

Course Information Document: Undergraduate

For students starting in Academic Year 2018/2019

1. Course Summary

Names of programme(s) and award title(s)	BA (Hons) Accounting, Finance and International Business BA (Hons) Accounting, Finance and International Business with Placement Year BA (Hons) Accounting, Finance and International Business with International Year (see Annex A for details)
Award type	Single Honours
Mode of study	Full time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 6
Duration	3 years 4 years with either the Placement Year or International Year between years 2 and 3
Location of study	Keele University – main campus
Accreditation (if applicable)	This programme is accredited by: ACCA, CIMA and CIPFA – for further details see section 12
Regulator	Higher Education Funding Council for England (HEFCE)
Tuition Fees	<p>UK/EU students: Fee for 2018/19 is £9,250*</p> <p>International students: Fee for 2018/19 is £14,000**</p> <p>The fee for the international year abroad is calculated at 15% of the standard year fee</p> <p>The fee for the placement year is calculated at 20% of the standard year fee</p>
Additional Costs	Refer to section 15

* These fees are regulated by Government. We reserve the right to increase fees in subsequent years of study in response to changes in government policy and/or changes to the law. If permitted by such change in policy or law, we may increase your fees by an inflationary amount or such other measure as required by government policy or the law. Please refer to the accompanying Student Terms & Conditions. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

** 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/>

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.

2. What is a Single Honours programme?

The Single Honours programme described in this document allows you to focus on Accounting, Finance and International Business. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules outside Accounting, Finance and International Business, in other disciplines and in modern foreign languages as part of a 360-credit Honours degree. Thus, it enables you to gain, and be able to demonstrate, a distinctive range of graduate attributes.

Accounting, Finance and International Business at Keele is offered as a three-year single honours degree. The programme is also offered as a four-year, with placement year, degree programme and as a four-year with international year, degree programme. All three pathways will lead to a qualification of BA Accounting, Finance and International Business. Students taking the four-year placement programme gain a BA in Accounting, Finance and International Business 'with placement year'. Students taking the four-year international year programme gain a BA in Accounting, Finance and International Business 'with international year'.

3. Overview of the Programme

The Accounting, Finance and International Business Programme is a Single Honours Degree that enables students to specialise in accountancy and finance within the broader context of international business. Whilst Accounting, Finance and International Business are strongly vocational subjects, they draw upon principles from a range of social sciences, including economics, law and management; as well as subjects such as mathematics and computing. This degree program provides essential knowledge for the understanding of business behaviour, strategy and corporate performance across international boundaries. The programme is designed to provide a broad undergraduate education but will be especially useful for students seeking a rewarding career in accountancy, finance or management within an international context.

The Accounting, Finance and International Business Single Honours is taught by academics across disciplines within the Keele Management School. The strength of the Accounting, Finance and International Business course at Keele University is that it offers students the opportunity to gain a firm grounding in accountancy and finance with an international focus, whilst allowing them to tailor their studies to their individual requirements through a series of options offered within the School, Faculty and across the University. As well as developing subject specific skills, this programme will equip students with a wide range of transferable skills enabling them to undertake research, work independently or in a group, manage their time efficiently, interpret and evaluate information and develop their communication and writing skills. All these skills are highly valued by prospective employers. The programme is academically rigorous, and delivered in a supportive but challenging learning environment that provides sound foundations that enables students to acquire a range of skills that are highly relevant for either subsequent careers or further study.

The four-year Placement option provides students with the enhanced opportunity to undertake a year-long professionally focused placement (minimum 30 weeks full-time (1,050 hours) or equivalent) between Levels 5 and 6 of their degree programme in a sector relevant to their degree. Students will gain substantial experience of a professional working environment relevant to their future career aspirations allowing for familiarisation of professional practice, enhanced skill development, and reflection upon programme content.

This programme can be enhanced through taking the four-year option with an International Year Abroad, where students get the opportunity to study at a partner university in another country. Alternatively, students can choose to take the four-year Placement option where students undertake a year-long professionally focused placement (minimum 30 weeks full-time (1,050 hours) or equivalent) between Levels 5 and 6 of their degree programme in a sector relevant to their degree.

