



## Course Specification

<b>A. Course Information</b>				
<b>Final award title(s)</b>	BA (Hons) Accounting and Finance BA (Hons) Accounting and Finance with Placement BA (Hons) Accounting and Finance (with Foundation Year) BA (Hons) Accounting and Finance with Placement (with Foundation Year)			
<b>Intermediate exit award title(s)</b>	BA Accounting and Finance BA Accounting and Finance (with Foundation Year) Dip HE Accounting and Finance Cert HE Accounting			
<b>UCAS Code</b>		<b>Course Code(s)</b>	5702 – FT 5718 – FT with Placement 5873 – with FY 5784 – with FY with Placement 5703 – PT	
	London South Bank University			
<b>School</b>	<input type="checkbox"/> ASC <input type="checkbox"/> ACI <input type="checkbox"/> BEA <input checked="" type="checkbox"/> BUS <input type="checkbox"/> ENG <input type="checkbox"/> HSC <input type="checkbox"/> LSS			
<b>Division</b>	Finance, Economics, Accounting and Analytics			
<b>Course Director</b>	Bim Osunsami			
<b>Delivery site(s) for course(s)</b>	<input checked="" type="checkbox"/> Southwark <input type="checkbox"/> Havering <input checked="" type="checkbox"/> Other: Croydon			
<b>Mode(s) of delivery</b>	<input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time   other please specify			
<b>Length of course/start and finish dates</b>	<b>Mode</b>	<b>Length years</b>	<b>Start - month</b>	<b>Finish - month</b>
	Full time (Southwark)	3	Sep/Jan	July/February
	Full time (Croydon)	3	Sep	July
	Full time [with Foundation Year] (Southwark)	4	Sep/Jan	July/February
	Full time [with Foundation Year] (Croydon)	4	Sep	July
	Full time with placement/ sandwich year (Southwark)	4	Sep/Jan	July/February
	Full time with placement/ sandwich year (Croydon)	4	Sep	July
	Full time with placement/ sandwich year [with Foundation Year] (Southwark)	5	Sep/Jan	July/February
	Full time with placement/ sandwich year [with Foundation Year] (Croydon)	5	Sep	July
	Part time (Southwark)	4	Sep	July

<b>Is this course generally suitable for students on a student sponsored visa?</b>	Please complete the International Office questionnaire Yes Students are advised that the structure/nature of the course is suitable for those on a student visa but other factors will be taken into account before a CAS number is allocated.	
<b>Approval dates:</b>	Course(s) validated	March 2020
	Course Review date	March 2025
	Course specification last updated and signed off	August 2022
<b>Professional, Statutory &amp; Regulatory Body accreditation</b>	<ul style="list-style-type: none"> <li>• Association of Chartered Certified Accountants</li> <li>• Chartered Institute of Management Accountants</li> <li>• Institute of Chartered Accountants in England and Wales</li> <li>• Association of International Accountants</li> <li>• Institute of Financial Accountants</li> </ul>	
<b>Reference points:</b>	Internal	<ul style="list-style-type: none"> <li>• LSBU Corporate Strategy 2020-2025</li> <li>• LSBU Business School Strategy Document for 2019-20</li> <li>• LSBU Academic Regulations for Taught Courses</li> <li>• LSBU Academic Quality and Enhancement Website</li> </ul>
	External	<ul style="list-style-type: none"> <li>• QAA Quality Code for Higher Education 2013</li> <li>• QAA Accounting Benchmark Statement 2019</li> <li>• QAA Finance Benchmark Statement 2019</li> <li>• SEEC Credit Level Descriptors for Higher Education 2021</li> <li>• The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (November 2014)</li> <li>• ACCA, CIMA and ICAEW Syllabi and accreditation schemes current as on date (February 2020).</li> </ul>
<b>B. Course Aims and Features</b>		
<b>Distinctive features of course</b>	<ul style="list-style-type: none"> <li>❖ Supportive learning environment with focus on student success.</li> <li>❖ Strong professional focus, syllabus is focused on future practice.</li> <li>❖ Exemptions from a number of professional accountancy bodies to give students a head start in the profession.</li> <li>❖ Optional placement year in industry to allow students to gain relevant work experience.</li> <li>❖ Support throughout the degree to develop student employability.</li> <li>❖ Advanced final year options to allow students to broaden their study and focus on their interests.</li> <li>❖ Academic preparation for further study such as masters degrees or further professional examinations.</li> </ul>	
<b>Course Aims</b>	The overarching vision of BA (Hons) Accounting and Finance [with Foundation Year] is the creation of a high quality academic programme that provides professional opportunity, in accounting and finance in a business context, to all who can benefit.	

The course aims to ensure that students, from any socio-economic background have an effective route to a career of their choice via an accounting programme that integrates academic, professional and vocational opportunity.

**The Foundation Year aims are to:**

1. Develop academically confident “level 4 ready” students through the provision of a supportive learning environment at Foundation Level that nurtures the development of the theoretical knowledge, and, academic and practical skills necessary to successfully study an LSBU Business School course at undergraduate level.
2. Introduce the student to critical reflection, analytical and problem solving and strategic thinking in a broad context at Foundation Level. Providing support for them to develop entrepreneurial spirit, curiosity, and creativity in preparation for future study on a relevant degree the School of Business.
3. Enhance student employability through the embedding of a cohesive blend of professional and academic skills whilst simultaneously providing explicit career support and making available opportunities for project based learning opportunities in the local community, volunteering, networking and engaging in extra-curricular activities at university and beyond.
4. Deliver a future-fit curriculum at Foundation level that is aligned to the Business School UG curriculum and is responsive to the rapidly-changing needs of the business and enterprise world

The Business Foundation Year provides students with a solid foundation in academic skills and business-related disciplines; instilling knowledge and practical skills that will prepare them for a Business School UG degree and which can add value to any company or organisation.

**BA (Hons) Accounting and Finance aims to:**

1. Develop academically confident graduates through the provision of a supportive learning environment that nurtures understanding of the accounting and finance disciplines, theories and issues.
2. Develop the capacity for independent thought, critical reflection, analytical and problem solving skills, entrepreneurial spirit, academic curiosity, creativity and strategic thinking in a broad business context.
3. Enhance student employability through the embedding of a cohesive blend of professional and academic skills whilst simultaneously providing explicit career support and making available opportunities for placements, internships, volunteering and networking.
4. Deliver a future fit curriculum that is responsive to the rapidly changing needs of the accounting and finance professions.

