

**Accounting and Finance with Placement Exp BSc
For students entering Part 1 in 2013/4**

UCAS code: NN34

Awarding Institution:	University of Reading
Teaching Institution:	University of Reading
Relevant QAA subject Benchmarking group(s):	
Faculty:	Henley Business School at Univ of Reading
Programme length:	4 years
Date of specification:	08/Apr/2016
Programme Director:	Dr Jessica Yang
Programme Advisor:	Dr Carol Padgett
Board of Studies:	Henley Business School Board of Studies for
Undergraduate Programmes	
Accreditation:	Accredited directly by each of the professional accountancy bodies

Summary of programme aims

This programme aims to provide a degree-level education in accounting and finance. The study of accounting and finance progresses through the programme so that students obtain a critical grasp of core theory along with thorough knowledge, and skills of application and analysis related to these disciplines. This study embeds international and ethical considerations widely, with optional modules grounding the study of accounting and finance in a broader understanding of the business environment. The programme offers the opportunity to apply for credit for prior learning for a range of professional accounting papers. As a result the programme will prepare students for professional leadership in their chosen employment sector.

The four-year programme is differentiated from the three-year accounting degree programmes by including a year work placement.

Transferable skills

During the course of their studies at Reading, all students will be expected to enhance their academic and personal transferable skills. In following this programme, students will have had the opportunity to develop such skills, in particular relating to communication (both written and oral), interpersonal skills, learning skills, numeracy, self management, information handling and the use of IT, team working and problem-solving, and will have been encouraged to further develop and enhance the full set of skills through a variety of opportunities available outside their curriculum.

Students complete 120 credits or 20 credits of work-based learning, where they will be able to enhance the knowledge and professional skills they gain within their degree by direct application in a professional services context. This experience will also further develop student transferable skills.

In following this programme students will also have the opportunity to enhance their skills relating to career management. The subject specialisms of accounting and finance also ensure that this programme particularly encourages business awareness.

Programme content

The following profile lists the compulsory modules, together with their credit size, for each Part. Each Part comprises 120 credits. Where the compulsory modules in a Part total less than 120 credits, students are required to select options containing sufficient credits to make up the shortfall. Any such options selected must be drawn from the options listed in the School Handbook. Not all optional modules will necessarily be available in any year. Admission to optional modules will be at the discretion of the Programme Director. Part 1 introduces the basic underpinnings of financial accounting, finance and financial markets, supplementing this with broader business related modules. Part 2 compulsory modules develop the core strands of financial accounting, management accounting and finance. Part 3 compulsory modules deepen the theoretical and practical knowledge and skills of core strands. Optional modules at part 2 and part 3 allow students to tailor the degree to their interests.

Part 1 (three terms)

Compulsory modules

Code	Title	Credits	Level
Either AC101	Introduction to Accounting	30	4

And			
MM1F13b	Introduction to Statistics	10	4
Or			
AC104	Introductory Financial Accounting	20	4
And			
MM1F13	Business Statistics	20	4
IC101	Introductory Securities and Markets	20	4
IC102	Introductory Finance/Trading Simulation 1	20	4
MM1F12	Markets, Marketing and Strategy	20	4

Part 2 (three terms)

Compulsory modules

Code	Title	Credits	Level
AC202	Corporate Financial Reporting	20	5
AC201	Management Accounting	20	5
IC201	Corporate Finance	20	5
MM256	Management Skills	20	5

Year abroad/Year away/Additional year (three terms)

Compulsory modules

Code	Title	Credits	Level
MM284	Work placement experience (including minimum 9 month, full-time work placement and the submission of a reflective learning log and a poster presentation)	120	5

Part 3 (three terms)

Compulsory modules

Code	Title	Credits	Level
AC312	Advanced International Financial Reporting	20	6
AC302	Advanced Management Accounting	20	6
IC301	Derivative Securities/Trading Simulation III	20	6
IC303	Management of Risk	20	6

Progression requirements

To progress to Part 2 a student must:

- (i) obtain an average mark of 40% across all Part 1 modules;
- (ii) obtain at least 40% in 80 credits including AC104 or AC101, IC101 and IC102 and any other individual modules to total 80 credits
- (iii) achieve not less than 35% in the remaining individual modules

