



Programme Handbook

BA (Hons) Accounting and Finance

2024/2025

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Sources of Additional Information

The Canvas Online Learning Environment

Information and learning materials for your modules will be provided on the Canvas Learning Management System. Please check the announcements regularly and any other communication methods used for your programme. Canvas will form an important part of your learning experience. Please let your Module Leader know if you encounter any problems accessing this material.

Student Handbook

The Student Handbook contains essential information to support your success and the enjoyment of your study at British University Vietnam. Therefore, it is highly recommended that you read this handbook carefully. If there is any unclear information, kindly reach out to our university staff for clarification. Student Handbook is available for access on your Canvas Learning Environment, under tab Student Resources.

Module Handbooks

Your programme is comprised of several individual modules, each with its own detailed information provided in a separate module handbook. All module handbooks are available for you to access via the Canvas Learning Environment, under the **Student Resources** tab.

Student Support

For general information relating to support services, kindly contact our Student Information Office at:

Email: studentservice@buv.edu.vn

Hotline: 0936 376 136

For wider information about the Student Services available to you, visit [student pages on SU website](#). You can also use the [Report and Support pages](#) available for students to both report incidents and to find different avenues of support, both internally and externally.

Welcome

An Introduction to British University Vietnam

We are proud to announce that our university is the first British university to be established in Vietnam, and the only university anywhere in the world to offer the British Ambassador's Scholarship. In August 2022, BUV was officially announced as the first university in Vietnam to be awarded a **5-star Excellent University** rating from the internationally acknowledged QS organisation. Specifically, the University was awarded 5 stars on the following criteria: **Teaching, Employability, Academic Development, Facilities, Social Responsibilities, and Inclusiveness.**

As an undergraduate student at British University Vietnam (BUV), you have access to all benefits a recognised British University's degree can offer, along with a unique and 100% British learning experience, without having to leave your home country. The quality of your courses, the standard of academic excellence, together with the teaching and learning style are on the same level as other courses in any British university.

Your undergraduate degree will be awarded by Staffordshire University, one of our institutional partners in the UK. Staffordshire University has been working closely with the academic staff at British University Vietnam to ensure that your learning experience and the overall quality of your graduate degree are identical to those of students who are studying in the UK. It means you will not only study the entire course in English, but also learn to develop your own independent skills in writing argumentative essays, delivering persuasive presentations, collaborating in teams and contributing in group discussion. You will be required to manage your time effectively, while continuing to be an active learner and constantly contribute to your own personal development.

An Introduction to Staffordshire University

Staffordshire University (SU) is named after its home county, Staffordshire in Central England. The university possesses a long and rich history of over 120 years in education and has been recognised globally for its top-quality courses in various majors. Today it continues to support more than 17,800 students in two main campuses Stoke-in-Trent and Stafford in the UK.

Staffordshire University has many special characteristics that make it unique. However, the one that stands out the most is its strong commitment to improve the quality of higher education across the world. As part of this commitment, the University has offered a large number of learning opportunities in many countries including Spain, France, Greece, India, Sri Lanka, Oman, China, Malaysia and of course, Vietnam. There are over 6,000 students studying with Staffordshire University in different partner institutes over the world.

SU's strong commitments and great reputation in top-quality higher education courses have matched our mission and vision perfectly and make it an ideal educational partner for BUV. Both institutions are committed to work side by side to ensure that the quality of your study and learning experience is on the same level with what experienced by the students at Staffordshire University in the UK.

A message from the Dean

Welcome to British University Vietnam (BUV), partnering within Staffordshire University to deliver and award your degree. At BUV we are really proud that our world-class programmes have a global reach, and we are proud to work in partnership with Staffordshire University. As we say, a BUV degree is a British Degree!

At BUV we are committed to ensuring that our programmes are relevant and contemporary; and that our staff are highly qualified, internationally educated, experts in their fields. We are confident that you will have an excellent experience studying with us and will be advocates of BUV's mission and values as you progress through your studies and become our alumni. To embody these values, your degree and its accompanying Professional and Social Growth Programme (PSG) will focus on developing the following Graduate Attributes:

Empathetic and Ethical - Demonstrates professional integrity, while at the same time valuing diversity, emotional intelligence and respect for the values and perspectives of others.

