

## Course Handbook

MA in Accounting & Financial Management with CIMA  
(ULACCO1809)

2018/19

Course Leader – Neil Sutcliffe

College of Business, Law and Applied Social Studies  
Accounting & Finance



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

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## **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

Dear Student

This is your guide to the MA Programme in Accounting & Financial Management with CIMA run by the School of Business and Enterprise at the University of Central Lancashire. We recognise that deciding to spend a period of your life investing in your personal and professional development by embarking on a Master programme is an important commitment on your part. This guide has been designed to help you get the most from this investment. It aims to give you information on the aims and objectives of the MA in Accounting & Financial Management with CIMA, the learning outcomes you will achieve, what you will be studying, how you will be assessed and more general information on how the MA is managed and what we expect of you as members of the MA, and what you can expect of us as the team of staff responsible for the MA.

We are committed to do everything we can to make your MA studies and the University of Central Lancashire an enjoyable and worthwhile experience.

We offer you our best wishes for the coming months.

Neil Sutcliffe,

Course Leader

MA Accounting and Financial Management with CIMA

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



The School of Business and Enterprise is a major international centre for postgraduate financial and management education and development in the United Kingdom with a comprehensive range of programmes in the Accounting, Business and Financial Management subject areas.

Our mission is to ensure that through the consistent provision of high quality programmes and services we enhance competence and contribute to the achievement of excellence.

The Accounting & Financial Management with CIMA MA programme offers you the opportunity to gain the essential knowledge and skills in the area of Accounting, Finance and Financial Management through a structured and focused programme of academic studies. The MA in Accounting & Financial Management with CIMA is linked to and approved by the Chartered Institute of Management Accountants (CIMA).

We seek to enable our graduates to gain a competitive edge in pursuing managerial, management consultancy and professional careers in accounting and finance and to make an outstanding contribution to the performance of their employing organisations.

The Programme builds on our reputation for providing employer-relevant postgraduate education in business and management and finance and addresses the development of those key skills that are sought by employers throughout the world.

The Accounting & Financial Management with CIMA MA Programme enables you to develop a professional accountancy career and join CIMA through the **accelerated 'gateway' route**.

The Accounting & Financial Management with CIMA MA programme prepares and enables you to sit the external CIMA 'Gateway Examination'. Passing the one three hour case study examination allows you to claim 11 exemptions from CIMA's certificate, operational and management level papers, and you will be awarded the CIMA 'Advanced Diploma in Management Accounting'.

You then only need to sit and pass 3 strategic level examinations, the strategic level case study, and fulfil the work based practical experience, before being eligible for full CIMA membership.

The CIMA 'gateway' examination will take place in May.

The CIMA fee for your first attempt at the 'gateway' examination is included in the overall course fee paid.

Now, what can we say by way of introducing you to the MA Programme?

Firstly, it will involve you in a great deal of hard work! It will also challenge you. Some of these challenges will be very much along the lines that you might expect of a postgraduate programme. Some may be more of a surprise!

We would offer you the following as examples of the challenges you will face:

- to confront your own personal strengths and weaknesses
- to be prepared to share these insights with others in order for all of you to learn
- to reflect on your experience in order to develop an enhanced understanding of the principles of effective implementation of Accounting & Finance in wide range of situations and organisations
- to master increasingly sophisticated and complex techniques and skills in order to address Accounting & Finance problems in your chosen area of specialisation
- to work collaboratively with others in the learning process
- to make mistakes and to learn from such mistakes

Accounting & Finance is often regarded as 'real serious stuff'. We believe that effective development of financial knowledge and skills comes primarily from groups of individuals joining together with the common need and thirst to learn and to develop themselves.

The Programme offers you the opportunity to work in groups that are small enough to develop a supportive team culture but big enough to provide the necessary diversity of experience and expertise.

Working with others towards common goals will almost certainly be frustrating, annoying and, at times, painful. However, it will also be exhilarating, energising and satisfying.

### **The aims of the programme**

The individual modules have their own aims and objectives. Collectively they provide the overall aims and objectives of the programme, which are:

- To provide students with a high quality postgraduate in the area of Accounting and Finance to enable them to achieve learning outcomes at a level appropriate for the award of Masters' degree of the university.
- To provide students with the opportunity to develop a critical understanding of the issues and problems in the area of Accounting and Finance and its underlying processes from both a theoretical and practical perspective.
- To provide students with a learning experience which will enable them to enhance their career potential, personal and professional effectiveness and performance in the field of Accounting and Finance in a wide range of organisations.

- The MA also aims to enable students to graduate with the Advanced Diploma in Management Accounting awarded by CIMA by means of them sitting and passing the external CIMA Gateway examination during their programme of study.

### **Learning outcomes, teaching, learning and assessment methods**

At the end of the programme students should have achieved the following learning outcomes and have the ability to do the following -

#### **Knowledge and Understanding**

A1. to communicate a knowledge, understanding and critical evaluation of the body of knowledge and research relating to Accounting and Finance, including strategic financial management, financial risk and control, corporate financial reporting and enterprise management;

A2. to communicate knowledge, understanding and critical evaluation of business, management and accounting research methodologies and methods set within the context of Accounting and Finance.

#### **Subject-specific skills**

B1. to prepare financial statements for external use.

B2. to collect and critically analyse information in order to synthesise it into a form that enables complex management and accounting and financial situations to be evaluated and addressed.

B3. to understand and be able to apply appropriate techniques and skills to allow detailed investigation into relevant management and accounting and finance issues.

B4. to apply appropriate information technology in a management and accounting and finance context.

#### **Thinking Skills**

C1. to engage in postgraduate level academic study and learning within the fields of Accounting and Finance

C2. to plan, implement and report on an extended programme of individual research into a contemporary accounting and finance issue or field of study

C3. to interpret and critically review theoretical concepts and relate theory to practice.

#### **Other skills relevant to employability and personal development**

D1. to apply key personal, social, technical and other transferable skills relevant to employment within an Accounting and Finance context, including communication, team-working, ICT/SAP and critical and creative thinking.

