



Course Handbook
BA (Hons) Accounting & Business
(SSTK-04125)

2016/17

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Sources of Additional Information

This handbook provides useful information about your course, how it will be delivered and how you will be assessed. It does not try to give you all the information you will need during your time at the university. More information can be found in the following places:

On-Line Student Guide

The on-line student guide (<http://www.staffs.ac.uk/student/guide>) provides important information about the university and the services available to students, including:

- Welcome Week
- Student Cards
- e:VisionStaffs Portal
- Our Student Charter
- The Staffordshire Graduate
- Term Dates
- Timetabling
- Student accommodation
- Campus and travel information
- Finance, fees and support
- Disclosure and Barring Service applications
- Visas
- Course and module enrolment
- Recognition of Prior Learning
- Changing your award or modules
- Withdrawing or intermitting from your course
- University rules and regulations
- Disciplinary matters including academic misconduct
- Appeals and complaints
- Referencing and study skills (including guidance on completing assessments)
- What to do if you can't hand in work due to circumstances beyond your control
- Examinations
- Getting feedback on your work
- The student voice
- Employability and careers
- IT services and support
- Disability and dyslexia
- Counselling
- The Nursery
- The Multi-Faith Chaplaincy
- Graduation
- Certificates, Transcripts and Verification Letters

Module Handbooks

Your course is made up from a number of individual modules. Detailed information on each module is provided in separate module handbooks. Your module tutor will tell you how to access the handbook for their module.

The Blackboard On-Line Learning Environment

Information and learning materials for your modules will be provided on the Blackboard on-line Learning Environment. Blackboard will form an important part of your learning experience. Please let your module tutor know if you encounter any problems accessing this material.

1. Welcome

Welcome to the Faculty of Business and Law. You join us at a really exciting time, as we are transforming our campus into a modern and vibrant environment that will enhance the academic and social life of the university and your learning experience.

Through the "Staffordshire Graduate" programme, we focus on you, our students. We will help you to become independent thinkers, to debate, question and discuss key issues in your chosen subject. You will be encouraged to be enterprising and entrepreneurial, to be an effective communicator and successful team worker. We will focus on supporting your development through your course, so that you will have the best opportunity for successful graduate employment on completion.

Employability, enterprise and entrepreneurship are important to us at the university and are integral to the design of all our courses. This means that we have close connections with employers, business practitioners and professional bodies that help us make our courses relevant, interesting and up to date.

The people you will meet in the Faculty are friendly and approachable. They are all keen to help you succeed. Our aim is to nurture and inspire you, to help you grow, to build your potential through working in a vibrant, thriving, and sustainable international academic environment.

Our academic staff are passionate about their subjects, their teaching, research and enterprise. They will help you to build your knowledge, understanding and expertise through sharing with you experiences of their academic research, their work with local communities and their work with organisations, local, national and international.

The Faculty of Business and Law is international in its perspective. The people that you meet will inspire you through the international perspective they have gained through studying at or working in partnership with other universities and colleges, both in this country and around the world. There are many opportunities for you to learn and gain a global perspective; from other students and the academic staff. We will help you to see new possibilities and to bring new horizons into view.

Above all, our strongest partnership is with you, our students. We put our students at the heart of everything that we do and we are committed to giving you the best possible experience we can. We understand the importance of the commitment you have made to us and we value the time you spend with us, and remember, we are always pleased to hear what you have to say.

I hope you have a successful, exciting and fulfilling time with us.

Dr Peter Jones

Acting Dean of the Faculty of Business and Law

2. Your Course Team

Academic Group Leader: Alison Maguire
Room B266
Tel (0)1782 294155
A.J.Maguire@staffs.ac.uk
<http://www.staffs.ac.uk/staff/profiles/ajm3.jsp>

Course leader: Tracy Clewlow
Room B246
Tel (0)1782 294129
T.E.Clewlow@staffs.ac.uk
<http://www.staffs.ac.uk/staff/profiles/tec1.jsp>

A Course Leader is responsible for the overall course and its development. They are there to give you advice and guidance on aspects of the course and its delivery and any issues you may have related to it. You will also be able to have specialist advice and guidance from module tutors in their modules and more general assistance from your personal tutor.