4. Aims of the Programme

The broad aims of the programme are to enable you to:

- Acquire knowledge and understanding of the design, operation and validation of accounting and financial systems and how they are affected by individuals, organisations, markets and society.
- Become familiar with the main structures and functions of international organisations and their operations in diverse markets.
- Develop a critical awareness of current issues in accounting and finance including their practical implementation in global context.
- Develop an understanding of professional practice in the area of accountancy and financial management and international business.
- Acquire an understanding of how international businesses respond to changing external and internal developments affecting the business environment.
- Demonstrate a knowledge of the main quantitative methods of research in finance and accounting and the ability to use professional software tools for the analysis of real business data.
- Have the capability to undertake and report on your own research using relevant accounting, finance and international business concepts and methods in a well-balanced and concise manner, exercising appropriate levels of scholarship.
- Develop the knowledge and skills to develop independence and self-confidence in your work and the ability to cooperate with others.

5. 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 knowledge and understanding of:

- The key accounting, finance and international business concepts and their applications within the wider context of international business.
- A variety of theory-based and model-based analytical methods in accounting and finance.
- Local and international organisations, the external environment in which they operate and how they are managed.
- Conceptual and theoretical foundations of modern accounting and finance in an international context.
- Issues affecting the local and global business environment such as globalisation itself, innovation, corporate social responsibility and diversity.
- Markets and the agents that operate in markets, organisations, the people they employ and their operations, business policy and strategies.

Subject specific skills

Successful students will be able to:

- Utilise and conduct critical analysis of a variety of theory-based and model-based methods and procedures in accounting and finance.
- Read and interpret financial information.
- Utilise a variety of theories to analyse developments in the world of international business and the management of national and multinational organisations.
- Utilise different methods of communicating ideas, including written, verbal, graphical, mathematical and

econometric in accounting, finance and International business.

- Apply logical analysis of induction and deduction to forming and applying assumption-based models in accounting and finance.
- Apply logical reasoning based on knowledge of business and management to a variety of theoretical and applied topics.
- Make non-trivial and independent use of professional software tools.

Key or transferable skills (including employability skills)

Successful students will be able to:

- Communicate and make effective oral presentations.
- Work effectively both as an individual and as part of a group or a team, recognising and respecting the viewpoints of others.
- Work with numerical data from a wide range of sources.
- Work effectively with information technology.
- Demonstrate effective skills in problem-solving.
- Demonstrate and sustain effective approaches to learning and study, including time management, flexibility, creativity and intellectual integrity.

6. How is the Programme taught?

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

- **Traditional lectures** accompanied by suggested reading for independent study, intended to provide a core framework of subject knowledge on which a systematic understanding of major principles can be built. Some lecture classes may feature activities such as mock auctions, quizzes that involve voting, or other interactive activities.
- **Tutor-led seminars** where students contribute to or lead a discussion on key topics or make a presentation on a specific point so as to develop critical thinking and permit the reflective individual expression of that core understanding.
- **Problem-based tutorials** (often based on scenarios rooted in the real world) in which students are expected to offer answers or solutions to previously provided problems but which also offer opportunity for students to direct specific questions to tutors and develop better understanding of the issues in question. These tutorials enable students to acquire and refine key accounting skills.
- **Practical, computer laboratory based classes** where students acquire the hands-on skills associated with describing, analysing and interpreting business data.
- **Directed independent study** where students are referred to specific materials or asked to research and find information independently, which may extend to undertaking an independent research project under the supervision of an experienced tutor. Other opportunities for directed independent study are available in our computer laboratories which are equipped with Bloomberg information terminals and Sage accounting software allowing students to interact with real world data and situations
- Students may undertake **Web-based self-study** exercises using the University's virtual learning environment (KLE). The KLE gives students easy access to a wide range of resources and research tools and permits the use of online discussion, quizzes and 'blogs' in teaching and learning whilst permitting students to develop improved IT knowledge.
- In addition, students who complete the placement programme will conduct a skills audit in relation to their 'fit' to sector skill demands, whilst critically evaluating their learning from the placement context.

