

## Programme Specification: Post Graduate Taught

### For students starting in Academic Year 2024/25

#### 1. Course Summary

|  |   |
|--|---|
| <b>Names of programme and award title(s)</b>                                   | MSc Accounting and Financial Management<br>Postgraduate Diploma Accounting and Financial Management<br>Postgraduate Certificate Accounting and Financial Management   |
| <b>Award type</b>  | Taught Masters  |
| <b>Mode of study</b>   | Full-time<br>Part-time  |
| <b>Framework of Higher Education Qualification (FHEQ) level of final award</b> | Level 7   |
| <b>Normal length of the programme</b>  | Full time 12-24 months dependent on chosen route.<br>Part time 24-36 months dependent on chosen route.  |
| <b>Maximum period of registration</b>  | The normal length as specified above plus 3 years   |
| <b>Location of study</b>   | Keele Campus  |
| <b>Accreditation (if applicable)</b>   | Association of Chartered Certified Accountants (ACCA). On completion of this award, graduates are exempt from ACCA papers BT, MA, FA & LW.  |
| <b>Regulator</b>   | Office for Students (OfS)   |
| <b>Tuition Fees</b>  | <p><b>UK students:</b></p> <p>Fee for full-time study in 2024/25 is £12,700</p> <p>Fee for part-time study in 2024/25 is £7,000*</p> <p><b>International students:</b></p> <p>Fee for full-time study in 2024/25 is £21,900</p> |

**How this information might change:** Please read the important information at <http://www.keele.ac.uk/student-agreement/>. This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.

\* We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

#### 2. Overview of the Programme

The MSc Accounting and Financial Management enables students to develop their understanding of key principles in Accounting and Financial Management in a challenging and dynamic global environment. The programme is chiefly designed to attract students interested in a wide-range of careers in accounting and/or financial management in financial institutions including global banking, multinational firms and public organisations. It will also provide a sound foundation for an academic career in Accounting.

The Keele MSc in Accounting and Financial Management programme delivers a rigorous examination of core accounting and financial management theories combined with a wide-range of practical applications globally.

Across the programme, students learn to work confidently with both quantitative and qualitative accounting and financial management issues and case studies utilising professional data sources such as the Bloomberg Professional Services Platform and Data Stream.

At its core the MSc Accounting and Financial Management is designed to provide a solid foundation to develop the theoretical and technical skills in a number of subjects including contemporary areas such as multinational management accounting, corporate governance and sustainability, performance management, international financial reporting and financial management. These are supplemented by optional modules in areas such as: contemporary issues in accounting practices; international business; Leadership; Entrepreneurship; Human Resource Management; Strategy and Information Management. You can also choose to take options to complement your management programme from Computing based modules, foreign languages or Sustainability modules, thus allowing you to broaden the scope of your master's study.

The programme builds a rigorous understanding of the international business environment and future challenges with relevant real world accounting and financial management problems and their efficient solutions.

### **3. Aims of the programme**

By the end of the programme, successful students will gain:

- A systematic understanding of knowledge in accounting and financial management.
- A command of analytical theories and techniques, in the relevant areas of accounting and financial management.
- Knowledge of the role and essential features of global accounting and financial management.
- Increased confidence in the analysis, synthesis and evaluation of accounting and financial management decision-making problems and their solutions in dynamic and uncertain global business environments.
- Improved employability through enhanced professional and practical skills.

### **4. What you will learn**

The intended learning outcomes of the programme (what students should know, understand and be able to do at the end of the programme), can be described under the following headings:

- Subject knowledge and understanding
- Subject specific skills
- Key or transferable skills (including employability skills)

#### **Subject knowledge and understanding**

Successful students will be able to:

- Demonstrate systematic knowledge and in-depth understanding of accounting and/or financial management decision-making problems, and global business practice and performance of corporate financial and non-financial structure
- Exercise a critical awareness of current issues in accounting and financial management and their practical implementation
- Utilise various sources of financial and non-financial information, and comprehend their use and limitations
- Advance a critical understanding which enables the evaluation of current research and professional practice in the areas of accounting and financial management
- Understand the role of financial accounting in providing corporate information to stakeholders

#### **Subject specific skills**

Successful students will be able to:

