Programme Specification

<table>
<thead>
<tr>
<th>1</th>
<th>Awarding body</th>
<th>University of London</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>Teaching Institution</td>
<td>Birkbeck College</td>
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<tr>
<td>3</td>
<td>Programme Title(s)</td>
<td>BSc (Hons) Applied Accounting and Business</td>
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<tr>
<td>4</td>
<td>Programme Code(s)</td>
<td>UBSAPABU_C</td>
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<tr>
<td>5</td>
<td>UCAS code (if applicable)</td>
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<td>Home Department</td>
<td>Management</td>
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</tr>
<tr>
<td>8</td>
<td>Duration of Study (number of years)</td>
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</tr>
<tr>
<td>9</td>
<td>Mode of Study</td>
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<tr>
<td>10</td>
<td>Level of Award (FHEQ)</td>
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| 11 | Other teaching depts or institution (if applicable) | ICAEW |
| 12 | Professional, Statutory Regulatory Body(PSRB) details (if applicable) | Strategic partnership with Institute of Chartered Accountants in England and Wales (ICAEW) |
| 13 | QAA Benchmark Group (if applicable) | N/A |

### Programme Rationale & Aims

#### Main Aims

This strategic partnership with the ICAEW provides students with the opportunity to build on their professional qualifications to gain an academic award. Successful completion of the 12 Professional Stage modules of ACA which provide students with the technical skills and underpinning knowledge to work as trainee accountants will gain students 180 academic credits through the recognition of prior learning. The remaining 180 credits for the BSc Applied Accounting and Business degree are drawn from a range of business and management modules.

The programme’s main aims are:

- To provide a course of part time study in business and management that is appropriate for part time accounting students who are in full or part time employment studying for ACA professional exams or have qualified as chartered accountants;
- To enable students to develop knowledge and understanding of the theory and practice of business and management;
- To enable students who are studying for professional exams the flexibility to enhance their professional development with related business and management knowledge and skills;
- To enable students to interpret complex material and relate theory to practice in a number of subject areas in the field of business and management;
- To enable students to develop a range of analytical skills that will enable them to critically appraise and challenge existing managerial and/or business practices;
- To enable students to develop an understanding of organisations, their management, the...
environment in which they operate and how decisions are made in organisations;
- To enable students to acquire quantitative skills that can be applied in the analysis of management and accounting problems;
- To provide a context within which students can further develop their communication and interpersonal skills; and
- To encourage life-long learning.

Distinctive Features
Part-time, evening, face-to-face study, with a range of teaching methods (lectures, tutorials, seminars involving case studies and formal presentations), various types of assignments (ranging from essays to mid-term tests), and unseen, formal examinations at the end of each of three teaching terms. Study also includes work-based learning, which enables students to use their activities in the workplace as part of their studies.

This degree programme is unique and has been developed in partnership with ICAEW specifically to address the broader professional needs of accountants. It results in a degree and a professional qualification (ACA) that are complementary. Students can study for their professional qualification and top up with degree modules in a range of business subjects in the same time it would take to complete a normal degree.

Entry Criteria
This programme has been designed to build on a professional qualification and students will normally be expected to bring 180 credits APL for the Professional Stages of ACA.

However applicants who are about to begin their ACA qualification or are part way through it are welcome to apply.

The standard entry requirement is 112 UCAS tariff points, IB 26 or accepted alternatives (e.g. BTEC or New Advanced Diplomas). The UCAS tariff score is applicable where applicants have recently studied a qualification that has a UCAS tariff equivalence.

Applicants will normally be expected to have grade ‘C’ GSCE level English and Maths. Applicants who do not hold this level of qualification may be required to carry out a skills audit at a selection evening, which comprises Maths and English.

Birkbeck welcomes applicants without traditional entry qualifications as we base decisions on our own assessment of qualifications, knowledge and previous work experience. We may waive formal entry requirements based on judgement of academic potential.

Prospectus Entry
This innovative partnership between Birkbeck, University of London and ICAEW enables people to use ACA credits as the basis for gaining a ‘top up’ degree – at around half the usual cost of the award. Trainees beginning their ACA studies, those part-way through their ACA training or those who have completed their training can join the programme, studying in the evening so there is no need to take extra time off work. On successful completion of their ACA and Birkbeck studies they could graduate in 4–5 years, with both ACA and with an honours degree specifically designed to complement it. Of the 360 credits required for a University of London honours degree, 180 credits comes from the successful completion of the ACA Professional Stages.
Course Structure
The programme has been designed for maximum flexibility so there is no prescribed order in which students should take modules from either the Professional Stage modules of ACA or their top up modules from Birkbeck. This is to allow students and employers to be able to tailor training programmes and degree structures according to their business needs. However students should normally take modules worth at least 30 credits per year from the Birkbeck schedule which is the threshold for eligibility for a student loan.