Tony Bickley, Helen Buttery, Paul Hammett, Arshad Hussain, Karl McCormack, Ahmad Mlouk, Souad Moufty, Mark Wordley.

Key Accounting
and Finance
Academic Staff

Your course team is made up of industry qualified accountants and subject academics who are also teaching professionals with membership to relevant groups and knowledge pools.

Academic experts from other areas will be involved in the delivery of topics particularly from the business management team and economics subject specialist.

Personal Tutor

You will be allocated a Personal Tutor prior to starting your studies, either before or during induction week, and this information will be available from the e:VisionStaffs Portal.

Contact your Personal Tutor directly for help with study problems; concerns about academic progress, i.e. your performance in assessments and overall progress on your course; enquiries about course changes; and/or any general concerns about university life.

Module Leaders

Each module has a Module Leader who is responsible for the provision of teaching and the conduct of assessments for that module.

Contact your module leader directly for queries about your module, i.e. information about the module content, timetabling of sessions and locations, lecture material and assessments; submission deadlines; advice on resit requirements.

Some Useful Contacts

Student Guidance Advisors	Anne Grainger – Student Guidance Advisor Student Academic Services Information Point, Brindley Building +44 (0)1782 294073 A.M.Grainger@staffs.ac.uk http://www.staffs.ac.uk/studentguidance
Student Enabling Centre	Specialist Advice for Students http://www.staffs.ac.uk/study/disabled/index.jsp Disabled Student Support Counselling Specialist Advice / Mental Wellbeing Support
International Student Advisors	Support for International Students http://www.staffs.ac.uk/international/support/index.jsp Immigration and Visa advice International Authorised Leave Request Global student peer mentoring Life in the UK
Students' Union	Social Events, Student Support http://www.staffsunion.com/ For detailed information about student finance, academic affairs, crime prevention, student housing and debt management
The Information Point	Available to help you with any aspect of your student life Brindley Building, Leek Road, Stoke +44 (0)1782 294751 Cadman Building, College Road, Stoke +44 (0)1782 294573 http://www.staffs.ac.uk/support_depts/info_centre/index.jsp information-centre@staffs.ac.uk Exams and Graduation Student Records Funding and Financial Support Term Dates Student ID Cards

A full list of staff contacts can be found at: <http://www.staffs.ac.uk/directory/>

3. An Introduction to your Course

Your award has a set of written learning outcomes that describe what you should be able to do by the end of the course. These statements are designed to help you understand what you need to do to pass your course and receive your award. The outcomes for your course can be found in appendix A of this handbook.

Each module you study has separate learning outcomes which join together to enable you to demonstrate that you have achieved the overall learning outcomes for your award. The learning outcomes for your modules can be found in your module handbooks.

The specific learning outcomes for your award and modules have been matched to eight university wide learning outcome statements (knowledge and understanding; learning; enquiry; analysis; problem solving; communication; application; and reflection). These standard statements describe the abilities and skills all Staffordshire University students should demonstrate in order to pass their course. The statements have been designed to meet national expectations contained within the [Framework for Higher Education Qualifications](#). This ensures that the learning outcomes for your course are equivalent to similar courses at other UK universities and colleges. A table showing how your module learning outcomes have been aligned with the eight university learning outcome statements can be found in appendix B.

4. The Structure of your Course

Programme Title BA (Hons) Accounting and Business

L E V E L 4	Teaching Block 1	Introduction to Financial Accounting 30 Credits ACCT40212	Economic Environment 15 Credits ECON40117	Fundamentals of Management Accounting 15 Credits ACCT40211	Employability and Study Skills 30 Credits ACCT40155
	Teaching Block 2		Entrepreneurial Marketing 30 Credits MKTG40299		

L E V E L 5	Teaching Block 1	Financial Reporting 30 Credits ACCT50215	Personal and Business Taxation 30 Credits ACCT50216	Designing & Managing Effective Organisations 30 Credits HRMG50051	Professional Development (Enterprise Entrepreneurialism And Employability) 15 Credits ACCT50218
	Teaching Block 2				Computerised Accounting 15 Credits ACCT50270

