BA Accounting and Business   **UCAS code: NN41**
For students entering Part 1 in 2015/6

Awarding Institution:	University of Reading
Teaching Institution:	University of Reading
Relevant QAA subject Benchmarking group(s):	Accounting and Financial Management, BISA, Henley Business School.
Faculty:	Henley Business School at Univ of Reading
Programme length:	4 years
Date of specification:	17/Jul/2015
Programme Director:	Mrs Alison Stiles
Programme Advisor:	
Board of Studies:	Henley Business School Board of Studies for
Undergraduate Programmes	
Accreditation:	Institute of Chartered Accountants in England and Wales (ICAEW)

Summary of programme aims

This programme aims to provide a degree-level education in accounting and business combined with integrated work placements and the opportunity to apply for credit for prior learning in respect of all professional level papers of the ICAEW ACA qualification. As a result the programme will prepare students for professional leadership in their chosen employment sector.

The study of accounting progresses through the programme, so that students obtain a critical grasp of core theory underpinned by a thorough knowledge of the discipline, and related skills of application and analysis. This study is grounded in a wider understanding of the external environment such as markets, marketing and business strategy and includes ethical considerations throughout.

The programme is differentiated from other accounting degree programmes by having a greater emphasis on professional accounting and by offering integrated work placements and is differentiated from other four-year accounting programmes with a work placement by integrating work placements throughout the second, third and fourth years of the programme.

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, 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.

By completing 120 credits of work-based learning, students 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 and general business awareness.

Programme content

The following profile lists the compulsory modules, together with their credit size, for each year. Each year comprises 120 credits.

During year 1, students follow the standard University calendar and undertake 120 credits of taught modules. Years 2, 3 and 4 each comprise 80 credits of taught modules plus a 40 credit placement module giving the total of 120 credits for the academic year. The teaching programme is split into two halves in years 2, 3 and 4 to accommodate the placements. The first block of teaching takes places in the Autumn term and the second block takes place in the Summer term. The placements take place during mid December to the end of March in years 2 and 3, and from mid November to the end of March in year 4. Depending on the University Calendar, years 2 and 3 may differ from the standard University calendar; year 4 starts early September. Dates for each academic year are issued to students towards the end of the previous academic year.

Part 1 (three terms)
Compulsory modules

AC101	Introduction to Accounting	30	4
AC102	Assurance, Governance and Ethics	20	4

AC103	Introduction to Business and Finance	20	4
AC106	Introduction to Management Accounting	10	4
LW1A05	General Introduction to Law	10	4
LW1A06	Introduction to Business Law	10	4

Students must choose optional modules to the value of 20 credits from an approved list of modules.

Part 2 (three terms)
Compulsory modules

AC206	Financial Accounting	20	5
AC208	Management Information	20	5
AC205	Audit and Assurance	20	5
AC207	Principles of Taxation	20	5
AC209	Accounting Work Placement (1)	40	5

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

Mod Code	Module Title	Credits	Level
AC304	Tax Compliance	20	6
AC305	Financial Accounting and Reporting	20	6
AC215	Professional and Business Ethics	20	5
AC212	Accounting Work Placement 2	40	5
AC213	Business Strategy for Accountants	20	5

Part 3 (three terms)
Compulsory modules

AC304	Taxation Compliance	20	6
AC213	Business Strategy for Accountants	20	5
AC215	Professional and Business Ethics	20	5
AC305	Financial Accounting and Reporting	20	6
AC212	Accounting Work Placement (2)	40	5

Part 4 (three terms)
Compulsory modules

AC311	Financial Management	30	6
AC307	Business Planning: Tax	20	6
AC308	Contemporary Issues in Business and Accounting	30	6
AC309	Accounting Work Placement (3)	40	6

Progression requirements
To progress to from year 1 to year 2 a student must:
(i) obtain at least 50% in AC101, AC102, AC103, LW1A05, and LW1A06

(ii) obtain at least 40% in all remaining modules
(iii) have confirmation of a PwC contract of employment for year 2.
Typically, students are offered a work placement for year 2 if they can demonstrate that they are on track to achieve a 2.i classification after year 1.
Students who do not meet the above requirements for progression to year 2 maybe eligible to transfer to another programme.

In order to progress from year 2 to year 3, a student must:
(i) obtain at least 55% in AC205;
(ii) obtain at least 50% in AC207 and AC208;
(iii) obtain at least 40 % in AC206
(iv) obtain a pass in AC209;
(v) have confirmation of a PwC contract of employment for year 3.
Typically, students are offered a work placement for year 3 if they can demonstrate that they are on track to achieve a 2.i classification after year 2 and have met the employer performance criteria for the first work placement.
Students who do not meet the above requirements for progression to year 3 may be eligible to transfer to another programme.