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 Personal Tutors 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 are the main conduit for the dissemination of subject-based material and lecture-based teaching promotes the associated Learning Outcomes.
- Tutor-led seminars aim to develop students' analytical and critical thinking, give opportunities for problem-solving, presentations and the conduct of teamwork and as such contribute towards the fulfilment of a variety of Learning Outcomes related to subject knowledge, subject-related-skills and generic skill development.
- Problem-based tutorials (often based on scenarios rooted in the real world) in which students are expected to offer answers or solutions to previously provided problems but which also offer opportunity for students to direct specific questions to tutors and develop better understanding of the issues in question. These tutorials enable students to acquire and refine key accounting skills.
- Computer-based classes (e.g. those held in the Bloomberg terminals) enable students to acquire (subject-related and generic) skills associated with collecting, analysing and interpreting business data.
- Directed independent study in own time, making use of a variety of resources such as own library, library facilities, the University's virtual learning environment (KLE) the wider Internet, promotes subject knowledge; subject-related skills such as analytical thinking and problem solving; and generic skills such as self-management, the conduct of independent scholarly and research work, and IT literacy.
- A variety of methods of assessment develop students' ability to express themselves in a scholarly manner, fluently, confidently and in a variety of ways (orally and in writing).
- In addition, students who complete the placement programme will further their subject knowledge and a variety of skills, including self-management, versatility and adaptability in a new environment.

7. Teaching Staff

Currently Keele Management School comprises of 48 full time academic staff members – professors, lecturers and teaching fellows. Most staff members have teaching qualifications and those that do not are actively working to attain them. A number of staff have PhD qualifications and a number have professional qualifications such as in accountancy. All members of staff seek to ensure that module content represents up to date standards and legislation and reflects current relevant research, including the results of their own research.

The school maintains a strong commitment to excellence and innovation in teaching and research. Teaching is informed by research with teaching staff presenting and publishing academic papers at national and international conferences, in books and in internationally ranked journals.

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.

8. What is the Structure of the Programme?

The academic year runs from September to June and is divided into two semesters. The number of weeks of teaching will vary from course to course, but you can generally expect to attend scheduled teaching sessions between the end of September and mid-December, and from mid-January to the end of April.

Our degree courses are organised into modules. Each module is usually a self-contained unit of study and each is usually assessed separately with the award of credits on the basis of 1 credit = 10 hours of student effort. An outline of the structure of the programme is provided in the tables below.

There are three types of module delivered as part of your programme. They are:

- Compulsory modules – a module that you are required to study on this course;
- Optional modules – these allow you some limited choice of what to study from a list of modules;
- Elective modules – a free choice of modules that count towards the overall credit requirement but not the number of subject-related credits.

A summary of the credit requirements per year is as follows, with a minimum of 90 subject credits (compulsory plus optional) required for each year.

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
1	75	15	45	0	30
2	90	0	30	0	30
3	75	15	45	0	30

Module lists

Year 1 (Level 4)

Compulsory modules	Credits	Optional modules	Credits
SEMESTER ONE		SEMESTER ONE	
Accounting Principles MAN-10015*	15	<i>Choose a minimum of ONE from the following:</i>	
Global Business Environments MAN-10022	15	Quantitative Methods 1 ECO-10026 ^{1*}	15
		The British and Global Economy ECO-10025*	15
		Management in Context MAN-10018 ²	15
		Business Law LAW-10027*	15
		Introductory Microeconomics ECO-10028*	15
		Academic English for Business Students (Part 1) ENL-90003 ³	15
SEMESTER TWO		SEMESTER TWO	
Introduction to International Business MAN-10023	15	Introductory Macroeconomics ECO-10029	15
Financial Accounting MAN-10024 ^{4*}	15	Quantitative Methods 2 ECO-10027* ⁵	15
Economics of Financial Markets ECO-10017*	15	Multinational Enterprise Business Perspectives MAN-10026 ⁶	15
		Foundations of Human Resource Management HRM-10007	15