	<p>5. Optimise professional body exemptions; providing pathways to, or development of, a successful career of choice within the accounting and finance profession, business or academia.</p>
<p><b>Course Learning Outcomes</b></p>	<p>On completion of this course students should be able to:</p> <p><b>Business Foundation Year</b></p> <p>LO1: Identify the main functional areas of business, and explain their relationship with each other, and with the external business environment</p> <p>LO2: Examine the social, legal, cultural and ethical impact of business and management decisions on both the organisation and its environment;</p> <p>LO3: Explore how organisations are managed and developed to meet future needs of stakeholders in a rapidly changing business environment</p> <p>LO4: Evaluate and apply appropriate business models and frameworks to business issues and problems, identifying appropriate sources of data and conduct evidence based business research</p> <p>LO5: Develop and apply, academic and business skills including numerical and statistical methods, academic and business writing, communication and presentation skills</p> <p>LO6: Develop and apply key soft skills including team working, coaching, leadership critical thinking skills, innovation, creativity and enterprise to issues in a business context</p> <p>LO7: Be able to take ownership of their learning journey through effective time management, managing academic work and other commitments;</p> <p>LO8: Be self-aware, sensitive and open to the diversity of people, cultures, beliefs and ethical issues.</p> <p><b>BA (Hons) Accounting and Finance</b></p> <p>LO1 Demonstrate knowledge and understanding of the theory and practice of accounting and finance in the modern business environment.</p> <p>LO2 Apply the principles of accounting, finance and related disciplines in the management of business operations in a range of different contexts.</p> <p>LO3 Analyse and develop solutions to structured and unstructured problems in a broad business context, using innovative and critical thinking, in areas relating to the twin disciplines of accounting and finance.</p> <p>LO4 Interpret relevant accounting, financial, legal and ethical principles, guidelines and regulations, and accurately convey their meaning to a variety of users.</p> <p>LO5 Demonstrate a range of skills that a modern accounting and finance professional is expected to possess, including analytical, numerical,</p>

digital, research, team-working, and oral and written communication skills.

### **C. Teaching and Learning Strategy**

While this course of study embraces a wide range of learning and teaching strategies, the delivery of the BA (Hons) Accounting and Finance [with Foundation Year] is underpinned by several central themes:

1. Learning is an active process benefiting from the engagement of the students, their peers and staff alike; to provide academic challenge through activities such as debate and discussion; through to academic support and guidance. This is achieved through lectures, seminars, and computer labs.
2. Teaching is intellectually driven but always with close reference to the world of work to enhance the delivery of a range of transferable skills. Much of the seminar work involves practical problem-solving using mini case studies replicating real-life business scenarios.
3. Information technology is used where relevant and appropriate to enhance the learning and teaching process. Digital technology such as Panopto lecture capture software is used to increase academic support for students and improve the efficiency of the teaching and assessment processes
4. Skills in the use of industry standard software such as Sage/Xero, Bloomberg and Excel are developed and assessed through various modules of the course.
5. Assessment and feedback, both formative and summative, is designed to be varied, progressive and challenging in its form, and integrated into the curriculum to aid and support learning and the development of skills.
6. Skills needed to enhance independent learning are developed over the course of the programme to ensure that students are prepared to take responsibility for their own personal development and autonomous learning. Self-managed study to supplement and consolidate classroom learning constitutes about 75% of student study hours. These include prescribed reading, reviewing of material covered in the classes, practicing the application of technical knowledge and skills to problem-based exercises, researching and working on coursework assignments, group discussion, blogs and reflective journals. Many of these activities are supported by the virtual learning environment (VLE).
7. Opportunity for accessing learning is available to all students from all socio-economic backgrounds and the teaching team are responsive to the diversity of an individual's learning needs.
8. A variety of experienced academic staff teach on the course, almost all of whom have relevant professional qualifications in addition to academic qualifications. Some teaching staff have considerable industry experience which they bring to the classroom, others are actively engaged in relevant real world research which they use to inform their teaching.

### **D. Assessment**

Formative: Formative assessment activities provide opportunities for developmental feedback and reflective learning and are a key teaching and learning strategy throughout the course to ensure students engage in a process of continuous learning. Workshop and seminar activities and feedback is a key formative assessment method throughout the programme, supported by back up material as provided on the University's VLE.

In class testing is a key formative assessment method at lower levels of the degree; this testing is supported by additional on line tests via the VLE which provide students with automatic feedback on performance. As students progress through the course, in class debate and discussion provides students and staff with an understanding of the knowledge gained and areas of syllabi needing further reinforcement and delivery.

Summative: The types of coursework assessments used are diverse and aim to assess student knowledge and understanding of topic areas in a wider business context.

Examples of the range of assessment types are poster presentations, business advisory reports, academic research reports, group work, Excel spreadsheets, and individual essays.

Examinations are compulsory for all modules that embed professional body exemptions. The examinations incorporate a wide variety of question types and assess a broad range of the syllabi content.

### **E. Academic Regulations**

The University's Academic Regulations apply for this course.

### **F. Entry Requirements**

#### **BA (Hons) Accounting and Finance**

#### **BA (Hons) Accounting and Finance with Placement**

General Entry Conditions:

- A Level BBB or:
- BTEC National Diploma DDM or:
- ACCA: Foundations in Accountancy Intermediate Certificate in Financial and Management Accounting
- ICAEW: Certificate in Finance, Accounting and Business
- AAT level 3 or:
- Equivalent Level 3 qualifications worth 120 UCAS points
- Access to HE qualifications with 24 Distinctions and 21 Merits or:
- Applicants must hold 5 GCSEs A-C including Maths and English, or equivalent (reformed GCSEs grade 4 or above).
- We welcome equivalent qualifications from around the world. English language qualifications
- for international students: IELTS score of 6.0 or Cambridge Proficiency or Advanced Grade C.

