

Quality Assurance

Masters, Postgraduate Diploma, Postgraduate Certificate in Accounting and Financial Management

Programme Specification: Postgraduate

Information for students: the programme specification is the definitive document summarising the structure and content of your degree programme. It is reviewed and updated every year as part of Keele’s Annual Programme Review process. The document aims to clarify to potential and current students what you can expect from the study of the subject over the course of your programme.

Please note that this programme specification applies to students starting the programme from September 2020 onwards.

Names of programme(s) and award title(s)	MSc Accounting and Financial Management Postgraduate Diploma Accounting and Financial Management Postgraduate Certificate Accounting and Financial Management
Mode of study	Full time Part time
Framework of Higher Education Qualification (FHEQ) level of final award	FHEQ Level 7
Duration:	Full time 12-24 months (dependent on chosen route) Part time 24-36 months (dependent on chosen route)

Details of professional, statutory and regulatory body (PSRB) (If appropriate):
<http://www.keele.ac.uk/qa/professionalstatutoryregulatorybodies/>

External Examiner(s): Further information can be found at:
<https://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/>

1. What is the philosophy of the Programme?

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

The Keele MSc in Accounting and Financial Management programme delivers a rigorous examination of core accounting and financial management theories combined with a wide-range of practical applications globally. Across the programme, students learn to work confidently with both quantitative and qualitative accounting and financial management issues and case studies utilizing professional data sources such as the Bloomberg Professional Services Platform and DataStream.

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

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

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

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

What students on the Programme will know, understand and be able to do can be described under three main headings:

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

Students who complete the Programme successfully will be able to:

Subject knowledge and understanding:

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

Subject-specific skills:

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

Key or transferable skills:

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

Keele Graduate Attributes

Engagement with this programme will enable you to further develop your intellectual, personal and professional capabilities. At Keele, we call these our ten Graduate Attributes and they include independent thinking, synthesizing information, creative problem solving, communicating clearly, and appreciating the social, environmental and global implications of your studies and activities. Whilst you will undoubtedly have already developed these skills and abilities to varying degrees, such existing capabilities can always be deepened and enriched. Our educational programme and learning environment is designed to help you to develop further as a well-rounded postgraduate who is capable of making a positive and valued contribution in a complex and rapidly changing world, whichever spheres of life you engage in during and after your studies at Keele.

Please refer to the programme webpages for a statement of how you can achieve the Keele Graduate Attributes through full engagement in the programme and other educational opportunities at Keele. Further information about the Keele Graduate Attributes can be found here: <http://www.keele.ac.uk/journey/>

2. How is the Programme taught?

The mode of study is either full-time or part-time. The same teaching strategy is employed for both modes. Learning and teaching methods used on the Programme vary according to the subject matter. They include the following:

- Traditional lectures where the lecturer provides students with a framework for reading and independent study. Some lecture classes may feature activities such as group discussion, quizzes that involve voting, or other interactive activities.

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

The final 60 credits of the programme offer you a choice between dissertation, consultancy project, placement or entrepreneurship

- The dissertation requires independent thought and action and encourages the integration of course material with areas of individual expertise and interest. The context, data, analysis and conclusions of the study are to be presented for assessment in a dissertation. Completion of the dissertation is supported by an academic supervisor.
- For the consultancy project, the aim is to encourage and enable you to reflect on an applied research placement and to develop and apply your skills within the management of organisations. Participation in the Consultancy Project is only available after a comprehensive selection process. Masters students who meet the criteria will be attached to an organisation/company for a period of between 8-12 weeks. During this time you will need to undertake, in conjunction with the School and Organisation, a research project on behalf of the organisation / company. The research period plus their report, presentation, a reflective piece and an organisation/company assessment will constitute the module's summative assessment.
- Placement project – it will be your responsibility, with the support of the School's Placement Officer, to find and secure the placement which can last between 6-12 months. The placement should be a paid work placement at a suitable level for Master's study. During your time on the placement you will be required to complete an extended project on behalf of the organisation. The project report, presentation, a reflective piece and an organisation assessment will constitute the module's summative assessment.
- Entrepreneurship project¹ –The aim of this module is to allow you time and space to develop your own business idea. You will have access to facilities and expertise for a period of 6-12 months. During this time you will be required to complete a portfolio of evidence, presentation to an external stakeholder and a reflective piece which will constitute the module's summative assessment.