- Apply relevant quantitative and qualitative techniques to study global accounting and financial management decisions by corporations
- Utilise the techniques and methods used in the discipline of accounting, by corporate stakeholders to create and interpret knowledge which can contribute to the successful financial management decision-making
- Apply a range of relevant tools and approaches from key areas of accounting that contribute to sustainable financial management outcomes in differing, complex and volatile environments
- Analyse and synthesise different types of quantitative business data, from industry-standard platforms to evaluate key financial management problems and their solutions

#### **Key or transferable skills (including employability skills)**

Successful students will be able to:

- Demonstrate effective communication skills and oral presentations
- Work effectively both as an individual and as part of a multinational and multicultural team, recognising and respecting the viewpoints of others
- Work confidently with both quantitative and qualitative economic and financial business data from industry-standard sources such as Bloomberg and Datastream
- Demonstrate effective skills in problem-solving
- Develop the independent learning ability required for continuing professional and academic development
- Demonstrate effective time-management skills and delivery of work to strict deadlines
- Demonstrate and sustain effective approaches to independent learning and study, including flexibility, creativity and intellectual integrity

### The Keele Graduate Attributes

The Keele Graduate Attributes are the qualities (skills, values and mindsets) which you will have the opportunity to develop during your time at Keele through both the formal curriculum and also through co- and extra-curricular activities (e.g., work experience, and engagement with the wider University community such as acting as ambassadors, volunteering, peer mentoring, student representation, membership and leadership of clubs and societies). Our Graduate Attributes consist of four themes: **academic expertise, professional skills, personal effectiveness, and social and ethical awareness**. You will have opportunities to engage actively with the range of attributes throughout your time at Keele: through your academic studies, through self-assessing your own strengths, weaknesses, and development needs, and by setting personal development goals. You will have opportunities to discuss your progress in developing graduate attributes with, for example, Academic Mentors, to prepare for your future career and lives beyond Keele.

## 5. How is the programme taught?

The mode of study is either full-time or part-time. Entry point will be twice a year, September and January and modules will be taught to multiple cohorts simultaneously. The same teaching strategy is employed for all modes.

Learning and teaching methods used on the programme vary according to the subject matter of the module. They include the following:

- Traditional lectures where the lecturer provides students with a framework for reading and independent study. Some lecture classes may feature activities such as group discussion, quizzes that involve voting, or other interactive activities.
- Small group tutorials and seminars where key issues can be explored and discussed in more depth. Students are expected to play a full part, and on some occasions, to lead these discussions. Some tutorials and seminars consist largely of student presentations and many are based on the application of business ideas to case studies drawn from the media and the findings of relevant academic research.
- Practical, computer-based, lab classes where students acquire the hands-on skills associated with analysing, interpreting and synthesising of relevant economic and business data.
- Independent study based on directed reading from textbooks, research monographs, academic journals, business case studies, official government publications and the media.
- Web-based learning using the University's virtual learning environment (VLE). The VLE is used to give students easy access to a wide-range of resources and research tools, and as a platform for online discussions, quizzes and blogs.

The programme also offers the choice of 45 compulsory credits between dissertation, consultancy project, placement or entrepreneurship.

- The **dissertation** requires independent thought and action and encourages the integration of course material with areas of individual expertise and interest. The context, data, analysis and conclusions of the study are to be presented for assessment in a dissertation. Completion of the dissertation is supported by an academic supervisor.
- For the **consultancy project**, the aim is to encourage and enable you to reflect on an applied research placement and to develop and apply your skills within the management of organisations. Participation in the Consultancy Project is only available after a comprehensive selection process. Masters students who meet the criteria will be attached to an organisation/company for a period of between 8-12 weeks. During this time you will need to undertake, in conjunction with the School and Organisation, a research project on behalf of the organisation / company. The research period plus their report, presentation, a reflective piece and an organisation/company assessment will constitute the module's summative assessment.
- **Placement project** - it will be your responsibility, with the support of the School's Placement Officer, to find and secure the placement which can last between 6-12 months. The placement should be a paid work placement at a suitable level for Master's study. During your time on the placement you will be required to complete an extended project on behalf of the organisation. The project report, presentation, a reflective piece and an organisation assessment will constitute the module's summative assessment.
- **Entrepreneurship project**[\[1\]](#) - The aim of this module is to allow you time and space to develop your

own business idea. You will have access to facilities and expertise for a period of 6-12 months. During this time you will be required to complete a portfolio of evidence, presentation to an external stakeholder and a reflective piece which will constitute the module's summative assessment.

