Keele UNIVERSITY

Course Information Document: Undergraduate

For Academic Year 2025/26

1. Course Summary

Names of programme and award title(s)	BSc (Hons) Accounting and Finance BSc (Hons) Accounting and Finance with International Year (see Annex for details) BSc (Hons) Accounting and Finance with Work Placement Year (see Annex for details) BSc (Hons) Accounting and Finance with Entrepreneurship Year (see Annex for details)
Award type	Single Honours
Mode of study	Full-time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 6
Normal length of the programme	3 years; 4 years with either the International Year, Placement Year or Entrepreneurship Year between years 2 and 3
Maximum period of registration	The normal length as specified above plus 3 years
Location of study	Keele Campus
Accreditation (if applicable)	Students taking specific modules may obtain exemptions from the following bodies: ACCA, CIMA, ICAEW, CIPFA
Regulator	Office for Students (OfS)
Tuition Fees	**UK students:** Fee for 2025/26 is £9,535* **International students:** Fee for 2025/26 is £17,700** The fee for the international year abroad is calculated at 15% of the standard year fee The fee for either the work placement year or entrepreneurship year is calculated at 20% of the standard year fee

> ***Please note this document applies to Level 4 (Year 1) students only in 2025/26. Level 5 (Year 2) and Level 6 (Year 3) students should refer instead to the document labelled 2024/25.***

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.*

** 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/

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

2. What is a Single Honours programme?

The Single Honours programme described in this document allows you to focus more or less exclusively on this subject. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules 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.

3. Overview of the Programme

If you've got an analytical mind, and a knack for numbers and are looking for a rewarding career, our BA (Hons) Accounting and Finance programme at Keele Business School is your pathway to success. Studying accounting and finance opens doors to high-level careers in areas such as accountancy, finance, banking, insurance, business start-ups, family businesses, corporate enterprises, and small companies, as well as also providing a solid foundation for understanding how businesses operate and make decisions. You'll develop a wide range of valuable skills, including financial analysis, budgeting, risk management, strategic thinking, and proficiency in industry-standard software, making you an invaluable asset in various business contexts.

To allow you to tailor your degree to your career preferences, we offer both a professional and general pathway:

1. Accounting Professional Pathway: Tailored for those aiming to maximise exemptions from professional accounting bodies, this pathway aligns with the requirements of leading professional organisations. It ensures you focus on the subject areas needed to fast-track your accounting career.

2. Finance Professional Pathway: This pathway is designed for you if you are interested in a broader financial role within organisations, financial institutions or business start-ups. With less focus on accounting professional bodies, this finance professional pathway provides the opportunity to explore contemporary approaches and emergent trends in the field. You'll study the strategic importance of accounting and finance, equipping you with versatile skills applicable to various business contexts.

Our BSc (Hons) Accounting and Finance programme is designed to go beyond traditional education, integrating practical experiences and professional development to prepare you for a successful career.

Our teaching is both practical and career-focused. You'll build expertise that employers look for in areas such as financial analysis, budgeting, and risk management. You'll work with industry-standard tools like Microsoft Excel and explore emerging technologies like automation and artificial intelligence that will shape the future of accounting.

At Keele Business School, our approach to learning is highly practical and applied, ensuring that what you study is relevant to real-world scenarios you'll encounter in your career. Assessments are designed to mirror the challenges and tasks you will face in the professional world. This means you'll learn theoretical concepts and then apply them through hands-on experiences, case studies, and projects that simulate real business environments. This practical focus helps build the expertise and confidence needed to excel in the world of work.

Professional and Academic Development:

A standout feature of our programme, our unique Professional and Academic Development Programme will help you build your professional identity from the ground up. From the first year, you will explore your individual strengths, put them into practice, and hone your performance. You'll also learn about the contemporary employment market, create a compelling online presence, and practise for recruitment processes. If entrepreneurship is your goal, we provide ample support to help you start your own business.

Engagement with Companies:

Keele Business School offers the unique benefit of close ties with industry. Our building is shared with multiple businesses, and our picturesque campus houses a business innovation park. This provides hands-on practical experience and valuable insights from industry professionals. You will have the opportunity to participate in company visits, giving you firsthand experience of how businesses operate and allowing you to network with professionals in the field.