Your top up degree will include the following compulsory modules:
- Work Related Learning Module
- Approaches to Research
- Researching the Workplace

You will also take option modules which may include:
- Brand Development
- Buyer Behaviour
- Employment Relations and HRM
- Entrepreneurship and Small Business
- Management Studies I
- Management Studies II
- Microeconomics for Business
- Macroeconomics for Business
- Marketing Principles and Practices
- Operations Management
- Organizational Behaviour
- Quantitative Methods
- International Business
- Management of Innovation
- Marketing Strategy

Further study opportunities
Qualified Chartered Accountants who complete this programme and/or who are full members of ICAEW with at least 5 years’ relevant accounting experience can progress to a fast-track Master’s degree that can be completed part-time in 12 months. Covering research issues of concern to practising accountants, the Master’s degree can qualify as CPD. For such professionals, who are exempt from much of the full programme, the Master’s degree cost is reduced by around half.

Careers Information
Employers are looking for professionals who are both well prepared for careers in accountancy, and who can take a wider business perspective. Business and management skills are highly valued in the workplace. There are numerous career pathways for students of general business and specialised business functions such as accounting.

Programme Features
Birkbeck takes a genuinely interdisciplinary approach to the subject area, which offers you an innovative way of learning about topics that cannot be pigeon-holed into one particular area. As our students come from such a variety of backgrounds and range in age and experience, you will find our class discussions a stimulating arena in which to explore new ideas and topics. Birkbeck attracts a diverse intake of trainees – many students are working professionals and bring their work experience to the subject, enriching the learning environment and your networks.
By studying with Birkbeck as a strategic partner with ICAEW, you can be confident that you are pursuing a qualification that is valued by employers and academics. Our University of London degrees are respected nationally and internationally as a sign of excellence.

Students will receive expert research supervision in the preparation of their research projects.

### Learning Outcomes

Upon the successful completion of this programme students should be able to:

**Subject Specific**

1. Demonstrate awareness of the internal and external contexts and pressures organizations work in and face;
2. Apply theories of business and management to practice;
3. Understand the practice and language of business and management;
4. Evaluate and critically appraise business and management practices;
5. Understand and evaluate recent developments in business and management research and practice;

**Intellectual**

6. Approach problems systematically and to present reasoned responses;
7. Read and synthesise literature;
8. Formulate testable hypotheses;
9. Formulate and pursue research problems;
10. Adopt a broad and informed approach to a range of policy related problems;
11. Demonstrate cognitive skills including the capacity to critically evaluate arguments and evidence;
12. Use quantitative and qualitative data in problem solving;
13. Structure and communicate ideas effectively;
14. Demonstrate the capacity for independent and self managed learning;

**Practical**

15. Demonstrate a range of library skills;
16. Demonstrate report and essay writing skills;
17. Demonstrate IT skills;
18. Locate, extract and analyse data;
19. Present data in a variety of formats and to a variety of audiences;

**Personal and Social**

20. Demonstrate well developed communication (oral and written) skills;
21. Work constructively in teams;
22. Demonstrate good interpersonal skills; and
23. Apply decision making skills

### Learning, teaching and assessment methods

The programme of study has been designed so that, as well as receiving information in the form of formal lectures, students can take charge of their own learning by adopting a participative approach. The tutorial/seminar sessions allow students to interact with their peers and develop insights into analysing and interpreting a wide and varied subject matter. Students will develop their intellectual capability through arguments; learn how to question existing knowledge and approaches; develop a critical appreciation of the subject matter; improve their communicative style; and develop their interpersonal skills. A proportion of the course content is drawn directly from workplace experience through work-based projects, to help employees reflect critically on the technical skills underpinning their knowledge.
This programme is assessed through a range of assessment methods. Modules that emphasise the learning of numerical skills lean toward the use of mid-term tests coupled with unseen, formal examination at the end of each term. Mid-term tests are short tests set during the term and are designed to provide early feedback on performance. Other modules use individual or group presentations, written essays/reports, or formal end of term examinations, as sole assessments or in combination. In the final year of studies, students independently design and complete a large written assignment, in the form of a research project.

Programme Structure

Description
This strategic partnership essentially offers a top up degree to the ACA professional qualification with the ability to exit with a 120 credit Certificate in Higher Education in Business.

The programme has been designed for maximum flexibility so there is no prescribed order in which students should take modules from either the Professional Stage modules of ACA or their top up modules from Birkbeck. This is to allow students and employers to tailor training programmes and degree structures according to business needs.

A normal structure is set out below to ensure modules to ensure a balanced workload with the ACA Professional Stage modules normally front loaded.