#### **BA (Hons) Accounting and Finance [with Foundation Year]**

#### **BA (Hons) Accounting and Finance with Placement [with Foundation Year]**

- A Level DD or:
- BTEC National Diploma MPP or:
- Access to HE qualifications with Pass or:
- Equivalent Level 3 qualifications worth 64 UCAS points.
- Plus 5 GCSEs A-C including English and Maths, or equivalent (reformed GCSEs grade 4 or above)

#### Recognition of other qualifications for direct entry to Level 5:

Direct entrants to Level 5 will be considered for applicants who have successfully completed (or gained exemption from):

- ACCA: Applied Knowledge exams:
  - Accountant in Business (AB)
  - Management Accounting (MA)
  - Financial Accounting (FA)
- ACCA: Diploma in Accounting and Business
- ACCA: Certified Accounting Technician (CAT)
- AAT: Accounting Qualification Level 4
- Recognised Edexcel Higher National Diploma in either accounting; business or finance giving exemption from ACCA Applied Knowledge modules
- Recognised degree giving exemptions from at least ACCA Applied Knowledge modules

Direct entrants to Level 5 will be given guidance on how they may make good any deficiencies in their learning. This will include the provision of syllabi and detailed recommended reading. This will be provided prior to the commencement of the teaching programme. Applicants will be advised as to which exemptions they will be eligible for on entry at Level 5.

#### Recognition of other qualifications for direct entry to Level 6:

Direct entrants to Level 6 will be considered for applicants who have successfully completed (or gained exemption from):

ACCA: Applied Knowledge exams (AB, MA and FA)  
*AND the following three Applied Skills exams – i.e.:*

- Corporate and Business Law (LW)
- Performance Management (PM)
- Taxation (TX)

## G. Course structure(s)

### Course overview

This programme can be studied in the following modes:

#### **BA (Hons) Accounting and Finance**

#### **BA (Hons) Accounting and Finance with Placement**

##### At our Southwark campus

- Full time – 3 Years (with either September or January entry)
- Full time – With Placement – 4 years (with either September or January entry)
- Part time (September entry only) – 8 years

##### At our Croydon campus

- Full time – 3 Years (September entry only)
- Full time – With Placement – 4 years (September entry only)

On each mode students study sixteen 20 credit modules and one 40 credit module, totalling 360 Credits, 120 at Level 4; 120 at Level 5 and 120 at Level 6.

The degree is offered as a three-year full time course and can be taken in the full-time mode as a sandwich course with a work placement year between level 5 and level 6 or via a part-time route. Those students on the full-time degree who do not wish to take the work placement year will progress to final year without placement.

At each level all full-time students study for 120 credits over a traditional academic year. Part-time students can study the course over 8 years. For both full-time and part-time students the options offered are contingent on sufficient student demand. All options may not be available in any one year and new options may be added.

#### **BA (Hons) Accounting and Finance [with Foundation Year]**

#### **BA (Hons) Accounting and Finance with Placement [with Foundation Year]**

##### At our Southwark campus

- Full time – 4 Years (with either September or January entry)
- Full time – With Placement – 5 years (with either September or January entry)

##### At our Croydon campus

- Full time – 4 Years (September entry only)
- Full time – With Placement – 5 years (September entry only)



On each mode students study twenty-two 20 credit modules, totalling 480 Credits, 120 at Level 4; 120 at Level 5 and 120 at Level 6.

The degree is offered as a four-year full-time course and can be taken in the full-time mode as a sandwich course with a work placement year between level 5 and level 6 or via a part-time route. Those students on the full-time degree who do not wish to take the work placement year will progress to final year without placement.

At each level all full-time students study for 120 credits over a traditional academic year. Part-time students can study the course over 8 years. For both full-time and part-time students the options offered are contingent on sufficient student demand. All options may not be available in any one year and new options may be added.

### Placement Year

An optional placement year is available to full-time students at the end of Level 5. The placement year gives students the opportunity to take on relevant responsibility and 'try out' a career path. It enables them to apply appropriate learning from the course into practice, whilst gaining valuable professional experience and improving their employability prospects.

### Student transition between modes of delivery

Movement between modes of delivery requires Head of Division or nominated representative approval.

### BA Honours Accounting and Finance (Full Time, SEPT entry, Southwark or Croydon)

*[Of the 17 modules, 16 are compulsory – there is only 1 optional module, to be chosen at level 6]*

	Semester 1		Semester 2	
<b>Level 4</b>	Finance and the Economy	20 credits	Management and Organisations	20 credits
	The LSBU Discovery Project	20 credits	Data for Decision Making	20 credits
	Elements of Financial Accounting	20 credits	Managerial Accounting	20 credits
<b>Level 5</b>	Managing Business Performance	20 credits	Legal Environment of Business	20 credits
	Taxation Practice	20 credits	Financial Accounting and Reporting	20 credits
	Professional and Digital Skills	20 credits	Finance in a Digital World	20 credits
<b>Level 6</b>	Accounting and Finance Research Project	20 credits	Accounting and Finance Research Project	20 credits
	Corporate Reporting	20 credits	Contemporary Audit: Principles & Practice	20 credits
	Financial Decision Making	20 credits	Option 1*	20 credits

**\* *Optional modules (1 to be chosen from the following list):***

1. Advanced Financial Accounting and Reporting
2. Advanced Taxation
3. Corporate Finance and Risk Management
4. Global Finance and Technology
5. Organisational Risk and Controls
6. Strategic Leadership and Governance
7. Volunteering

### BA Honours Accounting and Finance (Part Time, Sept entry, Southwark only)

	Semester 1		Semester 2	
Year 1	The LSBU Discovery Project (Level 4)	20 credits	Data for Decision Making (Level 4)	20 credits
	Elements of Financial Accounting (Level 4)	20 credits	Managerial Accounting (Level 4)	20 credits
Year 2	Finance and the Economy (Level 4)	20 credits	Management and Organisations (Level 4)	20 credits
	Managing Business Performance (Level 5)	20 credits	Legal Environment of Business (Level 5)	20 credits
	Professional and Digital Skills (Level 5)	20 credits	Financial Accounting and Reporting (Level 5)	20 credits
Year 3	Taxation Practice (Level 5)	20 credits	Finance in a Digital World (Level 5)	20 credits
	Corporate Reporting (Level 6)	20 credits	Option 1 (Level 6 – to be chosen from list)	20 credits
Year 4	Accounting and Finance Research Project	20 credits	Accounting and Finance Research Project	20 credits
	Financial Decision Making (Level 6)	20 credits	Contemporary Audit: Principles & Practice	20 credits

For both full-time and part-time students the options offered are contingent on sufficient student demand. All options may not be available in any one year and new options may be added.