 To progress from year 3 to year 4 a student must:
(i) obtain at least 55% in AC304 and AC305;
(ii) obtain at least 50% in AC213
(iii) obtain at least 40% in AC215
(iv) obtain a pass in AC212;
(v) have confirmation of a PwC contract of employment for year 4.
Typically, students are offered a work placement for year 4 if they can demonstrate that they are on track to achieve a 2.i classification after year 3 and have met the employer performance criteria for the second work placement.
Students who fail to progress from year 2 to year 3 or from year 3 to year 4 are permitted one re-sit examination in each module in which they fail to meet the progression requirements. For any module passed in a resit examination the maximum mark carried forward into the final degree classification will be the higher of
(a) the first attempt and
(b) the lower of
    (i) 40%, and
    (ii) the mark achieved on the re-examination.
To obtain the Accounting and Business Degree students shall normally be required to have satisfied all of the above progressions requirements and to have passed AC309.

Summary of Teaching and Assessment
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/internal/exams/Policies/exa-class.aspx.

The weighting of the years in the calculation of the degree classification is

Four-year programme, including placements:
Placement modules are not included in classification
Level 5 modules one-third
Level 6 modules two-thirds

Modules

Teaching is organised in modules. Modules involve a mixture of lectures, larger group practical workshops and smaller group discussion based seminars. The delivery of material varies among modules, especially in the proportions of time allocated to lectures, and to workshops and seminars. All module teaching is supplemented by independent study. 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 work placement modules are assessed on a pass/fail basis. Students are required to pass these modules and obtain confirmation of next stage placement but the assessment of these modules 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 A or better in Mathematics GCSE; and achieved: UCAS Tariff: AAB from 3 A Levels, International Baccalaureate: 35 points, Irish Leaving Certificate: AAABB.
Students will also be required to submit a statement relating to their motivation for the programme.
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.
All students must successfully complete an assessment day which is normally held at the University.

Admissions Tutor: Alison Stiles

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-sessional 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

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

Career learning

Career prospects

Graduates from this programme should expect to be offered a full-time position on graduation with the linked work placement provider, PwC, subject to their ability to work in the UK. However, they may also enter training contracts with other professional or accountancy services firms.
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 may therefore also choose to enter accounting/financial careers with other private sector and public sector employers such as banking and finance,

management accountancy and the civil service. Gradates will also be well equipped to enter any other graduate level position in the private or public sector.

Graduates on this programme will be able to apply for credit for prior learning in respect of all professional level papers of the ICAEW ACA qualification.

Opportunities for study abroad
There are no formal arrangements for study abroad.

Placement opportunities
Placements are a compulsory part of the programme in years 2, 3, and 4. Modules AC209, AC212 and AC309 are placement modules undertaken with the placement provider PwC. These modules contribute to the approved technical work experience required by the ICAEW to qualify as a Chartered Accountant.

Programme Outcomes
The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas

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Knowledge and Understanding

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A. Knowledge and understanding of:

1. some of the contexts in which accounting operates, including the legal, ethical, professional, regulatory, economic, organisational and capital market environments.
2. the main accounting frameworks, their technical language and practices, along with some of the alternative frameworks
3. the theories and empirical evidence concerning the interaction of accountancy with people in organisations, the capital markets and with regulatory systems
4. current developments in the practice and theory of accounting
5. the theoretical basis of management and certain key functional areas of business

Teaching/learning methods and strategies

Core knowledge and understanding is delineated generally in formal lectures supported by large 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. Knowledge and understanding will be enhanced by work placements. 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.

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Skills and other attributes

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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 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 placements. Feedback on intellectual skills is initially given orally in

5. integrate theory and 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 sources

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.

C. Practical skills - *able to:*

1. record and summarise transactions and other economic events and prepare 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 5. apply techniques of calculation and analysis to data , draw reasoned conclusions and provide justified decisions 6. evaluate the behaviour, culture and strategy of businesses 7. plan, undertake and research a bibliography-based piece of work 8. undertake a set of tasks associated with enhancing employability and professional standing

Teaching/learning methods and strategies

Practical skills 1 - 6 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 7 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 8 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 1-6 are assessed through a combination of coursework and unseen examinations. Practical skill 7 is assessed through coursework. The employability skills component at 8 is assessed during the work placement modules.

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 intend 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 and take responsibility for personal and professional learning and development (Personal Development Planning) 10. understand career opportunities and begin to plan a career path

Teaching/learning methods and strategies

All students are required to submit word-processed work. Reading is referenced to the World Wide Web. A number of modules are supported by the Blackboard on-line learning system. Staff and students communicate via e-mail user groups. The communication of information in a suitable form is embedded throughout the programme in work done in workshops, classes and case sessions and for assessment purposes. The vehicle for communication may be oral or written and may include the use of computer software. It may also be achieved individually or within a group situation. The application of statistical, numerical and problem solving skills is also embedded throughout the programme in work done in workshops, classes and case sessions and for assessment purposes. Finding information is fundamental to deepening and broadening knowledge and understanding and completing assessed coursework. Group working is

a major workshop activity and is also promoted as one aspect of independent learning. Time management is essential for the timely and effective completion of the programme and the assessed work components therein and is learnt through the management of various deadlines for submission of coursework. Career planning is embedded in the work placement modules.

Assessment
Transferable skills 1-6 are assessed through coursework. Transferable skills 7-9 contribute to assessment but are not assessed directly. Transferable skill 10 is assessed in 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.