



## PROGRAMME SPECIFICATION – UNDERGRADUATE PROGRAMMES

### KEY FACTS

Programme name	Accounting & Finance with Foundation Year
Award	BSc (Hons)
School	Cass Business School
Department or equivalent	UG Programme (Cass Business School)
UCAS Code	N3N4
Programme code	USAFFF
Type of study	Full Time
Total UK credits	570
Total ECTS	285

### PROGRAMME SUMMARY

The BSc (Hons) Accounting & Finance with Foundation Year degree provides you with a solid grounding in all areas of accounting and finance, including financial accounting, assurance, audit, taxation, law, corporate finance and financial management. You will also gain skills and knowledge in the key areas of economics, maths and statistics. In each year of study, you will choose a number of elective modules which allow you either to focus more deeply on finance and accounting, or broaden your studies into other related areas.

This is a four year programme (or five years, if a sandwich year is taken).

Cass is one of the only business schools in the City of London. Our close links with international corporations is reflected in all our degree programmes which are constantly evolving to meet the needs of an ever-changing business world.

Many of our lecturers have combined research in academic with work in the financial services industry and continue to consult for corporate organisations, so you will benefit from their first-hand knowledge and business experience. As we place a high value on teaching both theory and application, you will emerge from your degree with a good understanding of how to use your newly acquired knowledge in the workplace.

#### Aims

1. To develop your knowledge and understanding of accounting in theory and practice, as well as modern financial theory.

2. To develop the analytical tools which allow you to apply this knowledge.
3. To equip you with the skills required to work in fields related to accounting and finance.
4. To prepare you to qualify as a professional accountant in the qualification framework provided by the Institute of Accountants for England and Wales (ICAEW).
5. To develop your ability to communicate your knowledge and understanding effectively.
6. To enable you to work both independently and as part of a team in solving problems faced by the accounting and finance community.
7. To develop your ability to make reasoned judgements, frame appropriate questions and draw independent conclusions.
8. To develop you into a responsible and socially aware business person or manager.
9. To prepare you to enter postgraduate study in accounting, finance or related disciplines.

On successful completion of the Foundation Year you will have obtained a fundamental knowledge of mathematics, statistics, economics, accounting, finance and IT to ensure that you are fully prepared to enter Programme Stage 1 of the main degree.

On successful completion of Programme Stage 1 of the Programme you will have acquired a foundation knowledge and understanding of the key concepts and principles underlying your area of study, the ability to recognize and explain these, and to identify and apply appropriate solutions when presented with a problem. On successful completion of Programme Stage 1 you will be eligible for the award of Certificate of Higher Education should you choose to leave the Programme.

On successful completion of Programme Stage 2 of the Programme you will have built on the knowledge and understanding gained at Programme Stage 1 and demonstrated an ability to analyse and apply these concepts and principles to complex problems and scenarios. You will have also have broadened your field of study through the completion of elective modules. On successful completion of Programme Stage 2 you will be eligible for the award of Diploma of Higher Education should you choose to leave the Programme.

#### **WHAT WILL I BE EXPECTED TO ACHIEVE?**

**On successful completion of this programme, you will be expected to be able to:**

Knowledge and understanding:

- Demonstrate knowledge, understanding and ability to use the current technical

language to describe practices of accounting; and an ability to apply them in simple structured situations from given data generated for the purpose.

- Demonstrate knowledge and understanding of the contexts in which accounting operates.
- Demonstrate knowledge and understanding of theories and empirical evidence concerning financial management, risk and the operation of capital markets
- Demonstrate knowledge of the main theories used in finance and an ability to apply them in simple structured situations from given data generated for the purpose.
- Demonstrate knowledge and understanding of theories and empirical evidence concerning the effects of accounting in at least one of its contexts

Skills:

- Collect, classify and analyse information.
- Record and summarise straightforward transactions and other economic events and prepare financial statements complying in outline with relevant regulatory requirements.
- Work effectively with a group as a leader or member.
- Analyse the operations of a business and perform financial analyses and projections at a basic level.
- Communicate information and views to others, both in writing and orally.
- Formulate, evaluate and test hypotheses.
- Demonstrate strong numerical skills - particularly related to finance and accounting.
- Apply academic and practical tests to financial and accounting problems.
- Develop a programme of original research into an accounting or finance topic.
- Appreciate the nature of the contexts in which finance can be seen as operating, including knowledge of the institutional framework necessary for understanding the role, operation and function of markets and financial institutions.

Values and attitudes:

- Demonstrate an ethical approach to work, which resonates to that of a professional accountant.
- Be an effective team player who is tolerant of disagreement, open and sensitive to diversity in business, cultures and people.
- Engage in reflective, adaptive and collaborative learning.