Placement and Study Abroad Opportunities:

You will have the opportunity to develop your personal skills and confidence by undertaking a year-long work placement in your third year and/or studying abroad for a term or a year. These experiences significantly enhance your academic studies and provide invaluable real-world experience. Already working? We can recognise the learning you gain from your job and integrate it into your academic journey.

Global Perspective and Ethics:

- As a signatory of the PRME (Principles of Responsible Management Education), Keele Business School ensures you consider the ethical implications of business decisions and sustainability. You will learn how accounting and finance can be forces for good, driving forward agendas that leave a positive impact on the world. Additionally, you can study on Keele University's unique Global Challenge Pathway alongside your studies.

International Opportunities:

- We are an international business school, offering opportunities to study with our global partners or learn a new language through Keele's Languages programme. These experiences will broaden your skills and enhance your global career prospects.

Benefits of Studying at Keele Business School:

- Hands-on Experience: Our close ties with businesses provide real-world insights and practical experience, including company visits.
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- Placement Opportunities: Enhance your studies with a placement year, gaining invaluable experience in the field.
- Professional Development: Our programme is designed to build your professional identity and equip you with the skills needed for a successful career in accounting and finance.
- Skills Aligned with Industry Needs: Develop expertise in financial analysis, budgeting, risk management, and strategic thinking, using industry-standard software that meets the demands of today's business world.
- Global Perspective: Study with international partners or learn a new language to broaden your career prospects.
- Ethical and Sustainable Focus: As a PRME signatory, we integrate sustainability and ethical considerations into your learning experience.

Join us at Keele Business School and embark on a transformative educational journey with our BSc (Hons) Accounting and Finance programme. Whether you choose the Accounting professional pathway or the Finance professional pathway, we'll help you achieve your career goals and prepare you for a successful future in the dynamic world of finance and accounting.

4. Aims of the programme

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

- Develop expertise in fundamental concepts and key techniques in financial and management accounting.
- Acquire comprehensive analytical skills essential for finance and accounting, utilising state of the art tools and software.
- Understand core areas of the broader context of organisations and the external environment of the accounting and finance sectors including fundamentals of business and the principles of economics.
- Develop in-depth knowledge of international accounting regulation whilst preparing financial statements for small, medium and large companies.
- Apply a range of costing techniques and forecasting methods to support decision making and financial planning in various business scenarios.
- Explore the structure and function of financial markets and institutions, and understand the impact of technology on financial operations and risks.
- Learn professional ethics and Corporate Social Responsibility within the financial and banking sector.
- Analyse and manage taxation for individuals and businesses in the UK, ensuring compliance with current tax legislation.
- Engage with modern finance areas like FinTech, Green Finance, and Climate Modelling, preparing for emerging trends and sectors.
- Explore advanced topics in Corporate Strategic Finance and understand modern asset valuation, capital structure, and performance management techniques.
- Provide structured opportunities to explore various career options within accounting and finance by understanding personal strengths and building a portfolio of relevant skills and experiences.

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 foundational and advanced principles of accounting and finance, including both financial and management accounting techniques, from basic bookkeeping to complex financial reporting in accordance with international standards.
- Strategic financial management techniques, encompassing asset valuation, capital structure analysis, and performance management within various financial frameworks including green finance and financial technology.
- The critical role of an accounting and finance professional within modern business as a decision facilitator, an external reporter of reliable compliant information.
- The process of ongoing professional development, including the ability to identify personal and professional strengths, growth opportunities, engage in continuous learning, and apply new skills and knowledge in practical contexts to enhance career progression.

Subject specific skills

Successful students will be able to:

- apply critical and analytical thinking, drawing on relevant accounting and finance contextual information, to problem-solve, make decisions and innovate.
- communicate ideas and data effectively, tailoring messages to context, media and audience.
- apply the latest international rules and guidance in the preparation and presentation of published financial statements.
- confidently read, interpret, and appraise financial information.
- use a range of professional software tools to access and analyse data, and onward develop these to support interpretation and enable effective decision making.
- review available information to accurately produce and evaluate business proposals.
- conduct critical appraisal of accounting and finance methods and procedures.
- demonstrate an awareness of own intellectual, professional, and personal resources as a foundation for career management.
- advocate for strategic and behavioural change to promote ethics, sustainability and responsibility in the profession.