To progress from Part 2 to Part 3 a student must:

- (i) obtain an average mark of 40% across all Part 2 modules;
- (ii) obtain at least 40% in individual modules amounting to not less than 80 credits
- (iii) obtain at least 30% in individual modules amounting to not less than 120 credits

The University's honours classification scheme is: Mark interpretation 70% - 100% First class 60% - 69% Upper Second class 50% - 59% Lower Second class 40% - 49% Third class 35% - 39% Below Honours Standard 0% - 34% Fail For the University-wide framework for classification, which includes details of the classification method, please see: <http://www.reading.ac.uk/Exams/classificationpost2007.pdf>.

The weighting of the Parts/Years in the calculation of the degree classification is

Four-year programmes, including placement year:

Part 2 one-third

Placement Year not included in classification

Part 3 two-thirds

(where students fail a placement year which does not contribute to classification they transfer to the three-year version of the programme)

The weighting of the Parts/Years in the calculation of the degree classification is Three-year programmes Part 2 one-third Part 3 two-thirds

Assessment and classification

Teaching is organised in modules. The delivery of material varies among modules, especially in the proportions of time allocated to lectures, and to classes and seminars. Most modules are assessed by a mixture of coursework, which takes a variety of forms, and formal examination, with modules varying the relative weighting of these two types of assessment. However, some modules may be assessed solely by examination. The year work placement module is assessed on a pass/fail basis. Students are required to pass this module but the assessment of this module does not contribute to final degree classification. Details are given in the relevant module descriptions. The conventions for classification are included in the Programme Handbook but it should be noted that the weighting between Level 5 and Level 6 modules for classification purposes is one third and two thirds respectively; all level 6 modules constitute the Final Part of the degree.

Admission requirements

Entrants to this programme are normally required to have obtained:

Grade B or better in English GCSE and Grade B or better in AS Level Mathematics; and achieved:

UCAS Tariff: AAB from 3 A Levels

International Baccalaureate: 35 points

Irish Leaving Certificate: AAABB

Mature applicants Applications from mature candidates are welcomed. A mature applicant is more likely to receive an offer of a place if he or she has undertaken recent study, for example 2 or more A levels or an Access course, but each case is assessed on its individual merits.

International applicants Applications from international candidates are welcomed. If you are not offering A levels we advise you to contact either the EU or international admissions tutor before applying in order to discuss the acceptability of your qualifications. IELTS Band 6.5 (or equivalent) is required for those candidates whose education has not been undertaken in English.

Admissions Tutor: Julie Cooper

Support for students and their learning

University support for students and their learning falls into two categories. Learning support is provided by a wide array of services across the University, including: the University Library, the Careers, Placement and Experience Centre (CPEC), In-session English Support Programme, the Study Advice and Mathematics Support Centre teams, IT Services and the Student Access to Independent Learning (S@il) computer-based teaching and learning facilities. There are language laboratory facilities both for those students studying on a language degree and for those taking modules offered by the Institution-wide Language Programme. Student guidance and welfare support is provided by Personal Tutors, School Senior Tutors, the Students' Union, the Medical Practice and advisers in the Student Services Centre. The Student Services Centre is housed in the Carrington Building and offers advice on accommodation, careers, disability, finance, and wellbeing, academic issues (eg problems with module selection) and exam related queries. Students can get key information and guidance from the team of Helpdesk Advisers, or make an appointment with a specialist adviser; Student

Services also offer drop-in sessions and runs workshops and seminars on a range of topics. For more information see www.reading.ac.uk/student

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University support for students and their learning falls into two categories. Learning support includes IT Services, which has several hundred computers and the University Library, which across its three sites holds over a million volumes, subscribes to around 4,000 current periodicals, has a range of electronic sources of information and houses the Student Access to Independent Learning (S@IL) computer-based teaching and learning facilities. There are language laboratory facilities both for those students studying on a language degree and for those taking modules offered by the Institution-wide Language Programme.

Student guidance and welfare support is provided by Personal Tutors, School Senior Tutors, the Students' Union, the Medical Practice and the Student Services Centre. The Student Services Centre is housed in the Carrington Building and includes the Careers Advisory Service, the Disability Advisory Service, Accommodation Advisory Team, Student Financial Support, Counselling and Study Advisors. Student Services has a Helpdesk available for enquiries made in person or online (www.risisweb.reading.ac.uk), or by calling the central enquiry number on (0118) 378 5555.