When you undertake a programme of study at Cass Business School we will expect you not only to learn but also to challenge and look critically at the world in which we live. We will constantly ask you to question the ethical underpinning of the assumptions you have made and the decisions you have reached, and that inquisitive, ethical approach is woven through every element of a Cass education. In recognition Cass is one of the few business schools to have been awarded Champion Status by the UN PRME (Principles of Responsible Management Education) initiative at Davos in 2018.

This programme has been developed in accordance with the QAA Subject Benchmark for Finance.

### **HOW WILL I LEARN?**

Most teaching hours during your degree programme take the form of lectures and these may be of varying sizes. Lectures are used to communicate the basic theoretical or technical points relevant to the module.

-Tutorials and workshop classes are opportunities for you to apply and develop your knowledge and understanding and to participate in the discussion of the subject area. A number of tutorials and workshop classes are scheduled during the first year, the number decreasing as you progress and you become more able to direct your own learning.

-Case studies and computer exercises will be used in some modules.

-The face-to-face teaching is complemented by the use of the Virtual Learning Environment. This will vary by module but may take the form of delivery of learning materials and resources, submission and feedback of coursework assessments, on-line lecture delivery, discussion forums or questions and answer sessions.

### **WHAT TYPES OF ASSESSMENT AND FEEDBACK CAN I EXPECT?**

#### Assessment and Assessment Criteria

Assessment is carried out according to context and purpose and recognises that you may exhibit different aptitudes in different forms of assessment.

Most modules are assessed by both coursework and an exam.

Coursework can include:

- Essays or reports which you can take home and complete with the aid of your notes.
- Class tests.
- Online quizzes and tests using the Virtual Learning Environment.
- Individual and group presentations.
- Group projects, sometimes based on case studies.

- An individual project, which is a substantial piece of work where research skills are developed - this forms an integral part of your final year.

Assessment Criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attitudes that you need to demonstrate in order to complete an assessment successfully, providing a mechanism by which the quality of an assessment can be measured. Grade- Related Criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order to achieve a certain grade or mark in an assessment, providing a mechanism by which the quality of an assessment can be measured and placed within the overall set of marks. Assessment Criteria and Grade-Related Criteria will be made available to you to support you in completing assessments. These may be provided in programme handbooks, module specifications, on the virtual learning environment or attached to a specific assessment task.

#### Feedback on assessment

Feedback will be provided on all assessed work (either formative or summative) and on other relevant aspects of your performance and progress in a module. You will normally be provided with feedback within three weeks of the submission deadline or assessment date. This would normally include a provisional grade or mark. For end of module examinations, or an equivalent significant task (e.g. an end of module project), feedback will normally be provided when results are released following the Assessment Board.

#### Assessment Regulations

In order to pass your Programme, you should complete successfully or be exempted from the relevant modules and assessments and will therefore acquire the required number of credits. You also need to pass each Programme Stage of your Programme in order to progress to the following Programme Stage.

To qualify for the Honours Degree, you must acquire the total credits indicated in the Student Handbook. Calculation of results and classification of the final award is based on a weighted average of module marks. The contribution of each module is proportional to its credit value.

BSc degrees are awarded with First Class Honours, Second Class Honours (Upper and Lower) or Third Class Honours.

The overall class of honours awarded is based on the overall weighted average mark achieved throughout the three Programme Stages of your degree. The weights given to each Programme Stage are shown below:

<b>Programme Stage</b>	<b>Weight</b>
Foundation Year	0%
One	10%
Two	30%
Three	60%

#### **Progression from Foundation Year to Programme Stage 1**

The Foundation Year is made up of a number of different modules that each have their

own pass mark, with higher marks required in maths and probability and statistics. Each module must be passed individually to progress to Programme Stage 1.

### **Progression from Programme Stage 1 to Programme Stage 2**

To be admitted to Programme Stage 2 it is necessary to achieve:

- A module mark of at least 40% in each module, and
- 150 credits at Programme Stage 1.

### **Progression from Programme Stage 2 to Programme Stage 3**

To be admitted to Programme Stage 3 it is necessary to achieve:

- A module mark of at least 40% in each module, and
- 150 credits at Programme Stage 2.

If you fail an assessment component or a module, the following will apply:

## **1. Compensation**

### **Compensation for Foundation Year**

There is **NO** compensation for any Foundation Year modules.