### BA Honours Accounting and Finance (Full Time, Southwark only) JANUARY ENTRY

*[Of the 18 modules, 17 are compulsory – there is only 1 optional module, to be chosen at level 6]*

	Semester 1		Semester 2	
Level 4	Management and Organisations	20 credits	Finance and the Economy	20 credits
	Data for Decision Making	20 credits	The LSBU Discovery Project	20 credits
	Managerial Accounting	20 credits	Elements of Financial Accounting	20 credits
Level 5	Legal Environment of Business	20 credits	Managing Business Performance	20 credits
	Financial Accounting and Reporting	20 credits	Taxation Practice	20 credits
	Finance in a Digital World	20 credits	Professional and Digital Skills	20 credits
Level 6	Accounting and Finance Research Project	20 credits	Accounting and Finance Research Project	20 credits
	Contemporary Audit: Principles & Practice	20 credits	Corporate Reporting	20 credits
	Option 1*	20 credits	Financial Decision Making	20 credits

**\* Optional modules (1 to be chosen from the following list):**

- |  |                                     |
|--|-------------------------------------|
| 1. Advanced Financial Accounting and Reporting | 5. Organisational Risk and Controls |
| 2. Advanced Taxation                           | 6. Global Finance and Technology    |
| 3. Corporate Finance and Risk Management       | 7. Volunteering                     |
| 4. Strategic Leadership and Governance         |                                     |

For both full-time and part-time students the options offered are contingent on sufficient student demand. All options may not be available in any one year and new options may be added.

**BA Honours Accounting and Finance [with Foundation Year] (Full Time, SEPT entry, Southwark or Croydon)**

*[Of the 23 modules, 22 are compulsory – there is only 1 optional module, to be chosen at level 6]*

	Semester 1		Semester 2	
Level 3	Apps and Applications	20 credits	Problem-solving for Business	20 credits
	Academic Development	20 credits	Data-handling for Business & Marketing	20 credits
	Business Communication and Culture	20 credits	Introduction to Accounting and Finance	20 credits
Level 4	Finance and the Economy	20 credits	Management and Organisations	20 credits
	The LSBU Discovery Project	20 credits	Data for Decision Making	20 credits
	Elements of Financial Accounting	20 credits	Managerial Accounting	20 credits
Level 5	Managing Business Performance	20 credits	Legal Environment of Business	20 credits
	Taxation Practice	20 credits	Financial Accounting and Reporting	20 credits
	Professional and Digital Skills	20 credits	Finance in a Digital World	20 credits
Level 6	Accounting and Finance Research Project	20 credits	Accounting and Finance Research Project	20 credits
	Corporate Reporting	20 credits	Contemporary Audit: Principles & Practice	20 credits
	Financial Decision Making	20 credits	Option 1*	20 credits

**\*Optional modules (1 to be chosen from the following list):**

1. Advanced Financial Accounting and Reporting
2. Advanced Taxation
3. Corporate Finance and Risk Management
4. Global Finance and Technology
5. Organisational Risk and Controls
6. Strategic Leadership and Governance
7. Volunteering

**BA Honours Accounting and Finance [with Foundation Year] (Full Time, Southwark only) JANUARY ENTRY**

*[Of the 23 modules, 22 are compulsory – there is only 1 optional module, to be chosen at level 6]*

	Semester 1		Semester 2	
Level 3	Problem-solving for business	20 credits	Apps and Applications	20 credits
	Data-handling for Business & Marketing	20 credits	Academic Development	20 credits
	Introduction to Accounting & Finance	20 credits	Business Communication and Culture	20 credits
Level 4	Management and Organisations	20 credits	Finance and the Economy	20 credits
	Data for Decision Making	20 credits	The LSBU Discovery Project	20 credits
	Managerial Accounting	20 credits	Elements of Financial Accounting	20 credits
Level 5	Legal Environment of Business	20 credits	Managing Business Performance	20 credits
	Financial Accounting and Reporting	20 credits	Taxation Practice	20 credits
	Finance in a Digital World	20 credits	Professional and Digital Skills	20 credits
Level 6	Accounting and Finance Research Project	20 credits	Accounting and Finance Research Project	20 credits

	Contemporary Audit: Principles & Practice	20 credits	Corporate Reporting	20 credits
	Option 1*	20 credits	Financial Decision Making	20 credits

**\* Optional modules (1 to be chosen from the following list):**

1. Advanced Financial Accounting and Reporting
2. Advanced Taxation
3. Corporate Finance and Risk Management
4. Global Finance and Technology
5. Organisational Risk and Controls
6. Strategic Leadership and Governance
7. Volunteering

For both full-time and part-time students the options offered are contingent on sufficient student demand. All options may not be available in any one year and new options may be added.

**Placements information**

Students have the option of a placement year in industry in a role cognate with accounting and finance. As part of that year, they will be given assistance in documenting their experience in a manner that that can later be used to apply for recognition of that placement year by the relevant professional bodies.

Level 5 students seeking placements have a dedicated staff member within the Business School to make them available of opportunities, and to stay in contact with them throughout their placement.

**H. Course Modules**

Module Code	Module Title	Level	Semester	Credit value	Assessment
<b>For degree with Foundation Year Only</b>					
BAE_S_ACD	Academic Development	S	1	20	100% Coursework
BAE_S_APP	Apps and Applications	S	1	20	100% Coursework
BAE_S_BCC	Business Communication and Culture	S	1	20	100% Coursework
BAE_S_PSB	Problem-solving for Business	S	2	20	100% Coursework
BAE_S_DBM	Data-handling for Business & Marketing	S	2	20	100% Coursework
AFE_S_IAF	Introduction to Accounting and Finance	S	2	20	100% Coursework
<b>Level 4</b>					
AFE_4_FEC	Finance and the Economy	4	1	20	100% coursework
BAE_4_LDP	The LSBU Discovery Project	4	1	20	100% coursework
AFE_4_EFA	Elements of Financial Accounting	4	1	20	50% time constrained assignment; 50% exam
MMP_4_MAO	Management & Organisations	4	2	20	100% coursework