4 year programme

Year 1

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
<th>Status</th>
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<tbody>
<tr>
<td>5</td>
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<td>Work Related Learning Module</td>
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Year 2

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<th>Module Title</th>
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<th>Status</th>
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<td>Option</td>
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Year 3

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<th>Module Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>FDPD025S6</td>
<td>Approaches to Research</td>
<td>30</td>
<td>Comp</td>
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<td>Optional modules from Business</td>
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Year 4

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<th>Module Title</th>
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<tbody>
<tr>
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<td>FDPD026D6</td>
<td>Researching the Workplace</td>
<td>60</td>
<td>Comp</td>
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</table>

Regulations

Admissions
This programme adheres to the College Admissions Policy


This programme has been designed to build on a professional qualification and students will normally be expected to bring 180 credits through the recognition of prior learning for the Professional Stages of ACA. However applicants who are about to begin their ACA qualification or are part way through it are welcome to apply.
Applicants will normally be expected to have grade ‘C’ GSCE level English and Maths. Applicants who do not hold this level of qualification may be required to carry out a skills audit at a selection evening, which comprises Maths and English.

**Credit Transfer**
Assessed Prior Certificated Learning (APCL) will be applied in line with the College Policy on Accredited Prior Learning [http://www.bbk.ac.uk/mybirkbeck/services/rules/AccreditedPriorLearning.pdf](http://www.bbk.ac.uk/mybirkbeck/services/rules/AccreditedPriorLearning.pdf)

In accordance with the College Policy for the Assessment of Prior Certificated Learning (APCL) 180 credits will be awarded/exempted for completion of the 12 Professional Stage modules of ACA listed below either as part of the admissions process or retrospectively (see table below).

**Certificate Level Modules**
- Accounting
- Assurance
- Management Information
- Business and Finance
- Principles of Taxation
- Law

**Professional level Modules**
- Financial Accounting and Reporting
- Audit and Assurance
- Business Strategy
- Financial Management
- Tax Compliance
- Business Planning: Taxation

**Programme Regulations**
This programme adheres to the College Common Awards Scheme [http://www.bbk.ac.uk/registry/policies/regulations](http://www.bbk.ac.uk/registry/policies/regulations)

**Programme Specific Regulations (if applicable)**

**Birkbeck Exemptions for ACA Professional Stage Modules (180 Credits)**

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Exempted Birkbeck Module</th>
<th>Level</th>
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<td>Auditing</td>
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<td>15</td>
<td>Audit and Assurance Assurance</td>
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<td>5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
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<td>15</td>
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<td>MOMN040H6</td>
<td>Taxation</td>
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<td>BUMN052S6</td>
<td>Financial Management</td>
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<td>Financial Reporting</td>
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<td>6</td>
<td>MOMN069S6</td>
<td>Strategic Management</td>
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<td>15</td>
<td>Business Strategy</td>
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The degree classification will be based on the 180 credits of Birkbeck modules at levels 5 and 6.
# Student Attendance Framework – in brief

The full version of the ‘Student Attendance Framework’ is available [here](http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf).

**Principle**

Consistent and regular student attendance in class (or equivalent) promotes and affords student success. Inconsistent and irregular attendance is less likely to result in student success and is consistent with lower marks and degree classifications being achieved and awarded.

**Attendance expectation**

Birkbeck, University of London expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions and demonstrations.

**E-Registers**

All Birkbeck students are issued with student cards. Students are expected to take them to classes and to assessment venues and to present them to a member of staff if requested. This is for the purpose of identifying Birkbeck students.

## Student Support and Guidance

All Birkbeck students have access to a range of student support services, details can be found on our website here: [http://www.bbk.ac.uk/mybirkbeck/services/facilities](http://www.bbk.ac.uk/mybirkbeck/services/facilities).

## Methods of Enhancing Quality and Standards

The College has rigorous procedures in place for the monitoring and enhancing its educational provision. This includes regular monitoring of programmes drawing on feedback from various sources including external examiner’s reports, student feedback, student achievement and progression data. In addition, departments are reviewed every four to five years through the internal review process that includes external input.

For more information please see the Academic Standards and Quality website [http://www.bbk.ac.uk/registry/about-us/operations-and-quality](http://www.bbk.ac.uk/registry/about-us/operations-and-quality).

<table>
<thead>
<tr>
<th>Programme Director</th>
<th>Dr Libon Fung</th>
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<tbody>
<tr>
<td>Start Date (term/year)</td>
<td>October 2012</td>
</tr>
<tr>
<td>Date approved by TQEC</td>
<td>Spring 2012</td>
</tr>
<tr>
<td>Date approved by Academic Board</td>
<td>Summer 2012</td>
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<tr>
<td>Date(s) updated/amended</td>
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