Confident and Professional - Self-confident, yet mindful of professional, social and cross-cultural norms that shape behavioural expectations in the workplace.

Collaborative - The ability to identify and build teams in the workplace with people who are cross-disciplinary in language, skills and background

Innovative Problem Solvers - Adept ideators, employing a positive disposition and resilience to the collective creation of innovative ideas and solutions.

Sustainability Mindset - Demonstrating careful consideration of the social, cultural and environmental issues that are impacting Vietnam and the world.

Lifelong Learners - Employing reflexive thinking and learning how to relearn for continuous personal and professional growth.

Career Ready - Demonstrate the ability to apply current knowledge, skills and experience to future career choices and opportunities.

Should you ever need help in developing these attributes, pursuing your own goals, or understanding your programme in any way, I encourage you to reach out to our faculty who will be happy to help you! I wish you the very best of luck in your studies.

Dr. Jason MacVaugh

Dean (Higher Education)

University Contact Points

The official communication channels in every course are **Student emails and Canvas LMS**. Students are expected to use Student emails to contact and communicate with the Academic Team throughout the course.

For any module related matters, it is recommended that all communications should be done via Canvas LMS. For any other supports related to Academic Administration, your first point of contact should always be the **Student Information Office** located at the **Student Information Counter** on level 2, BUV Campus.

Admission Office Provides support and guidance for inquiries relate to all Admissions procedure including pre-arrival inquiries.	admissions@buv.edu.vn
Course Office Provides support and guidance for inquiries relate to Timetable, Class Arrangement, Status changes, Course Operations, Programme and Module Administration.	courseoffice@buv.edu.vn
Student Information Office Provides support and guidance for inquiries relate to Attendance Records and the first point of contact for any other general inquiries and meeting bookings.	studentservice@buv.edu.vn
Student Academic Support Office Provides support and guidance for inquiries relate to all academic supports including Student Tutor Programme and Faculty Learning Support.	academic-support@buv.edu.vn
Student Engagement Provides general support and guidance for student activities, student life and employability activities.	se@buv.edu.vn
Student Engagement - Career Services Organises employability skill trainings and industry exposure activities; provides personalised support and guidance on career navigation, career planning, internships, and other career related inquiries	se-careers@buv.edu.vn

Student Engagement- Student Life Provides support and guidance for inquiries related to student life on campus including student activities and student clubs.	se-studentlife@buv.edu.vn
Well-being and Psychological Counselling Provides support and guidance student's well-being matters, including psychological counselling services.	student-wellbeing@buv.edu.vn
Learning Resources Centre Provides support and guidance for inquires relate to Student Ipad, Learning Resources Facilities including On-campus Library.	buv-lrc@buv.edu.vn
Canvas Learning Management System Provides support and guidance for inquires relate to Canvas Learning Management System.	buv-lms@buv.edu.vn
Exam Office Provides support and guidance for inquires relate to Exam Timetable, Exam regulations.	examoffice@buv.edu.vn
Academic Compliance Office Provides support and guidance for inquires relate to Academic Misconduct, Academic Regulations and Exceptional Circumstances.	aca.compliance@buv.edu.vn
Central of Academic Information Services - CAIS Provides support and guidance for inquiries relate to Exam Results, Student Records, Transcripts and Academic records.	cais@buv.edu.vn
International Office Provides support and guidance for inquires relate to Global Mobility, including Exchange and Transfer Programmes and International Study Tours.	international@buv.edu.vn
BUV welcomes feedback on all aspects related to your study and overall experience at the University. Your feedback is strictly confidential and will be reviewed/ assessed by members of the University's Senior Management Team for further actions if required.	
General feedback	feedback@buv.edu.vn

Academic Contact Points

Appointment	Name	E-mail address
Dean (Higher Education)	Associate Professor Jason MacVaugh	dean@buv.edu.vn
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Programme Lead - International Business Management	Don Hickerson	don.h@buv.edu.vn
Programme Lead - Marketing Management	Dr. Tingting Xie	tingting.x@buv.edu.vn
Discipline Lead - Computing & Innovative Technologies	Dr. Ali Al-Dulaimi	ali.d@buv.edu.vn
Programme Lead - Computer Games Design and Programming/ Games Art	David Holloway	david.h@buv.edu.vn
Programme Lead - Cyber Security/ Cloud Technologies	Dr. Hamza Mutaher	hamza.a@buv.edu.vn
Discipline Lead - Communication and Creative Industries	Dr. Paul D.J. Moody	paul.m@buv.edu.vn
Programme Lead - Contemporary Creative Practices	Richard Childs	richard.c@buv.edu.vn
Discipline Lead - Tourism and Hospitality Management	Dr. Maren Viol	maren.v@buv.edu.vn
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Equality, Diversity and Inclusion