Students can get key information and guidance from the team of Helpdesk Advisers, or make an appointment with a specialist adviser; Student Services also offer drop-in sessions on everything from accommodation to finance. The Carrington Building is open between 8:30 and 17:30 Monday to Thursday (17:00 Friday and during vacation periods). Further information can be found in the Student Diary (given to students at enrolment) or on the Student website (www.reading.ac.uk/student).

The Henley Business School provides handbooks that outline programme and module content. In addition to lecture and class time, each module lecturer has appointed office hours during which they may be consulted without prior appointment. The Henley Business School has a resource room with reference books and computers for student use.

Career learning

Career prospects

While many graduates enter training contracts with accountancy firms, graduates from this programme could be expected to enter a variety of careers in both the private and the public sectors including jobs particularly in banking and finance and management accountancy, but also the civil service, sales and marketing, retailing and other service industries.

The inclusion of work placements in this degree will enhance the wider employment prospects of students graduating with this qualification as they will be able to combine those attributes employers are seeking, namely academic achievement, and professional business experience.

Graduates on this programme may apply for exemptions from relevant professional examinations of the Institute of Chartered Accountants of England and Wales, the Association of Chartered Certified Accountants and the Chartered Institute of Management Accountants.

Opportunities for study abroad

Placements are an optional part of the programme in the third year. Students taking this option are expected to seek and secure a work placement in an appropriate firm. The work placement or internship should be of at least 9 months in an organisation approved by the Board of Studies. In exceptional circumstances (e.g. company failure) the Board may reduce this or approve a substitute or other alternative on the advice of the Director of Studies. Help in seeking an appropriate placement is provided by the School Placement Officer and the Job Shop located in the Student Employment, Experience & Careers Centre. Employer requests are also put up on the departmental notice board and circulated via email.

There are also other placement opportunities and opportunities to engage in entrepreneurial activities. In conjunction with the following existing schemes, students will be assessed and gain academic credits: UROP (University Research Opportunities Programme): These placements provide opportunities for undergraduates to work with academic staff on University research projects. Placements last six weeks over the summer vacation following the students second year of study. SEED (Summer Employment Experience and Discover): This is a project-based eight to twelve week programme, which takes place in the summer vacation following the students second year of study.

Students may also undertake an approved placement outside the existing schemes. The placement must be supported and approved by our Placement Officer, and last at least six weeks over the summer vacation following the students second year of study. Typically for students on Accounting programmes these may be with the larger accountancy professional services firms

There are no formal arrangements for study abroad. Students interested in studying abroad should speak to the Programme Director

Placement opportunities

Programme Outcomes

Knowledge and Understanding

A. Knowledge and understanding of:

1. some of the contexts in which accounting and finance operates, including the legal, ethical, professional, regulatory, economic, organisational and capital market environments.
2. the main accounting frameworks, their theories, technical languages and practices, along with some of the alternative frameworks and their relevance and application to theoretical and practical problems
3. knowledge of the major theoretical tools and theories of finance, and their relevance and application to theoretical and practical problems
4. the theories and empirical evidence concerning the interaction of accountancy and finance with people in organisations, the capital markets and with regulatory systems
5. current developments in the practice and theory of accounting and finance

Teaching/learning methods and strategies

Core knowledge and understanding is delineated generally in formal lectures supported by larger group workshops and smaller group seminars. Workshops usually focus on numeric problems and/or case studies, while seminars are used for discussion purposes. Students are also expected to work on their own at additional problems and reading and to seek help when required using the office hours of staff. A deeper and broader knowledge and understanding is obtained through further independent study. Feedback on knowledge and understanding is initially given orally in workshops and classes. Model written solutions may also be provided. Written feedback is provided on formative and summative assessed coursework. Sometimes this is provided orally.

Assessment

Knowledge and understanding is assessed through a combination of coursework and unseen formal examinations.