Optional Placement Year

L E V E L 6	Teaching Block 1	Financial Strategy 30 Credits ACCT60222	Financial Research 30 Credits ACCT60232	Strategic Management in Organisations 30 Credits STRA60072	Professional Choice 15 Credits
	Teaching Block 2				Contemporary Issues in Accounting 15 Credits ACCT60221

-  Accounting and Financial focus – These modules will provide students with the skills they need to be able to record, summarise, report and analyse the many financial transactions of a business so as to provide an accurate picture of its financial position and performance.
-  Business Management focus – These modules will provide students with the skills they need to prepare analyse and interpret management reports and accounts that provide accurate and timely financial and statistical information required by managers to make effective business decisions. Students will also be able to understand different organisational structures and how legal and economic influences impact on a business.
-  Enterprise and Employability focus – These modules will enhance the academic, personal and professional development of students to meet the changing needs of employers, the economy and society. Students will gain invaluable skills and knowledge for employment and/or self employment.

5. The Staffordshire Graduate and Employability

The Staffordshire Graduate represents a set of qualities that the University passionately believes is necessary for success in the 21st century. The Staffordshire Graduate is a reflective and critical learner with a global perspective, prepared to contribute in the world of work.

The Staffordshire Graduate will include :-

- *Discipline Expertise*: have an understanding of the forefront of knowledge in their chosen field
 - *Professionalism*: be prepared to be work-ready and employable and understand the importance of being enterprising and entrepreneurial
 - *Global Citizenship*: have an understanding of global issues and of their place in a globalised economy
 - *Communication and Teamwork*: be an effective communicator and presenter and able to interact appropriately with a range of colleagues. Have developed the skills of independence of thought and (when appropriate) social interaction through teamwork
 - *Reflective and Critical Learner*: have the ability to carry out inquiry-based learning and critical analysis, be a problem solver and creator of opportunities
 - *Lifelong Learning*: be technologically, digitally and information literate
- Be able to apply Staffordshire Graduate attributes to a range of life experiences to facilitate life-long learning and life-long success.

All students will have many opportunities to develop and achieve these attributes. These will include learning opportunities within their chosen awards and co-curricular activities such as work experience, volunteering and the development of employability, enterprise and entrepreneurial skills.

Employability, Enterprise and Entrepreneurship

Being employable...

... involves the development of a set of skills, knowledge and personal attributes that makes graduates more likely to gain employment, have the capability of being effective in the workplace and be successful in their chosen occupation to the benefit of themselves, the workforce, the community and the economy.

Being Enterprising ...

...involves a set of skills and attitudes that can enable a culture of identifying opportunities, creativity, risk taking and innovation. It can involve many activities – for instance organising an event, planning an overseas trip or involvement in a social enterprise. Equally it can be about finding new solutions to old problems in your workplace, conducting a piece of research in a resourceful way, starting a new society or being involved in a community project. Employers value enterprising people!

Being Entrepreneurial...

...very often involves using enterprise skills to create new businesses and bring them to market. There is considerable support for those wishing to do so while at University. However, being entrepreneurial is not just about business skills or starting new ventures; it is a way of thinking and behaving relevant to all parts of society and the economy in terms of mindsets, behaviours, skills and capabilities to come up with new ways of doing things well and the flexibility to change career direction.

More information on the Staffordshire Graduate can be found at:

<http://www.staffs.ac.uk/study/staffordshiregraduate/>

6. Professional Recognition

The Chartered Institute of Management Accountants (CIMA)
Association of Chartered Certified Accountants (ACCA) and
The Chartered Institute of Public Finance and Accountancy (CIPFA)
may grant exemptions from certain elements of their professional examinations.

For details contact your course leader.

7. Learning, Teaching and Assessment on your Course

7.1 Learning and Teaching

A variety of delivery methods will be employed, for example :-

- Lectures
- Tutorials
- Structured directed learning
- Computer Based Workshops
- Case Study Workshops / Problem and Practice Based Learning
- Group Based Activities
- Blended learning
- Independent learning and study guidance

In addition all modules have a dedicated online site within Blackboard (VLE) to encourage enquiry-based learning that contains additional practice questions, exercises and suggested answers. Past exam papers and assignments are provided as are multiple links to additional resources such as study skills and accounting glossary.

