



BA (Hons) Finance with Business Communication

Programme Specification

Primary Purpose

Course management and quality assurance.

Secondary Purpose

Detailed information for students, staff and employers. Current students should refer to the related Course Handbook for further detail.

Disclaimer

The University of Portsmouth has checked the information given in this Programme Specification. We will endeavour to deliver the course in keeping with this Programme Specification; however, changes may sometimes be required arising from annual monitoring, student feedback, review and update of units and courses. Where this activity leads to significant changes to units and courses, there will be prior consultation of students and others, wherever possible, and the University will take all reasonable steps to minimize disruption to students. It is also possible that the University may not be able to offer a unit or course for reasons outside of its control, for example; the absence of a member of staff or low student registration numbers. Where this is the case, the University will endeavour to inform applicants and students as soon as possible. Where appropriate, the University will facilitate the transfer of affected students to another suitable course.

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Course Details

1. Named Awards

BA (Hons) Finance with Business Communication

2. Course Code (and UCAS Code if applicable)

C2371F

3. Awarding Body

University of Portsmouth

4. Teaching Institution

University of Portsmouth

5. Accrediting Body

None

6. QAA Benchmark Groups

Finance

7. Document Control Information

September 2018

8. Effective Session

2018/2019

9. Author

Ian Piper

10. Faculty

Portsmouth Business School

11. Subject Group

Accounting and Financial Management

Curriculum

12. Educational Aims

The BA (Hons) Finance with Business Communication Programme:

- To provide a challenging and stimulating study environment
- To provide students with the opportunity to develop key skills
- To equip graduates with the necessary transferable skills for lifelong learning and flexibility in the context of changing labour markets.

- To provide students with the skills and knowledge required to maximise career and postgraduate study opportunities.
- To develop students English Language and Business Communication skills
- To develop an understanding of the theories and practice of finance.
- To encourage ongoing critical and evaluative modes of thinking in all areas of study.
- To provide a rigorous programme of study relating to accountancy and finance that will meet current organisational needs.
- To provide an understanding of finance and the tools of financial analysis.

13. Reference Points

- University of Portsmouth Curricula Framework Document
- The scholarship and research expertise of academic members of staff
- QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education
- Framework for Higher Education Qualifications (FHEQ) (if applicable, specify which sections are most applicable, e.g. Collaborative provisions)
- National Qualifications Framework
- Subject Benchmark Statements (SBS) for Finance and Language.
- Requirements of Professional and/or Statutory Regulatory Bodies
- Occupational Standards

14. General Learning Outcomes

Level 4

Certificates of Higher Education are awarded to students who have demonstrated:

- knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
- an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study

Typically, holders of the qualification will be able to:

- evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work
- communicate the results of their study/work accurately and reliably, and with structured and coherent arguments
- undertake further training and develop new skills within a structured and managed environment

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility

Level 5

Diplomas in Higher Education are awarded to students who have demonstrated:

- knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed
- ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context

- knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
- an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge

Typically, holders of the qualification will be able to:

- use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis
- effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively
- undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making

Level 6

Bachelor's degrees/Bachelor's degrees with honours are awarded to students who have demonstrated:

- a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline
- conceptual understanding that enables the student:
 - to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
 - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- an appreciation of the uncertainty, ambiguity and limits of knowledge
- the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline)

Typically, holders of the qualification will be able to:

- apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects
- critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
 - the exercise of initiative and personal responsibility
 - decision-making in complex and unpredictable contexts
- the learning ability needed to undertake appropriate further training of a professional or equivalent nature

15. Learning Outcomes

On successful completion of the programme students will be able to demonstrate:

- A reasonable appreciation of the context and institutional framework in which finance operates;

- A reasonable knowledge of the main theories of finance;
- A reasonable ability to interpret financial data;
- The relationship between empirical evidence and finance theory in relation to the efficient markets hypothesis and portfolio management;
- An understanding of the financial needs of business entities
- A reasonable understanding of the principles of personal investment
- A reasonable ability to use and interpret the information in financial statements
- Understanding of the cultural issues in communication
- Knowledge of the theories practices and nature of international business communication
- Competence in English in subject areas relating to business communication

A. Knowledge and Understanding of:

- A.1 An appreciation of the nature of the contexts in which finance can be seen as operating including knowledge of the institutional framework
- A.2 Knowledge of major theoretical tools and theories of finance for example cost of capital.
- A.3 Knowledge of contemporary theories and empirical evidence concerning accounting and capital markets.
- A.4 An understanding of the relationship between financial theories and empirical evidence concerning the efficient market hypothesis and portfolio management
- A.5 An understanding of the factors influencing the investment behaviour and opportunities of private individuals
- A.6 An understanding of the financing arrangements and structures of business and the efficiency of such arrangements including decisions as to sources of finance and finance structures
- A.7 An understanding of the cultural issues in communication and knowledge of the theories and practices of international business communication