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any individual learning needs they may have, with their module, seminar and tutorial group leaders on a one-to-one basis. These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways. For example:

- Lectures and independent study allow students to gain a systematic understanding of key areas of accounting and financial management and how it may be used to analyse both current problems and potential solutions.

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

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

Teaching Staff

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

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

The Programme Teaching Team:

The availability of the programme teaching staff may vary year on year. The recent webpages of KBS academic staff are available online at:

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

3. What is the Structure of the Programme?

The programme starts in September and lasts between 12 and 24 months (full time) or 24 and 36 months (part time) dependent upon the route chosen. There are eight taught modules (four per semester full-time, two per semester part-time), a non-credit bearing research module that runs across the academic year (second academic year for part time) and a research dissertation, consultancy project, work placement or entrepreneurship project.

Full time route: The structure of the year is as follows:

The availability of option modules will be determined by demand and staff availability. Options are chosen to bring the number of credits taken in each of Semester 1 and Semester 2 up to 60 (full-time).

HRM-40040 Research Methods is compulsory for those following the Dissertation route. HRM-40058 Creativity and Personal Development is compulsory for those following the Consultancy, Entrepreneurship or Placement route.

FULL TIME ROUTE

Semester One

Title	Credits	Status
MAN-40084: Introduction to Research (semester 1 & 2)	Non-credit bearing	Compulsory
ACC-40003: Accounting for Decision Making	15	Compulsory
ACC-40005: International Corporate Governance and Sustainability	15	Compulsory
ACC-40006: Performance Management	15	Compulsory
CHOOSE ONE OF THE FOLLOWING		
MAN-40056: Leadership	15	Option
MAN-40110 International Operations and Supply	15	Option
MAN-40114 International Business Context	15	Option
MAN-40120 Understanding Consumer Behaviour	15	Option
MAN-40128 Marketing Management in the Digital Age	15	Option
ESC-40031 Clean and Green: Technologies from Above the Earth	15	Option
CSC-40044 System Design and Programming ²	15	Option
Choice of modern language from absolute beginners to advanced level (subject to availability) ³ - Mandarin Chinese (CHI-90001/3/5), French (FRE-90001/3/5/7/9), German (GER-90001/3/5/7/9), Japanese (JAP-90001/3/5), Spanish (SPN-90001/3/5/7/9) or Russian (RUS-90001/3/5), British Sign Language (BSL-90001/3)	15	Option
Advanced Business English ⁴	15	Option

Semester Two

Title	Credits	Status
MAN-40084: Introduction to Research (semester 1 & 2)	Non-credit bearing	Compulsory
ACC-40001: International Financial Reporting	15	Compulsory
ACC-40002: Multinational Accounting and Control	15	Compulsory
For those following the Dissertation route		
HRM-40040 Research Methods	15	Compulsory
For those following the Consultancy, Entrepreneurship⁵ or Placement routes		
MAN-40058 Creativity and Personal Development	15	Compulsory
CHOOSE ONE OF THE FOLLOWING		
ACC-40004 Contemporary Issues in Accounting	15	Option
MAN 40118 Contemporary Challenges in Global Business	15	Option
MAN-40018 Entrepreneurship	15	Option
HRM-40044 Strategic HRM	15	Option
HRM-40049 International Human Resources	15	Option
MAN-40036 Strategy and Information Management	15	Option
MAN-40126 Brands and Branding	15	Option
CSC-40039 Cloud Computing ⁶	15	Option
CSC-40046 Web Technologies and Security ⁷	15	Option

² This module is taught in an intensive block from weeks 2-6 and is the pre-requisite for CSC-40039; CSC-40046; CSC-40038

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

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

⁵ Visa restrictions may apply

⁶ Pre-requisite of CSC-40044 required to study this module

CSC-40038 Collaborative Application Development ⁸	15	Option
ESC-40030 Case Studies in Sustainability	15	Option
ESC-40047 Green IT	15	Option
Choice of modern language from post-beginners to advanced level (subject to availability) ⁹ *- Mandarin Chinese (CHI-90002/4/6), French (FRE-90002/4/6/8/10), German (GER-90002/4/6/8/10), Japanese (JAP-90002/4/6), Spanish (SPN -90002/4/6/8/10) or Russian (RUS-90002/4/6)*, British Sign Language (BSL-90002/4) ^{10**}	15	Option
Advanced Business English ¹¹	15	Option