7.2 Placements and Work-Based Learning

It is becoming increasingly important for students to gain relevant work experience to support their degree. The work placement gives students an opportunity to be a meaningful employee within an organisation for a minimum of 48 weeks, working full time. Students are formally recruited in the same way that graduates are – this means students are gaining valuable recruitment experience in terms of preparing job application documents and undertaking an interview processes.

Placement years are undertaken between the second and third year of study.

The award thoroughly prepare students for the world of work and there will be representation from the university placement and recruitment office available to discuss all opportunities. The relevance of the placement is checked and a member of the course team will visit all students whilst they are on placement.

7.3 Assessment

Assessment on this course will take many forms dependant on the subject area and level of study, these may include :-

- Formal examinations (both computer and paper based)
- Written and research supported assignments
- Report writing
- Group work
- Presentations
- Portfolio submission

All assessments are designed to test the knowledge and understanding of students and to ensure learning outcomes have been achieved. Assessments are designed to maximise accreditation from the accountancy professional bodies and to ensure students are work ready.

7.4 How to Submit Assessments

Formal Examinations

The university has dedicated assessment weeks, no form of absence should be planned in these weeks. An examination time table will be communicated by the assessment team and published on the university web-site. Your individual module handbook and module leader will communicate the requirements of each examination and also provide support you in your exam preparation.

Written Assignment Submission

Written assignments will be submitted online through Blackboard (VLE). Each module handbook and module tutor will make it clear how you will be expected to submit your work. All assignments must be submitted through the dedicated module space within Blackboard, and not through the award space.

All assignments are marked anonymously unless this is not possible or undesirable.

Learning Support Agreements

If you have a learning support agreement which recognises dyslexia as a disability this must be clearly identified on your submission. If your learning support agreement

allows a negotiate submission date please ensure this is been agreed with your module tutor in advance of the original deadline.

If you hand work in after a negotiated deadline, it will be treated as 'late', and will be marked at zero. So, if having once negotiated a deadline you find that, as it approaches, you are going to need a further extension, you will need to go back to your Award Leader / Personal Tutor to authorise this. Your Award Leader / Personal Tutor will use the test of 'reasonableness' in agreeing to any further extension.

If you need to adjust the assignment schedule agreed with your Award Leader / Personal Tutor for reasons that are unrelated to your disability, then you will need to use the normal Extenuating Circumstances procedure.

Keeping a Backup

Finally, of course, it is good practice to keep a hard or (backed-up) electronic copy of any assignment you submit. Should the assignment you submit get lost, then you will have the electronic receipt to prove that you handed it in, and a copy to replace what has been lost.

Extenuating Circumstances

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so is likely to result in failure of the module overall. There may be occasions when you are unable to submit or undertake a piece of assessment due to circumstances beyond your control. The University has put in place a procedure for dealing with such extenuating circumstances. You can find more information on the university's extenuating circumstances procedure at: <http://www.staffs.ac.uk/extenuating/>

7.5 Feedback on your Work

You will normally receive feedback on all your assessments, within 20 working days following the date of submission or actual date of the assessment (in the case of examinations). For some assessments the feedback period will be less than 20 working days. However, it may be the case that the 20 day rule for some assessments cannot be met for justified reasons. The anticipated feedback return times for all assessments will be published in your individual module handbooks.

In order to ensure that feedback is provided within 20 days, in most cases, the marks for your work will be provisional and subject to final ratification by the appropriate Assessment Board in due course.

Feedback is often provided online via the Blackboard (VLE) platform and therefore accessible from any location.

The University hopes that you will play your part by ensuring you view and reflect on all feedback provided and using it to inform your continued studies.

7.6 Assessment Marking and Quality Assurance

The University uses a percentage marking scale to mark students' academic achievement in assessments and modules. In summary, grades 40% and above are pass marks and 1-39% are fails.