Key or transferable skills (including employability skills)

Successful students will be able to:

- work with numerical data from a wide range of sources
- reflect on own personal effectiveness and strengths, engaging in proactive behaviours
- engage in networking activity with external bodies (such as organisations)
- demonstrate flexibility and agility
- work effectively with information and technology
- manage their own learning, reflect on, and plan their own academic work thus demonstrating academic independence

The programme is academically rigorous and delivered in a very supportive, student-friendly and inclusive environment. It equips students with a range of skills and capabilities that are highly valued by prospective employers. In addition to subject-specific knowledge, it develops reasoning ability skills, research and reading skills (international rules and regulations) introductory empirical skills (data collection, statistical analysis and effective presentation), time-management and capacity for independent study. It therefore arms graduates with intellectual, professional, and personal resources which they can draw from throughout their lives.

Keele Graduate Attributes

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

6. How is the programme taught?

Our programme employs a diverse range of learning methods to ensure a balanced development of both your theoretical knowledge and practical skills. We combine traditional approaches, such as lectures and seminars, with a strong emphasis on experiential and applied learning. You will have numerous opportunities to engage in real-world projects, case studies, simulations, and collaborative group work that bring concepts to life and develop practical experience. In line with the School's Employability Strategy, we also strive to engage with firms in the local economy where appropriate, providing you with valuable insights and hands-on experience within a real business context. This dynamic approach ensures you not only understand accounting and finance theories but also build the skills needed to apply this knowledge effectively in professional settings, preparing you for the challenges and opportunities of the modern world.

Learning on the programme comes from a variety of sources to ensure a well-rounded educational experience. You will engage with carefully curated materials presented by our academic staff, participate in meaningful interactions with your peers, and take advantage of numerous opportunities to develop practical experience. We encourage continuous reflection on these experiences, allowing you to deepen your understanding, refine your skills, and grow both personally and professionally. This integrated approach ensures that you are prepared to meet the challenges of the modern business world with confidence and competence.

Learning and teaching methods include:

- Interactive Lectures: Set the framework for analysing content material and its applications, including activities like group discussion, worked examples and interactive quizzes.
- Independent Study: Students are encouraged to engage in directed reading from a variety of sources like textbooks, academic journals, and business case studies, deepening understanding of the material introduced in lectures and promoting individual ownership of learning.
- Small Group Tutorials: Cover key issues from lectures in more depth. Students are encouraged to participate actively and possibly lead discussions. This can involve the application of ideas to case studies and academic research, enhancing comprehension through interaction.
- Web-based Learning: The University's virtual learning environment (KLE) provides a guide to study for each module and access to resources. Students can engage in online discussions and participate in quizzes and blogs that promotes individual and collaborative learning supporting both the academic and social aspects of learning and fostering a community of learners.
- Peer Assisted Learning: Students are actively supported to learn from each other, reinforcing their knowledge through teaching and collaboration. This peer interaction can solidify learning and foster communication skills.
- Practical, Computer-based Lab Classes: Provide hands-on experience with tools necessary for descriptive and soft data analysis. This practical application of theoretical knowledge helps bridge the gap between theory and practice.
- Simulation of Business-Related Contexts: Allow students to practice decision-making within simulated environments. This safe context helps apply learning in a controlled but realistic setting.
- Interaction with Businesses and Organisations: Through guest lectures and company visits, students will engage directly with real-world applications of their studies. Working on live issues with organizations offers invaluable practical insights.
- Reflection on Learning: Students are encouraged to critically assess their learning experiences and integrate new knowledge with existing understanding. This reflection enhances cognitive growth and helps in making the learning process more conscious and tailored to individual needs.

Students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their allocated Academic Mentor or module teaching team on a one-to-one basis.