[1] Students who require a Study Visa to undertake the programme in the UK (including Tier 4) are not able to select this pathway due to UK Home Office (UKVI) restrictions. If a student has existing Immigration permission (visa) to be in the UK, they may be able to carry out entrepreneurship activities depending upon the specific conditions of their visa category.

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their Academic Mentors or module lecturers on a one-to-one basis.

These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways. For example:

- Lectures and independent study allow students to gain a systematic understanding of key areas of accounting and financial management and how it may be used to analyse both current problems and potential solutions.
- Seminars and tutorials provide opportunities for students for structured group discussions of problems in accounting and financial management where students are expected to clearly formulate and exchange their ideas using the learned theory and evidence from real business practice.
- Seminars and tutorials also provide opportunities for group presentations which require the group to develop a common solution to a problem or an answer to a question and present their ideas clearly and efficiently to members of staff and other students using an appropriate medium of communication.
- Seminars, tutorials and web-based activities encourage students to reflect on their own learning and take responsibility for its development by addressing areas of difficulty, perhaps by discussing them with their fellow students or by getting additional help from a member of staff.
- Undertaking an independent dissertation project with the support of an experienced and active researcher allows students to formulate relevant research questions and also to devise and implement a feasible and methodologically sound strategy for answering them. Participating in the placement will give students the opportunity to gain extended work experience. The entrepreneurship project will enable students to develop their own business idea with the intention of building their own business.

## 6. Teaching Staff

The programme team maintains a strong commitment to excellence and innovation in teaching and research. Teaching is informed by research with all teaching staff presenting and publishing academic papers at national and international conferences, in books and in internationally ranked accounting, economics, finance and management journals. Research activities are coordinated through the Faculty Research Institute.

Most members of the permanent teaching staff have PhDs or equivalent. All programme team members engage with continuing professional development as academic teachers. All established members of teaching staff have substantial teaching experience and/or formal teaching qualifications. All probationary appointments receive an intensive one-year training programme on Higher Education Practice and they are members (Fellows/Senior Fellows) of the Higher Education Academy.

The availability of the programme teaching staff may vary year on year. The web pages of KBS academic staff are available at:

<http://www.keele.ac.uk/kms/staff/academicstaff/#tabs-1>.

The University will attempt to minimise changes to our core teaching teams, however, delivery of the programme depends on having a sufficient number of staff with the relevant expertise to ensure that the programme is taught to the appropriate academic standard.

Staff turnover, for example where key members of staff leave, fall ill or go on research leave, may result in changes to the programme's content. The University will endeavour to ensure that any impact on students is limited if such changes occur.

## 7. What is the structure of the programme?

The programme starts in September or January and lasts between 12 and 24 months (full time) or 24 and 36 months (part time) dependent upon the route chosen. There are eight taught modules (four per semester full-time, two per semester part-time), a research methods module (second academic year for part time) and a research dissertation, or consultancy project, or work placement project or entrepreneurship project. The availability of option modules will be determined by demand and staff availability.

## Module Lists

### Level 7

The summary of the year for the full-time mode is as follows.

For the September intake, students will be first taught all semester 1 modules, followed by the study of all semester 2 modules, and then the compulsory study of a dissertation or a consultancy project or a placement project or an entrepreneurship project in semester 3.

For the January intake, students will be first taught all semester 2 modules, followed by the compulsory study of a dissertation or a consultancy project or a placement project or an entrepreneurship project in semester 3, and then the study of all semester 1 modules.