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

Summer Period):

- MAN-40076 Dissertation Accounting (60 credits each) or
- MAN-40104 Consultancy Project or
- MAN-40108 Entrepreneurship Project or
- MAN-40106 Placement Project

Students whose first language is not English are offered language classes, facilities and services by the University's Language Centre. In addition to credit-bearing modules on English for academic study, students also have access to one-to-one tutorials for individual help and advice, and to a wealth of resources for self-study and practice. Students requiring English language support (on testing) will be allocated to one or two of the following modules:

- ENL-40001: Academic English for Postgraduate Students 1 - semester 1
- ENL-40004: Academic English for Postgraduate Students 1-B - semester 2
- ENL-40002: Academic English for Postgraduate Students 2 - semester 1 or 2

For students required to undertake these English Language modules, determination of progression to the final 60 credits module (*as outlined above*) will include an evaluation of the student's engagement and performance on the respective English Language modules.

Part time route: The structure of the year is as follows:

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

HRM-40040 Research Methods is compulsory for those following the Dissertation route. HRM-40058 Creativity and Personal Development is compulsory for those following the Consultancy, Entrepreneurship or Placement route. These are taken in year two, semester 2.

⁷ Pre-requisite of CSC-40044 required to study this module

⁸ Pre-requisite of CSC-40044 required to study this module

⁹ Placement on appropriate language level by the Language Centre at the start of the academic year. Please note that absolute beginners modules are normally not offered in semester 2

¹⁰ Students successfully completing the BSL 2 or 4 module may also be able to undertake the externally accredited Signature examination

¹¹ Only available to non-native speakers (who are deemed will benefit from this module) – note this module will only run once during the year. Please check with Language Centre whether it will be in semester one or two

PART TIME ROUTE

Year one Semester One

Title	Credits	Status
ACC-40003: Accounting for Decision Making	15	Compulsory
ACC-40005: International Corporate Governance and Sustainability	15	Compulsory

Year one Semester Two

Title	Credits	Status
ACC-40001: International Financial Reporting	15	Compulsory
ACC-40002: Multinational Accounting and Control	15	Compulsory

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

Year two Semester One

Title	Credits	Status
MAN-40084: Introduction to Research (semester 1 & 2)	Non-credit bearing	Compulsory
ACC-40006: Performance Management	15	Compulsory
CHOOSE ONE OF THE FOLLOWING		
MAN-40056: Leadership	15	Option
MAN-40110 International Operations and Supply	15	Option
MAN-40114 International Business Context	15	Option
MAN-40120 Understanding Consumer Behaviour	15	Option
MAN-40128 Marketing Management in the Digital Age	15	Option
ESC-40031 Clean and Green: Technologies from Above the Earth	15	Option
CSC-40044 System Design and Programming ¹²	15	Option
Choice of modern language from absolute beginners to advanced level (subject to availability) ¹³ - Mandarin Chinese (CHI-90001/3/5), French (FRE-90001/3/5/7/9), German (GER-90001/3/5/7/9), Japanese (JAP-90001/3/5), Spanish (SPN-90001/3/5/7/9) or Russian (RUS-90001/3/5), British Sign Language (BSL-90001/3)	15	Option
Advanced Business English ¹⁴	15	Option

Semester Two

Title	Credits	Status
MAN-40084: Introduction to Research (semester 1 & 2)	Non-credit bearing	Compulsory
For those following the Dissertation route		
HRM-40040 Research Methods	15	Compulsory
For those following the Consultancy, Entrepreneurship¹⁵ or Placement routes		
MAN-40058 Creativity and Personal Development	15	Compulsory
CHOOSE ONE OF THE FOLLOWING		

¹² This module is taught in an intensive block from weeks 2-6 and is the pre-requisite for CSC-40039; CSC-40046; CSC-40038

¹³ Placement on appropriate language level by the Language Centre at the start of the academic year. Please note that absolute beginner's modules are normally only offered in semester 1.