7. Teaching Staff

Keele Business School comprises subject expertise in Accounting, Finance, Economics, Business Management, International Business, Marketing, Human Resource Management, Supply chain (and others) - professors, lecturers and teaching fellows. Most staff members have teaching qualifications and those that do not are actively working to attain them. Most staff have PhD qualifications and a number have subject specific professional qualifications. 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. Many staff are members of relevant external institutions and professional bodies and maintain their own Continuous Professional Development (CPD).

Keele Business 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. Modules of study can be in either semester one or semester two, or run across both 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 two 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.

Optional modules include Global Challenge Pathways - a choice of modules from different subject areas that count towards the overall credit requirement but not the number of subject-related credits.

Global Challenge Pathways

This programme includes the option for you to take a Global Challenge Pathway. These modules offer you an exciting opportunity to work with students and staff from different disciplines to explore topical global issues such as power and conflict, health inequalities, climate change, generative AI, social justice, global citizenship, and enterprise from different perspectives.

Global Challenge Pathways can either be taken as one 15-credit module at Levels 4, 5 and 6, or one 15-credit module at Levels 5 and 6. For more information about our Global Challenge Pathways please visit: https://www.keele.ac.uk/study/undergraduate/globalchallengepathways/

Languages

Alternatively, you could choose to study a modern Language. Language modules are available separately for students at Level 4. At Levels 5 and 6 they are included within the Global Challenge Pathways.

If you choose the Language Specialist pathway, you will automatically be enrolled on a Semester 2 Modern Language module as a continuation of your language of choice. Undertaking a Modern Languages module in Semester 2 is compulsory if you wish to continue to the Language Specialist Global Challenge Pathway the following academic year.

For more information about Languages option modules available to you please visit the following webpages.

For new (Level 4) students please visit: https://www.keele.ac.uk/study/languagecentre/

For current (Level 5 and Level 6) students please visit: https://www.keele.ac.uk/students/academiclife/global-challenge-pathways/

For further information on the content of modules currently offered, please visit: https://www.keele.ac.uk/recordsandexams/modulecatalogue/

A summary of the credit requirements per year is as follows.

Year	Compulsory	Optional	
		Min	Max
Level 4	105	15	15
Level 5	75	45	45
Level 6	45	75	75

Module Lists

Level 4

Compulsory modules	Module Code	Credits	Period
Methods for Finance and Accounting	FIN-10001	30	Semester 1
Professional Academic Development 1	MAN-10071	15	Semester 1
Principles of Financial and Management Accounting	ACC-10003	30	Semester 1-2
Data, Decisions and Visualisation	MAN-10079	30	Semester 2

Optional modules	Module Code	Credits	Period
Teams, People and Performance	MAN-10081	15	Semester 2

Level 5

Compulsory modules	Module Code	Credits	Period
Financial Accounting Theory and Reporting	ACC-20007	30	Semester 1
Professional Academic Development 2	MAN-20199	15	Semester 1
Financial Analysis with Bloomberg	FIN-20005	30	Semester 2

Optional modules	Module Code	Credits	Period
Management Accounting and Decision Making	ACC-20009	30	Semester 1
Financial Markets, Institutions and Technology	FIN-20007	30	Semester 1
Individual Placement (Level 5)	MAN-20179	15	Semester 2
Contemporary Business Ethics Debates	MAN-20209	15	Semester 2

For students undertaking a four-year version of the programme, the work placement, entrepreneurship year or international year options are taken between the second and third years of the programme. The work placement year encourages reflection on programme content from the first two years and represents a chance to put programme material into practice. Summaries of the International Year, Work Placement Year and Entrepreneurship Year are provided in the Annexes to this document.