D2. to be able to learn through reflection on course-related experiences in order to facilitate personal and professional development

## 1.2 Course Team

The **MA Accounting and Financial Management with CIMA** degree course is located in the School of Business **and Enterprise**, within the Division of Accounting & Finance.

Head of Division	Room	Ext.	E-Mail
Wayne Hawkins	GR045	4720	whawkins@uclan.ac.uk

Course Leader	Room	Ext.	E-Mail
Neil Sutcliffe	GR051	4651	NSutcliffe1@uclan.ac.uk

## Course Team

Name	Room	Ext.	E-Mail
ALI-ARIBI, Zakaria	GR032	4541	ZAli-aribi@uclan.ac.uk
ATKINSON, Bethan	GR032	4678	Blatkinson@uclan.ac.uk
KELSALL, Chris	GR037	4548	CAKelsall@uclan.ac.uk
BOND, Rob	GR032	4537	RABond@uclan.ac.uk
ILLINGWORTH, Christine	GR033	4617	CJMillingworth1@uclan.ac.uk
DOBBINS, Laura	GR033	4607	LDobbins1@uclan.ac.uk

## 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 professional, business and industry experience of individuals, whilst maintaining good links with commerce and the professional bodies. A number of staff are active in research.

## 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.

Personal Tutor	Neil Sutcliffe
Telephone	01772 894651
E-mail	nsutcliffe1@uclan.ac.uk
Room	GR051

You will be allocated a personal dissertation supervisor towards the end of the first semester.



## 1.5 Administration details

Course Administration Service provides academic administration support for students and staff and are located in the following hubs which open from 8.45am until 5.15pm 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.

### Greenbank Building

Sport and Wellbeing

Business and Enterprise

telephone: 01772 89 1998 or 1999

email: [GreenbankHub@uclan.ac.uk](mailto:GreenbankHub@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.

E-mail is the accepted means of communication with you the student generally about your course and for matters relating to you individually. This is to your UCLan e-mail address. Staff will make every effort to reply promptly, even if it is just to explain that we are unable to respond in full at this point but will do so as soon as we are able. Individual members of staff will provide office hours to identify when students will normally be able to contact staff and how appointments can be made.

In some circumstances telephone will be used: you should ensure that you update your mobile phone number.

In some circumstances a letter will be used; this will be sent to your home address, unless you notify the school Office.

## 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 details of the External Examiner for the MA in Accounting and Financial Management with CIMA is

Gavin Brown

Senior Lecturer

Manchester Metropolitan University.

Copies of the External Examiner Reports can be accessed electronically-please ask the Course Leader for details.



## 2. Structure of the course

### 2.1 Overall structure

The structure of the MA Accounting & Financial Management with CIMA programme reflects the aims, objectives and learning outcomes. The MA is divided into a taught programme of modules taken during Semesters 1 and 2 and a research dissertation taken during Semesters 2 and 3.

Within the Programme, taught modules are valued at 40, 20 or 10 credits with the dissertation at 40 credits. Modules are also Level-rated to reflect their academic standing. Postgraduate programmes such as this MA are made up of Level 7 modules.

To gain the MA you will have to successfully complete a total of 180 credits.

### 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 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module. Every course within the University has a Programme Specification Matrix which provides a concise outline of all the key aspects of the course. We have included the matrix for the MA Accounting & Finance programme in this Handbook for your reference which will provide you with a clear picture of what we believe our MA graduates should know and be able to do on completion of the programme and how, in general terms, these outcomes are assessed.

### 2.3 Progression Information

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.

### 2.4 Study Time

#### 2.4.1 Weekly timetable

The university operates an on-line timetable which contains up-to-date information on where classes are held for your modules.

### 2.4.2 Expected hours of study

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study. It is expected that for each hour in class you will complete 2 hours of independent study every week.



### 2.4.3 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: [lbsabsence@uclan.ac.uk](mailto:lbsabsence@uclan.ac.uk)

This is reviewed by the LBS Senior Tutor, the Course Leader and relevant Module Leaders.

If you are an international student from outside the EU and governed by Visas and Immigration (UKVI) Points Based System (PBS) - 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 monitor your attendance record on the SAM system at UCLan.

Each time you are asked to enter your details on SAM for a lecture or seminar 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 to them by module to support their learning. They are expected to complete guided self-study for each module in parallel to the taught inputs and other tutor-led work.

It is expected that students will enhanced their cognition of their subjects over the duration of the course and both acquire and enhance their skills.

The main teaching methods used will include lectures, plenary and small group discussions, group presentations and investigative tasks; software-based exercises; dissertation.

### 3.2 Study skills

It is expected that students will over the duration of the course both acquire new skills and enhance their existing skills.

In particular students are recommended to take advantage of the UCLan support services such as WISER and M and M (student mentoring). International students have access to a dedicated School of Business support service for support with learning and study skills.

#### Website – the “I”

The electronic version of the “I” is the Student Lobby and a very useful site to direct you to sources of help and to aid your studies. Often you can find the answer here as a useful point to go to and which will direct you to important information. If you don't know something then it is probably here.

Go to: [https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id= 33 1](https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id= 33 1)

#### Wiser

Wiser offers specialist advice and guidance to ALL students at the University, no matter what area of study, undergraduate or postgraduate; and for students of all levels of ability.

Learn how to study more effectively, write better and get the marks you deserve, so even the confident able student can use the services to gain those extra marks.

WISER tutorials offer:

- 1-to-1 help HB113;
- Feedback on your writing (either personally face to face or on-line);
- Advice on your specific study problems.

WISER can help you generally in your study and specifically to develop the communication skills that can contribute to your PDP portfolio and will be invaluable in future employment.

Go to: [www.uclan.ac.uk/wiser](http://www.uclan.ac.uk/wiser)

#### M & M peer mentoring

UCLan is the **UK's only University** to be awarded with APS 'Multi Site Mentoring Accreditation Status'

The M and M Peer Mentoring Service (or M and M for short) is UCLan's centralised mentoring service responsible for co-ordinating a variety of fantastic independent peer support, advice and guidance to all year groups!