BAE_4_DDM	Data for Decision Making	4	2	20	50% time constrained assignment; 50% Excel case study
AFE_4_MAC	Managerial Accounting	4	2	20	50% coursework; 50% exam
<b>Level 5</b>					
AFE_5_MBP	Managing Business Performance	5	1	20	40% coursework; 60% exam
AFE_5_TAP	Taxation Practice	5	1	20	40% coursework; 60% exam
AFE_5_PDS	Professional & Digital Skills	5	1	20	100% coursework
AFE_5_LEB	Legal Environment of Business	5	2	20	40% coursework; 60% exam
AFE_5_FAR	Financial Accounting & Reporting	5	2	20	40% coursework; 60% exam
AFE_5_FDW	Finance in a Digital World	5	2	20	40% coursework; 60% exam
<b>Level 6</b>					
AFE_6_CAP	Contemporary Audit: Principles & Practice	6	1	20	40% coursework; 60% exam
AFE_6_COR	Corporate Reporting	6	1	20	40% coursework; 60% exam
AFE_6_FDM	Financial Decision Making	6	1	20	40% coursework; 60% exam
AFE_6_AFP	Accounting and Finance Research Project	6	1&2	40	100% coursework
AFE_6_AFA	Advanced Financial Accounting & Reporting*	6	2	20	60% coursework; 40% exam
AFE_6_ATA	Advanced Taxation*	6	2	20	60% coursework; 40% exam
AFE_6_CFR	Corporate Finance & Risk Management*	6	2	20	60% coursework; 40% exam
AFE_6-SLG	Strategic Leadership & Governance*	6	2	20	100% coursework
AFE_6_GFT	Global Finance & Technology*	6	2	20	100% coursework
AFE_6_ORI	Organisational Risk and Controls*	6	2	20	60% coursework; 40% exam
BAE_6_VOL	Volunteering*	6	2	20	100% coursework

\*Option modules

### I. Timetable information

The timetable will generally require students to attend classes on three days of the week – however, this may be subject to change due to unavoidable circumstances. The timetable for each semester will be made available before the semester begins.

Outside of classroom hours students are expected to engage in private study and revision, work on their assignments, and also participate in extracurricular activities.

## **J. Costs and financial support**

### **Course related costs**

- Students will be expected to read the prescribed textbooks for all modules on the course. Other learning materials will generally be provided on the VLE site of each module, but hard copies of these materials will not necessarily be provided to students – students desiring hard copies of the online materials will be required to print the materials themselves.

### **Tuition fees/financial support/accommodation and living costs**

- Information on tuition fees/financial support can be found by clicking on the following link - <http://www.lsbu.ac.uk/courses/undergraduate/fees-and-funding> or
- <http://www.lsbu.ac.uk/courses/postgraduate/fees-and-funding>
- Information on living costs and accommodation can be found by clicking the following link- <https://my.lsbu.ac.uk/my/portal/Student-Life-Centre/International-Students/Starting-at-LSBU/#expenses>

### **List of Appendices**

- Appendix A: Curriculum Map
- Appendix B: Educational Framework (undergraduate courses)
- Appendix C: Personal Development Planning (postgraduate courses)
- Appendix D: Terminology

## Appendix A: Curriculum Map

This map provides a design aid to help course teams identify where course outcomes are being developed, taught and assessed within the course. It also provides a checklist for quality assurance purposes and may be used in validation, accreditation and external examining processes. Making the learning outcomes explicit will also help students to monitor their own learning and development as the course progresses. (*Asterisk indicates option modules*)

### Foundation Year

Modules		Course Outcomes							
Module Title	Level	1	2	3	4	5	6	7	8
Apps and Applications	S	TDA					TDA	TDA	TDA
Academic Development	S	TDA				TDA	TDA	TDA	TDA
Business Communications and Culture	S	TDA	TDA	TDA	TDA	TDA	TDA	TDA	TDA
Problem-solving for business	S	TDA	TDA	TDA	TDA	TDA	TDA	TDA	TDA
Data-handling for Business & Marketing	S	TDA	TDA	TDA	TDA	TDA			TDA
Introduction to Accounting and Finance	S	TD	TD	TDA	TDA	TDA		TDA	TDA

**BA (Hons) Accounting and Finance**

Modules			Course outcomes				
Level	Title	Code	LO1	LO2	LO3	LO4	LO5
4	Finance and the Economy	AFE_4_FEC	X	X	X		X
4	The LSBU Discovery Project	BAE_4_LDP			X		X
4	Elements of Financial Accounting	AFE_4_EFA	X	X			X
4	Management & Organisations	MMP_4_MAO			X		X
4	Data for Decision Making	BAE_4_DDM			X		X
4	Managerial Accounting	AFE_4_MAC	X	X	X		X
5	Managing Business Performance	AFE_5_MBP	X	X	X		X
5	Taxation Practice	AFE_5_TAP	X	X		X	X
5	Professional & Digital Skills	AFE_5_PDS	X	X			X
5	Legal Environment of Business	AFE_5_LEB	X	X		X	X
5	Financial Accounting & Reporting	AFE_5_FAR	X	X	X	X	X
5	Finance in a Digital World	AFE_5_FDW	X	X	X		X
6	Contemporary Audit: Principles & Practice	AFE_6_CAP	X	X	X	X	X
6	Corporate Reporting	AFE_6_COR	X	X	X	X	X
6	Financial Decision Making	AFE_6_FDM	X	X	X		X
6	Accounting and Finance Research Project	AFE_6_AFP	X	X	X	X	X
6	Advanced Financial Accounting & Reporting*	AFE_6_AFA	X	X	X	X	X
6	Advanced Taxation*	AFE_6_ATA	X	X		X	X
6	Corporate Finance & Risk Management*	AFE_6_CFR	X	X	X		X
6	Strategic Leadership & Governance*	AFE_6_SLG			X	X	X
6	Global Finance & Technology*	AFE_6_GFT	X		X		X
6	Organisational Risk and Controls*	AFE_6_ORI	X	X	X	X	X
6	Volunteering*	BAE_6_VOL			X	X	X



## Appendix B:

### Embedding the Educational Framework for Undergraduate Courses

The Educational Framework at London South Bank University is a set of principles for curriculum design and the wider student experience that articulate our commitment to the highest standards of academic knowledge and understanding applied to the challenges of the wider world.

The Educational Framework reflects our status as University of the Year for Graduate Employment awarded by *The Times and The Sunday Times Good University Guide 2018* and builds on our 125 year history as a civic university committed to fostering social mobility through employability and enterprise, enabling our students to translate academic achievement into career success.