Notes:

(*) counts towards accreditation/exemptions see annex 2

- (1) Compulsory for those without A Level Maths (or equivalent). Students with A Level Maths or equivalent are unable to take this module.
- (2) Need to choose this elective if you wish to take Social Enterprise and Alternative Organising (MAN-20093) at level 5.
- (3) Open only to non-native speakers of English and successful completion of ENL-10031 (EAP 1) with a score of over 60%, or ENL-90006 (EAP 2), or equivalent or by recommendation of the Language Centre. Cannot be taken with other English Language module (ENL- module) in the same academic year
- (4) Prerequisite Accounting Principles (MAN-10015)
- (5) Need to choose this module if you wish to take Statistics with Bloomberg (ECO-20049) and/or Introductory Econometrics (ECO-20042) at level 5.

- (6) Multinational Enterprise Business Perspectives (MAN-10026), recommended for those wishing to take a Placement Year

Year 2 (Level 5)

Compulsory modules	Credits	Optional modules	Credits
SEMESTER ONE		SEMESTER ONE	
Managing in the Multinational Corporation MAN-20084	15	Taxation MAN-20054*	15
Cost and Management Accounting MAN-20049 ¹ *	15	Professional Development MAN-20090 ²	15
Asset Pricing ECO-20041	15	Business Ethics MAN-20091	15
		Organisational Behaviour MAN-20055	15
		Banking ECO-20045	15
		Statistics with Bloomberg ECO-20049 ³	15
		Academic English for Business Students (Part 1) ENL-90003 ⁴	15
		Academic English for Business Students (Part 2) ENL-90004 ⁵	15
SEMESTER TWO		SEMESTER TWO	
Intermediate Financial Accounting MAN-20051*	15	Operations and Quality Management MAN-20053	15
International Supply Chain Management MAN-20083	15	Corporate Governance and Social Responsibility MAN-20082*	15
Portfolio Choice ECO-20044	15	Introduction to Econometrics ECO-20042 ⁶ *	15
		Social Enterprise and Alternative Organising MAN-20093 ⁷	15

Notes:

* counts towards accreditation/exemptions, see annex 2.

- (1) Prerequisite Accounting Principles (MAN-10015)
- (2) Recommended for those wishing to take the Placement Year
- (3) Required if you wish to take Introduction to Econometrics (ECO-20042) at level 5
- (4) Open only to non-native speakers of English and successful completion of ENL-10031 (EAP 1) with a score of over 60%, or ENL-90006 (EAP 2), or equivalent or by recommendation of the Language Centre. Cannot be taken with other English Language module (ENL- module) in the same academic year.
- (5) Open only to non-native speakers of English after successful completion of Academic English for Business 1 (AEB1) with a score of under 60% or equivalent. Cannot be taken with other English Language module (ENL- module) in the same academic year
- (6) Prerequisite Statistics with Bloomberg (ECO-20049) AND Quantitative Methods 2 (ECO-10027). Required if you wish to take Data Analysis ISP (ECO-30051) at level 6.
- (7) Prerequisite Management in Context (MAN-10018)

Year 3 (Level 6)

Compulsory modules	Credits	Optional modules	Credits
SEMESTER ONE		SEMESTER ONE	
Management Accounting MAN-30045*	15	Business Strategy MAN-30048	15
Advanced Financial Reporting MAN-30041*	15	Comparative Business Cultures MAN-30056	15
Corporate Finance ECO-30038	15	Business in Emerging Economies MAN-30066	15
		SME Live Project MAN-30072	15

