OFFICE USE ONLY	
Date of validation event:	23 August 2018
Date of approval by Academic Board:	19 December 2018
Approved Validation Period:	*May 2019 – May 2023*
Date and type of revision:	*Enter the date of any subsequent revisions (Detail the type of revision made and the implementation date)*

PROGRAMME SPECIFICATION

Programme Title(s)
BSc (Hons) Finance and Accounting

Internal Programme Title(s) (if different to the title on the certificate)
BSc (Hons) Finance and Accounting Level 6 Top Up

1	**Awarding body**
	Glyndŵr University
2	**Programme delivered by**
	New Era University College
3	**Location of delivery**
	Lot 5, Blok B&C, Jalan Bukit, Taman Bukit Mewah, 43000 Kajang, Selangor
4	**Faculty/Department**
	Faculty of Social and Life Sciences – Glyndŵr University Faculty of Accountancy, Management and Economics - New Era University College Department of Finance & Accounting - New Era University College
5	**Exit awards available**
	N/A
6	**Professional, Statutory or Regulatory Body (PSRB) accreditation**
	N/A
7	**Accreditation available**
	N/A
8	**Please add details of any conditions that may affect accreditation (e.g. is it dependent on choices made by a student?)**
	N/A
9	JACS3 **code**
	JACS code – N400, HECoS code 100105
10	UCAS **code**

N/A

11	**Relevant QAA subject benchmark statement/s**

https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-accounting-16.pdf?sfvrsn=dd9ef781_10 (Accounting 2016)

12	**Other external and internal reference points used to inform the programme outcomes**

Framework for Higher Education Qualifications (FHEQ) (G); and
QAA Benchmark Statement for Finance/Accounting

13	**Mode of study**

Full time

14	**Normal length of study**

1 year

15	**Maximum length of study**

A maximum of 2 years to complete level 6

16	**Language of study**

English

17 Criteria for admission to the programme

Standard entry criteria

Entry requirements are in accordance with the Glyndwr University's admissions policy which also outlines the English Language requirements:
http://www.glyndwr.ac.uk/en/Undergraduatecourses/UCAStariffchange2017/

Entry to the BSc (Hons) Finance and Accounting top up programme is only applicable to NEUC students who have successfully passed NEUC's level 5 Diploma in Accountancy. Students who successfully complete level 5 (year 2) will be able to proceed to the top up degree programme.

International entry qualifications are outlined on the National Academic Recognition and Information Centre (NARIC) as equivalent to the relevant UK entry qualification.

In addition to the academic entry requirements, all applicants whose first language is not English or Welsh must demonstrate English language proficiency.

International students require a UKVI Approved Secure English Language Test (SELT) (please see
http://www.glyndwr.ac.uk/en/Internationalstudents/EntryandEnglishLanguageRequirements/ for details).

DBS Requirements

N/A

Non-standard entry criteria and programme specific requirements

Applicants to the programme must have completed the level 5 Diploma in Accountancy from New Era University College.

Applications cannot be accepted for other qualifications.

18 Recognition of Prior (Experiential) Learning

As the award is for level 6 only there would be no opportunity to apply for RPL / RPEL at this level in accordance with Glyndŵr University regulations.

Programme specific restrictions

N/A

19 Aims of the programme

The Bachelor of Science (Honours) In Finance and Accounting Top Up programme is intended to produce graduates who are:
1. Competent in both theories and practices, meeting the needs of positions within accounting and finance profession in the industry.
2. Team player, effective communicators and socially responsible with high ethical standards.
3. Enterprising and embark of lifelong learning for educational and career advancement

20 Distinctive features of the programme

The programme is top-up provision for Level 6 modules delivered via a partnership agreement between Glyndŵr University and New Era University College.

This programme is to develop business-minded professionals with sound technical knowledge and necessary soft skills.

21 Programme structure narrative

This programme runs for one academic year for full time students. This programme is structured into 6 long and 3 short terms. The long terms are scheduled commencing in May and September, whereas short terms are scheduled commencing from March.

Each long term has 14 weeks of studies and subsequently follow by 1 week of study break and another week of examination. For short terms, it has 7 weeks of studies and subsequently follow by 1 week examination.

To graduate, a student needs to achieve 120 credits at Level 6.