There are four key characteristics of LSBU's distinctive approach to the undergraduate curriculum and student experience:

- Develop students' professional and vocational skills through application in industry-standard facilities
- Develop our students' graduate attributes, self-awareness and behaviours aligned to our EPIIC values
- Integrate opportunities for students to develop their confidence, skills and networks into the curriculum
- Foster close relationships with employers, industry, and Professional, Statutory and Regulatory Bodies that underpin our provision (including the opportunity for placements, internships and professional opportunities)

The dimensions of the Educational Framework for curriculum design are:

- **informed by employer and industry** needs as well as professional, statutory and regulatory body requirements
- **embedded learning development** for all students to scaffold their learning through the curriculum taking into account the specific writing and thinking requirements of the discipline/profession
- **high impact pedagogies** that enable the development of student professional and vocational learning through application in industry-standard or authentic workplace contexts
- **inclusive teaching, learning and assessment** that enables all students to access and engage the course
- **assessment for learning** that provides timely and formative feedback

All courses should be designed to support these five dimensions of the Educational Framework. Successful embedding of the Educational Framework requires a systematic approach to course design and delivery that conceptualises the student experience of the curriculum as a whole rather than at modular level and promotes the progressive development of understanding over the entire course. It also builds on a well-established evidence base across the sector for the pedagogic and assessment experiences that contribute to high quality learning.

This appendix to the course specification document enables course teams to evidence how their courses meet minimum expectations, at what level where appropriate, as the basis for embedding the Educational Framework in all undergraduate provision at LSBU.

Dimension of the Educational Framework	Minimum expectations and rationale	How this is achieved in the course
Curricula informed by employer and industry need	<p><u>Outcomes focus and professional/employer links</u></p> <p>All LSBU courses will evidence the involvement of external stakeholders in the curriculum design process as well as plan for the participation of employers and/or alumni through guest lectures or Q&amp;A sessions, employer panels, employer-generated case studies or other input of expertise into the delivery of the course provide students with access to current workplace examples and role models. Students should have access to employers and/or alumni in at least one module at level 4.</p>	<p>The BAAF course has always had very strong links to the professional accountancy bodies, and that continues to be the case. The course has a high level of accreditation from five different professional accountancy bodies and is closely mapped to their curricula. Moreover, while planning revalidation of the course, we organised meetings of our Curriculum Advisory Board (CAB) – modifications and refinements to the curriculum have been informed and driven by the deliberations of the CAB, which is composed of industry representatives.</p>
Embedded learning development	<p><u>Support for transition and academic preparedness</u></p> <p>At least two modules at level 4 should include embedded learning development in the curriculum to support student understanding of, and familiarity with, disciplinary ways of thinking and practising (e.g. analytical thinking, academic writing, critical reading, reflection). Where possible, learning development will be normally integrated into content modules rather than as standalone modules. Other level 4 modules should reference and reinforce the learning development to aid in the transfer of learning.</p>	<p>All modules at Levels 5 and 4 are designed to support student transition into Higher Education and academic preparedness.</p> <p>The <b>Academic Development</b> module at Level 5 supports you in your transition into university study and life, ensuring familiarization with academic resources and the development of key study skills</p> <p><b>Problem solving for Business</b> introduces students to the basic concepts of business research</p> <p>The <b>LSBU Discovery Project</b> has a specific focus on learning support and has coaching embedded within it. <b>Finance and the Economy</b> and <b>Management of Organisations</b> encourage learning and reflection on the practise of effective management in the modern business environment. Academic writing is explored across all modules and all modules make cross reference to each other and reinforce learning and development throughout the students’ journey.</p>
High impact pedagogies	<p><u>Group-based learning experiences</u></p>	<p>Each level has at least one element of group coursework.</p>

	<p>The capacity to work effectively in teams enhances learning through working with peers and develops student outcomes, including communication, networking and respect for diversity of perspectives relevant to <b>professionalism</b> and <b>inclusivity</b>. At least one module at level 4 should include an opportunity for group working. Group-based learning can also be linked to assessment at level 4 if appropriate. Consideration should be given to how students are allocated to groups to foster experience of diverse perspectives and values.</p>	<p>At Level 5 students are allocated groups for <b>Business Culture &amp; Communication</b> and <b>Problem Solving for Business</b>.</p> <p>At Level 4 this is embedded within <b>The LSBU Business School Project</b> module and also the specialist Management Accounting module. At level 5 the module <b>Finance in a Digital World</b> has group coursework in addition to completion of Bloomberg Market Concepts Certificate by individual students. At level 6 the module <b>Contemporary Audit</b> requires group work, developing teamworking skills in the context of a professional audit practice.</p>
<p>Inclusive teaching, learning and assessment</p>	<p><u>Accessible materials, resources and activities</u></p> <p>All course materials and resources, including course guides, PowerPoint presentations, handouts and Moodle should be provided in an accessible format. For example, font type and size, layout and colour as well as captioning or transcripts for audio-visual materials. Consideration should also be given to accessibility and the availability of alternative formats for reading lists.</p>	<p>Course materials and resources, including course guides, PowerPoint presentations, handouts, on all modules are provided in an accessible format via Moodle and additionally, in some cases, as hard copies in the classroom. Workshop and seminar activities and feedback are key formative assessment methods throughout the programme - all supported by back up material provided on the University's VLE. Specialist software such as Sage Accounting and Bloomberg are available for students to develop key professional and employability skills.</p>
<p>Assessment for learning</p>	<p><u>Assessment and feedback to support attainment, progression and retention</u></p> <p>Assessment is recognised as a critical point for at risk students as well as integral to the learning of all students. Formative feedback is essential during transition into university. All first semester modules at level 4 should include a formative or low-stakes summative assessment (e.g. low weighted in final outcome for the module) to provide an early opportunity for students to check progress and receive prompt and useable feedback that can feed-forward into future learning and assessment. Assessment and</p>	<p>All modules have both formative and summative feedback at the appropriate level. All modules have formative assessment and feedback throughout delivery. Often feedback is face to face in class feedback from tutors and peers.</p> <p>Students always have the opportunity to use the feedback to feed forward into the final summative assessment.</p>