Level 6

Compulsory modules	Module Code	Credits	Period
Corporate Strategic Finance	FIN-30003	30	Semester 1
Professional Academic Development 3	MAN-30163	15	Semester 2

Optional modules	Module Code	Credits	Period
Personal and Business Taxation (UK)	ACC-30005	30	Semester 1
Investment Management and Financial Engineering	FIN-30009	30	Semester 1
Specialised Accounting systems (Entrepreneurs, Public sector, Not-for profit sector)	ACC-30001	30	Semester 2
Auditing and Assurance	ACC-30003	30	Semester 2
Individual Placement (Level 6)	MAN-30147	15	Semester 2
Digital Showcase	MAN-30183	15	Semester 2

9. Final and intermediate awards

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

BSc (Hons) Accounting and Finance	360 credits	You will require at least 120 credits at levels 4, 5 and 6 You must accumulate at least 270 credits in your main subject (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 this subject.
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

International Year option: in addition to the above students must pass a module covering the international year in order to graduate with a named degree including the 'international year' wording. Students who do not complete, or fail the international year, will be transferred to the three-year version of the programme.

Work Placement Year option: in addition to the above students must pass a non-credit bearing module covering the work placement year in order to graduate with a named degree including the 'with Work Placement Year' wording. Students who do not complete, or fail the work placement year, will be transferred to the three-year version of the programme.

Entrepreneurship Year option: in addition to the above students must pass a non-credit bearing module covering the entrepreneurship year in order to graduate with a named degree including the 'with Entrepreneurship Year' wording. Students who do not complete, or fail the entrepreneurship year, will be transferred to the three-year version of the programme.

10. How is the Programme Assessed?

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

Assessments are typically crafted to reflect the subject area and to mimic real-world scenarios, thereby fostering a direct link between classroom learning and professional application. The types of assessments include:

- Examinations, both computer based and paper based: These reflect the style of assessments used by accounting professional bodies and will be time constrained and invigilated.
- Portfolios and Project Reports: These offer students the opportunity to compile their achievements and reflections in a format that is valuable for both academic evaluation and as a showcase to potential employers.
- Case Studies and Essays: These assessments require students to navigate complex ethical considerations and apply strategic thinking, enhancing analytical and written communication skills.
- Reports: Focused on fostering formal writing and deep analytical skills as students produce detailed analyses on various topics.
- Simulations and Group Assessments: These allow students to engage in collaborative problem-solving and strategic negotiations, replicating typical workplace interactions.
- Presentations: Used to hone presentation skills and effective communication, preparing students to articulate ideas and proposals clearly and persuasively

Our approach to assessment ensures a diverse range of methods directly linked to programme-level learning outcomes and reflect real-world practices. We emphasise the importance of authentic assessments that replicate tasks students might encounter in their future careers, promoting critical thinking, creativity, and problem-solving abilities. Assessments are also designed to be inclusive and supportive of different learning needs, offering flexibility in how students can demonstrate their achievements.

Feedback is integrated throughout the assessment process to support your learning and development. Our approach ensures that feedback is meaningful, constructive, and provided promptly, allowing you to reflect on your performance and apply suggestions to future assessments. Feedback comes in various forms, including written, audio, and video, and is aligned with the criteria of each assessment to give clear guidance on how to improve. By engaging with feedback, you can enhance your understanding of assessment standards, develop your skills, and take an active role in your learning journey.

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

	Scheduled learning and teaching activities	Guided independent Study	Placements
Year 1 (Level 4)	17%	75.1%	7.9%
Year 2 (Level 5)	16.6%	83.4%	0%
Year 3 (Level 6)	16.1%	83.9%	0%

12. Accreditation

This programme is accredited with:

Our EXISTING Accounting and Finance Degree Programme is Accredited with: ACCA, CIMA, ICAEW, CIPFA

- A new application will need to be made to each of the four professional bodies to secure ongoing accreditation / exemptions (this involves the completion of a detailed declaration, copies of final module descriptors, specimen exam papers, assessment strategy).

13. University Regulations

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

14. Other Learning Opportunities

Study abroad (semester)

Students on the programme have the potential opportunity to spend a semester abroad in their second year studying at one of Keele's international partner universities.

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.

No additional tuition fees are payable for a single semester studying abroad but students do 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 to 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.

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.

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 in the Annex for the International Year.

Work Placement Year

Students have the opportunity to apply directly for the 4-year 'with Work 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. Eligibility rules are included in the Annex.

Students wishing to take the work 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.

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

15. Additional Costs

Work 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.