22 Programme structure diagram

LEVEL							
Mod Code	BUS664	Mod title	Strategic Management Accounting	Credit value	16	Core	Semester 2
Mod Code	BUS662	Mod title	Corporate Reporting	Credit value	16	Core	Semester 2
Mod Code	BUS665	Mod title	International Corporate Finance	Credit value	16	Core	Semester 2
Mod Code	BUS666	Mod title	Strategic Financial Management	Credit value	16	Core	Semester 2
Mod Code	BUS657	Mod title	Managing New Business	Credit value	16	Core	Semester 2
Mod Code	BUS667	Mod title	Investment and Portfolio Management	Credit value	16	Core	Summer period
Mod Code	BUS664	Mod title	Auditing II	Credit value	12	Core	Summer period
Mod Code	BUS669	Mod title	Corporate Governance & Business Ethics	Credit value	12	Core	Summer period

23 Intended learning outcomes of the programme

Knowledge and understanding

	Level 6 Honours Degree
A1	Identify and explain the contemporary concepts and theories concerning accounting and financial management

Intellectual skills

	Level 6 Honours Degree
B1	Demonstrate skills and abilities in critically evaluating and analysing arguments and data, for drawing reasoned conclusions and resolving accounting and financial management issues and problems
B2	Work independently and being able to find, extract, analyse and manipulate data from many different sources and acknowledge and reference these appropriately

Subject skills

	Level 6 Honours Degree
C1	Apply the accounting concepts in recording, summarising and interpreting economic transactions and events to prepare financial statements, or analyse the operations of a business

Practical, professional and employability skills

	Level 6 Honours Degree
D1	Work effectively in groups to achieve agreed common goals. Demonstrate interpersonal skills and presentation skills.
D2	Identify challenges in managing new business, recognize changes in business environment and analyse business opportunities for the purpose of developing appropriate responses thereto
D3	Explain and reflect on the contexts such as legal, ethical, social, the accountancy profession and the capital markets in which accounting and financial management operates

24 Curriculum matrix

To demonstrate how the overall programme outcomes are achieved and where skills are developed and assessed within individual modules.

For successful completion of BSc (Hons) Finance and Accounting Level 6 Top Up, students will achieve the following learning outcomes:

	Module Title	Core or option?	A1	B1	B2	C1	D1	D2	D3
Level 6	Strategic Management Accounting	Core	■	■	■	■	■	■	□
	International Corporate Finance	Core	■	■	■	■	■	□	□
	Corporate Reporting	Core	■	■	■	■	■	□	□
	Strategic Financial Management	Core	■	■	■	■	■	□	□
	Managing New Business	Core	■	■	■	■	■	■	□
	Investment & Portfolio Management	Core	■	■	■	■	■	□	□
	Auditing II	Core	■	■	■	■	■	□	□
	Corporate Governance & Business Ethics	Core	■	■	■	■	□	□	■

25 Learning and teaching strategy

Formal classroom lectures, tutorials and informal discussions / consultations.

Majority of the Level 6 modules require students to work on assignments which can encourage them to learn, gathering relevant information and solving problems.

26 Work based/placement learning statement

Excluded from the Top up programme.

27 Language provision

The programmes will be delivered through the medium of English. The programme is validated provision to be delivered in Malaysia.

28 Assessment strategy

Continuous assessment such as tests, assignments and presentations, ranging from 10 to 40 marks out of the total module marks. This is to encourage students to study continuously, independent learning and development of soft skills.

Final examination normally carries between 50 - 60 marks. The main objective is to verify students' learning and ability.

Module code & title	Assessment type and weighting	Assessment loading	Indicative submission date
BUS661 Strategic Management Accounting	40% Assignment 60% Final Exam	1,200 words 3 hrs	Wk 12 Wk 16
BUS665 International Corporate Finance	100% Final Exam	3 hrs	Wk 16
BUS662 Corporate Reporting	30% Presentation 70% Final Exam	15 mins 3 hrs	Wk 12 Wk 16
BUS666 Strategic Financial Management	40% Mid-term exam 60% Final Exam	2 hrs 3 hrs	Wk 8 Wk 16
BUS657 Managing New Business	20% Research proposal 80% Report	300 words 2,000 words	Wk 8 Wk 14
BUS667 Investment & Portfolio Management	40% Assignment 60% Final Exam	1,200 words 3 hrs	Wk 12 Wk 16
BUS664 Auditing II	40% Assignment 60% Final Exam	1,200 words 3 hrs	Wk 12 Wk 16
BUS669 Corporate Governance & Business Ethics	25% Presentation 75% Final Exam	3 hrs	Wk 12 Wk 16

29 Assessment regulations

The regulations for Undergraduate Modular Degrees apply to this programme.

Derogations

N/A

Non-credit bearing assessment

N/A

Borderline classifications (for undergraduate programmes only)

In considering borderline cases the Assessment Board shall raise the classification to the next level if all the following criteria are met:
(i) At least 50% of the credits at level 6 fall within the higher classification
(ii) All level 6 modules must have been passed at the first attempt
(iii) The mark achieved for the dissertation or other substantial module is within the higher classification. For the BSc (Hons) Finance and Accounting programme the substantial module will be BUS657 Managing New Business.