All summative assessments – are marked by the relevant module team using the approved scale as indicated in the following table.

<i>Percentage marks</i>	<i>Associated Honours Classification (Degree Students)</i>
70 - 100	1st Class
60 – 69	Second Class, Upper Division (2:1)
50 - 59	Second Class, Lower Division (2:2)
40 - 49	Third Class (3rd)
30 - 39	Fail grade which may be compensated
0 - 29	Fail grade which cannot be compensated
N	Non-submission Fail

Your module handbooks and assessment briefs will provide you with additional marketing criteria – i.e. an explanation of what you need to do to achieve these grades in relation to the specific assessments.

There are a number of quality control checking processes in place to ensure that you receive the appropriate grade for the piece of work that you have submitted for assessment. *The moderation process is very rigorous and there is no grounds for appeal against academic judgement.* A full version of the Business School's Assessment policy which forms part of the Teaching Learning and Assessment (TLA) strategy, and is consistent with the University's policy on double marking, is available on request.

The Assessments and Award Boards are responsible for the formal confirmation of assessment and examinations. The Boards' responsibilities include the decision to confer an Award with an appropriate class of honours or distinction. Other responsibilities include: review of the performance of students in examinations and assessed in- assignments; determination of referrals and re-assessment requirements with or without attendance; and conferment of any compensation in the light of overall performance. The Business School Assessment and Award Boards consist of course leaders, tutors from partner colleges; representatives from contributing modules; and external examiners, amongst others. Due to the confidential nature of the discussion no student representation is possible on Award boards.

7.7 Module Failure – what happens if I fail?

If you have failed to satisfy the assessment criteria of the module, you will be awarded a fail (0-39% for undergraduate courses). If you have failed to submit any assessment for the module, you will be given a Grade Point N (Fail due to non-submission) for the element(s) of that module and you will be allowed a further attempt at that element(s) of the module.

When can I take my resit(s)?

In all cases, if you are allowed a referral(s), the referral(s) must be taken at the next available opportunity. It is your responsibility to make sure that you know what and when you are required to resit.

7.8 Academic Misconduct and Plagiarism

The University and Faculty take the issues of academic dishonesty, plagiarism or cheating very seriously. If you are caught breaking the University's rules, you can expect to be punished – this might mean failing an assignment, failing a module or even failing your award and being asked to leave the University.

It is vitally important that you understand the rules regarding plagiarism. These can be found at: www.staffs.ac.uk/plagiarism

There are several resources available to help you in writing and preparing assignments so that you do not break the rules. You might want to look at the following resources: www.staffs.ac.uk/studyskills

If in doubt, make sure you ask your tutor before you submit work, or arrange to see someone in the Study Skills Centre (located in the library).

7.9 External Examiners Appointed to your Course

External examiners help the university to ensure that the standards of your course are comparable to those provided by other universities or colleges in the UK. More information on the role performed by external examiners can be found at: www.staffs.ac.uk/externalexaminers/

The external examiner for your course is:

Richard Watkinson - Sheffield Halam

Renfred Wong - Oxford Brookes University

It is not appropriate for you to make direct contact with your external examiner.

8. Extra Costs

All students are expected to attend all sessions suitably equipped with paper, writing material and a calculator. There may be a need to purchase printing credits to support study requirements, this can be easily done.

9. Communication

You will have a course leader who has overall responsibility for the course you are studying. You will have a dedicated personal tutor who you are invited to meet with on a number of occasions to review your progress. You will also have a module leader for each of the individual modules you study.

Communication can be face to face (by appointment, generally made via e-mail) or you can communicate via e-mail. You can discuss module concerns before or after class or within small class environment (tutorial sessions).

A full list of staff contacts can be found at: <http://www.staffs.ac.uk/directory/>

Regular announcements and notifications are communicated via Blackboard (VLE) and via e-mail to students allocated Staffordshire University e-mail accounts.

10. Support and Guidance

If you have concerns about your ability to complete your course for any reason, you are strongly encouraged to speak to one of the tutors and hopefully a mutually agreeable support strategy can be offered.