B. Cognitive (Intellectual or Thinking) Skills, able to:

- B.1 Identify, define and explore accounting concepts using logical and creative approaches
- B.2 Analyse and evaluate evidence
- B.3 Analyse and interpret data from a range of sources
- B.4 Argue cogently in oral and written form
- B.5 Apply skills of mathematical and statistical analysis
- B.6 Reflect on own learning, and apply skills to actively manage studies

C. Practical (Professional or Subject) Skills, able to:

- C.1 Show competence in the English Language in subject areas relating to finance and business communication
- C.2 Use English for the purposes of understanding, expression and communication
- C.3 Understand financial statements and a reasonable appreciation of the limitations of financial reporting.
- C.4 Interpret financial data generated in the context of the firm from accounting statements and data generated in financial markets.
- C.5 Demonstrate interpersonal skills.
- C.6 Search for information retrieve data using traditional and electronic sources.
- C.7 Use IT skills including spreadsheets for data analysis.
- C.8 Update professional knowledge using resources on the internet.

- C.9 Demonstrate networking skills
- C.10 Use a range of presentation forms professionally.

D. Transferable (Graduate and Employability) Skills, able to:

- D.1 Communicate
- D.2 Use information technology
- D.3 Solve problems
- D.4 Apply numbers
- D.5 Improve own learning and performance
- D.6 Work with others

16. Learning and Teaching Strategies and Methods

Teaching and learning is achieved by lectures supplemented by seminars, workshops and surgery sessions. Pastoral support is provided by departmental personal tutor systems, which have strong operational links with the course management team.

Assessment of cognitive skills occurs in the range of assessment methods employed i.e. examination; coursework; continuous assessment, case studies, group presentations etc.

Seminar and workshop activities across the programme will provide the primary mechanisms for the development of transferable and key skills.

17. Assessment Strategy

Assessment is via a mix of coursework and exam, although some units will be assessed by only one of these modes. Coursework includes individual and group work, presentations, case studies and assignments.

Assessment of cognitive skills occurs in the range of assessment methods employed i.e. examination and/or continuous assessment.

All assessments for core units on this programme are considered to provide opportunities for students to demonstrate knowledge and understanding of the subject matter relating to the degree programme (PSD Section 14A). Some assessments lend themselves more readily to the development and demonstration of cognitive skills (PSD Section 14 B). Others provide evidence of practical, professional and subject specific skills (PSD Section 14.2 C). Most assessments will provide opportunities for students to demonstrate the achievement of transferable and key skills (PSD Section 14D). Consideration of this has been given at each level whilst acknowledging that there is a rising expectation of the development of these skills as the programme progresses.

At level five students are assessed on longer essays. This provides them with the opportunity to develop the intellectual skills of evaluation, knowledge and analysis. Presentations provide opportunities to develop collaborative skills, an understanding of group dynamics and an analysis of the individual student's role in that process. Summative assessment allows students the opportunity to demonstrate their knowledge and understanding of the subject matter and their ability to work under pressure.

At level six students are expected to demonstrate critical thinking and engage analytically with the subject matter. An example of this is the Independent Study for Accountants option.

18. Course Structure, Progression and Award Requirements

See [Unit Web Search](#)¹ for full details on the course structure and units

¹ www.port.ac.uk/unitwebsearch

One credit is equivalent to 10 hours of learning. Each level comprises a minimum of 120 credits. Units are offered as 20 credits.

The pathway is offered in a two-year, full-time mode.

Stage (Level) 4 will be undertaken by way of study in an overseas HEI prior to entry to this programme. It is anticipated that many students will be admitted at Stage 6 level at Portsmouth. In such cases they will have been required to undertake both Stage 4 and Stage 5 at overseas HEIs.

19. Employability Statement

The five strands to the University's employability strategy are supported by:

- The Work-based Financial Project offers opportunities to do accounting work for clients.
- Career Management Skills are embedded in the curriculum. This forms part of the personal tutoring programme where we address subjects such as CV writing and preparing for interviews.
- Links with employers are established within the placement programme and also through the annual careers fair. In addition there is a mentoring programme available with industry specialists.
- There are opportunities to study a language at level two in the programme; these can be selected from the wide range of language units offered by IWLP. Languages include French, Spanish, Arabic, Japanese and Mandarin.
- Personal Development Planning including the identification and review of skills is delivered at all levels of study as part of the personal tutoring system.
- Wednesday afternoon is kept free of formal tuition so that students may participate in the range of sports and other special interest clubs offered by the university.
- Employer links are facilitated through the core Career Advice Service, Purple Door, faculty, and KT activities.
- There are also opportunities for final year students to do accounting work for charities.