¹⁴ Only available to non-native speakers (who are deemed will benefit from this module) – note this module will only run once during the year. Please check with Language Centre whether it will be in semester one or two

¹⁵ Visa restrictions may apply

<i>ACC-40004 Contemporary Issues in Accounting</i>	15	Option
<i>MAN 40118 Contemporary Challenges in Global Business</i>	15	Option
<i>MAN-40018 Entrepreneurship</i>	15	Option
<i>HRM-40044 Strategic HRM</i>	15	Option
<i>HRM-40049 International Human Resources</i>	15	Option
<i>MAN-40036 Strategy and Information Management</i>	15	Option
<i>MAN-40126 Brands and Branding</i>	15	Option
<i>CSC-40039 Cloud Computing¹⁶</i>	15	Option
<i>CSC-40046 Web Technologies and Security¹⁷</i>	15	Option
<i>CSC-40038 Collaborative Application Development¹⁸</i>	15	Option
<i>ESC-40030 Case Studies in Sustainability</i>	15	Option
<i>ESC-40047 Green IT</i>	15	Option
<i>Choice of modern language from post-beginners to advanced level (subject to availability)¹⁹ *- Mandarin Chinese (CHI-90002/4/6), French (FRE-90002/4/6/8/10), German (GER-90002/4/6/8/10), Japanese (JAP-90002/4/6), Spanish (SPN -90002/4/6/8/10) or Russian (RUS-90002/4/6)*, British Sign Language (BSL-90002/4)^{20**}</i>	15	Option
<i>Advanced Business English²¹</i>	15	Option

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

Year 2 Semester 3 (summer period):

- MAN-40076 Dissertation Accounting (60 credits each) or
- MAN-40104 Consultancy Project or
- MAN-40108 Entrepreneurship Project or
- MAN-40106 Placement Project

Students whose first language is not English are offered language classes, facilities and services by the University's Language Centre. In addition to credit-bearing modules on English for academic study, students also have access to one-to-one tutorials for individual help and advice, and to a wealth of resources for self-study and practice. Students requiring English language support (on testing) will be allocated to one or two of the following modules:

- ENL-40001: Academic English for Postgraduate Students 1 - semester 1
- ENL-40004: Academic English for Postgraduate Students 1-B - semester 2
- ENL-40002: Academic English for Postgraduate Students 2 - semester 1 or 2

For students required to undertake these English Language modules, determination of progression to the final 60 credits module (*as outlined above*) will include an evaluation of the student's engagement and performance on the respective English Language modules.

¹⁶ Pre-requisite of CSC-40044 required to study this module

¹⁷ Pre-requisite of CSC-40044 required to study this module

¹⁸ Pre-requisite of CSC-40044 required to study this module

¹⁹ Placement on appropriate language level by the Language Centre at the start of the academic year. Please note that absolute beginners modules are normally not offered in semester 2

²⁰ Students successfully completing the BSL 2 or 4 module may also be able to undertake the externally accredited Signature examination

²¹ Only available to non-native speakers (who are deemed will benefit from this module) – note this module will only run once during the year. Please check with Language Centre whether it will be in semester one or two

Intended Learning Outcomes

The table below sets out what students learn as part of the Programme, the modules in which that learning takes place, and the main ways in which students are assessed on their learning. These learning outcomes are achieved in the compulsory core modules which all students are required to take.

Learning Outcome	Module in which this is delivered	Principal forms of assessment (of the Learning Outcome) used
Demonstrate understanding and analysis of financial and non-financial information relevant to decision making	Accounting for Decision Making Performance Management International Financial Reporting	Assignment (exercise); Unseen examination Mid-term group presentation; Mid-term group report; Individual essay Individual Essay; Unseen examination
Critically evaluate the main theories in new management control tools in multinational companies and across the globe	Multinational Accounting and Control	Group Assignment; Unseen examination
Demonstrate critical understanding of the role of financial accounting in providing corporate information to stakeholders, and comprehend their use and limitations	Accounting for Decision Making International Financial Reporting Multinational Accounting and Control	Assignment (exercise); Unseen examination Individual Essay; Unseen examination Group Assignment; Unseen examination
Identify and critically analyse the historical origins and evolution of the notions of corporate governance and sustainability	International Corporate Governance and Sustainability	Assignment; Unseen examination
Develop a systematic understanding of corporate, social, environmental responsibilities together with economic, ethical and governance consideration	International Corporate Governance and Sustainability	Assignment; Unseen examination
Develop analytical skills to investigate quantitative business data in decision making	Accounting for Decision Making Performance Management	Assignment (exercise); Unseen examination Mid-term group presentation; Mid-term group report; Individual essay
Apply Accounting technical and analytical problem-solving methods to a range of problems in	Accounting for Decision Making	Assignment (exercise); Unseen examination