	feedback communicates high expectations and develops a commitment to <b>excellence</b> .	
High impact pedagogies	<p><u>Research and enquiry experiences</u>  Opportunities for students to undertake small-scale independent enquiry enable students to understand how knowledge is generated and tested in the discipline as well as prepare them to engage in enquiry as a highly sought after outcome of university study. In preparation for an undergraduate dissertation at level 6, courses should provide opportunities for students to develop research skills at level 4 and 5 and should engage with open-ended problems with appropriate support. Research opportunities should build student autonomy and are likely to encourage <b>creativity</b> and problem-solving. Dissemination of student research outcomes, for example via posters, presentations and reports with peer review, should also be considered.</p>	Research enquiry is embedded in the teaching and assessment across the programme. Moreover, learning and application of research methods begins right from the start of the course and continues throughout. The aim is to enable students to see the linkage between theory and practice, and the practical application of accounting and finance concepts in a real world context.
Curricula informed by employer and industry need / Assessment for learning	<p><u>Authentic learning and assessment tasks</u>  Live briefs, projects or equivalent authentic workplace learning experiences and/or assessments enable students, for example, to engage with external clients, develop their understanding through situated and experiential learning in real or simulated workplace contexts and deliver outputs to an agreed specification and deadline. Engagement with live briefs creates the opportunity for the development of student outcomes including <b>excellence, professionalism, integrity</b> and <b>creativity</b>. A live brief is likely to develop research and enquiry skills and can be linked to assessment if appropriate.</p>	The programme of teaching, learning and assessment is informed by the professional accountancy bodies that have accredited the course, thereby keeping the material current and relevant to contemporary practice. The quality of our curriculum and the technical education imparted to our students is reflected in the high success rate of our students in securing sandwich year internships – the NHS in particular selected as many as 15 BAAF students for placements last year, and the figure is likely to exceed that this year.
Inclusive teaching, learning and assessment	<p><u>Course content and teaching methods acknowledge the diversity of the student cohort</u>  An inclusive curriculum incorporates images, examples, case studies and other resources from a broad range of cultural and social views reflecting diversity of the student cohort in terms of, for example, gender, ethnicity, sexuality, religious belief, socio-economic background etc. This commitment to <b>inclusivity</b> enables students to recognise themselves and their experiences in the curriculum as well as</p>	<p>All of our modules are delivered with a commitment to the inclusive curriculum.</p> <p>All case studies, images and resources are drawn upon to reflect the diversity of our cohort. The course has a diverse student cohort, and a team of equally diverse, experienced and empathetic teaching staff have traditionally ensured that the diversity of our student body, our University, and indeed our nation, is</p>

	foster understanding of other viewpoints and identities.	fully recognised in the nature and content of the learning and assessment materials used on the course.
Curricula informed by employer and industry need	<p><u>Work-based learning</u>  Opportunities for learning that is relevant to future employment or undertaken in a workplace setting are fundamental to developing student applied knowledge as well as developing work-relevant student outcomes such as networking, <b>professionalism</b> and <b>integrity</b>. Work-based learning can take the form of work experience, internships or placements as well as, for example, case studies, simulations and role-play in industry-standards settings as relevant to the course. Work-based learning can be linked to assessment if appropriate.</p>	<p>We deliver Applied Character Based education whereby student work on case study, live briefs from employers, they can go on placements or internships. Development of the employability skills expected in a work-ready graduate are integral to the course. Employability and careers advice is embedded throughout the modules via guest speakers and alumni input and also through peer to peer support. All students have the option to take out a one year placement opportunity. This allows the student to gain valuable work experience alongside their degree. As mentioned earlier, BAAF students have been very successful in securing relevant accounting and finance placements.</p>
Embedded learning development	<p><u>Writing in the disciplines: Alternative formats</u>  The development of student awareness, understanding and mastery of the specific thinking and communication practices in the discipline is fundamental to applied subject knowledge. This involves explicitly defining the features of disciplinary thinking and practices, finding opportunities to scaffold student attempts to adopt these ways of thinking and practising and providing opportunities to receive formative feedback on this. A writing in the disciplines approach recognises that writing is not a discrete representation of knowledge but integral to the process of knowing and understanding in the discipline. It is expected that assessment utilises formats that are recognisable and applicable to those working in the profession. For example, project report, presentation, poster, lab or field report, journal or professional article, position paper, case report, handbook, exhibition guide.</p>	<p>Writing in the discipline is embedded throughout the programme and builds from level 4 upwards. Students develop their understanding of Business report writing, client briefs, presenting information in different formats and using different industry standard software. Team working and presentation skills are developed at all levels.</p> <p>Development of critical thinking and report writing skills are integral parts of the assessment across the course's modules. The assessments are tailored to the nature of the different subjects, which introduces a variety of reports, business communications, and presentations.</p>

<p>High impact pedagogies</p>	<p><u>Multi-disciplinary, interdisciplinary or interprofessional group-based learning experiences</u>  Building on experience of group working at level 4, at level 5 students should be provided with the opportunity to work and manage more complex tasks in groups that work across traditional disciplinary and professional boundaries and reflecting interprofessional work-place settings. Learning in multi- or interdisciplinary groups creates the opportunity for the development of student outcomes including <b>inclusivity</b>, communication and networking.</p>	<p>Students have the opportunity to work in our Business Solutions Center, an externally facing consultancy working on cross disciplinary projects with live customer briefs.</p> <p>In addition, they all have the opportunity to take up an internship or placement.</p> <p>All students have the opportunity to work on live briefs supplied by employers.</p>
<p>Assessment for learning</p>	<p><u>Variation of assessment</u>  An inclusive approach to curriculum recognises diversity and seeks to create a learning environment that enables equal opportunities for learning for all students and does not give those with a particular prior qualification (e.g. A-level or BTEC) an advantage or disadvantage. An holistic assessment strategy should provide opportunities for all students to be able to demonstrate achievement of learning outcomes in different ways throughout the course. This may be by offering alternative assessment tasks at the same assessment point, for example either a written or oral assessment, or by offering a range of different assessment tasks across the curriculum.</p>	<p>Modules are assessed using a wide variety of methodologies, these include:</p> <ul style="list-style-type: none"> <li>• Group work</li> <li>• Individual work</li> <li>• Presentations</li> <li>• Report</li> <li>• Reflection</li> <li>• Spreadsheet</li> <li>• Examination</li> <li>• Test</li> </ul> <p>Most course works are built around case study and alternative assessments are made available where necessary.</p> <p>A mix of assessments are used at each level and on each programme and are appropriate to each discipline. Some are guided by professional body requirements.</p>
<p>Curricula informed by employer and industry need</p>	<p><u>Career management skills</u>  Courses should provide support for the development of career management skills that enable student to be familiar with and understand relevant industries or professions, be able to build on work-related learning opportunities, understand the role of self-appraisal and planning for lifelong learning in career development, develop resilience and manage the career building process. This should be designed to</p>	<p>Development of the employability skills expected in a work-ready graduate are integral to the course. Employability and careers advice is embedded throughout the modules via guest speakers, visits from professional body representatives, and alumni input. We run a series of extracurricular activities focusing on enhancement of student employability, designed in partnership with employers,</p>