Peer Mentoring is centred on matching trained Peer Mentors to students who need someone to talk to about personal issues and general academic queries – the student requiring support is known as a mentee. The service matches students e.g. from Year 3 to support students from Year 1 during the whole year.

Go to: [www.uclan.ac.uk/students/health/m\\_and\\_m/index.php](http://www.uclan.ac.uk/students/health/m_and_m/index.php)

## International student support, School of Business

If you are a student from overseas then there is a dedicated support service for you to help you with studying modules and the assessments. The point of contact is:

Lynne Gornall	Ext.4615	GR123	<a href="mailto:LGornall@uclan.ac.uk">LGornall@uclan.ac.uk</a>
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Other sources to support your study are available electronically, for example the teaching and learning support materials for your modules are available on Blackboard



### 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.

During term times the library is open 24/7.

Resources for Accounting is available at:

<https://portal.uclan.ac.uk/webapps/portal/frameset.jsp>

Here there are an increasing number of textbooks available electronically as well as the physical collection in the library itself. There are a number of databases with specialist publications for the business and marketing sector and academic sources including academic articles from academic journals

#### 3.3.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

Course and Module information are available on Blackboard.

### 3.4 Personal development planning

A supported PDP process commences with a briefing during the MA induction programme. Students are expected to utilise the University Learning Development Unit's 'Skills Learning Resources' website; discussions with their personal tutor; draw on modules in terms of curriculum, teaching/learning/assessment strategies; the dissertation process; Students are timetabled one hour per week with their course leader for progress tutorials. University careers advice service website; extra-curricular experiences and to maintain a PDP file.

## Skills Development

It is important that students develop not only their academic skills, but their 'softer' skills

because prospective employers put a great deal of emphasis on skills such as confidence, communication and inter-personal skills. Although such skills are developed within the formal, structured teaching on the course.



### 3.5 Preparing for your career

Achieving success in your chosen degree will be of great importance in your future 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 at every level.

Indeed, so important is it to us to develop your employability that, the following key employability skills have been embedded within each of the modules you will study so as to ensure each one will be fully covered over the course of your studies.

1. Written, oral and media communication skills
2. Leadership, team working and networking skills
3. Creative & critical thinking
4. Information technology skills and digital literacy
5. Problem solving and decision making skills
6. Research skills
7. Intercultural and sustainability skills
8. Career management / professional skills
9. Learning to learn (managing personal and professional development, self-management/reflection)
10. Numeracy

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

You will be able to record your journey using Pebblepad, the university's e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at UCLan.

It's your future: take charge of it!

[Careers](#) offers a range of support for you including:-

- 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

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 our careers and employability resources via the Student Portal.

#### **4. Student Support**

Students are directly supported by the Course Leader Neil Sutcliffe. In the School of Business there is an appointed Student Liaison Office whom they are encouraged to seek advice and support from.

If you are a student whose first language is not English then there is additional support available for you to help you with studying modules and assessments. You can contact your Academic Adviser or administrative hub for further details.



##### **4.1 Academic Advisors**

The Course Leader and Academic Advisor are available to give guidance or advice to students about both the academic part of their course and in counselling for more personal matters. Please make sure that if you have any issues, either academic or personal that you **do** approach your course leader- they are there to help and if they cannot help they will be able to point you in the direction of someone who can

##### **4.2 Students with disabilities**

If you have a disability that may affect your studies, please either contact the Disability Advisory Service – [disability@uclan.ac.uk](mailto:disability@uclan.ac.uk) - or 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.

##### **Assessment arrangements for students with a disability**

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, [disability@uclan.ac.uk](mailto:disability@uclan.ac.uk).

The Lead for disability in the School of Business is Penelope Marshall-Kalina  
[pmmarshall-kalina@uclan.ac.uk](mailto:pmmarshall-kalina@uclan.ac.uk)

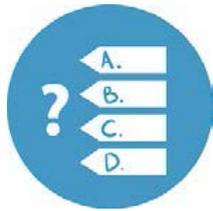
##### **4.3 Students' Union One Stop Shop**

The Opportunities Centre is the Union's One Stop Shop to find employment or volunteering whilst you study. With thousands of jobs and voluntary positions advertised, agency work through the Bridge and information on over 2000 volunteer positions within the Union.

#### **5. Assessment**

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times

scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.



### 5.1 Assessment Strategy

The MA contains modules which use examinations and individual coursework assessments. (refer to Assessment Section in the PG Student Guide), to assist you in reviewing the mix of assessment types and their relative weighting within each module. More information is provided in the individual module information packs.

To assist you in managing your assessed work, you will be provided with a programme assessment timetable at the commencement of semester 1 which will give you details of the submission dates for all of the assignments for all of the modules. You are strongly advised to use this to plan your private study throughout the programme, especially when you are balancing group assignments and individual assignments.

### 5.2 Notification of assignments and examination arrangements

Students will be notified of the requirements for individual assessments and their respective deadlines for submission / examination arrangements within the individual module information packs which will also be posted on Blackboard.

Students should submit their assignments via 'Turn-it-in' and posted in the relevant tutors box in Greenbank Atrium (2<sup>nd</sup> floor)

### 5.3 Referencing

It is important when writing in assessed work that you adopt the correct academic style used at the University. This may be very different from what you are used to from pre-degree study and especially if you are an international student. The following is given as a brief review of this important area. The most important point to remember is that you are expected to write in your own words, yet give reference to your source as you write within the text of your report. It is a common misunderstanding that it is all right to use your sources words so long as you give the source – no it isn't acceptable. Generally you should not use the words of your source at all and if you do you must identify this as such by putting the words exactly as originally written and within quotation marks. These should be short and form a very minor part of the overall work that you present. You are expected to build arguments not from your opinion but from your sources, using these as evidence to build up your points and citing their work i.e. giving references to them as the original source, but using your own words.