### **Compensation at Programme Stages 1 & 2**

Where you fail up to a total of one sixth of the total credits of Programme Stages 1 or 2 at first or resit attempt, you may be allowed compensation if:

- Compensation is permitted for the module involved (see the What will I Study section of the programme specification), and
- It can be demonstrated that you have satisfied all the Learning Outcomes of the modules in the Programme Stage, and
- A minimum overall mark of 30% has been achieved in the module to be compensated, including a minimum of 30% in the exam and 30% in the coursework, and
- An aggregate mark of 40% has been achieved for the Programme Stage.

### **Compensation at Programme Stage 3**

Once 90 credits have been earned, the remaining credits for Programme Stage 3 can be earned either by passing modules or through compensation provided that:

- Compensation is permitted for the module involved (see the What will I Study section of the programme specification), and
- It can be demonstrated that you have satisfied all the Learning Outcomes of the modules in the Programme Stage, and
- A minimum overall mark of 30% has been achieved in each module to be compensated, and
- An aggregate mark of 40% has been achieved for Programme Stage 3.

Where you are eligible for compensation at the first attempt, this will be applied in the first instance rather than offering a resit opportunity.

If you receive a compensated pass in a module you will be awarded the credit for that module. The original component marks will be retained in the record of marks and your original module mark will be used for the purpose of your Award calculation.

## **2. Resit**

### **Resits at Programme Stages 1 & 2**

Where you are not eligible for compensation at the first attempt, you will be offered one resit attempt

If you are successful in the resit, you will be awarded the credit for that module. The mark for each assessment component that is subject to a resit will be capped at the pass mark for the module. This capped mark will be used in the calculation of the final module mark together with the original marks for the components that you passed at first attempt.

If you do not meet the pass requirements for a module and do not complete your resit by the date specified you will not progress to the next Programme Stage and the Assessment Board will require you to be withdrawn from the Programme.

### **Resits at Programme Stage 3**

Under the Cass Undergraduate Assessment Regulations, resits for Stage 3 assessments take place in the following academic year. If you fail to achieve the required number of credits at Programme Stage 3 (after compensation, if applicable) you will be recommended for an Ordinary Degree, or the lower award of a Diploma or Certificate in Higher Education, provided that you meet the requirements for any of these awards. You will have the option of returning in the following academic year to take any outstanding resits. This will apply whether the resit is as a first attempt due to agreed and accepted extenuating circumstances or as a second attempt due to failure to achieve the module pass mark.

**There are no Programme Stage 3 resits in the August resit period.**

If you fail to meet the requirements for a particular Programme Stage or the Programme, the Assessment Board will consider whether you are eligible for an Exit Award as per the table below.

If you would like to know more about the way in which assessment works at City, please see the full version of the Assessment Regulations at:

[http://www.city.ac.uk/\\_data/assets/word\\_doc/0003/69249/s19.doc](http://www.city.ac.uk/_data/assets/word_doc/0003/69249/s19.doc)

## **WHAT AWARD CAN I GET?**

Bachelor's Degree with Honours:

Programme Stage	HE Level	Credits	Weighting (%)	Class	% required
Foundation Year	3	120	0	I	70
1	4	150	10	II upper division	60
2	5	150	30	II lower division	50
3	6	150	60	III	40

Ordinary Degree:

Programme Stage	HE Level	Credits	Weighting (%)	Class	% required
Foundation Year	3	120	0	With Distinction	70
1	4	150	10	With Merit	60
2	5	150	30	Without classification	40
3	6	60	60		

Diploma of Higher Education:

Programme Stage	HE Level	Credits	Weighting (%)	Class	% required
Foundation Year	3	120	0	With Distinction	70
1	4	150	35	With Merit	60
2	5	150	65	Without classification	40

Certificate of Higher Education:

Programme Stage	HE Level	Credits	Weighting (%)	Class	% required
Foundation Year	3	120	0	With Distinction	70
1	4	150	100	With Merit	60
				Without classification	40

**WHAT WILL I STUDY?**

The list below shows core and indicative elective modules. The electives may be revised over time and, in some cases, will be dependent upon pre-requisite modules having been taken.

Programme Stage 0

To pass Programme Stage 0 you must have acquired 120 credits at level HE3 as



specified in the programme scheme. To progress from Programme Stage 0 to Programme Stage 1 of the degree, the Foundation Year requirements must have been satisfied.

Module Title	SITS Code	Module Credits	Core/ Elective	Can be compensated?	Level
Foundation Mathematics	AS0002	40	C	N	3
Introduction to Economics	AS0003	20	C	N	3
Introduction to Finance and Accounting	AS0004	20	C	N	3
Introduction to Microsoft Office Suite	AS0005	20	C	N	3
Introduction to Probability and Statistics	AS0006	20	C	N	3

### Programme Stage 1

Total Programme Stage I credit value = 150 credits.