		Academic English for Business Students (Part 2) ENL-90004 ¹	15
		Advanced Business English Communication ENL -90005 ²	15
SEMESTER TWO		SEMESTER TWO	
The Audit Framework MAN-30039*	15	<i>Choose a minimum of ONE from the following</i>	
International Business Strategies MAN-30055	15	Analysing Company Performance ISP MAN-30064	15
		Data Analysis ISP ECO-30051 ³	15
		<i>Options (no minimum required)</i>	
		International Finance ECO-30037	15
		Managing International Projects MAN-30065	15
		Advanced Management Accounting MAN-30046*	15

Notes:

* counts towards accreditation/exemptions see annex 2

- (1) Open only to non-native speakers of English and successful completion of ENL-10031 (EAP 1) with a score of over 60%, or ENL-90006 (EAP 2), or equivalent or by recommendation of the Language Centre. Cannot be taken with other English Language module (ENL- module) in the same academic year.
- (2) Open only to non-native speakers of English after successful completion of Academic English for Business 1 (AEB1) with a score of under 60% or equivalent. Cannot be taken with other English Language module (ENL- module) in the same academic year.
- (3) Prerequisite Introduction to Econometrics (ECO-20042).

Students may choose to study elective modules which are offered as part of other programmes in the Faculty of Humanities and Social Sciences and across the University. These include:

- Modules in other subjects closely related to Accounting, Finance and International Business
- Modules in other subjects in which they may have a particular interest
- Modules designed to help students for whom it is not their first language to improve their use of English for Academic Purposes
- Modern foreign languages modules at different levels in French, German, Spanish, Russian, Japanese and Chinese (Mandarin)
- Modules related to the development of graduate attributes, student volunteering, and studying abroad as part of the University's exchange programme

For further information on the content of modules currently offered, including the list of elective modules, please visit: www.keele.ac.uk/recordsandexams/az

9. Final and intermediate awards

Credits required for each level of academic award are as follows:

Honours Degree	360 credits	You will require at least 120 credits at levels 4, 5 and 6 You must accumulate at least 270 credits in Accounting, Finance and International Business (out of 360 credits overall), with at least 90 credits in each of the three years of study, to graduate with a named single honours degree in Accounting, Finance and International Business.
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Diploma in Higher Education	240 credits	You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher
Certificate in Higher Education	120 credits	You will require at least 120 credits at level 4 or higher

Accounting, Finance and International Business with International Year: in addition to the above students must pass a non-credit bearing module covering the international year in order to graduate with a named degree in Accounting, Finance and International Business with international year. Students who do not complete, or fail the international year, will be transferred to the three-year Accounting, Finance and International Business programme.

Accounting, Finance and International Business with Placement Year: in addition to the above students must pass a non-credit bearing module covering the placement year in order to graduate with a named degree in Accounting, Finance and International Business with placement year. Students who do not complete, or fail the placement year, will be transferred to the three-year Accounting, Finance and International Business programme.

10. How is the Programme assessed?

The wide variety of assessment methods used within Accounting, Finance and International Business 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 within Accounting and Finance:

- **Essays** including those based on case study material, test the quality and application of subject knowledge. In addition, they allow you to demonstrate your ability to carry out basic bibliographic research and to communicate your ideas effectively in writing in an appropriate scholarly style using the Harvard system of referencing. Essays may be individual or based on working in a group and may also include a computational aspect
- **Class tests** taken either conventionally or online via the Keele Learning Environment (KLE) as Computer based tests assess your subject knowledge and your ability to apply it in a more structured and focused way compared to essays
- **Final examinations**, in different formats, test your knowledge and understanding of the module. Examinations may consist of essay, short answer, multiple choice questions and computational answers depending on the module
- **Individual report**, where you produce a document that sets out your response to the task, including your recommendations and conclusions
- **Group report**, where you collaborate with a group of fellow students and produce a document that sets out the response to the task, including the recommendations and conclusions
- **Group presentation**, where you collaborate with a group of fellow students and present your findings to other students on the module and the module tutor
- **Portfolios** where you assemble pieces of work to demonstrate your engagement with and understanding of a topic, either individually or in a group
- **Work Placement** reflection on work placement activity and development of employability skills

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.