a financial management environment		
Analyse, synthesise and critically evaluate contemporary literature in accounting and global financial management	Multinational Accounting and Control	Group Assignment; Unseen examination
Demonstrate knowledge of key issues in accounting and financial management, their relevance and application in the real business environment	Accounting for Decision Making	Assignment (exercise); Unseen examination
Demonstrate effective communication skills and oral presentations	Dissertation Consultancy Project - or Placement Project - or Entrepreneurship Project	15,000-word Dissertation Coursework, Oral presentation, Reflective diary, Practice base assessment
Demonstrate knowledge and understanding of the range of research methods, and researched based knowledge to inform academic and practical analysis of contemporary issues in the field of study	Introduction to Research Research Methods Dissertation Consultancy Project - or Placement Project - or Entrepreneurship Project	Reflective analysis Research plan, Ethical Review, research design 15,000-word Dissertation Coursework, Oral presentation, Reflective diary, Practice base assessment
Manage practical project work effectively	Dissertation Consultancy Project - or Placement Project - or Entrepreneurship Project	15,000-word Dissertation Coursework, Oral presentation, Reflective diary, Practice base assessment
Develop critical skills to analyse, evaluate and interpret research evidence which is based on real-life business data using relevant advanced methods	Dissertation Consultancy Project - or Placement Project - or Entrepreneurship Project	15,000-word Dissertation Coursework, Oral presentation, Reflective diary, Practice base assessment

Students may leave the Programme with one of the following final awards:

1. **MSc degree** requires the successful completion of 180 credits including the dissertation, consultancy project, entrepreneurship project or placement project.

2. **Postgraduate Diploma** requires the successful completion of at least 120 taught module credits.

3. **Postgraduate Certificate** requires the successful completion of at least 60 taught module credits.

4. How is the Programme assessed?

The function of the assessments listed in the table above is to test students' attainment of the learning outcomes of the MSc Accounting and Financial Management Programme. For example:

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

Marks are awarded for summative assessments designed to assess students' achievement of learning outcomes. Students are also assessed formatively to enable them to monitor their own progress and to assist staff in identifying and addressing any specific learning needs. Formative assessment occurs throughout the programme and provided with feedback - on both the quality of academic work and the development of subject knowledge and understanding. Feedback, including guidance on how students can improve the quality of their work, is provided on all summative assessments and more informally in the course of tutorial and seminar discussions.

5. What are the typical admission requirements for the programme?

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

entry onto the course with advanced standing should contact the Course Director and read the university guidelines of the process: <http://www.keele.ac.uk/qa/accreditationofpriorlearning/>.

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

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

6. How are students supported on the programme?

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

- Module and tutorial group leaders are responsible for providing support for learning on the modules and in the tutorial groups for which they are responsible. They also give individual feedback on in-course assessments and more general feedback on examinations.
- The Programme Director monitors overall student progress, undertakes progress reviews and provides a general point of contact for students.
- The Programme Director is also responsible for all aspects of programme coordination. They may be consulted on a wide range of issues and, among other things, commonly may be approached to provide a reference for job and other applications.
- The Programme Director act as a first point of contact for students on non-academic issues which may affect their learning and can refer students to a range of specialist health, welfare and financial services co-ordinated by the University.
- Each student is allocated a personal tutor who provides individual student support in accordance with the University guidelines.
- Non-native English-speaking students are offered language classes, facilities and services by the University's Language Centre. Students have access to one-to-one tutorials for individual help and advice and to a wealth of resources for self-study and practice.
- Additional help with University level study skills is available from the Learning Support Officer in Keele Business School

All members of teaching staff on the Programme are available to see students during advertised weekly office hours and at other times by appointment.

7. Learning Resources

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

The learning resources available to students on the Programme include:

- The extensive collection of accounting, finance and management related materials relevant to postgraduate study held in the University Library. These materials include books, journals and government publications. Much of this material is also accessible online to Keele students from anywhere in the world with a University username and password.
- The Keele Learning Environment (KLE) which provides easy access to a wide range of learning resources including lecture notes, electronic materials available in a repository maintained by the

University Library and other resources – video, audio and text-based – accessible from external providers via the internet.