We are committed to promoting and enabling a positive culture where staff, students and visitors are confident to be their authentic selves. We focus on inclusion as a way to ensure equality of opportunity for all our people and to demonstrate our commitment to Equality, Diversity and Human Rights. This commitment is reflected in our [Student Equal Opportunities and Diversity Policy](#) and SU's [Equality, Diversity and Inclusion Statement and Framework](#), which underpin our course development and delivery.

Support and Guidance

We endeavour through our support systems to support you in all relevant areas of your programme - whether relating to professional, academic and/or personal development.

Academic support

At BUV, we are committed to providing comprehensive academic support beyond the classroom to ensure your success throughout your educational journey. Our Student Academic Support (SAS) Office is the central point of contact whenever you require guidance or assistance in achieving your academic goals. We strongly encourage you to make full use of these valuable resources to enhance your learning experience, overcome challenges, and excel academically.

If you have any questions or need support, please do not hesitate to contact us at academic-support@buv.edu.vn.

Support and wellbeing

At British University Vietnam, we are committed to supporting all our students and there are a wide range of services available to you.

Student Support

For general information relating to support services, kindly contact our Student Information Office at:

Email: studentservice@buv.edu.vn

Hotline: 0936 376 136

Student Well-being Support

At BUV, we understand it is totally normal to feel overwhelmed and crushed sometimes, and we want you to know that we are here for you. Reach out to us and talk to us whenever you feel lost or unsure. Simply email our Student Wellbeing and Psychological Counsellor at student-wellbeing@buv.edu.vn, we will arrange a private and confidential meeting for you to express all your concerns and worries with an expert to find the best way for you to thrive in your current circumstance.

Student Association Committee (SAC)

SAC is the official representative body of the undergraduate students' interests and concerns. They have 07 members with clear responsibilities that support the BUV Student Community. You can reach out to them if you need any help during your study and student life journey via:

Fanpage: [BUV Student Association Committee](#)

Instagram: [@sacbuy](#)

Email: sac@st.buv.edu.vn

An Introduction to your Programme

The Accounting and Finance programme is designed to develop up-to-date, competent and adaptable graduates who will be suitable for a range of financial roles within their chosen profession.

Accordingly, the aims are to:

- Encourage the development of a range of skills, both subject specific and more general employability skills, allowing students to develop their potential to become outstanding accounting practitioners and managers.
- Provide a stimulating and accessible course of study that gives students a sound grasp of contemporary accounting and finance issues which the students can develop and apply in their future employment.
- Develop an awareness within students of financial and business issues and the ability to embrace change and focus on achievement.
- Support the development of an analytical approach to knowledge development to meet the needs of the accountancy professions.
- Provide students with opportunities for real business experience through a managed and supported work-based project and through application of principles, models, theories and digital technologies within real life settings.
- Provide an opportunity to undertake a year of work experience through the placement and/or shorter internship, with support from the Careers Office.
- Provide a programme of timely assessment and feedback which enables students to become self-aware, reflective and independent learners; partners in, contributors to and co-owners of their PDP and life-long learning and success.
- Provide an opportunity for students to progress their learning to masters level, thereby developing their critical and analytical skills and their potential to become outstanding accounting practitioners and managers.

What is distinctive about this programme?

The focus and development of employability skills is a cornerstone of the award, so in addition to acquiring accounting and finance knowledge, the award focuses on employability and the Staffordshire Graduate attributes (see below). Included at Level 4, for example, is a module entitled The Professional Toolkit which guides the students in developing the personal employability skills that employers look for in graduates. These skills include effective team working, good communication skills, confident presentation skills and adept IT skills.

Students complete an individual Personal Development Plan which allows for self-reflection and self-assessment and encourages students to identify measures they can take to widen

and improve their personal and employability skills. Students have the opportunity to develop these personal and employability skills throughout their chosen course of study.