Activity	Estimated Cost
Other additional costs - optional professional body resources	£20
Total estimated additional costs	£20

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 programme.

16. Annex - International Year

BSc (Hons) Accounting and Finance with International Year

International Year Programme

Students registered for this Single Honours programme may either be admitted for or apply to transfer during their period of study at Level 5 to the International Year option. Students accepted onto this option 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.

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 standard programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

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 the International Year option.

International Year Programme Aims

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:

1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject
2. Experience of a different culture, academically, professionally and socially

Entry Requirements for the International Year

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.

The criteria to be applied are:

- Academic Performance (an average of 55% across all modules in Semester 1 at Level 5 is normally required. Places on the International Year are then conditional on achieving an average mark of 55% across all Level 5 modules. Students with up to 15 credits of re-assessment who meet the 55% requirement may progress to the International Year. Where no Semester 1 marks have been awarded performance in 1st year marks and ongoing 2nd year assessments are taken into account)
- 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 Academic Mentor, 1st and 2nd year tutors and programme director)

Students may not register for both an International Year and a Placement Year.

Student Support

Students will be supported whilst on the International Year via the following methods:

- Phone or Skype conversations with Study Abroad tutor, in line with recommended Academic Mentoring meeting points.
- Support from the University's Global Education Team

Learning Outcomes

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:

1. Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments
2. Discuss the benefits and challenges of global citizenship and internationalisation
3. Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.

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.

Regulations

Students registered for the International Year are subject to the programme-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 module with significant overlap to the Level 6 modules they will study 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 who meet external eligibility criteria may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible 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.

17. Annex - Work Placement Year

BSc (Hons) Accounting and Finance with Work Placement Year

Work Placement Year summary

Students registered for this programme may either be admitted for or apply to transfer during their studies to the 'with Work Placement Year' option (NB: for Combined Honours students the rules relating to the work placement year in the subject where the placement is organised are to be followed). Students accepted onto this programme will have an extra year of study (the Work Placement Year) with a relevant placement provider after they have completed Year 2 (Level 5) at Keele.

Students who successfully complete both the second year (Level 5) and the Work Placement Year will be permitted to progress to Level 6. Students who fail to satisfactorily complete the Work Placement Year will normally revert to the 3-year programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

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 the Work Placement Year option.

Work Placement Year Programme Aims

In addition to the programme aims specified in the main body of this document, the Work Placement Year aims to provide students with:

1. The opportunity to carry out a long-term placement based learning experience between Years 2 and 3 (Levels 5 and 6) of their degree programme.

We recommend where possible students undertake a placement of between 9 - 12 months on a full-time basis to maximize academic and personal growth. However, the Work Placement Year mandates a minimum of 24 weeks in duration, ideally on a full-time basis, but no less than 21 hours per week. This enables those undertaking an unpaid placement to work on a part-time basis alongside.

Entry Requirements for the Work Placement Year

Students have the opportunity to apply directly for the 4-year 'with work placement year' degree programme, or to transfer onto the 4-year 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 the year-long work placement. Students who fail to pass the work placement year, and those who fail to meet the minimum requirements of the work placement year module (minimum 30 weeks full time (1,050 hours), or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- Academic Performance (an average of 50% across all modules in Semester 1 at Level 5 is normally required. Places on the Work Placement Year are then conditional on achieving an average mark of 50% across all Level 5 modules. Students with up to 15 credits of re-assessment who meet the 50% requirement may progress to the Work Placement Year. Where no Semester 1 marks have been awarded performance in 1st year marks and ongoing 2nd year assessments are taken into account)
- Students undertaking work placements will be expected to complete a Health and Safety checklist prior to commencing their work experience and will be required to satisfy the Health and Safety regulations of the company or organisation at which they are based.
- *(International students only)* Due to visa requirements, it is not possible for international students who require a Tier 4 Visa to apply for direct entry onto the 4-year with Work Placement Year degree programme. Students wishing to transfer onto this programme should discuss this with student support, the academic tutor for the work placement year, and the Programme Lead. Students should be aware that there are visa implications for this transfer, and it is the student's responsibility to complete any and all necessary processes to be eligible for this programme. There may be additional costs, including applying for a new Visa from outside of the UK for international students associated with a transfer to the work placement programme.