You are required to use the Harvard system of referencing when you write. You cite the short reference within your text of author, date and page and given the full reference in a listing at the end of your work. See the School of Business Referencing Guide at:

<https://v3.pebblepad.co.uk/v3portfolio/uclan/Asset/View/Gm3mmGk6sM3RgHZnjGfh7mm6pM>

Writing in the correct style is very important and not doing so is often the cause of plagiarism which is considered to be against the university regulations and carries severe penalties.

#### **5.4 Confidential material**

Students do not generally have to use confidential material but there are some situations in which they need to be cognisant of the legal and ethical requirements of protecting confidentiality e.g. when conducting research with respondents.

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

You are required to sign a declaration indicating that individual work submitted for an assessment is your own.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the Academic Regulations: [G7](#) and the [Assessment Handbook](#).

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the Assessment Handbook.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.
- Re-presentation is an attempt to gain credit twice for the same piece of work.

There are some specific resources available at UCLan which are designed to help students to understand the meaning of plagiarism and how to avoid it e.g a podcast in English and Chinese available on-line via the 'i' website or the animation available on the [The Alternative Guide](#) to UCLan (TAG) website.

In the case of a single offence of cheating, plagiarism, collusion or re-presentation:

- the penalty will be 0% for the element of assessment, and an overall fail for the module.
- the plagiarised element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark.
- when it is detected for the first time on a resubmission for an already failed module, no further resubmission for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the [Students' Union Advice and Representation Centre](#) by emailing: [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk) for support and guidance

## Turnitin

Turnitin's originality reporting is text-matching software that checks written work submitted by students against web pages, academic and commercial journals and publications, and previously submitted student work from all institutions subscribing to Turnitin. The originality report does not necessarily detect plagiarism or collusion, but often work that has been partly created through plagiarism or collusion will show up as having a high percentage of matching content.

You will be required to submit your assignments through Turnitin. A draft submission point will be created to allow you to check your submission before you submit the final version through Turnitin. The electronic copy may be used for marking- arrangements for marking will be communicated to you via the module leader.

## 6. Classification of Awards

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

The awards associated with the MA in Accounting & Financial Management with CIMA Programme are as follows:

- MA in Accounting & Financial Management with CIMA

- Postgraduate Diploma in Accounting & Financial Management
- Postgraduate Certificate in Accounting & Financial Management

The Postgraduate Diploma award is an intermediate exit award, and the Average Percentage Mark (APM) is based on the taught modules taken in Semesters 1 and 2.

These awards can be made with Merit where the APM is between 60.0% and 69.9% and with Distinction where the APM is 70% or above.

To gain the Postgraduate Diploma you will need to have gained **120 credits** at Level 7 from passing all of the taught modules.

To gain the Postgraduate Certificate you will need to have gained **60 credits** at Level 7 from passing taught modules.

The award of MA is made when you have completed the entire programme (taught modules and dissertation) and have achieved an overall Average Percentage Mark of **50%** or more and a Dissertation mark of **50%** or more and you are not eligible for any higher award.

The award of MA with **Merit** is made when you have achieved an overall Average Percentage Mark of at least **60%** and your Dissertation has also received a mark of at least **60%** and you are not eligible for any higher award.

The award of MA with **Distinction** is made when you have achieved an overall Average Percentage Mark of **70%** or more and your Dissertation has also received a mark of **70%** or more.



## 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 the module tutors and the course leader through the year and more formally through the Student Liaison Officer and Student Representatives who represent all the students at the Staff Student Liaison meetings (see Section 7.1 below) once a semester.

The SLO and the Students Union can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

## Course Representatives and School Presidents

A course representative is a student who represents their fellow students' views and opinions to the course team, school, university and students' union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.

The role of a course representative is extremely beneficial to both students on your course and the university. It enables students to have ownership of their student experience and voice their opinions and share positive practice with the course team, primarily the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the [Students' Union](#) website or by emailing: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk).

School Presidents meanwhile are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who is your School President or more about the role visit the [Students' Union website](#) or email: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk)

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

Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

The purpose of a SSLM 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.

### 7.3 Complaints

The University recognises that there may be occasions when you have cause for complaint about the service you have received, when this happens, the complaints procedure is intended to provide an accessible, fair and straightforward system which ensures as effective, prompt and appropriate response. Click on this link for more information [Complaints Procedure](#).

## 8. Appendices

### 8.1 Programme Specification(s)

<b>UNIVERSITY OF CENTRAL LANCASHIRE</b>
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**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***

<b>1. Awarding Institution / Body</b>	University of Central Lancashire
<b>2. Teaching Institution and Location of Delivery</b>	University of Central Lancashire
<b>3. University School/Centre</b>	School of Business and Enterprise
<b>4. External Accreditation</b>	Chartered Institute of Management Accountants (11 exemptions by external CIMA Gateway examination during programme)
<b>5. Title of Final Award</b>	MA Accounting and Financial Management with CIMA
<b>6. Modes of Attendance offered</b>	Full Time