Restrictions for trailing modules (for taught masters programmes only)

N/A

30 Programme Management

Programme Leader and Module Leaders have been identified.

Programme leader

Mr Lim Siok Jin

Module Leaders

Mr Frankie Goh
Mr Chua Lai Poh
Dr Chua Mei Shan
Mr Lim Siok Jin
Mr Hendry Pang
Dr Punitha Sinappan

31 Quality Management

The Glyndŵr University Level 6 top up awards will be operated under Glyndŵr University's Regulations, Policies and Procedures and quality assurance processes and procedures and the University will be responsible for the academic quality of these programmes.

NEUC has appointed a Programme Coordinator to primarily liaise with the designated WGU Academic Link in terms of academic related matters. The Academic Link will be the main point of contact to provide advice and guidance to the NEUC Programme Coordinator and Programme Team with regards to programme delivery and will conduct at least one visit per annum to NEUC.

The WGU designated Programme Lead will take overall responsibility for quality assurance and standards in line with the expectations as detailed within the University's Programme Leaders Handbook.

The NEUC Programme Coordinator will work closely with the appointed NEUC Module Tutors, supporting Personal Tutors (where applicable), guest speakers and administrative support personnel to provide the day-to-day general academic support to students.

Particular responsibilities of the NEUC Programme Coordinator will include, but not be limited to:
- Maintain regular contact/dialogue with WGU staff engaged with the academic and quality oversight of the collaborative programme(s)

- The management and development of curriculum and the course portfolio, in liaison with the WGU Programme Lead, ensuring any changes proposed to the WGU L6 top up programmes are formally submitted and re-approved through WGU procedures
- Student tracking and student records
- Submission of assessment samples to WGU for review by the WGU appointed External Examiner(s)
- Submission of assessment data to WGU for presentation of data to WGU assessment boards
- Management/co-ordination of overall assessment activities across each programme
- Liaison with external bodies and agencies
- Quality assurance and annual monitoring, including compilation of the Annual Monitoring Report and Annual Partner Report
- Co-ordination of admissions activities and other recruitment activities, including relevant publicity activities.

Each L6 module will be assigned to a named NEUC Module Leader who will take responsibility for the delivery of the learning, teaching and assessment of the module.

External Examiners for collaborative programmes are identified by the WGU Programme Lead at WGU. Authorisation for the nomination of External Examiners is the responsibility of the relevant WGU Associate Dean of Faculty. External Examiner nominations will be subject to the WGU's approval process. External Examiners for the WGU L6 top up programmes will be appointed and paid for by WGU and will report directly to WGU. The NEUC programme teams will receive copies of the External Examiner reports and should provide feedback on the External Examiner's comments to the WGU Programme Lead who will in turn formally respond to the WGU External Examiners.

Module feedback from NEUC students will be gathered for each Level 6 module. This will be undertaken using the WGU's on-line Student Evaluation of Module (SEMs) tool on the WGU's VLE (Moodle) at the mid-point of the module and again at the end of the module.

For every WGU programme/award NEUC will provide the opportunity for students to comment on the quality of their learning experience through convening Student Voice Forum meetings (SVF). NEUC will hold SVF meetings in accordance with WGU procedures and feedback will be provided to NEUC students to close the feedback loop.

In keeping with the policies and procedures of WGU, the key mechanism for quality control and enhancement at programme level will be the processes and procedures associated with the annual programme monitoring cycle which is formalised through the production of the Annual Monitoring Report (AMR). The AMR evaluates the programme delivery drawing on data provided by WGU, feedback received from students, relevant professional bodies, External Examiners and employers (where applicable). Specific methods used for consulting students include, as noted above, the completion of WGU's Student Evaluation of Module (SEM) surveys and Student Voice Forum meetings (SVF's). The outcomes of the AMR report are scrutinised and agreed at programme level with subsequent monitoring and review being formalised through the relevant WGU Faculty Board meetings and Learning and Teaching Quality Committee.

In addition to annual monitoring of programmes (AMRs), NEUC will o submit an Annual Partner Review report. The report is intended to provide an opportunity to review the partnership with WGU at an organisational and strategic level, providing an overview of the collaboration during the previous academic session. The report will be considered by WGU's Academic Partnerships Committee, reporting any items of concern, in terms of quality and standards to Learning and Teaching Quality Committee, and in terms of strategic, legal, reputational and financial matters, to Vice Chancellors Executive Team, where appropriate, and responses to issues or concerns raised will be reported back to NEUC.