You will be allocated a personal tutor (details can be found on your e-vision portal) who will meet with you throughout your journey at Staffordshire University. Personal tutoring is a system of underpinning support and guidance to you, to help you be successful in your studies. It is a partnership arrangement requiring inputs from both yourself and your personal tutor.

A personal tutor provides personal and academic support to a student throughout their journey through an award. Although this is normally the same person throughout the award, circumstances can dictate that occasionally this needs to change e.g. level 6 dissertation tutors sometimes take on the role of a personal tutor

The role of the personal tutor is a developmental and proactive one which includes but is not limited to:

- a) Being the official first point of contact to give you advice or direct you to further support on academic and pastoral matters. Signposting to other University services to further support his/her academic, pastoral and/or career development

- b) Monitoring your progress and providing general feedback on overall academic performance so as to foster the development of proactive engagement with all academic feedback in order to continually learn and improve.
- c) Ensuring that personal tutorials are arranged at regular intervals to support you through your award
- d) Where appropriate to the level of the award, monitoring that the satisfactory progress towards the achievement of the Staffordshire Graduate
- e) Promoting the value of engaging in providing the University with their views through surveys and focus groups (as appropriate)
- f) Encouraging engagement with all the opportunities the University has to offer
- g) On an ongoing basis aligned to an evolving personal tutoring system, undertake professional development as required
- h) Helping you develop your academic skills
- i) Ensuring that if requested, references for jobs are written

Beyond your personal tutoring if you have any general concerns, the Faculty Student Guidance Advisor can help you with a wide range of educational issues as well as offering specialist information and support. A drop-in service is available, but to discuss an issue in depth you can then book an appointment.

Details are on the Student Guidance website:

http://www.staffs.ac.uk/support_depts/studentguidance/index.jsp

The Students' Union

Your Students' Union understands the pressures and challenges of academic study and is always here to help all its student members.

Representation

If you have an issue with your course, you can turn to your Student Academic Representatives. Elected by their course mates, the Student Academic Reps are there to listen to your views, represent them at faculty meetings involving your course and feed them back to the Students' Union to help achieve positive outcomes for you. If you're not sure if your course has a Student Academic Rep, get in touch with the Students' Union and we can find yours or help you become one.

Advice

For those matters that can't be fixed so easily, the Union also provides a team of fully-trained advisers to help you solve your problem. Available on both Stafford and Stoke campuses, the advisers can be seen for free all week, just drop in to find out when they're free. The team can help you with academic issues, housing, student funding, benefits and much more. If you can't make it into the Union, you can also chat to them online at www.staffsunion.com/advice.

The Student Advice Centre run by the Students' Union provides independent, impartial and confidential advice to students free of charge. More information on the Students' Union can be found at: <https://www.staffsunion.com/>)

Information on university support services can be found in the on-line student guide (available at: <http://www.staffs.ac.uk/student/guide/>)

The Student Advice Centre run by the Students' Union provides independent, impartial and confidential advice to students free of charge. More information on the Students' Union can be found at: <https://www.staffsunion.com/>)

11. The Student Voice

During the course you will have the opportunity to share your views and opinions on your modules, course and the university. Your feedback is key to ensuring that we get an accurate picture of what it is like to be a student at Staffordshire University and enables us to enhance the learning experience for current and future students. We will use a number of ways to collect your feedback including:

- Course Committees
- Student representatives.
- Student Surveys.
- Personal tutor meeting.

You will be encouraged to engage and contribute to all these initiatives through your personal tutor. We value your opinions and comments.

12. Rules and Regulations

Your course is delivered and assessed according to the University's Academic Award Regulations. These can be accessed at: <http://www.staffs.ac.uk/regulations>