11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to undertake during this programme. The data is compiled based on module choices and learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

Undergraduate courses at Keele contain an element of module choice; therefore, individual students will experience a different mix of contact time and assessment types dependent upon their own individual choice of modules. The figures below are an example of activities that a student may expect on your chosen course by year/stage of study. Contact time includes scheduled activities such as: lecture, seminar, tutorial, project supervision, demonstration, practical classes and labs, supervised time in labs/workshop, fieldwork and external visits. The figures are based on 1,200 hours of student effort each year for full-time students.

Activity	Year 1 (Level 4)	Year 2 (Level 5)	Placement Year	Year 3 (Level 6)
Scheduled learning and teaching activities	18%	17%	0%	16%
Guided independent Study	81%	83%	0%	84%
Placements	0%	0%	100%	0%

12. Accreditation

This programme is accredited by the Association of Chartered Certified Accountants (ACCA), the Chartered Institute of Management Accountants (CIMA) and the Chartered Institute of Public Finance and Accountancy (CIPFA) and offers number of important exemptions from professional exams. Please note the following:

Module Selection: Students should note that to be awarded the above accreditations they must select to study and pass the modules as shown in the table provided in Annex B. If not all modules are passed then exemptions may be reduced. In the case of CIMA exemptions it should be noted that a minimum mark of 35% must be obtained on all assessments for a module (as well as an overall module mark of 40% minimum) otherwise exemptions may be restricted.

Study abroad: Because studying abroad has potential implications for the above accreditations of the Accounting, Finance and International Business Single Honours degree, students wishing to Study Abroad must discuss this in advance with the Keele Management School 'Study Abroad tutor' to identify and agree whether any supplementary teaching will be required to ensure their eligibility for these accreditations.

13. 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/>

Course Regulations

A student who has completed a semester abroad will not normally be eligible to transfer onto the International Year option.

A student is not allowed to study both the International Year option and the Placement Year option.

14. Other learning opportunities

Study abroad (semester)

Students on the Accounting, Finance and International Business programme have the potential opportunity to spend a semester abroad in their second year studying at one of Keele's international partner universities. Because studying abroad (semester abroad) has potential implications for the above accreditations of the Accounting, Finance and International Business Single Honours degree students wishing to Study Abroad must discuss this in advance with the Keele Management School 'Study Abroad tutor' to identify and agree whether any supplementary teaching will be required to ensure their eligibility for these accreditations.

Exactly which countries are available depends on the student's choice of degree subjects. An indicative list of countries is on the website (<http://www.keele.ac.uk/studyabroad/partneruniversities/>); however this does not guarantee the availability of study in a specific country as this is subject to the University's application process for studying abroad.

Study Abroad (International Year)

A summary of the International Year, which is a potential option for students after completion of year 2 (Level 5), is provided at Annex A.

Placement Year

Students have the opportunity to apply directly for the 4-year Accounting, Finance and International Business with Placement Year degree programme or to transfer onto the 4-year degree programme at the end of Year-1 and in Year-2 at the end of Semester 1. Students who are initially registered for the 4-year degree programme may transfer onto the 3-year degree programme at any point in time, prior to undertaking their year-long placement. To be eligible for the placement year, students must have a good University attendance record. They must also have passed all Year 1 modules with an overall module average of $\geq 60\%$. Students must have met the progression requirements to proceed to their final year of study prior to commencing a placement.

Students wishing to take the placement year should meet with the Programme Director to obtain their signature to confirm agreement before they will be allowed to commence their placement.

International students who require a Tier 4 visa must check with the Immigration Compliance Team prior to commencing any form of placement.

Enhanced Degree: With Language Competency/With Advanced Language Competency

Accounting, Finance and International Business students successfully completing a series of language elective modules have the opportunity to gain an enhanced degree title including their language competency such as, "BA (Hons) Accounting, Finance and International Business with competency in Japanese". Students taking language modules of at least 60 credits counting towards their main degree at Keele, and successfully completing minimum stage 6 in the chosen language, will be awarded an enhanced degree title with the designation 'with competency in [Language]'. Students taking language modules of at least 60 credits counting towards their main degree at Keele, and successfully completing stage 10 in the chosen language, will be awarded an enhanced degree title with the designation 'with advanced competency in [Language]'.