Skills and other attributes

B. Intellectual skills - *able to*:

1. think logically about the ideas presented
2. identify and analyse problems and draw reasoned conclusions concerning structured and unstructured problems
3. synthesise information and data from a number of sources in order to gain a coherent understanding of theory and practice
4. identify and apply appropriate theoretical and practical knowledge and understanding to quantitative and qualitative problems to aid their solution

Teaching/learning methods and strategies

Intellectual skills are embedded in the knowledge and understanding of accounting and management found within the programme. They are also fundamental to the successful display of the practical skills detailed below. Intellectual skills are promoted via formal lectures, workshops, seminars and independent study. Learning to apply these skills is obtained via numeric exercises, case studies, required reading and assignments. Intellectual skills will be enhanced by work

5. integrate academic theory and business practice
6. critically evaluate arguments and evidence from a variety of sources
7. locate, extract and analyse data from multiple sources, including the acknowledgement and referencing of source

C. Practical skills - able to:

1. record and summarise transactions and other economic events and prepare accounting and other financial statements
2. apply the requirements of the accounting regulatory framework to financial data
3. analyse the operations of an organisation which uses accounting information
4. prepare financial analyses and projections and a range of information for business decision making planning and control
5. use spreadsheet software to analyse complex practical problems in finance.
6. operate in a dealing room environment.
7. apply techniques of calculation and analysis to data, draw reasoned conclusions and provide justified decisions
8. plan, undertake and research a bibliography-based piece of work
9. undertake a set of tasks associated with enhancing employability and professional standing

D. Transferable skills - able to:

1. use IT (e.g. word processing and spread-sheet software, the world-wide web and e-mail)
2. structure and communicate ideas effectively and appropriately
3. present quantitative and qualitative information in a form suitable for its intended audience
4. apply statistical and numerical skills to information
5. utilise problem-solving skills in a variety of theoretical and practical situations
6. find information
7. work in groups
8. manage time, manage change and respond to changing demands
9. work independently of formal timetabled events

placements.

Feedback on intellectual skills is initially given orally in workshops and seminars. Written feedback is provided on formative and summative assessed coursework. Sometimes this is provided orally.

Assessment

Intellectual skills are assessed through a combination of coursework and unseen formal examinations.

Teaching/learning methods and strategies

Practical skills 1 - 5 are embedded within the knowledge and understanding of accounting frameworks and management concepts and techniques. These skills are promoted via formal lectures, workshops, seminars and independent study. Learning to apply these skills is obtained via numerical exercises and case studies. Practical skill 6 is promoted within modules that require such work via comprehensive guidelines for the production of coursework essays. Learning to apply this skill is obtained via the production of coursework essays and the feedback on these. Practical skill 7 is developed in the work placement modules.

Feedback on practical skills is initially given orally in workshops, classes or the work environment. Model written solutions may also be provided. Written feedback is provided on formative and summative assessed coursework and work placement work. Sometimes this is provided orally.

Assessment

Practical skills 1-5 are assessed through a combination of coursework and unseen examinations. Practical skill 6 is assessed through coursework.

The employability skills component at 7 is assessed during the work placement modules.

Teaching/learning methods and strategies

Practical skills 1 - 5 are embedded within the knowledge and understanding of accounting frameworks and management concepts and techniques. These skills are promoted via formal lectures, workshops, seminars and independent study. Learning to apply these skills is obtained via numerical exercises and case studies. Practical skill 6 is promoted within modules that require such work via comprehensive guidelines for the production of coursework essays. Learning to apply this skill is obtained via the production of coursework essays and the feedback on these. Practical skill 7 is developed in the work placement modules.

Feedback on practical skills is initially given orally

and take responsibility for personal and professional learning and development (Personal Development Planning)

10. understand career opportunities and begin to plan a career path

in workshops, classes or the work environment. Model written solutions may also be provided. Written feedback is provided on formative and summative assessed coursework and work placement work. Sometimes this is provided orally.

Assessment

Practical skills 1-5 are assessed through a combination of coursework and unseen examinations. Practical skill 6 is assessed through coursework.

The employability skills component at 7 is assessed during the work placement modules.

Please note - This 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. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the module description and in the programme handbook. The University reserves the right to modify this specification in unforeseen circumstances, or where the process of academic development and feedback from students, quality assurance process or external sources, such as professional bodies, requires a change to be made. In such circumstances, a revised specification will be issued.