Appendix A – Award Learning Outcomes

<p>Module</p>	<p>A unit of study with a defined learning outcomes, curriculum and assessment.</p> <p>The module definition is to found in the module specification for the module.</p> <p>Each module has a number of Credits, associated with it. A single module is worth 15 Credits and notionally requires 150 hours of learning activity to complete. This learning activity being divided between time for class contact hours with staff, independent study and assessment. The number of allocated learning hours rises in proportion to the number of Credits attributed to a module at the rate of 10 hour per credit. All modules are multiples of the basic unit of 15 Credits. So for example, a module worth 30 Credits and will have a learning time of 300 hours.</p>
<p>Core module</p>	<p>This is a module that you must take and pass to qualify for a given award title or range of titles.</p>
<p>Award Option</p>	<p>This is a module chosen from a list of Award Option modules. Award Option modules are studied in conjunction with the core modules and from the prescribed set of modules for a particular named award.</p>
<p>Co-requisites</p>	<p>Co-requisites are those modules that you must take as a package. All the Level 4 core modules can be considered to be co-requisites. We have defined co-requisites to make sure that there is sufficient shape and coherence in your programme of study to make it a rewarding and interesting experience. A corequisite is therefore a module which must be studied in addition to and normally at the same time as a particular module.</p>
<p>Pre-requisites</p>	<p>A pre-requisite is defined as a specific requirement that you must meet before you can take a module. In a similar way as entry to an Award was dependent on your achieving A-Level or BTEC passes for example,</p>

	<p>or having other prior knowledge, for some modules you will have to be 'qualified' to take them. This will normally mean studying for a module at an earlier level in the Award.</p> <p>Pre-requisites are specified to make sure that you have the knowledge and skills you will need to be successful in your chosen modules. Please refer to the Academic Award Regulations for a more detailed description of this term in particular the distinction between the terms pre-requisites' and 'Special Admissions Requirements'.</p>
Disqualified Combinations	<p>Although rare, disqualified combinations are those modules which you cannot study together. This is normally because the content of the modules overlaps in some way, such that by taking both you would not cover the equivalent of two-modules learning.</p>
Level	<p>This indicates the academic level at which study is to be undertaken. Normally it corresponds to one year of study for full-time students. However, students may take modules from different levels at the same time, provided that they meet the requirements for their award.</p>
Semester	<p>A period of study into which the year is divided, that may include induction learning, assessment and academic counseling.</p>

Appendix B – Curriculum Maps

Please provide:

On completion of each level of study during your BA (Hons) Accounting & Finance degree will be able to:-

<i>Learning outcomes</i>	LEVEL 4	LEVEL 5	LEVEL 6
Knowledge and Understanding	Demonstrate knowledge of the underlying concepts and principles associated with Accounting.	Demonstrate knowledge and understanding of the well-established concepts, principles and their development in Accounting.	Demonstrate a systematic understanding and critical evaluation of key aspects of Accounting, at least some of which is at, or informed by, the forefront of defined aspects of the discipline.
Learning	Develop lines of argument and make sound judgements in accordance with basic theories and concepts.	Understand the limits of their knowledge and how this influences analyses and interpretations based on that knowledge.	Demonstrate an understanding of the uncertainty, ambiguity and limits of knowledge associated with the study of Accounting.
Enquiry	Present, evaluate, and interpret qualitative and quantitative data.	Demonstrate knowledge of the main methods of enquiry in Accounting.	Deploy accurately established techniques of enquiry and initiate and carry out an investigation into aspect of Accounting.
Analysis	Evaluate and interpret concepts and principles of Accounting.	Use a range of established techniques to initiate and undertake critical analysis of information.	Describe and comment on advanced scholarship in Accounting and critically evaluate arguments and assumptions to make judgements.
Problem Solving	Evaluate the appropriateness of different approaches to solving problems related to Accounting.	Evaluate critically the appropriateness of different approaches to solving problems in Accounting and propose	Demonstrate the ability to analyse appropriate approaches to solving problems and use decision making in complex and unpredictable contexts.

		solutions to problems arising from analysis.	
Communication	Communicate the results of study accurately, reliably and with structured and coherent arguments.	Communicate effectively information and arguments in a variety of forms, to specialist and non specialist audiences and deploy techniques of the discipline effectively.	Communicate and analyse information, ideas, problems, and solutions to both specialist and non specialist audiences.
Application	Undertake further training and develop new skills within a structured and managed environment.	Apply underlying concepts and principles outside the context in which they were first studied.	Apply the methods and techniques learnt to review, consolidate and apply knowledge and understanding to devise and sustain arguments.
Reflection	Demonstrate qualities and transferable skills necessary for further study requiring the exercise of some personal responsibility.	Develop more responsibility for learning and demonstrate independent learning skills.	Demonstrate a high level of competence in independent learning and personal responsibility.