Variations for the part-time mode are shown below.

| <b>Compulsory modules</b>                             | <b>Module Code</b> | <b>Credits</b> | <b>Period</b> |
|---|--------------------|----------------|---------------|
| Accounting For Decision Making                        | ACC-40003          | 15             | Semester 1    |
| International Corporate Governance and Sustainability | ACC-40005          | 15             | Semester 1    |
| Performance Management                                | ACC-40006          | 15             | Semester 1    |
| International Financial Reporting                     | ACC-40001          | 15             | Semester 2    |
| Multinational Accounting and Control                  | ACC-40002          | 15             | Semester 2    |
| Creativity and Personal Development                   | MAN-40058          | 15             | Semester 2    |
| Research Methods                                      | MAN-40192          | 15             | Semester 2-3  |

The availability of optional modules will be determined by demand and staff availability. Options are chosen to bring the number of credits taken in each of Semester 1 and Semester 2 up to 30 (full-time).

MAN-40192 Research Methods and MAN-40058 Creativity and Personal Development are both compulsory for those following either Dissertation route or the Consultancy, Entrepreneurship or Placement route.

### Semester One

| <b>Title</b>  | <b>Credits</b> | <b>Status</b> |
|---|----------------|---------------|
| CHOOSE ONE OF THE FOLLOWING   |                |               |
| MAN-40056 Leadership  | 15             | Option        |
| MAN-40110 International Operations and Supply   | 15             | Option        |
| MAN-40114 International Business Context  | 15             | Option        |
| MAN-40120 Understanding Consumer Behaviour  | 15             | Option        |
| MAN-40128 Marketing Management in the Digital Age   | 15             | Option        |
| ESC-40047 Green IT  | 15             | Option        |
| CSC-40044 System Design and Programming <b>[1]</b>  | 15             | Option        |
| CSC-40039 Cloud Computing <b>[2]</b>  | 15             | Option        |
| Choice of modern language from absolute beginners to advanced level (subject to availability) <b>[3]</b> -<br>Mandarin Chinese (CHI-90001/3/5), French (FRE-90001/3/5/7/9), German (GER-90001/3/5/7/9) , Japanese (JAP-90001/3/5), Spanish (SPN -90001/3/5/7/9) or Russian (RUS-90001/3/5), British Sign Language (BSL-90001/3) | 15             | Option        |
| Advanced Business English Communication (ENL-40017) <b>[4]</b>  | 15             | Option        |

## Semester Two

| <b>Title</b>   | <b>Credits</b> | <b>Status</b> |
|--|----------------|---------------|
| CHOOSE ONE OF THE FOLLOWING  |                |               |
| ACC-40004 Contemporary Issues in Accounting  | 15             | Option        |
| MAN-40118 Contemporary Challenges in Global Business   | 15             | Option        |
| MAN-40018 Entrepreneurship   | 15             | Option        |
| HRM-40044 Strategic HRM  | 15             | Option        |
| HRM-40049 International Human Resources  | 15             | Option        |
| MAN-40036 Strategy and Information Management  | 15             | Option        |
| MAN-40126 Brands and Branding  | 15             | Option        |
| CSC-40038 Collaborative Application Development <b>[5]</b>   | 15             | Option        |
| CSC-40046 Web Technologies and Security <b>[6]</b>   | 15             | Option        |
| Choice of modern language from post-beginners to advanced level (subject to availability)*-<br><b>[7]</b><br>Mandarin Chinese (CHI-90002/4/6), French (FRE-90002/4/6/8/10), German (GER-90002/4/6/8/10), Japanese (JAP-90002/4/6), Spanish (SPN -90002/4/6/8/10) or Russian (RUS-90002/4/6)*, British Sign Language (BSL-90002/4) <b>[8]**</b> | 15             | Option        |
| Advanced Business English Communication (ENL-40017)  | 15             | Option        |

The availability of option modules will be determined by demand and staff availability.

### Summer Period (45 credits each):

MAN-40204 Dissertation or

MAN-40315 Applied Dissertation or

MAN-40198 Consultancy Project or  
MAN-40202 Entrepreneurship Project or  
MAN-40200 Placement Project

**Part time route:**

The structure of the year is as follows:

The availability of optional modules will be determined by demand and staff availability. Options are chosen to bring the number of credits taken in each of Semester 1 and Semester 2 up to 30 (part-time).

