level 4 or above
	AC1200	Introduction to Management Accounting	20	
	AC1300	Information Systems and the Business Environment	20	
	HR1025	The Functions of Business	30	
	HR1026	Business and Management Project	30	
Level 3	HUC110	Essential Study Skills for Higher Education	20	<b>Requires completion of 120 credits at Level 3 for progression to Year 1 (Level 4)</b>  <b>Students who exit after the Foundation year will receive a transcript of their modules and grades.</b>
	HUC111	Developing Academic Knowledge	20	
	HUC115	Learning by Experience	20	
	HUC114	Target Award Extended Study	20	
	HUC116	Introduction to Chosen Degree Subject	20	
	VOC106	Volunteering and Community Action	20	

### 15. Personal Development Planning

The students' ability to reflect upon their skills base and plan for future personal development is developed, practiced, monitored and assessed throughout the programme and there is a strong focus on developing the individual's employability and lifelong learning skills.

Personal Development Planning exists as a formal strand in years 1, 2, and 3/4. These modules are designed to equip students with the ability to enhance personal, academic and professional skills and plan for their future career development.

### 16. Admissions criteria\*

(including agreed tariffs for entry with advanced standing)

*\*Correct as at date of approval. For latest information, please consult the University's website.*

The entry requirements for Foundation Year entry is 72 points.

Other acceptable qualifications include:  
Advanced VCE  
Scottish Certificate of Education Higher Grade  
Irish Leaving Certificate Higher Grade  
International Baccalaureate  
BTEC National Certificate/Diploma

For entry onto L4 BA (Hons) Accounting and Business, successful applicants must possess one of the following:

104 -112 points at A2 – General Studies accepted  
BTEC Extended Diploma : Distinction, Merit, Merit  
BTEC Diploma : Distinction\*, Distinction\*

Other acceptable qualifications include:

Scottish Certificate of Education Higher Grade  
Irish Leaving Certificate Higher Grade  
International Baccalaureate  
BTEC National Certificate/Diploma  
Kite marked Access Course

UCLan requires all undergraduate applicants to have a minimum attainment of five GCSEs at Grade 4 or above including English and Maths.

Applications from individuals with non-standard qualifications, relevant work or life experience and who can demonstrate the ability to cope with and benefit from degree-level studies are welcome and will these applicants will be interviewed.

### **International / European students**

International / European students with equivalent qualifications will be considered. All students applying to the University of Central Lancashire must show that they have a good level of spoken and written English and must demonstrate a minimum of **IELTS (Level 6.0) (with no component score lower than 5.5) or equivalent**

### **Direct Entry to Year 2 (Level 5) or Year 3 (Level 6):-**

For direct entry into Level 6, applicants must have completed a minimum of 2 years of undergraduate study (or equivalent) in a field related to Accounting and Business.

For admission on to Level 5, applicants must have completed at least one year of undergraduate study (or equivalent) in a field related to Accounting and Business.

In addition to the requirements as stated, a mapping process will be undertaken by the Course Leader for all direct entry applicants at level 5 and level 6 prior to admission.

### **17. Key sources of information about the programme**

- UCLan website: <http://www.uclan.ac.uk/courses/>
- University Admissions Department: email [uadmissions@uclan.ac.uk](mailto:uadmissions@uclan.ac.uk)
- Direct from Programme Leader [TScott6@uclan.ac.uk](mailto:TScott6@uclan.ac.uk)
- Course handbook available online: [www.uclan.ac.uk](http://www.uclan.ac.uk)
- Open Days and Applicant Days
- Information about The Lancashire School of Business and Enterprise:  
<https://www.uclan.ac.uk/schools/lancashire-school-business-enterprise/index.php>



HUC 114	Target Award Extended Study	(Comp)	*	*	*			*		*	*	*		*	*	*		
HUC116	Introduction to Chosen Degree Subject	(Comp)	*	*	*	*	*	*	*	*		*	*	*	*	*	*	*
VOC106	Volunteering and Community Action	(Comp)			*			*	*			*	*	*	*	*	*	*

**Note:** Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks

## 19. LEARNING OUTCOMES FOR EXIT AWARDS:

For **each exit award available**, list learning outcomes relating to the knowledge and understanding, subject specific skills, thinking, other skills relevant to employability and personal development that a typical student might be expected to gain as a result of successfully completing each level of a course of study.

### **Learning outcomes for the award of: Certificate of Higher Education, (Level 4)**

- A1. The commercial and social environment of Accounting and alternative bases and principles of advanced Accounting
- A2. Current technical language and practices of advanced Accounting, finance and related business subjects
- A4. Business problems and the variety of approaches to resolving them
- D1. Communicate effectively in writing
- D2. Extract and collate information
- D3. Engage in independent self-motivated study and working
- D4. Manage personal development
- D5. Work effectively within a team

### **Learning outcomes for the award of: Diploma of Higher Education in Accounting and Business (Level 5)**

- A1. The commercial and social environment of Accounting and alternative bases and principles of advanced Accounting
- A2. Current technical language and practices of advanced Accounting, finance and related business subjects
- A4. Business problems and the variety of approaches to resolving them
- B1. Prepare statement of financial performance, statement of financial position, statements of cash flow and internal management accounting information such as budgets and costing
- B2. Use information technology to prepare, analyse, interpret and evaluate accounting information and business data
- B4. Communicate business ideas in a clear and cogent manner and apply appropriate business theories, models and methods
- C1. Analyse, interpret and critically evaluate accounting information and theoretical accounting concepts
- D1. Communicate effectively in writing
- D2. Extract and collate information
- D3. Engage in independent self-motivated study and working
- D4. Manage personal development
- D5. Work effectively within a team

### **Learning outcomes for the award of: BA Accounting and Business**

- A1. The commercial and social environment of Accounting and alternative bases and principles of advanced Accounting
- A2. Current technical language and practices of advanced Accounting, finance and related business subjects
- A3. The economic, financial, environmental, sustainable ethical, legal, political and sociological contexts of business activity
- A4. Business problems and the variety of approaches to resolving them
- B1. Prepare statement of financial performance, statement of financial position, statements of cash flow and internal management accounting information such as budgets and costing
- B2. Use information technology to prepare, analyse, interpret and evaluate accounting information and business data

- B3. Frame business problems in an appropriate economic, ethical, environmental, sustainable and political context
- B4. Communicate business ideas in a clear and cogent manner and apply appropriate business theories, models and methods
- C1. Analyse, interpret and critically evaluate accounting information and theoretical accounting concepts
- C2. Apply different approaches to different experiences and situations and to reflect and learn from those experiences.
- C3. Strategic thinking. Learning the importance of the roles of opportunities, strategies, outcomes, information and motivation in the analysis of strategic actions, including conflict, bargaining and negotiation.
- D1. Communicate effectively in writing
- D2. Extract and collate information
- D3. Engage in independent self-motivated study and working
- D4. Manage personal development
- D5. Work effectively within a team