Students take 8 core modules = 135 credits.

Students choose 1 elective module = 15 credits.

Module Title	SITS Code	Module Credits	Core/ Elective	Can be compensated?	Level
Financial Institutions	AF1100	15	C	Y	4
Introduction to Business Law	BS1106	15	C	Y	4
Introduction to Finance	IF1104	15	C	Y	4
Introduction to Statistics	IF1202	15	C	Y	4
Introductory Financial Accounting	AF1101	15	C	Y	4
Introductory Management Accounting	AF1201	15	C	Y	4
Macroeconomics	IF1203	15	C	Y	4
Microeconomics	IF1105	15	C	Y	4
Professional Skills	BS1203	15	C	Y	4
International Business Environment	BS1204	15	E	Y	4
Introduction to Management	BS1102	15	E	Y	4
Introduction to Visual Basic	IF1201	15	E	Y	4
Microplacement*	CA0001	0	E	N/A	N/A

\* Further details of the Microplacement module can be found in the What placement opportunities are available section below.

### Programme Stage 2

Total Programme Stage 2 credit value = 150 credits.

Students take 8 core modules = 120 credits.

Students choose 2 elective modules = 30 credits.

<b>Module Title</b>	<b>SITS Code</b>	<b>Module Credits</b>	<b>Core/ Elective</b>	<b>Can be compensated?</b>	<b>Level</b>
Assurance	AF2100	15	C	Y	5
Corporate Law	AF2204	15	C	Y	5
Intermediate Financial Accounting 1	AF2101	15	C	Y	5
Intermediate Financial Accounting 2	AF2203	15	C	Y	5
Financial Econometrics	FR2202	15	C	Y	5
Financial Markets	IF2207	15	C	Y	5
Management Accounting	AF2102	15	C	Y	5
Principles of Taxation	AF2202	15	C	Y	5
Asset Management	IF2210	15	E	Y	5
Company Valuation	FR2203	15	E	Y	5
Derivatives Trading & Hedging	FR2211	15	E	Y	5
Financial Analysis	BS2203	15	E	Y	5
Financial Economics	AS2109	15	E	Y	5
Personal Finance	IF2204	15	E	Y	5
Portfolio Theory and Investment Valuation	FR2209	15	E	Y	5
Risk Analysis and Modelling	FR2208	15	E	Y	5

### Programme Stage 3

Total Programme Stage 3 credit value = 150 credits.

Students take 7 core modules = 120 credits.

Students choose 2 elective modules = 30 credits.

<b>Module Title</b>	<b>SITS Code</b>	<b>Module Credits</b>	<b>Core/ Elective</b>	<b>Can be compensated?</b>	<b>Level</b>
Final Year Project (structured) – BSc Accounting and Finance	AF3001	30	C	N	6
Advanced Financial Accounting: Theory and Practice	AF3203	15	C	Y	6

Audit and Assurance	AF3100	15	C	Y	6
Corporate Finance	IF3108	15	C	Y	6
Corporate Strategy	IF3207	15	C	Y	6
Strategy for Business	BS3100	15	C	Y	6
Taxation	AF3201	15	C	Y	6
Advanced Financial Economics	AS3109	15	E	Y	6
Asset-Liability Management	FR3102	15	E	Y	6
Bank Strategy & Management	IF3104	15	E	Y	6
Business Forecasting	IF3103	15	E	Y	6
Corporate Social Responsibility	BS3214	15	E	Y	6
Emerging Markets	IF3206	15	E	Y	6
Equity Investment Management	FR3201	15	E	Y	6
Financial Forecasting	IF3202	15	E	Y	6
Fixed Income Portfolio Management	FR3100	15	E	Y	6
International Financial Management	BS3200	15	E	Y	6
Statistical Reasoning, Communication & Ethics	AS3208	15	E	Y	6
Technical Analysis	FR3110	15	E	Y	6

This list of electives is an indication of the range of modules that can be on offer and is subject to change due to circumstances such as: enhancing or updating the quality and content of educational provision; responding to student feedback; academic staffing changes; the number of students in each programme; a lack of student demand for certain modules; or factors beyond the institution's reasonable control, such as meeting the latest requirements of a commissioning or accrediting body. For these reasons, not all the electives listed will be offered every year. New (additional or replacement) modules may also be added for these reasons.

The list of electives offered in a given year will be confirmed by 1<sup>st</sup> September.