<b>7. UCAS Code</b>	n/a
<b>8. Relevant Subject Benchmarking Group(s)</b>	Accounting, Business and Financial Management
<b>9. Other external influences</b>	CIMA
<b>10. Date of production/revision of this form</b>	March 2016
<b>11. Aims of the Programme</b>	
<ul style="list-style-type: none"> <li>To provide students with a high quality postgraduate in the area of Accounting and Finance to enable them to achieve learning outcomes at a level appropriate for the award of Masters' degree of the university.</li> <li>To provide students with the opportunity to develop a critical understanding of the issues and problems in the area of Accounting and Finance and its underlying processes from both a theoretical and practical perspective.</li> <li>To provide students with a learning experience which will enable them to enhance their career potential, personal and professional effectiveness and performance in the field of Accounting and Finance in a wide range of organisations.</li> <li>The MA also aims to enable students to graduate with the Advanced Diploma in Management Accounting awarded by CIMA by means of them sitting and passing the external CIMA Gateway examination during their programme of study.</li> </ul>	
<b>12. Learning Outcomes, Teaching, Learning and Assessment Methods</b>	
<b>A. Knowledge and Understanding</b>	
<p>A1. to communicate a knowledge, understanding and critical evaluation of the body of knowledge and research relating to Accounting and Finance, including strategic financial management, financial risk and control, corporate financial reporting and enterprise management;</p> <p>A2. to communicate knowledge, understanding and critical evaluation of business, management and accounting research methodologies and methods set within the context of Accounting and Finance.</p>	
<b>Teaching and Learning Methods</b>	
Lectures, plenary and small group discussion; case study analysis; background reading and research; group research tasks; dissertation.	
<b>Assessment methods</b>	
Essays, reports, individual/group assessments, presentations, examinations and in-class tests, dissertation proposal and dissertation.	
<b>B. Subject-specific skills</b>	
<p>B1. to prepare financial statements for external use.</p> <p>B2. to collect and critically analyse information in order to synthesise it into a form that enables complex management and accounting and financial situations to be evaluated and addressed.</p> <p>B3. to understand and be able to apply appropriate techniques and skills to allow detailed investigation into relevant management and accounting and finance issues.</p> <p>B4. to apply appropriate information technology in a management and accounting and finance context.</p>	
<b>Teaching and Learning Methods</b>	
Lectures, exercises, plenary and small group discussion; case study analyses; software demonstrations and exercises; background reading; dissertation.	
<b>Assessment methods</b>	
Essays, reports, individual and group case study analyses; individual and group research tasks; examinations and in-class tests; group presentations, dissertation proposal and dissertation.	
<b>C. Thinking Skills</b>	

C1. to engage in postgraduate level academic study and learning within the fields of Accounting and Finance				
C2. to plan, implement and report on an extended programme of individual research into a contemporary accounting and finance issue or field of study				
C3. to interpret and critically review theoretical concepts and relate theory to practice.				
<b>Teaching and Learning Methods</b>				
Individual and group applied investigations; preparatory research methodology lectures and workshops, followed by the planning and implementation of an individual postgraduate level research project with tutorial support from a dissertation supervisor.				
<b>Assessment methods</b>				
Individual and group reports; group presentations; examinations and in-class tests; critical review of research publications. Dissertation research proposal and Masters Dissertation.				
<b>D. Other skills relevant to employability and personal development</b>				
D1. to apply key personal, social, technical and other transferable skills relevant to employment within an Accounting and Finance context, including communication, team-working, ICT/SAP and critical and creative thinking.				
D2. to be able to learn through reflection on course-related experiences in order to facilitate personal and professional development				
<b>Teaching and Learning Methods</b>				
Lectures, plenary and small group discussions, group presentations and investigative tasks; software-based exercises; dissertation.				
<b>Assessment methods</b>				
Essays, individual and group case studies, reports and oral presentations; individual and group research tasks; dissertation proposal and dissertation.				
<b>13. Programme Structures*</b>				<b>14. Awards and Credits*</b>
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credit rating</b>	
Level 7	AC4201	Strategic Financial Management	20	<b>MA in Accounting &amp; Financial Management with CIMA</b> Requires 180 credits at Level 6 or above with a minimum of 160 credits at Level 7 Outcomes developed/assessed at this level include: subject knowledge as indicated by module titles and skills outlined in section 18.  Exit awards:  <b>PGDip in Accounting &amp; Financial Management with CIMA</b> Requires 120 credits at Level 6 or above with a minimum of 100 credits at Level 7. Outcomes developed/assessed at this level include: subject knowledge as indicated by module titles and skills <b>Postgraduate Certificate in Accounting &amp; Financial Management with CIMA</b> Requires 60 credits at Level 6 or above with a minimum of 40 credits at Level 7. (Only from taught modules) Outcomes developed/assessed at this level
	AC4501	Financial Accounting & Reporting	40	
	AC4503	Management Accounting Theory & Practice	40	
	AC4505	Project and Relationship Management	10	
	AC4995	Postgraduate Research Methods (MA)	10	
	AC4996	MA Dissertation	40	
	AC4508	Business Processes with SAP ERP systems	10	
	AC4506	Business Case-study	10	

				include: knowledge as indicated by module titles and skills
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### 15. Personal Development Planning

A supported PDP process commences with a briefing during the MA induction programme. Students are expected to utilise the University Skills 4 Study website: <http://www.palgrave.com/skills4study/index.asp> ; discussions with their personal tutor; draw on modules in terms of curriculum, teaching/learning/assessment strategies; the dissertation process. Students are also timetabled one hour per week with their course leader for progress tutorials; use university careers advice service website; encouraged to participate in extra-curricular experiences and to maintain a PDP file. The residential weekend will concentrate on developing employability and essential soft-skills. A more detailed account is available in the Course Handbook.

### 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.*

UK honours degree or its international equivalent (at least Lower Second Class) or professional qualification deemed to be honours degree **(2/2)** equivalent.

Applicants will generally be required to have completed an honours degree in a business-related subject. In exceptional cases, the course leader may consider graduates from a non-business background, where relevant skills and/or appropriate work experience is evident.

An individual having passed ACCA papers F1 to F9 would be offered a place on the programme

An individual having passed the CIMA Operational Level would be offered a place on the programme

An individual having passed the CIMA Management Level or higher, or being a fully qualified accountant with the ICAEW or ACCA would be offered a place on the programme and be able to claim Accreditation for Prior Learning for Modules AC4501 and AC4503.

For students where English is not their first language or where their degree has not been studied in the English language, a score of at least **6.5** on IELTS (or equivalent) is required, with no element below **6.0**.