15. Additional costs

Students may incur additional costs in the purchase of recommended textbooks, for inter-library loans and overdue library fines, printing costs and graduation ceremony charges (for items such as robe hire and professional photography). Optional ICAEW resources are currently available to students at a rate of £20.

Placement Year Costs

Students will be responsible for organising their own placement, with the support of the placement officer. This allows students to choose when and where to carry out their placement, taking into consideration the potential living and travel expenses, for which they will be responsible. Students are encouraged to consider the potential costs incurred in carrying out the placement at the time of setting these up. Further guidance and support on these considerations is available from the placement officer.

Study Abroad Costs

No additional tuition fees are payable for a single semester studying abroad (fees for the International Year are specified in Annex A) but students do have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Financial support is often available, subject to choice of destination and advice on applying for this is given by the University's Global Education Team. Additional costs may be incurred for some destinations in application for visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad to be greater than if they study in the UK, though suitable destinations are available on every budget. Information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Whilst students are studying abroad any Student Finance eligibility will continue, where applicable students may be eligible for specific travel or disability grants. Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

These costs have been forecast by the University as accurately as possible but may be subject to change as a result of factors outside of our control (for example, increase in costs for external services). Forecast costs are reviewed on an annual basis to ensure they remain representative. Where additional costs are in direct control of the University we will ensure increases do not exceed 5%.

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 undergraduate programme.

16. Document Version History

Date of first approved version (v1.0): 25th January 2018

Revision history

Version number ¹	Author	Date	Summary of and rationale for changes

¹ 1.1, 1.2 etc. are used for minor changes and 2.0, 3.0 etc. for major changes (as defined in the University's Guidance on processes supporting curriculum changes)

Annex A

Accounting, Finance and International Business with International Year

International Year Programme
<p>Students registered for Single Honours Accounting, Finance and International Business may either be admitted for or apply to transfer during their period of study at Level 5 to the Single Honours 'Accounting, Finance and International Business with International Year'. Students accepted onto this programme will have an extra year of study (the International Year) at an international partner institution after they have completed Year 2 (Level 5) at Keele.</p> <p>Students who successfully complete both the second year (Level 5) and the International Year will be permitted to progress to Level 6. Students who fail to satisfy the examiners in respect of the International Year will normally revert to the BA Single Honours Accounting, Finance and International Business degree and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.</p> <p>Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for 'BA Single Honours Accounting, Finance and International Business degree with International Year'.</p>
International Year Programme Aims
<p>In addition to the programme aims specified in the main body of this document, the international year programme of study aims to provide students with:</p> <ol style="list-style-type: none">1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject2. Experience of a different culture, academically, professionally and socially
Entry Requirements for the International Year
<p>Students may apply to the 4-year programme during Level 5. Admission to the International Year is subject to successful application, interview and references from appropriate staff.</p> <p>The criteria to be applied are:</p> <ul style="list-style-type: none">• Academic Performance (an average of 60% across all modules at Level 5 is normally required)• General Aptitude (to be demonstrated by application for study abroad, interview during the 2nd semester of year 2 (Level 5), and by recommendation of the student's personal tutor and programme director)
Student Support
<p>Students will be supported whilst on the International Year via the following methods:</p> <ul style="list-style-type: none">• Phone or Skype conversations with Study Abroad tutor, in line with recommended Personal Tutoring meeting points.• Support from the University's Global Education Team
Learning Outcomes
<p>In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete a Keele undergraduate programme with International Year will be able to:</p> <ol style="list-style-type: none">i) Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments

- ii) Discuss the benefits and challenges of global citizenship and internationalisation
- iii) Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.