Certain electives may be pre-requisites for other electives you may wish to take later in the programme. Full details can be found in the individual Module Specifications and will be updated annually in your Course Handbook.

In view of the importance of foreign language skills and employability, you also have the opportunity to study extra-curricular (non-credit bearing) language courses in Arabic, French, German, Mandarin, Russian and Spanish.

### **TO WHAT KIND OF CAREER MIGHT I GO ON?**

As a graduate of this course, you will be well-placed to enter a career in accountancy, or in other areas of finance and financial markets.

If you would like more information on the Careers support available at City, please go to: <http://www.city.ac.uk/careers/for-students-and-recent-graduates>.

### **WHAT STUDY ABROAD OPTIONS ARE AVAILABLE?**

If you opt to apply for a sandwich year abroad and are accepted you will study at one of our overseas partner universities in between Years 2 & 3. You will be required to pass all Programme Stage 2 assessments at the first attempt.

Studying abroad enables you to improve your language skills, develop future business contacts and provides you with an international outlook on business.

Please note that a replacement second year abroad is not an option for this degree, due to ICAEW exemptions.

### **WHAT PLACEMENT OPPORTUNITIES ARE AVAILABLE?**

If you opt to apply for a placement sandwich year between Years 2 & 3 and are accepted, you will be required to pass all Programme Stage 2 assessments at the first attempt. However, if you are referred in a module, then this will be considered on a case-by-case basis. This option enables you to gain the professional skills valued by graduate employers, apply the theory you have studied and to develop a network of contacts.

In addition BSc Accounting and Finance students are invited to participate in the Careers Service Micro-Placements scheme. See <http://www.city.ac.uk/careers/city-opportunities/the-micro-placement-programme> for full details of the scheme and how to apply.

### **WILL I GET ANY PROFESSIONAL RECOGNITION?**

**Accrediting Body:** Association of Chartered Certified Accountants (ACCA)

<http://www.accaglobal.com/uk/en.html>

#### **Nature of Accreditation**

Specific Cass papers give exemptions for specific ACCA papers at the Fundamentals level.

**Accrediting Body:** Certified Practising Accountants (CPA) Australia

<https://www.cpaaustralia.com.au/>

#### **Nature of Accreditation**

Specific Cass papers give exemptions from specific CPA Australia papers at Foundation level.

**Accrediting Body:** Chartered Institute of Management Accountants (CIMA)

<http://www.cimaglobal.com/>

**Nature of Accreditation**

Specific Cass papers give exemptions for specific CIMA papers at Certificate, Operational and Management levels.

**Accrediting Body:** Chartered Institute of Public Finance and Accountancy (CIPFA)

<https://www.cipfa.org/>

**Nature of Accreditation**

Specific Cass papers give exemptions for specific CIPFA papers at Professional Certificate and Professional Diploma levels.

**Accrediting Body:** Chartered Insurance Institute (CII)

<http://www.cii.co.uk/>

**Nature of Accreditation**

Upon completion of the degree students will receive a significant number of credits towards the Advanced Diploma in Insurance (290 required for completion) and up to 30 credits to be used towards the Diploma/Advanced Diploma in Financial Planning (credits awarded are dependent on modules chosen).

**Accrediting Body:** Institute of Chartered Accountants of England and Wales (ICAEW)

<https://www.icaew.com/>

**Nature of Accreditation**

Students will study towards the Professional Stage of the ACA qualification and will receive exemptions for the following ICAEW modules:

KNOWLEDGE MODULES (6 out of 6)

Business & Finance\*

Management Information

Accounting

Law

Assurance

Principles of Taxation

\*Business & Finance will be awarded if at least a 2:1 degree is achieved.

#### APPLICATION MODULES (2 out of 6)

Business Strategy

Financial Management

Exemption from professional examinations for ACA - 50% minimum pass mark required for all modules.

**Accrediting Body:** Institute of Chartered Accountants of Scotland (ICAS)

<https://www.icas.com/>

#### **Nature of Accreditation**

Specific Cass papers give exemptions for specific ICAS papers at the Test of Competence level.

Please note that recognition of prior learning awards can change at any time in response to qualification framework changes. Any changes will be communicated to you as soon as they are confirmed.

#### **HOW DO I ENTER THE PROGRAMME?**

The Foundation Year is designed as an entry route for students who were unable to obtain the required A Level grades. Each application is treated on its own merit, but a minimum requirement is the equivalent of BBB at A level, including Mathematics.

For students whose first language is not English, evidence of English language proficiency is required.

IELTS: 6.5 with a minimum of 6 in any unit.

Pearson Academic English: 58 overall with a minimum of 50 in any component

Version: 3.0

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