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

- Full-time Postgraduate brochure and web-site  
[http://www.uclan.ac.uk/study/postgraduate\\_study/postgraduate\\_study.php](http://www.uclan.ac.uk/study/postgraduate_study/postgraduate_study.php)

## 18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes										
				Knowledge and understanding	Subject-specific Skills				Thinking Skills			Other skills relevant to employability and personal development		
				A1	A2	B1	B2	B3	B4	C1	C2	C3	D1	D2
e.g. LEVEL 7	AC4501	Financial Accounting & Reporting	Comp	X	X	X	X	X		X		X	X	X
	AC4505	Project and Relationship Management	Comp	X	X		X	X	X	X	X	X	X	X
	AC4503	Management Accounting Theory & Practice	Comp	X	X		X	X	X	X	X		X	X
	AC4201	Strategic Financial Management	Comp	X	X		X	X		X	X	X	X	X
	AC4995	Postgraduate Research Methods (MA)	Comp	X	X		X	X		X	X	X	X	X
	AC4996	MA Dissertation	Comp	X	X		X	X		X	X	X	X	X
	AC4508	Business Processes with SAP ERP systems	Comp	X	X		X	X	X	X		X	X	X
	AC4506	Business Case-study	Comp	X	X		X	X		X	X	X	X	X

**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.

For example, for a standard BA/BSc (Hons) award the exit award learning outcomes for CertHE (Level 4) and DipHE (Level 5), BA/BSc (Level 6) should be included; for a postgraduate Masters, this would normally be PGDip and PGCert.

### **Learning outcomes for the award of: Post Graduate Certificate**

- to communicate an understanding and critical evaluation of the body of knowledge and research relating to accounting and financial management, including the primary business functions
- to collect and analyse information in order to synthesise it into a form that enables complex business and financial management situations to be evaluated and addressed
- to understand and be able to apply appropriate techniques and skills to allow detailed investigation into relevant accounting and financial management issues
- to engage in postgraduate level academic and applied investigations within the field of accounting and financial management
- to critically review your work experience to date in the light of contemporary knowledge and understanding of accounting and financial management

### **Learning outcomes for the award of: Post Graduate Diploma**

- to communicate an understanding and critical evaluation of the body of knowledge and research relating to accounting and financial management, including the primary business functions
- to communicate a knowledge, understanding and critical evaluation of financial management research methodologies and methods
- to generate, evaluate and implement creative solutions in a financial management context
- to engage in project work at a professional level integrating prior experience and contemporary knowledge
- to plan an extended programme of individual research into a contemporary business and financial management issue, problem or field of study

## University Student Handbook for Taught Courses



**2018/19**

Please read this Handbook in conjunction with your Course 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 Dean/Head of School. This applies to the materials in their entirety and to any part of the materials.

*This Handbook is produced centrally and locked for editing. Partner institutions only are given permission to contextualise the Handbook.*

### **UCLan Mission statement**

We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

### **UCLan Values**

- The pursuit of excellence in all that we do.
- Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
- The advancement and protection of knowledge, freedom of speech and enquiry.
- Supporting the health, safety and wellbeing of all.

### **Student Charter**

The Student Charter has been developed by the University and the Students' Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or 'contract' between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. [Read the full Student Charter](#)

### **Supporting Diversity at UCLan**

UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination on various grounds including race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to

- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the UCLan [Equality and Diversity Policy](#) for further information.

## **Contents page**

- 1. Welcome and Introduction to the University**
- 2. Learning Resources**
- 3. Preparing for your career**
- 4. Student support**
- 5. Students' Union**
- 6. Rationale, aims and learning outcomes of the course**
- 7. Assessment**
- 8. Student Voice**

## 1. Welcome and Introduction to the University

The University of Central Lancashire (UCLan) welcomes you and hopes that you will enjoy studying at UCLan and that you will find your course both interesting and rewarding. This Handbook provides you with generic University level information and the Course Handbook provides specific information about your programme of study.

### 1.1 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 as unread.

### 1.2 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. 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. Details of the External Examiner associated with your course can be found in your Course Handbook.

### 1.3 Expected hours of study

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study. Please note however that this may vary depending on your particular course and programme of study. You should therefore check your Course Handbook or contact a member of staff within the relevant School.

### 1.4 Attendance Requirements

Student attendance at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made as detailed in the Course Handbook. Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

Students with continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of attendance. You may request a review of this decision if you have grounds in line with the [Academic Appeals Procedure](#). Tuition fees will be charged in accordance with Appendix 2 of our [Tuition Fee Policy](#).

You must swipe in using your student card. Each time you are asked to enter your details on the Student Attendance Monitoring system (SAM) you must remember that the University has a responsibility to keep information up to date. **You must only enter your own details on the system** as to enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries, such as scanning but not attending, can be disciplined under the [Regulations for the Conduct of Students](#)

## 1.5 Data Protection

All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These purposes are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University's policy on the use and disclosure of personal information, please see the University's Data Protection Policy and [Privacy Notice](#) or contact the Information Governance Officer, Office of the University Secretary and Legal Officer, University of Central Lancashire, Preston, PR1 2HE or email [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk).

## 2. Learning resources



### 2.1 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.

You can find the link to the Library Opening Hours here:

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

### 2.2 Electronic Resources

LIS provide access to a range of electronic resources – e-journals and databases, e-books, images and texts.

## 3. 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 employability learning integrated into it. This is not extra to your degree, but an important part of it.

Your course will take you on a journey of development that will help you to map your personal story of your time at university.

You will be encouraged to record your learning journey so that you can demonstrate all the work-related skills you have developed, both before and during your time at UCLan. This will help you to show future employers just how valuable your degree is and the employability skills you have acquired.

- You will be given the opportunity to explore your identity, your strengths and areas for development, your values and what you want to get out of life.
- You will be able to investigate a range of options, including jobs and work experience, postgraduate study and self-employment.
- We will support you to enable you to successfully tackle the recruitment process and to develop your enterprise skills.

UCLan [Careers](#) offers a range of support for you including:-

- One to one career and employability advice and guidance appointments.

- Advice on finding graduate jobs, including how to improve your CV with work placements, internships, voluntary opportunities and part-time employment.
- Workshops, seminars, and events to enhance your learning and develop your skills.
- Employer presentations and events, to give you the chance to network with potential employers and find out from them what they are looking for.