In addition, students who complete 'BA Single Honours Accounting, Finance and International Business degree with International Year' will be able to:

- iv) Understand and apply topical practices in the subject area of their degree appropriate to the location of international study
- v) Converse in technical language appropriate to Accounting and Finance in order to solve problems in a range of cultural and economic business environments

These learning outcomes will all be assessed by the submission of a satisfactory individual learning agreement, the successful completion of assessments at the partner institution and the submission of the reflective portfolio element of the international year module.

Course Regulations

Students registered for the 'BA Single Honours Accounting, Finance and International Business with International Year' are subject to the course specific regulations (if any) and the University regulations. In addition, during the International Year, the following regulations will apply:

Students undertaking the International Year must complete 120 credits, which must comprise *at least 40%* in the student's discipline area.

This may impact on your choice of modules to study, for example you will have to choose certain modules to ensure you have the discipline specific credits required.

Students are barred from studying any Accounting, Finance or International Business module with significant overlap to Level 6 modules to be studied on their return. Significant overlap with Level 5 modules previously studied should also be avoided.

Additional costs for the International Year

Tuition fees for students on the International Year will be charged at 15% of the annual tuition fees for that year of study, as set out in Section 1. The International Year can be included in your Student Finance allocation, to find out more about your personal eligibility see: www.gov.uk

Students will have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some Governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

Annex B: module requirements for professional body accreditation exemptions

CIMA

Code	Description	Compulsory (C) or Optional (O)	CIMA Papers
ECO-10017	Economics of Financial Markets	C	BA1 Fundamentals of Business Economics
ECO-10025	The British and Global Economy	O	BA1 Fundamentals of Business Economics
ECO-10026	Quantitative Methods 1	Other ²	BA1 Fundamentals of Business Economics
ECO-10027	Quantitative Methods 2	O	BA1 Fundamentals of Business Economics
ECO-10028	Introductory Microeconomics	O	BA1 Fundamentals of Business Economics
LAW-10027	Business Law	O	BA4 Fundamentals of Ethics, Corporate Governance and Business Law
MAN-10015	Accounting Principles	C	BA2 Fundamentals of Management Accounting BA3 Fundamentals of Financial Accounting BA4 Fundamentals of Ethics, Corporate Governance and Business Law
MAN-10024	Financial Accounting	C	BA2 Fundamentals of Management Accounting BA3 Fundamentals of Financial Accounting
ECO-20042	Introduction to Econometrics	O	BA1 Fundamentals of Business Economics
MAN-20049	Cost and Management Accounting	C	BA2 Fundamentals of Management Accounting P1 Management Accounting F1 Financial Reporting and Taxation
MAN-20051	Intermediate Financial Accounting	C	F1 Financial Reporting and Taxation
MAN-20054	Taxation	O	F1 Financial Reporting and Taxation
MAN-20082	Corporate Governance and Social Responsibility	O	BA4 Fundamentals of Ethics, Corporate Governance and Business Law

² This module is core for those students without A level Maths or equivalent (those with A Level Maths are not allowed to take this module)

			F1 Financial Reporting and Taxation
MAN-30039	The Audit Framework	C	BA4 Fundamentals of Ethics, Corporate Governance and Business Law
MAN-30041	Advanced Financial Reporting	C	F1 Financial Reporting and Taxation
MAN-30045	Management Accounting	C	P1 Management Accounting
MAN-30046	Advanced Management Accounting	O	P1 Management Accounting

CIPFA

Code	Description	Compulsory or Optional	CIPFA Paper
MAN-10024	Financial Accounting	C	Financial Accounting
MAN-20049	Cost and Management Accounting	C	Management Accounting
MAN-20051	Intermediate Financial Accounting	C	Financial Accounting, Financial Reporting
MAN-30039	The Audit Framework	C	Audit and Assurance, Financial Reporting
MAN-30041	Advanced Financial Reporting	C	Financial Reporting
MAN-30045	Management Accounting	C	Management Accounting

ACCA

No specific module requirements but must be awarded an Honours degree to obtain exemptions from ACCA papers F1, F2, F3, F4.