Students are actively supported in securing work placement opportunities to enhance their employability prospects. These programmes provide students with the opportunity of undertaking a placement year typically between Levels 5 & 6 and those who complete a placement year receive recognition of their work experience. Graduates will also gain exemptions from certain professional accounting body examinations (e.g. ACCA, CIMA, CIPFA) which will allow them to gain professional accounting qualifications earlier than non-accounting graduates

The specific learning outcomes for your award and modules have been matched to eight university wide learning outcome statements (knowledge and understanding; learning; enquiry; analysis; problem solving; communication; application; and reflection). These standard statements describe the abilities and skills all Staffordshire University students should demonstrate in order to pass their course. The statements have been designed to meet national expectations contained within the Framework for Higher Education Qualifications. This ensures that the learning outcomes for your course are equivalent to similar courses at other UK universities and colleges. A table showing how your module learning outcomes have been aligned with the eight university learning outcome statements can be found in Appendix B.

Programme Outcomes

Your award has a set of written learning outcomes (known as Programme Outcomes) that describe what you should be able to do by the end of the course.

These are designed to help you understand what you need to do to pass your course and receive your award. The outcomes for your course can be found in Appendix A of this handbook.

Module Learning Outcomes

Each module you study has separate learning outcomes which join together to enable you to demonstrate that you have achieved the overall learning outcomes for your award. The learning outcomes for your modules can be found in your Module Handbooks and Module Descriptors, access available on your Canvas page.

The 'University 8' at Staffordshire University

The specific learning outcomes for your award and modules have been matched to eight university-wide learning outcome statements:

- knowledge and understanding
- learning enquiry
- analysis
- problem solving
- communication
- application
- reflection

These statements describe the abilities and skills all Staffordshire University students should demonstrate in order to pass their course. They have been designed to meet national expectations contained within the [Framework for Higher Education Qualifications](#).

This ensures that the learning outcomes for your course are equivalent to similar courses at other UK universities and colleges. Appendix A shows how the Programme Outcomes for your course have been mapped to the University 8.

The Structure of your Programme

Programme Title: BA (Hons) Accounting and Finance

Level 4

TB1	Introduction to Financial Accounting	Economics for Managers	Management Accounting	The Professional Toolkit
TB2		Ethics and Governance	Law for Managers	

Level 5

TB1	Financial Reporting	Business Creation and Innovation	Advanced Management Accounting	The Advanced Professional Toolkit
TB2		Computerised Accounting		Work Placement Project

Level 6

TB1	Financial Strategy and Decision Making	Personal and Business Taxation	Auditing and Fraud Risk Management	Strategic Management Accounting
TB2				Investment and Banking

Learning, Teaching and Assessment on your Programme

Learning and Teaching

Recognising the diverse skills and styles of our student community places an emphasis on ensuring that a range of learning environments and media are available and enabling students to engage in learning in a variety of ways. The emphasis on practice-based learning in a professional environment creates the need for additional learning environments such as taking responsibility for hosting your own events and learning by doing to supplement the more traditional approaches of lectures, guest speakers, tutorials, workshops, seminars and VLE to complement and enhance traditional, face-to-face learning experience. Knowledge and skills will be developed through case-studies, role-plays, simulations, presentations, projects (work-based and academic), reflective portfolios and the extended use of technology supported activities.

The curriculum will develop and evolve so that knowledge and skills learned in modules will be transferred, re-applied and developed in related modules at higher levels. You will be guided through your studies through a teaching support network of module tutors, personal tutors, award leaders and supporting academic and managers, and dedicated and involved support and pastoral staff. Learning and teaching will be an enriching experience for you that reflects the value the school places on effective, innovative and research informed teaching. Learning and teaching will foster your critical intellectual development and the business capabilities required to engage in contemporary organisations.