The UCLan careers portal [careerEDGE](#) contains all the information and resources you will need to help navigate your way to a successful career, including access to hundreds of graduate vacancies, placements and part-time jobs.

We are based in the entrance to Foster building and are open from 09:00-17:00, Monday to Thursday, 9:00-16:00 on Fridays. Come to see us to arrange your guidance appointment, have your CV and cover letter checked, get help in applying for a job or just to find out more about our full range of services. It's your future: take charge of it!

**UCLan Careers** | Foster Building | University of Central Lancashire, Preston PR1 2HE  
 01772 895858  
[careers@uclan.ac.uk](mailto:careers@uclan.ac.uk)  
[www.uclan.ac.uk/careers](http://www.uclan.ac.uk/careers)

#### 4. Student support, guidance and conduct



##### 4.1 Student Support

"Got a Problem to Sort? Come to us for Support".

The <i> is your first point of call for all enquiries, help and advice. We provide guidance to all UCLan students whatever the query may be. We offer advice on:

- Bank and Confirmation of Study Letters
- Council Tax Exemption Certificates
- International Student Support
- Library Services and Support
- Printing and Printer Credit
- Student Financial Support
- UCLan Cards
- UCLan Financial Bursary (1<sup>st</sup> year students only)
- Student Support and Wellbeing (including Disability)

and much more.

We are based on the ground floor of the UCLan Library and open 7 days a week most of the year. Our friendly and approachable team will do their best to ensure your query is answered. Come and have a chat with us if you have a query on any aspect of student life and study.  
[http://www.uclan.ac.uk/students/study/library/the\\_i.php](http://www.uclan.ac.uk/students/study/library/the_i.php)

If you are struggling financially or have financial concerns which may prevent you from continuing on your course, you are advised to seek advice from the University's Finance Support Team, based in the <i>, or in the Advice and Representation Centre at the Students' Union.

If you are finding the course challenging or cannot complete independent study and assessments on time you should consult your Academic Advisor.

#### **4.2 Students with disabilities**

You are strongly encouraged to declare your disability on your application form when you apply to study at UCLan. If you have declared this Disability Services will be in contact with you to advise you about reasonable adjustments which may be appropriate in the circumstances. You can also tell any member of staff at the University, who will ask you to sign a disability disclosure form, to let the Disability Service know that you have a disability and agree to share this information with them. Disability Services will then get in touch with you to discuss your available options. Following this you will be assigned a Disability Adviser whom you can contact should you need any further help or assistance.

[https://www.uclan.ac.uk/students/health/disability\\_services.php](https://www.uclan.ac.uk/students/health/disability_services.php)

#### **4.3 Assessment arrangements for students with a disability**

Arrangements are made for students who have a disability/specific learning difficulty for which valid supporting evidence can be made available. Contact your Disability Adviser for advice and information, [disability@uclan.ac.uk](mailto:disability@uclan.ac.uk)



#### **4.4 Health and Safety**

As a student of the University you share responsibility for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

#### **4.5 Conduct**

You will be expected to abide by the [Regulations for the Conduct of Students](#) in the University. UCLan expects you to behave in a respectful manner towards all members of the University at all times demonstrated by using appropriate language in class, switching mobile phones / other devices off prior to attending classes, and also in your use of any social networking sites.

If your behaviour is considered to be unacceptable, any member of staff is able to issue an informal oral warning and the University will support staff by invoking formal procedures where necessary. You can read more about UCLan expectations in the Regulations for the Conduct of Students.



## 5. Students' Union

The Students' Union is the representative body for all UCLan students. The organisation exists separately from the University and is led by the elected officers of the Student Affairs Committee (SAC) as well as representatives on the Students' Council. The Students' Union building is located at the heart of the Preston campus, and is the hub for all student activities.

Representation and campaigning for students' rights is at the core of what the Students' Union does and is encompassed by its tag line of *Making Life Better for Students*. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Students' Union is where your voice can be heard, actions taken, or campaigns launched.

Your Students' Union is also the home to a fantastic range of student-led [societies](#), [sports teams](#) and multitudes of volunteering opportunities. You can also receive help in finding part-time work whilst you study. Not sure where to go? Pop into the [Opportunities Centre](#) on the ground floor of the Students' Union building and someone will point you in the right direction.

We hope your time at University is trouble free, but should you come into difficulties around anything from academic appeals, to issues with housing, benefits or debt, then the Student Union's dedicated staff team in the [Advice and Representation Centre](#) are on hand to help and offer impartial advice.

More information on all these things, as well as details about all the Student Union's (not-for-profit) commercial services, including its student supermarket (Essentials) and student-bar (Source) can be found at [www.uclansu.co.uk](http://www.uclansu.co.uk)

## 6. Rationale, aims and learning outcomes of the course

6.1 You will find information specific to your chosen course of study in your Course Handbook, in the form of a 'programme specification'. As defined by the QAA (Quality Assurance Agency) - the regulatory body responsible for overseeing quality compliance in the Higher Education Sector - a programme specification is a concise description of the intended learning outcomes of an HE programme. It is the means by which the outcomes are achieved and demonstrated. In general, modules or other units of study have stated outcomes, often set out in handbooks provided by institutions to inform student choice. These intended learning outcomes relate directly to the curriculum, study and assessment methods and criteria used to assess performance. Programme specifications can show how modules can be combined into whole qualifications. However, a programme specification is not simply an aggregation of module outcomes; it relates to the learning and attributes developed by the programme as a whole and which, in general, are typically in HE more than the sum of the parts.

6.2 Sometimes certain aspects of courses may be subject to change. Applicants are encouraged to check information on our relevant course pages from time to time, particularly before submitting any application for their academic year of study. Material changes about a

course will be notified to you in material produced after the change is made and at the time you are made any offer of a place of study for that course. For details about changes to course information after you have accepted any offer, please see our [Additional Information and Conditions of Offer](#)



## 7. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances have been expressly agreed by the University to allow you to defer your assessment.