**Year One Semester One**

| <b>Title</b>  | <b>Credits</b> | <b>Status</b> |
|---|----------------|---------------|
| ACC-40003 Accounting for Decision Making                        | 15             | Compulsory    |
| ACC-40005 International Corporate Governance and Sustainability | 15             | Compulsory    |

**Year One Semester Two**

| <b>Title</b>                                   | <b>Credits</b> | <b>Status</b> |
|--|----------------|---------------|
| ACC-40001 International Financial Reporting    | 15             | Compulsory    |
| ACC-40002 Multinational Accounting and Control | 15             | Compulsory    |

The availability of optional modules will be determined by demand and staff availability.

**Year Two Semester One**

| <b>Title</b>   | <b>Credits</b> | <b>Status</b> |
|--|----------------|---------------|
| ACC-40006 Performance Management   | 15             | Compulsory    |
|  |                |               |
| CHOOSE ONE OF THE FOLLOWING  |                |               |
| MAN-40056 Leadership   | 15             | Option        |
| MAN-40110 International Operations and Supply  | 15             | Option        |
| MAN-40114 International Business Context   | 15             | Option        |
| MAN-40120 Understanding Consumer Behaviour   | 15             | Option        |
| MAN-40128 Marketing Management in the Digital Age  | 15             | Option        |
| ESC-40047 Green IT   | 15             | Option        |
| CSC-40044 System Design and Programming  | 15             | Option        |
| CSC-40039 Cloud Computing  | 15             | Option        |
| Choice of modern language from absolute beginners to advanced level (subject to availability) -<br><br>Mandarin Chinese (CHI-90001/3/5), French (FRE-90001/3/5/7/9), German (GER-90001/3/5/7/9) , Japanese (JAP-90001/3/5), Spanish (SPN -90001/3/5/7/9) or Russian (RUS-90001/3/5), British Sign Language (BSL-90001/3) | 15             | Option        |
| Advanced Business English Communication (ENL-40017)  | 15             | Option        |

## **Year Two Semester Two**

| <b>Title</b>  | <b>Credits</b> | <b>Status</b> |
|---|----------------|---------------|
| MAN-40058 Creativity and Personal Development   | 15             | Compulsory    |
|   |                |               |
| CHOOSE ONE OF THE FOLLOWING   |                |               |
| ACC-40004 Contemporary Issues in Accounting   | 15             | Option        |
| MAN-40118 Contemporary Challenges in Global Business  | 15             | Option        |
| MAN-40018 Entrepreneurship  | 15             | Option        |
| HRM-40044 Strategic HRM   | 15             | Option        |
| HRM-40049 International Human Resources   | 15             | Option        |
| MAN-40036 Strategy and Information Management   | 15             | Option        |
| MAN-40126 Brands and Branding   | 15             | Option        |
| CSC-40046 Web Technologies and Security   | 15             | Option        |
| CSC-40038 Collaborative Application Development   | 15             | Option        |
| Choice of modern language from post-beginners to advanced level (subject to availability)*-<br><br>Mandarin Chinese (CHI-90002/4/6), French (FRE-90002/4/6/8/10), German (GER-90002/4/6/8/10), Japanese (JAP-90002/4/6), Spanish (SPN -90002/4/6/8/10) or Russian (RUS-90002/4/6)*, British Sign Language (BSL-90002/4)** | 15             | Option        |
| Advanced Business English Communication (ENL-40017)   | 15             | Option        |



The availability of optional modules will be determined by demand and staff availability.

**Year 2 Semester 2-3 & 3 (summer period):**

MAN-40129 Research Method (15 credits)

MAN-40204 Dissertation (45 credits) or

MAN-40198 Consultancy Project (45 credits) or

MAN-40202 Entrepreneurship Project (45 credits) or

MAN-40200 Placement Project (45 credits)

---

[1] This module is taught twice a year in an intensive block from weeks 2-6 and is the pre-requisite for CSC-40038; CSC-40039; CSC-40046.

[2] CSC-40044 is the pre-requisite.

[3] Placement on appropriate language level by the Language Centre at the start of the academic year. Please note that absolute beginner's modules are normally only offered in semester 1.

[4] Only available to non-native speakers (who are deemed will benefit from this module) - note this module will only run once during the year. Please check with Language Centre whether it will be in semester one or two

[5] CSC-40044 is the pre-requisite.

[6] CSC-40044 is the pre-requisite.