Appendix C – The Staffordshire Graduate

The Staffordshire Graduate represents a set of qualities that the University passionately believes is necessary for success in the 21st century. The Staffordshire Graduate is a reflective and critical learner with a global perspective, prepared to contribute in the world of work.

The table below indicates where, within your award, these characteristics are addressed:

	BA (Hons) Accounting & Business			
Characteristic	Award Module(s)	Level	Credits	Method of Assessment
1. Work-ready and employable	Employability and Study Skills	4	30	Personal Development Plan, Assignment, IT Skills, Numeracy and Literacy, CV & Job Application Letter
	Computerised Accounting (option)	6	15	Exam and Assignment
	Contemporary Issues in Accounting (option)	6	15	Assignment
	Entrepreneurial Marketing	4	30	Presentation and Business Report
	Placement Year			Work Experience and Portfolio
2. Understanding of enterprise and entrepreneurship	Strategic Management in Organisations	6	30	Portfolio / Assignment
	Entrepreneurial Marketing	4	30	Presentation and Business Report
	Financial Strategy	6	30	Exam and Assignment
	Economic Environment	4	15	Exam
	Financial Reporting	5	30	Exams
	Financial Research	6	30	Research Proposal and Report
	Financial Strategy	6	30	Exam and Assignment
4. Communication skills	Employability and Study Skills	4	30	Group Presentation
	Entrepreneurial Marketing	4	30	Presentation and Business Report

	Professional Development	5	15	Personal Development Plan, Assignment and Portfolio of work
	Financial Research	6	30	Research Proposal and Report
5. Presentation skills	Employability and Study Skills	4	30	Group Presentation
	Employability and Project Management	5	30	Assignment and Course Work
6. The ability to interact confidently with colleagues	Employability and Study Skills	4	30	Group Assignment
	Professional Development	5	30	Assignment and Course Work
	Placement Year			Work Experience and Portfolio
7. Independence of thought	Employability and Study Skills	4	30	Critical Thinking Assignment
	Employability and Project Management	5	30	Assignment and Course Work
	Designing and Managing Effective Organisations	5	30	Assignment / Business Report
	Financial Research	6	30	Research Proposal and Report
8. Skills of team working	Employability and Study Skills	4	30	Group Assignment
	Professional Development	5	15	Personal Development Plan, Assignment and Portfolio of work
	Entrepreneurial Marketing	4	30	Presentation and Business Report
	Employability and Project Management	5	30	Assignment and Course Work
9. Ability to carry out inquiry-based learning and critical analysis	Employability and Study Skills	4	30	Critical Thinking Assignment
	Strategic Management in Organisations	6	30	Portfolio / Assignment
	Professional Development	5	15	Personal Development Plan, Assignment and Portfolio of work
	Financial Strategy	6	30	Exam and Assignment
	Financial Research	6	30	Research Proposal and Report
10. Skills of problem solving and creation of opportunities	Strategic Management in Organisations	6	30	Portfolio / Assignment
	Advanced Management Accounting	5	30	Exams
	Financial Research	6	30	Research Proposal and Report

	Designing and Managing Effective Organisations	5	30	Assignment / Business Report
	Placement Year			Work Experience and Portfolio
11. Technologically, digitally and information literate	Employability and Study Skills	4	30	IT Assignment
	Professional Development	5	15	Personal Development Plan, Assignment and Portfolio of work
	Computerised Accounting (option)	6	15	Exam and Assignment
12. Able to apply Staffordshire Graduate attributes to a range of life experiences to facilitate life-long learning	Employability and Study Skills	4	30	Personal Development Plan allowing for ongoing self-evaluation and improvement
	Professional Development	5	15	Personal Development Plan, Assignment and Portfolio of work
	Financial Research	6	30	Research Proposal and Report
	Placement Year			Work Experience and Portfolio