Students may not register for the Work Placement Year if already enrolled on either the International Year and an Entrepreneurship Year.

Student Support

Students will be supported whilst on the Work Placement Year via the following methods:

- Regular contact between the student and a named member of staff who will be assigned to the student as their University supervisor. The University supervisor will be in regular contact with the student throughout the year, and be on hand to provide advice (pastoral or academic) and liaise with the Placement supervisor on the student's behalf if required.
- Two formal contacts with the student during the placement year: the University supervisor will visit the student in their placement organization at around 5 weeks after the placement has commenced, and then visit again (or conduct a telephone/video call tutorial) at around 15 weeks into the placement.
- Weekly supervision sessions will take place with the placement supervisor (or his/her nominee) throughout the duration of the placement.

Learning Outcomes

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete the 'with Work Placement Year' option will be able to:

- Evaluate their own employability skills (via a SWOT Analysis) together with an analysis of sector skill demands to create Intended Placement Outcomes in order to develop the skill areas which they have identified as being weak or needing further enhancement;
- Develop, through practice on placement, the employment-related skills identified through their SWOT analysis and Intended Learning Outcomes;
- Reflect on and apply academic themes, concepts and theory as explored at Level 4 and Level 5 to complex real situations on work placement;
- Reflect on and critically evaluate their learning from the work placement and previous learning;
- Explain how their chosen professional or placement sector operates and what skills are needed to develop their career.

These learning outcomes will be assessed through the non-credit bearing Work Placement Year module (MAN-30068) which involves:

- the submission of two portfolios of evidence, one at the beginning of the placement (usually after six weeks into the placement) and one at the end of the placement and before the start of their final year of undergraduate studies.

Regulations

Students registered for the 'with Work Placement Year' option are subject to programme-specific regulations (if any) and the University regulations. In addition, during the Work Placement Year, the following regulations will apply:

- Students undertaking the Work Placement Year must successfully complete the zero-credit rated Work Placement Year module (MAN-30068)
- In order to ensure a high quality placement experience, each placement agency will sign up to a placement contract (analogous to a service level agreement).
- Once a student has been accepted by a placement organisation, the student will make a pre-placement visit and a member of staff identified within the placement contract will be assigned as the placement supervisor. The placement supervisor will be responsible for ensuring that the placement experience meets the agreed contract agreed with the University.
- The placement student will also sign up an agreement outlining his/her responsibilities in relation to the requirements of each organisation.

Students will be expected to behave professionally in terms of:

(i) conforming to the work practices of the organisation; and

(ii) remembering that they are representatives of the University and their actions will reflect on the School and have an impact on that organisation's willingness (or otherwise) to remain engaged with the placement.

Additional costs for the Work Placement Year

Tuition fees for students on the Work Placement Year will be charged at 20% of the annual tuition fees for that year of study, as set out in Section 1. The Work Placement 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 placement provider, accommodation, food and personal costs. Depending on the placement provider additional costs may include parking permits, travel and transport, suitable clothing, DBS checks, and compulsory health checks.

A small stipend may be available to students from the placement provider during the placement but this will need to be explored on a placement-by-placement basis as some organisations, such as charities, may not have any extra money available. Students should budget with the assumption that their placement will be unpaid.

Eligibility for student finance will depend on the type of placement and whether it is paid or not. If it is paid, this is likely to affect student finance eligibility, however if it is voluntary and therefore unpaid, should not affect student finance eligibility. Students are required to confirm eligibility with their student finance provider.

International students who require a Tier 4 visa should check with the Immigration Compliance team prior to commencing any type of paid placement to ensure that they are not contravening their visa requirements.

18. Annex - Entrepreneurship Year

BSc (Hons) Accounting and Finance with Entrepreneurship Year

Entrepreneurship Year summary

Students registered for this programme may either be admitted for or apply to transfer during their studies to the 'with Entrepreneurship' option (NB: for Combined Honours students the rules relating to the Entrepreneurship year in the subject where the placement is organised are to be followed). Students accepted onto this programme will have an extra year of study (the Entrepreneurship Year) located within the Incubation Hub at Keele after they have completed Year 2 (Level 5) at Keele.