[7] Placement on appropriate language level by the Language Centre at the start of the academic year. Please note that absolute beginners modules are normally not offered in semester 2

[8] Students successfully completing the BSL 2 or 4 module may also be able to undertake the externally accredited Signature examination.

---

## **Learning Outcomes**

The table below sets out what students learn in the programme and the modules in which that learning takes place. Details of how learning outcomes are assessed through these modules can be found in module specifications.

### ***Level 7***

| <b>Subject Knowledge and Understanding</b>  |   |
|---|---|
| <b>Learning Outcome</b>   | <b>Module in which this is delivered</b>  |
| Demonstrate understanding and analysis of financial and non- financial information relevant to decision making  | Accounting for Decision Making<br>Performance Management<br>International Financial Reporting               |
| Critically evaluate the main theories in new management control tools in multinational companies and across the globe   | Multinational Accounting and Control  |
| Demonstrate critical understanding of the role of financial accounting in providing corporate information to stakeholders, and comprehend their use and limitations | Accounting for Decision Making<br>International Financial Reporting<br>Multinational Accounting and Control |
| Identify and critically analyse the historical origins and evolution of the notions of corporate governance and sustainability                                      | International Corporate Governance and Sustainability   |
| Develop a systematic understanding of corporate, social, environmental responsibilities together with economic, ethical and governance consideration                | International Corporate Governance and Sustainability   |
| Demonstrate knowledge of key issues in accounting and financial management, their relevance and application in the real business environment                        | Accounting for Decision Making  |

| <b>Subject Specific Skills</b>  |   |
|---|---|
| <b>Learning Outcome</b>   | <b>Module in which this is delivered</b>  |
| Develop analytical skills to investigate quantitative business data in decision making  | Accounting for Decision Making<br>Performance Management  |
| Apply Accounting technical and analytical problem-solving methods to a range of problems in a financial management environment                          | Accounting for Decision Making  |
| Analyse, synthesise and critically evaluate contemporary literature in accounting and global financial management                                       | Multinational Accounting and Control  |
| Develop critical skills to analyse, evaluate and interpret research evidence which is based on real- life business data using relevant advanced methods | Dissertation or<br>Applied Dissertation or<br>Consultancy Project or Placement Project or<br>Entrepreneurship Project |

| <b>Key or Transferable Skills (graduate attributes)</b>   |  |
|---|--|
| <b>Learning Outcome</b>   | <b>Module in which this is delivered</b>   |
| Demonstrate effective communication skills and oral presentations   | Dissertation or Applied Dissertation or Placement Project or Entrepreneurship Project  |
| Demonstrate knowledge and understanding of the range of research methods, and researched based knowledge to inform academic and practical analysis of contemporary issues in the field of study | Introduction to Research<br>Research Methods<br>Dissertation or Applied Dissertation or Consultancy Project or Placement Project or Entrepreneurship Project |
| Manage practical project work effectively   | Dissertation or Applied Dissertation or Consultancy Project or Placement Project or Entrepreneurship Project   |

## 8. Final and intermediate awards

|                                 |             |  |
|---------------------------------|-------------|--|
| <b>Master's Degree</b>          | 180 credits | Requires the successful completion of 180 credits including the dissertation, consultancy project, entrepreneurship project or placement project |
| <b>Postgraduate Diploma</b>     | 120 credits | Requires the successful completion of at least 120 taught module credits   |
| <b>Postgraduate Certificate</b> | 60 credits  | Requires the successful completion of at least 60 taught module credits  |

## 9. How is the Programme Assessed?

The wide variety of assessment methods used on this programme at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance. The following list is representative of the variety of assessment methods used on your programme:

- **Unseen closed and open book examinations** in different formats test students' knowledge of principles in accounting and financial management and their ability to apply that knowledge responsibly in understanding global financial markets and matters. Examinations may consist of essay, short answer and/or multiple choice questions.
- **Essays and Assignments**, including those based on case study material, also test the quality and application of subject knowledge. In addition they allow students to demonstrate their ability to carry out basic bibliographic research and to communicate their ideas effectively in writing in an appropriate scholarly style using the Harvard, or recognised alternative, system of referencing.
- **Exercises** test a students' ability to frame and solve analytical and numerical problems. They demonstrate student competence and familiarity with a range of qualitative and quantitative techniques.
- **Class tests** taken either conventionally or online via the Keele Virtual Learning Environment (KLE) assess students' subject knowledge and their ability to apply it to problems in a structured and focused way.
- **Short research papers** test students' knowledge of different research methodologies. They also enable students to demonstrate their ability to formulate research questions and to answer them using an appropriate strategy.
- **Dissertations** test students' ability to undertake independent study, framing a problem, critically evaluating relevant literature including alternative methodologies and methods, applying a clear methodology through to conclusion, and presenting the results in a coherent, logical manner.
- **Consultancy, placement or entrepreneurship projects** test students' ability to develop and apply their skills within the management of organisations and to gain work experience from real business life.

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes. You will also be assessed formatively to enable you to monitor your own progress and to assist staff in

identifying and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments within three working weeks of submission, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

## 10. Accreditation

This programme is accredited by the Association of Chartered Certified Accountants (ACCA). On completion of this award, graduates are exempt from ACCA papers BT, MA, FA & LW. It is also accredited by CIMA with 11/16 exemptions.

## 11. University Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: <http://www.keele.ac.uk/student-agreement/>

If this programme has any exemptions, variations or additions to the University Regulations these will be detailed in an Annex at the end of this document titled 'Programme-specific regulations'.

## 12. What are the typical admission requirements for the Programme?

See the relevant course page on the website for the admission requirements relevant to this programme: <https://www.keele.ac.uk/study/>

All applicants must hold at least a Second-Class Honours degree (2.2) or overseas equivalent in accounting, finance, economics or other business-related subject area. Students who have appropriate professional qualifications or relevant work experience may also be considered. Students with a good 2.2 (55% and above or overseas equivalent) with backgrounds outside of these areas (e.g. History or Pharmacy) may also be considered and are encouraged to contact the Course Director. Those applicants may be interviewed by the Course Director and one of the Accounting Group before making a decision. The University uses a range of relevant selection criteria including academic qualifications, professional experience, evidence of likely commitment to academic study, and an estimate of a candidate's future potential.

Anyone applying from a country where English is not the first language is required to take one of the internationally recognised English language tests such as Academic IELTS or equivalent English language qualification. The minimum entry level is IELTS 6.5 with a minimum of 5.5 in each subtest, or equivalent English language test scores.

For overseas students who do not meet all direct entry requirements, the opportunity to take an intensive pre-MSc programme leading to MSc entry may be offered.

**English for Academic Purposes** - Please note: All new international students entering the university will sit a diagnostic language assessment. Using this assessment, the Language Centre may allocate you to an English language module which will become compulsory. *NB:* students can take an EAP module only with the approval of the English Language Programme Director and are not able to take any other Language modules in the same academic year.

**Recognition of Prior Learning (RPL)** is considered on a case-by-case basis and those interested should contact the Programme Director. It is possible for students to enter the course with advanced standing (or module exemption) based upon the recognition of prior certificated learning (RPCL) or recognition of prior experiential learning (RPEL). The University's guidelines on this can be found here: <https://www.keele.ac.uk/qa/programmesandmodules/recognitionofpriorlearning/>

## 13. How are students supported on the programme?

Support for student learning on the Programme is provided in the following ways:

- Module and tutorial group leaders are responsible for providing support for learning on the modules and in the tutorial groups for which they are responsible. They also give individual feedback on in-course assessments and more general feedback on examinations.
- The Programme Director monitors overall student progress, undertakes progress reviews and provides a general point of contact for students.
- The Programme Director is also responsible for all aspects of programme coordination. They may be consulted on a wide range of issues and, among other things, commonly may be approached to provide a reference for job and other applications.
- The Programme Director acts as first point of contact for students on non-academic issues which may affect their learning and can refer students to a range of specialist health, welfare and financial services coordinated by the University.

- Each student is allocated an Academic Mentor who provides individual student support in accordance with the University guidelines.
- Non-native English-speaking students are offered language classes, facilities and services by the University's Language Centre. Students have access to one-to-one tutorials for individual help and advice and to a wealth of resources for self-study and practice.
- Additional help with University level study skills is available from the Learning Support Officer in Keele Business School.
- All members of teaching staff on the Programme are available to see students during advertised weekly office hours and at other times by appointment.