In your learning situations you will be acting in partnership with module deliverers and facilitators who, through a programme of study designed to develop an evolving body of knowledge and portfolio of skills will be:

- Encouraging active learning and a confidence to learn
- Making explicit the skills to be developed through the curriculum
- Stimulating intellectual curiosity and excitement in learning through engagement with up to-date and contemporary, well researched subjects.
- Encouraging critical reasoning about the world of business to achieve well informed judgements and conclusions
- Challenging and shaping new learning experiences and opportunities through application of research informed pedagogy

And you will be:

- Engaging with complex, challenging problems and real-world issues
- Proactively using available resources, technical, digital and paper-based to address problems, construct solutions and identify new topics for research

- Engaging in constructive reflection on learning and new ideas
- Communicating and sharing with others in effective teams and collaborative activities, demonstrating a sense of community through active involvement with individuals and groups from differing backgrounds, communities and value systems

Practice Based Learning

Practice Based Learning is based on you experiencing the learning curve through applying your knowledge by running and hosting events in conjunction with a range of stakeholders.

Teaching and Learning Methods

You will experience a variety of teaching and learning methods which incorporate both formal types of teaching and independent learning.

Examples of the types of learning experiences that you will encounter on the Events awards include:

- Lectures
- Tutorials and seminars
- Group tasks
- Student-led and tutor-led independent exercises
- Workshops
- Examinations
- Assignments
- Case based assignments
- Presentations
- Investigations
- Literature review

The start of each module you will be given a Module handbook. This should contain further details about the specific teaching and learning methods employed advice on how to manage your own learning and how you will be assessed. Each module has a specified module leader all module-related enquiries should be directed to the module leader in the first instance.

Assessment

Assessment design will reflect the skills needed to engage in business and will include report presentation through a variety of media, case-study analysis and feedback, reflective portfolios, assignments, research projects, examinations (both open and closed-book) podcasts and technology supported presentations.

The assessment programme will also build in a timely feedback programme to enable students to engage with and benefit from meaningful and constructive feedback to help develop confidence in meeting the demands of different approaches to assessment.

A focus on employability will be intrinsic throughout the programme. The modules at level 4 covers careers talks, visits and guest speakers from industry. At Level 5 students will develop their reflective practise when they are required to assess their employability skills reflecting on the business skills that they have developed.

At Level 6 students will incorporate their skills assessment and research a topic of their own choice that reflects their interests and demonstrates their ability to apply skills they have developed throughout their course. Moreover, we have designed into our programme's opportunities for formative assessment and feedback and encourage students to reflect and evaluate their contribution and development. Our assessment strategies are based on an integrative approach which addresses the elements of assessment for learning, accessibility, diversity and efficiency.

Assessment will enable students to make increasingly effective and confident judgements within their courses of study and within professional and employment contexts. The Staffordshire graduate attributes have been embedded within our assessments to enable our students to engage in learning and development and effective employment beyond their ongoing involvement in the school.

Throughout the course assessments are usually linked to real-life business challenges, developed through close interactions with a developing network of businesses that engage with the University.

To achieve this, we will:

- Design into our programme's opportunities for formative assessment and feedback and encourage students to reflect and evaluate their contribution and development.
- Design assessment strategies based on an integrative approach which addresses the elements of assessment for learning, accessibility, diversity and efficiency.
- Assessment will enable students to make increasingly effective and confident judgements within their courses of study and within professional and employment contexts.
- Underpinning our strategy will be the 5A* graduate attributes that will enable our students to engage in learning and development and effective employment beyond their ongoing involvement in the school.
- Assessment design will be informed by the 12 principles identified by the REAP (Re-Engineering Assessment Practices) Project:
 - Engage students actively in identifying or formulating criteria.
 - Facilitate opportunities for self-assessment and reflection.
 - Deliver feedback that helps students self-correct.
 - Provide opportunities for feedback dialogue (peer and tutor-student)
 - Encourage positive motivational beliefs and self-esteem.
 - Provide opportunities to apply what is learned to new tasks.

- Yield information that teachers can use to help shape teaching.
- Capture sufficient study time and effort in and out of class.
- Distribute students' efforts evenly across topics and weeks.
- Engage students in deep not just shallow learning effectively.
- Communicate clear and high expectations to students.
- Assessment design will also be informed by JISC Effective Assessment in a Digital Age and will focus on providing the following benefits:
 - Greater variety and authenticity in the design of assessments.
 - Improved learner engagement through interactive formative assessments with adaptive feedback.
 - Capture of wider skills and attributes, for example through simulations, e-portfolios and interactive games.
- We will ensure that the volume of assessment is not greater than is necessary for the testing of appropriate learning outcomes.
- Assessment design will give students the best opportunity to demonstrate their potential.
- We will provide timely and constructive feedback to enable students to learn and develop through the assessment process.
- We will encourage students to reflect on all forms of feedback to enhance their ongoing learner development. We will encourage students to share their reflections with staff to enable critical review and analysis.