- Students will have the opportunity to engage with SAGE 50 Accounts software, one of the most popular accounting software packages used in the UK. This will enable them to experience how accounting is actually done in the real world and gain insights into the interface between theory and practice.
- The Bloomberg Professional service is a powerful platform for financial professionals that delivers real-time data and news and contains a wide range of analytical tools for asset valuation and portfolio and risk management. This platform is used by banks and other financial services organizations in their daily operations. Access to Bloomberg is delivered through the dedicated Business School Multi-functional IT suite.
- Thomson Reuters Eikon and Datastream, an industry standard source of financial and business data, is available via a computer-link located in the Multifunctional Suite. This, together with complementary cross-sectional datasets for individuals and households, provide a ready source of information for dissertation and other purposes.

8. Quality management and enhancement

The Programme Director is responsible for the overall direction of learning and teaching on the programme supported by the School Postgraduate Course Directors Committee and the Accounting, Management, Economics and Finance Programmes Boards. The Programme Board consists of student representatives plus all members of staff teaching in Accounting, Finance, and Management.

The quality and standards of learning in Accounting and Financial Management are subject to a continuous process of monitoring, review and enhancement.

- The Education Committee of the Keele Business School is responsible for reviewing and monitoring quality management and enhancement procedures and activities across the School.
- Individual modules and the Accounting and Financial Management Programme as a whole are reviewed and enhanced every year as part of the University's Annual Programme Review process.

Student evaluation of, and feedback on, the quality of learning in Accounting and Financial Management takes place in several ways:

- The results of student evaluations of all modules are reported to module leaders and reviewed by the Programmes Board as part of the Annual Programme Review process referred to earlier.
- Feedback received from representatives of students is considered and acted on at regular meetings of the Programme's Staff-Student Voice Committee (SSVC).

In addition to this, the quality and standards of learning are regularly discussed and monitored by the Accounting, Management, Economics and Finance Programmes Boards, School Postgraduate Course Directors Committee and by the School Education Committee.

A senior member of academic staff from another university is appointed by the University's Senate to act as external examiner on the Programme. They are responsible for:

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

External Examiners see a sample of assessed work (Assignments/Essays/Mid-term Exams and Final Exams/Assignments) alongside the sample itself to review the internal marking process. Any significant differences between first and second markers should have been resolved through the internal moderation process before submission of work to the external examiner.

9. The principles of programme design

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

Programme Specification Template: Postgraduate Taught, Keele University, 2015.

Guidelines for preparing programme specifications, Quality Assurance Agency for Higher Education, 2006.

The framework for higher education qualifications in England, Wales and Northern Ireland, Quality Assurance Agency for Higher Education, 2008.

Learning and Teaching Strategy to 2020, Keele University, 2015.

Keele Assessment Strategy, Keele University, 2015.

Faculty of Humanities and Social Sciences Learning and Teaching Strategy to 2020, Keele University, 2015.

10. Programme Version History

Version History	Date	CHANGES / NOTES
Date first created	Version 1: 9 June 2014 Dr. Akrum Helfaya Version 2: 22 July 2016 Dr. Akrum Helfaya & Dr. Stephen French	New version to reflect major modification to existing programme
Date last reviewed/revised	7 June 2017	Minor modification to existing programme
Last reviewed by:	Dr. Akrum Helfaya & Dr. Gabriella Legrenzi	
Date last approved at SLTC	20/06/16	
Date last reviewed/revised	December 2017	Major changes to programme structure and entry requirements. The Accounting Group proposed this major changes as the second semester modules require and focus on more in depth understanding of organisation control issues which would prerequisite an in depth understanding of performance management issues. Financial Markets module, on the other hand, is more concerned with market factors impacting on organizations decision making process which is fully covered within the MSc Finance
Last reviewed by	Dr. Akrum Helfaya	
Date last approved at FLTC	July 2018	
Date last reviewed/revised	November 2018	Major changes to programme structure by changing the name of Applied Company Research to be Consultancy Project and proposing additional two modules in Semester 3: Placement and Entrepreneurship Project.
Last Reviewed/revised by	Dr Akrum Helfaya	

Date last approved at SLTC	21/11/2018	
Date last approved at FLTC	29/1/2019	
Date last reviewed/revised	Feb 2020	Introduction of part time route Change of compulsory modules Adding of option modules
Last Reviewed/revised by	Dr Teresa Oultram & Dr Shirley Xu	
Date last approved at SLTC		
Date last approved at FLTC		