Students who successfully complete both the second year (Level 5) and the Entrepreneurship Year will be permitted to progress to Level 6. Students who fail to satisfactorily complete the Entrepreneurship Year will normally revert to the 3-year programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

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 the Entrepreneurship Year option.

Entrepreneurship Year Programme Aims

In addition to the programme aims specified in the main body of this document, the Entrepreneurship Year aims to provide students with:

1. The opportunity to develop a business idea into a live enterprise project within Keele's incubator for a minimum of 30 weeks (full-time equivalent work) but can be longer with access to expertise from Entrepreneurs in Residence.

Entry Requirements for the Entrepreneurship Year

Students have the opportunity to apply directly for the 4-year 'with entrepreneurship year' degree programme, or to transfer onto the 4-year 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 the entrepreneurship. Students who fail to pass the entrepreneurship year, and those who fail to meet the minimum requirements of the entrepreneurship year module (minimum 30 weeks full time (1,050 hours), or equivalent activity within the incubator), will be automatically transferred onto the 3-year degree programme.The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- A suitable business idea and demonstration of ability to benefit from time in the incubator, assessed through the submission of a proposal, presentation and interview during year 2.
- Students who require a Study Visa to undertake the programme in the UK (including Tier 4) are not able to add in an Entrepreneurship Year 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.

Students may not register for Entrepreneurship Year if already enrolled on either the International Year or a Work Placement Year.

Student Support

Students will be supported whilst on the Entrepreneurship Year via the following methods:

- Students are supported throughout the year by the administrative lead and academic lead of the entrepreneurship module. There will also be a programme of support offered by the Entrepreneurs in Residence.
- Students also have access to various guides in terms of their assessment via KLE as well as the opportunity for 1-2-1 meetings with the academic lead to discuss their progress.

Learning Outcomes

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete the 'Entrepreneurship Year' option will be able to:

- Create an innovative business venture and critically evaluate its potential viability
- Demonstrate understanding of the barriers to start-up enterprise growth and success
- Evaluate and apply a range of strategic decisions to maximise the viability of the start up
- Reflect on one's own entrepreneurial knowledge, skills, behaviour, and learning process

These learning outcomes will be assessed through the non-credit bearing Entrepreneurship Year module (MAN-30075) which involves:

- the submission of a portfolio of evidence demonstrating the activities and learning taken place during the year and a detailed synopsis of how the business idea has progressed.

Regulations

Students registered for the 'with Entrepreneurship Year' option are subject to course specific regulations (if any) and the University regulations. In addition, during the Entrepreneurship Year, the following regulations will apply:

- Students undertaking the Entrepreneurship Year must successfully complete the zero-credit rated 'Entrepreneurship Year' module (MAN-30075)

Students will be expected to behave professionally in terms of:

(i) conforming to the work practices of the incubation hub

Additional costs for the Entrepreneurship Year

Tuition fees for students on the Entrepreneurship Year will be charged at 20% of the annual tuition fees for that year of study, as set out in Section 1. The Entrepreneurship 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 accommodation, food and personal costs.

Version History

This document

Date Approved: 21 January 2026

What's Changed

Replace ACC-10005 Foundation of Business and Economics (SEM2) with MAN-10079 Data, Decisions and Visualisation (SEM2)

Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes
1	2025/26	TRACY CLEWLOW	05 March 2025	
1.2	2024/25	TRACY CLEWLOW		Version for 2026/27 at Level 6 (no changes)
1.1	2024/25	TRACY CLEWLOW	05 March 2025	Module changes
1	2024/25	TRACY CLEWLOW	30 May 2024	
1	2023/24	TRACY CLEWLOW	08 February 2023	
1	2022/23	TRACY CLEWLOW	27 January 2022	
1	2021/22	TRACY CLEWLOW	23 March 2021	
1	2020/21	TRACY CLEWLOW	12 December 2019	
1	2019/20	TRACY CLEWLOW	12 December 2019	