### 7.1 Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the time and date on your assignment instructions / brief. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the earliest possible opportunity. An academic staff member, such as your Academic Advisor or Module or Course Leader, will be able to provide advice to you on how to do this. Extenuating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt student performance in assessment. Where students have a temporary unexpected circumstance that means that they are unable to complete a particular assignment on time the student may apply for an extension of up to ten working days.

### 7.2 Extensions

Authorisation of the late submission of work requires written permission. Your School is authorised to give permission for **one extension period of between 1 and 10 working days** where appropriate evidence of good reason has been accepted and where submission within this timescale would be reasonable taking into account your circumstances. Requests for extensions should be made prior to the submission date as extensions cannot be given Retrospectively ([Academic Regulations](#)).

You should complete and submit an extension request form, with any supporting evidence, to your CAS Hub. Further information is available on the Student Portal at: [https://www.uclan.ac.uk/students/study/examinations\\_and\\_awards/extensions.php](https://www.uclan.ac.uk/students/study/examinations_and_awards/extensions.php)

We aim to let you know if the extension has been granted within 1 working day of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable extenuating circumstances, you may submit a case for consideration in accordance with the University's Policies and Procedures on Extenuating Circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).



### 7.3 Extenuating circumstances

Some students face significant events in their personal life that occur after their course has started, which have a greater impact on their studies than can be solved by the use of an extension. If this applies to you, the University is ready

to support you, with both your course and your personal wellbeing, through a process called Extenuating Circumstances (see [Academic Regulations and Assessment Handbook](#))

You can apply for Extenuating Circumstances online via [myUCLan](#). You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for extenuating circumstances for each semester in which they apply. All evidence provided relating to extenuating circumstances will be treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year.

[Further information about the submission process](#)

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances ([Academic Regulations](#) and [Assessment Handbook](#)).



#### 7.4 Late submissions

If you submit work late without authorisation, a universal penalty will be applied in relation to your work:

- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.

You may apply to appeal this decision in accordance with the University's [Academic Regulations](#).

#### 7.5 Feedback Following Assessments

UCLan is committed to giving you clear, legible and informative feedback for all your assessments ([Academic Regulations](#)). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress through the course.

For courses (except distance learning):

You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Generic feedback may be oral, written, posted on a website or other.

For distance learning courses:

You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 20 working days of the scheduled

submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 20 days of publication of results. Generic feedback may be oral, written, posted on a website or other.



### 7.6 Unfair Means to Enhance Performance

The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence. Such offences can include, without limitation, cheating, plagiarism, collusion and re-presentation ('unfair means').

You are required to sign a declaration indicating that individual work submitted for assessment is your own and will be able to view your Originality Report following e-submission of assessed work.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the [Academic Regulations](#) and the [Assessment Handbook](#).

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the [Assessment Handbook](#).
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.
- Re-presentation is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the [Assessment Handbook](#). If an allegation is found to be proven then the appropriate penalty will be implemented as set out below:

In the case of a **single** offence of unfair means in an undergraduate or postgraduate assessment:

- the appropriate penalty will be 0% for the element of assessment, and an overall fail for the module (whether or not the resulting numeric average mark is above or below the minimum pass mark). The affected element of the assessment must be resubmitted to the required standard. The mark for the module following resubmission will be restricted to the minimum pass mark. Where unfair means is detected for the first time on a reassessment for an already failed module, no further reassessment for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a **repeat** offence of unfair means (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course.

Contact the [Students' Union Advice and Representation Centre](#) by emailing: [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk) for support and guidance.

### 7.7 Appeals against assessment board decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified in the University [Academic Regulations](#): Section I. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
  2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
  3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
- that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above.

If you want to appeal, then you must do so within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the [Students' Union Advice and Representation Centre](#) by emailing: [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk) for support and guidance.



## 8. Student voice

You can play an important part in the process of improving the quality of your course through the feedback you give. In addition to the ongoing discussion with the course team throughout the year, there are a range of mechanisms for you to feed back about your experience of teaching and learning which are outlined below. Where appropriate, we aim to respond to your feedback and let you know of our plans for improvement.

The Students Union can support you in voicing your opinion, provide on-going advice and support and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means.

The Union's Student Affairs Committee (SAC), members of Students' Council and School Presidents each have particular representative responsibilities and are involved with decision making committees at levels as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

### **8.1 Course Representatives and School Presidents**

A course representative is a student who represents their fellow students' views and opinions to the course team, school, university and students' union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.

The role of a course representative is extremely beneficial to both students on your course and the University. It enables students to have ownership of their student experience, to voice their opinions and to share positive practice with the course team, primarily at the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect, being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the [Students' Union](#) website or by emailing: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk).

School Presidents are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who your School President is or more about the role visit the [Students' Union website](#) or email: [coursereps@uclan.ac.uk](mailto:coursereps@uclan.ac.uk)



### **8.2 Student Staff Liaison Committee Meetings (SSLC)**

The purpose of a SSLC meeting is to improve courses, to have an open discussion and respect each other's views, to share good practice where identified, to provide opportunity for students to feedback to staff about their course and student experience, to regularly review the course to improve its development, and to jointly work together to action plan against issues raised.

There will normally be one meeting per semester which will last no more than 2 hours. Your School President will Chair the meetings with an academic co-Chair, using guidelines and will provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. A standard agenda and action grid template will be

used. Course representatives will gather feedback from students and communicate this to the School President in advance of the meetings.

### **8.3 Complaints**

The University recognises that there may be occasions when you have cause for complaint about the service you have received. When this happens, the University's Student Complaints Procedure is intended to provide an accessible, fair and straightforward system which ensures an effective, prompt and appropriate response. Click on this link for more information University's Student [Complaints Procedure](#)

If you are a student registered for a University award at a partner college, who is dissatisfied with the provision at the college, you should pursue your complaint in accordance with the college's complaints procedure in the first instance. In the event of continuing dissatisfaction when you have completed the college's procedure, you will be entitled to submit your complaint to UCLan under stage 3 of the procedure.