	<p>inform the development of <b>excellence</b> and <b>professionalism</b>.</p>	<p>professional bodies, our LSBU careers department and LSBU societies and the Enterprise Centre. Core values of students are explored at Level 4, enabling them to consider careers that give them happiness and satisfaction and that align to who they are and what they want to be, how they want to live their lives. At level 5 all students take an employability module “Professional and Digital Skills”, in which they receive guidance on the job market, CVs, on line profile, social media, interviews, elevator pitching industries, professionals, entrepreneurs, networking, assessment centers.</p> <p>This is supported by industry and professional body guest lectures and alumni.</p> <p>We run a series of extra curricular events and workshops to support and run our annual employability day which all students can engage in, culminating in an alumni networking session.</p>
<p>Curricula informed by employer and industry need / Assessment for learning / High impact pedagogies</p>	<p><u>Relevant curriculum content</u> The design of the curriculum and the assessment of learning outcomes are aligned with feedback and advice from employers. The content reflects currently relevant topics and the assessment aims to prepare students for common types of tasks they are required to perform in the workplace, such as giving presentations and writing analytical reports.</p>	<p>The BAAF course has always been very closely mapped to the current syllabi of the professional accountancy bodies. Moreover, while planning revalidation of the course, we organised meetings of our Curriculum Advisory Board (CAB) – modifications and refinements to the curriculum have been informed and driven by the deliberations of the CAB, which is composed of industry representatives. The content of the course is thereby kept up to date and current. In this revalidation, for example, we have introduced significant new content on Fintech and contemporary developments in digital technology in the area of accounting and finance.</p>

## Appendix C: Terminology

[Please provide a selection of definitions according to your own course and context to help prospective students who may not be familiar with terms used in higher education. Some examples are listed below]

<b>awarding body</b>	a UK higher education provider (typically a university) with the power to award higher education qualifications such as degrees
<b>bursary</b>	a financial award made to students to support their studies; sometimes used interchangeably with 'scholarship'
<b>collaborative provision</b>	a formal arrangement between a degree-awarding body and a partner organisation, allowing for the latter to provide higher education on behalf of the former
<b>compulsory module</b>	a module that students are required to take
<b>contact hours</b>	the time allocated to direct contact between a student and a member of staff through, for example, timetabled lectures, seminars and tutorials
<b>coursework</b>	student work that contributes towards the final result but is not assessed by written examination
<b>current students</b>	students enrolled on a course who have not yet completed their studies or been awarded their qualification
<b>delivery organisation</b>	an organisation that delivers learning opportunities on behalf of a degree-awarding body
<b>distance-learning course</b>	a course of study that does not involve face-to-face contact between students and tutors
<b>extracurricular</b>	activities undertaken by students outside their studies
<b>feedback (on assessment)</b>	advice to students following their completion of a piece of assessed or examined work
<b>formative assessment</b>	a type of assessment designed to help students learn more effectively, to progress in their studies and to prepare for summative assessment; formative assessment does not contribute to the final mark, grade or class of degree awarded to students



<b>higher education provider</b>	organisations that deliver higher education
<b>independent learning</b>	learning that occurs outside the classroom that might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of assessment tasks, or revision
<b>intensity of study</b>	the time taken to complete a part-time course compared to the equivalent full-time version: for example, half-time study would equate to 0.5 intensity of study
<b>lecture</b>	a presentation or talk on a particular topic; in general lectures involve larger groups of students than seminars and tutorials
<b>learning zone</b>	a flexible student space that supports independent and social learning
<b>material information</b>	information students need to make an informed decision, such as about what and where to study
<b>mode of study</b>	different ways of studying, such as full-time, part-time, e-learning or work-based learning
<b>modular course</b>	a course delivered using modules
<b>module</b>	a self-contained, formally structured unit of study, with a coherent and explicit set of learning outcomes and assessment criteria; some providers use the word 'course' or 'course unit' to refer to individual modules
<b>national teaching fellowship</b>	a national award for individuals who have made an outstanding impact on student learning and the teaching profession
<b>navigability (of websites)</b>	the ease with which users can obtain the information they require from a website
<b>optional module</b>	a module or course unit that students choose to take
<b>performance (examinations)</b>	a type of examination used in performance-based subjects such as drama and music
<b>professional body</b>	an organisation that oversees the activities of a particular profession and represents the interests of its members
<b>prospective student</b>	those applying or considering applying for any programme, at any level and employing any mode of study, with a higher education provider

<b>regulated course</b>	a course that is regulated by a regulatory body
<b>regulatory body</b>	an organisation recognised by government as being responsible for the regulation or approval of a particular range of issues and activities
<b>scholarship</b>	a type of bursary that recognises academic achievement and potential, and which is sometimes used interchangeably with 'bursary'
<b>semester</b>	either of the parts of an academic year that is divided into two for purposes of teaching and assessment (in contrast to division into terms)
<b>seminar</b>	seminars generally involve smaller numbers than lectures and enable students to engage in discussion of a particular topic and/or to explore it in more detail than might be covered in a lecture
<b>summative assessment</b>	formal assessment of students' work, contributing to the final result
<b>term</b>	any of the parts of an academic year that is divided into three or more for purposes of teaching and assessment (in contrast to division into semesters)
<b>total study time</b>	the total time required to study a module, unit or course, including all class contact, independent learning, revision and assessment
<b>tutorial</b>	one-to-one or small group supervision, feedback or detailed discussion on a particular topic or project
<b>work/study placement</b>	a planned period of experience outside the institution (for example, in a workplace or at another higher education institution) to help students develop particular skills, knowledge or understanding as part of their course
<b>workload</b>	see 'total study time'
<b>written examination</b>	a question or set of questions relating to a particular area of study to which candidates write answers usually (but not always) under timed conditions