## 14. Learning Resources

The Programme modules are taught in modern teaching rooms located in the Business School and across the University, all of which are equipped with computers, internet access and electronic whiteboards or projection equipment. Rooms may be arranged either in traditional lecture format or more informally to allow students to work together in small groups. Quantitative modules in the Programme are well-supported via computer laboratories located in the Library and the dedicated multi-functional suite located in the Business School. The multi-functional suite located in the Business School offers additional access to industry-standard data resources, including Bloomberg and Thomson Reuters Eikon and DataStream.

The learning resources available to students on the Programme include:

- The extensive collection of accounting, finance and management related materials relevant to postgraduate study held in the University Library. These materials include books, journals and government publications. Much of this material is also accessible online to Keele students from anywhere in the world with a University username and password.
- The Keele Learning Environment(KLE) which provides easy access to a wide range of learning resources including lecture notes, electronic materials available in a repository maintained by the University Library and other resources -video, audio and text-based-accessible from external providers via the internet.
- Students will have the opportunity to engage with SAGE 50 Accounts software, one of the most popular accounting software packages used in the UK. This will enable them to experience how accounting is actually done in the real world and gain insights into the interface between theory and practice.
- The Bloomberg Professional service is a powerful platform for financial professionals that delivers real-time data and news and contains a wide range of analytical tools for asset valuation and portfolio and risk management. This platform is used by banks and other financial services organisations in their daily operations. Access to Bloomberg is delivered through the dedicated Business School Multi-functional IT suite.
- Thomson Reuters Eikon and Datastream, an industry standard source of financial and business data, is available via a computer-link located in the Multi-functional Suite. This, together with complementary cross-sectional datasets for individuals and households, provides a ready source of information for dissertation and other purposes.

## 15. Additional Costs

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation. We do not anticipate any further costs for this programme.

## 16. Quality management and enhancement

The quality and standards of learning in this programme are subject to a continuous process of monitoring, review and enhancement.

- The School Education Committee is responsible for reviewing and monitoring quality management and enhancement procedures and activities across the School.
- Individual modules and the programme as a whole are reviewed and enhanced every year in the annual programme review which takes place at the end of the academic year.
- The programmes are run in accordance with the University's Quality Assurance procedures and are subject to periodic reviews under the Revalidation process.

Student evaluation of, and feedback on, the quality of learning on every module takes place every year using a variety of different methods:

- The results of student evaluations of all modules are reported to module leaders and reviewed by the Programme Committee as part of annual programme review.
- Findings related to the programme from the annual Postgraduate Taught Experience Survey (PTES), and from regular surveys of the student experience conducted by the University, are subjected to careful analysis and a planned response at programme and School level.
- Feedback received from representatives of students on the programme is considered and acted on at regular meetings of the Student Staff Voice Committee.

The University appoints senior members of academic staff from other universities to act as external examiners on all programmes. They are responsible for:

- Approving examination questions
- Confirming all marks which contribute to a student's degree
- Reviewing and giving advice on the structure and content of the programme and assessment procedures

Information about current external examiner(s) can be found here:

<http://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/>

## 17. The principles of programme design

The programme described in this document has been drawn up with reference to, and in accordance with the guidance set out in, the following documents:

a. UK Quality Code for Higher Education, Quality Assurance Agency for Higher Education:

<http://www.qaa.ac.uk/quality-code>

b. Keele University Regulations and Guidance for Students and Staff: <http://www.keele.ac.uk/regulations>

## Version History

### This document

**Date Approved:** 10 June 2024

### Previous documents

| Version No | Year    | Owner              | Date Approved | Summary of and rationale for changes |
|------------|---------|--------------------|---------------|--------------------------------------|
| 1          | 2023/24 | AIKATERINI KOSKINA | 17 April 2023 |                                      |
| 1.1        | 2022/23 | SHIRLEY GEYI XU    | 20 July 2022  |                                      |
| 1          | 2022/23 | SHIRLEY GEYI XU    | 20 July 2022  |                                      |
| 1          | 2021/22 | SHIRLEY GEYI XU    | 25 March 2022 |                                      |
| 1          | 2020/21 | SHIRLEY GEYI XU    | 25 March 2022 |                                      |