Course Management

20. Support for Student Learning

- The Course is managed by a Course Leader
- Extensive induction programme introduces the student to the University and their course
- Each student has a personal tutor, responsible for pastoral support and guidance
- University support services include careers, financial advice, housing and counselling
- PBS dedicated learning support tutors
- The Academic Skills Unit (ASK)
- The Additional Support and Disability Advice Centre (ASDAC)
- Excellent library facilities
- Student course and unit handbooks provide information about the course structure and University regulations
- Feedback is provided for all assessments
- Personal Development Planning (PDP) for all awards
- For Direct Entry and international students, there is a dedicated tutorial system to assist with the transition to studying in the UK

21. Admissions Criteria

A. Academic Admissions Criteria

This course is aimed at international students. The University of Portsmouth International Office will make offers to applicants based on their previous academic record and / or work experience.

B. Disability

The University makes no distinction in its admissions policy with regard to disability and will endeavour to make all reasonable adjustments in order to make it possible for students to study at Portsmouth on a course of their choice.

22. Evaluation and Enhancement of Standards and Quality in Learning and Teaching

A. Mechanisms for Review and Evaluation

- Course Leader's Annual Standards and Quality Evaluative Review
- Head of Department's Annual Standards and Quality Evaluative Review
- Unit and Course Level student feedback considered at Board of Studies
- Unit Assessment Board consideration of student performance for each programme
- Annual Standards and Quality Reports to Board of Studies, including consideration of Subject and Award External Examiner Reports
- Periodic Programme Review
- Student Representatives and Student/Staff Consultative Committees
- National Student Survey
- National Postgraduate Taught Experience Survey
- Staff Performance and Development Review
- Peer Review and Development Framework
- Faculty Learning and Teaching Committee

B. Responsibilities for Monitoring and Evaluation

- Unit Co-ordinators for unit content and delivery
- Course Leader for day-to-day running of course
- Board of Studies with overall responsibilities for operation and content of course
- Head of Undergraduate Programmes
- Associate Dean (Academic)
- Associate Dean (Students)
- Quality Assurance Committee
- Unit, Award and Progression Board of Examiners

C. Mechanisms for Gaining Student Feedback

- Student Representation on Board of Studies
- Student Staff Consultative Committees
- Unit and Course level student feedback questionnaires
- University participates in external student surveys, e.g. National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES) and International Student Barometer (ISB)

D. Staff Development Priorities

- Academic staff undertake activities related to research, scholarship, teaching and learning and student support and guidance

- Annual staff performance and development reviews match development to needs
- Managers undertake a variety of management development programmes
- New academic staff required to undertake appropriate University of Portsmouth learning and teaching programmes
- All academic staff encouraged to seek Higher Education Academy membership
- Academic staff undertake initial and continuing professional development within the Academic Professional Excellence Framework (APEX) programme which is aligned with the Higher Education Academy (HEA)'s UK Professional Standards Framework (UKPSF)
- Support staff are encouraged to attend short courses in areas such as minute taking, and specific IT packages

23. Assessment Regulations

The current University of Portsmouth academic regulations will apply to this programme (see [Assessment and Regulations](#)²).

24. Role of Externals

Subject External Examiners who will:

- Oversee unit assessment and usually attend Unit Assessment Boards
- Review unit assessment strategy
- Sample assessment artefacts
- Present report to Unit Assessment Boards

Award External Examiners (usually also a Subject External Examiner) who will:

- Oversee and attend Award/Progression Boards
- Scrutinise and endorse the outcomes of assessment
- Ensure that the standard of the award is maintained at a level comparable with that of similar awards elsewhere in the United Kingdom

25. Indicators of Standards and Quality

A. Professional Accreditation/Recognition

None.

B. Periodic Programme Review (or equivalent)

Curriculum Review: Accounting, 2017. The fitness of purpose of curriculum was confirmed and the annual monitoring and review processes were found to be effective.

C. Quality Assurance Agency

QAA Higher Education Review, March 2015, judgements about standards and quality meet UK expectations (*for full report see [Higher Education Review of the University of Portsmouth, March 2015](#)*³).

D. Others

None.

² www.port.ac.uk/departments/services/academicregistry/qualitymanagementdivision/assessmentandregulations/

³ www.qaa.ac.uk/en/ReviewsAndReports/Documents/University%20of%20Portsmouth/University-of-Portsmouth-HER-15.pdf

26. Further Information

Further information may be found in:

- Student Handbook
- University of Portsmouth Curriculum Framework Document
- University of Portsmouth Prospectus
- [University of Portsmouth](#)⁴ and [School/Department](#)⁵ websites

⁴ www.port.ac.uk/

⁵ www.port.ac.uk/accounting-and-financial-management/