Regular Programme Team meetings will be held by NEUC to monitor programme performance. Issues typically discussed are to include, recruitment and retention, student feedback, assessment schedules, approaches to learning and teaching, coordination of site visits by the WGU Academic Link and guest lecture plans. Peer observation as well as peer review of marking, assessment and feedback.

NEUC will ensure the welfare and development of each student is maintained throughout their period of study.

NEUC will follow Wrexham Glyndŵr University's approach to assuring and enhancing the quality of the student experience, in order for staff to:

- involve students in the decision-making processes relating to the curriculum, teaching and learning, and many other aspects of their higher education experience;
- engage with students to obtain feedback and insights in order to learn how to enhance delivery for the future;
- engage in a dialogue about the learning experience, in order to develop a partnership between staff and students in solving any problems that may arise;
- support and encourage students to become more active learners.

Student views are sought in a number of different ways, for example:
- student surveys and questionnaires at module/programme, University and even national level, such as the National Student Survey for final year undergraduates
- a Student Representative system
- Student Voice Forums (SVFs)
- meetings with internal programme approval and review panels and external quality agency panels
- task and finish groups ('working groups') convened to focus on a specific issue;
- membership of Academic Board and its sub-committees

NEUC relies on its Quality Assurance Unit (QAU) to conduct regular reviews and to ensure that quality assurance of its operations is maintained. The Internal Audit Manager, who is professionally trained and a member of the Malaysian Institute of Accountants, also reinforces quality assurance. NEUC has also put in place an organisational structure with well-defined reporting channels and administrative responsibilities to enhance the quality assurance process.

The internal programme monitoring and review committee is led by the Head of Department, and comprises the Deputy Head, Programme Coordinator and

Lecturers. The purpose of the committee is to review, identify and resolve problems arising from the delivery of the programme.

The committee meets once a month to deal with problems encountered in the course of conducting the programme. A review is conducted at the end of the semester to make recommendations for improvements.

The feedback is discussed in a departmental meeting. Whenever possible the advice of the Academic Advisor is sought to provide a fresh perspective on issues or problems on the delivery of the programme or the performance of students. More serious problems may be brought to the attention of Dean at the monthly Faculty meetings for advice and action. Decisions made at these meetings are taken into consideration in the planning and implementation of the programme in the next semester or for new programmes that are being developed.

The monitoring and review processes will help ensure that the programme keeps abreast of scientific, technological and knowledge development in the discipline, and in keeping with the needs of society. A review of the programme will be conducted to focus on the following items:

- To assess the relevance of programme aims and intended learning outcomes and to make necessary changes.
- To ensure that the programme attains an acceptable quality and academic standard and in accordance with the latest teaching methodologies that are comparable to practices at peer institutions.
- To complete a programme review upon the completion of study by the first cohort of students, and once a year thereafter.

Academic Advisors and student representatives are sometimes invited to programme review meetings to provide their perspectives on curriculum improvements and enhancement. Overseas partner universities for the appropriate degree programmes also review and make suggestions for improvements on matters such as credit transfer or paper exemptions. Government officials from MQA also provide invaluable feedback on the programme.

32 Research and scholarship activity

NEUC and the Faculty encourages each faculty members to be active in research and scholarship activity. It is part of the assessment criteria in annual staff performance evaluation.

Where feasible, NEUC provides financial assistance for faculty member to participate in scholarship activity.

33 Learning support

Institutional level support for students

NEUC has a range of departments that offer the support for students as:

- Library & IT Resources
- Registrar
- Academic Department
- Counselling
- Student Affairs Department

- International Relations Department
- NEUC Students' Union
- Hostel management

Faculty support for students

All NEUC students are assigned to mentors who will act as their main point of contact. Each mentor who is normally an academician from the faculty is assigned to provide pastoral and academic support to them throughout their studies.

Programme support for students

The Faculty of Accountancy, Management and Economics annually organises get-together events for its students.

The Module Leaders will act as the first point of contact for their personal students and to provide pastoral and academic support throughout their studies at the Faculty. It is a vital role to support student engagement and retention, and to help every student to success to the best of their ability.

The Programme Leader will meet the students regularly to get feedback to ensure that the programme runs smoothly.

34 Equality and Diversity

Glyndŵr University is committed to providing access to all students and promotes equal opportunities in compliance with the Equality Act 2010 legislation. This programme complies fully with the University's Equal Opportunities Policy (http://www.glyndwr.ac.uk/en/AboutGlyndwrUniversity/Governance/TheFile,64499,en.pdf) ensuring that everyone who has the potential to achieve in higher education is given the chance to do so.

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