Appendix B of this Programme Handbook provides details of the assessment strategy for the course. Assessments include debates, reports, presentations, team events, essays and portfolios. All work should be Harvard referenced, the guidelines for which may be found on the library website:

https://www.staffs.ac.uk/support_depts/infoservices/learning_support/refzone/index.jsp

Where you are required to undertake research requiring ethical approval please follow the ethical review procedures published on the university website. This is likely to be at level 6 in your final year, however you may require ethical approval when working on internal or external projects as part of your programme of study.

How to Submit Assessments

Submitting Assignments Online

Online assignments will be submitted through Canvas, using one of a number of methods that would be explained to you via a Canvas training session hosted by the Exam Office before your first submission at BUV. All assignments are marked anonymously.

Anonymous Submission

Note that most assignments are marked anonymously, and that you are asked to not include your name in submitted work unless specifically requested in the assessment document.

For online submissions, we will use the tools available in Canvas and our grading system Turnitin to ensure anonymity wherever possible.

Keeping a Backup

It is good practice to keep a hard or (backed-up) electronic copy of any assignment you submit, whether that assignment is submitted on paper or electronically. Should the assignment you submit get lost, then you will have the receipt to prove that you handed it in, and a copy to replace what has been lost.

Exceptional Circumstances

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so is likely to result in failure of the module overall. There may be occasions when you are unable to submit or undertake a piece of assessment due to circumstances beyond your control.

Feedback on your Work

Seven principles of good feedback

Good feedback should:

- Be an interactive process involving student-tutor and student-student dialogue.
- Facilitate the development of self-assessment and reflection.
- Clarify for students and staff, through dialogue, what good or bad performance actually is in the assignment or task.
- Be developmental, progressive and transferable to new learning contexts.
- Be ongoing and embedded in the learning process.
- Motivate, build esteem and confidence to support sustainable lifelong learning.
- Support the development of learning groups and communities.

Submission and Feedback

All assignments should be submitted via Canvas. Feedback for the assignment will be provided after the approval and permission from the relevant Examinations Board.

Furthermore, feedback on your performance is provided in a variety of ways -throughout your study period, you will be receiving informal feedback on your performance, via your

discussions with teaching staff in tutorials for instance. Feedback should help you to self-assess your work as you progress through the module and help you to understand your subject better.

Feedback is not just the marks at the end of the module – it could be regular verbal advice about your work, perhaps as you develop a portfolio of work; comments made by tutors or fellow students in group discussions; or the written comments on your work.

External Examiners appointed to your Programme

External examiners help the University to ensure that the standards of your course are comparable to those provided by other universities or colleges in the UK. More information on the role performed by external examiners can be found in our External Examiner Policy.

Kindly note: It is not appropriate for you to make direct contact with your external examiner. Please direct any queries for your External Examiner through your Programme Leader.

Course Specific Regulations

Your course is delivered and assessed according to the University's Academic Award Regulations. Please visit our [Regulations webpage](#) for more information.

Professional Recognition

ACCA

Upon completion of the Staffordshire University BA (Hons.) Accounting and Finance programme, graduates can gain exemptions for a number of examinations as they continue their journey to become professional accountants through the Association of Chartered Certified Accountants (ACCA).

Subject to the satisfactory completion of all modules, graduates of the BA (Hons.) Accounting and Finance programme are exempted from the following ACCA exams:

- Business and Technology (BT)
- Management Accounting (MA)
- Financial Accounting (FA)
- Corporate and Business Law (LW)
- Audit and Assurance (AA)
- Financial Management (FM)
- Financial Reporting (FR)
- Performance Management (PM)
- Taxation (TX)

ICAEW

To further support BUV students on their journeys in the accounting professions, BUV has gained accreditation from the Institute of Chartered Accountants in England and Wales (ICAEW) for students on the Staffordshire University BA (Hons.) Accounting and Finance programme. BUV graduates can gain exemptions for five of the six modules at the certificate level of the ICAEW-ACA qualification. This is an important step for students wishing to continue onto ACA training and become an ICAEW Chartered Accountant. Subject to the satisfactory completion (a grade of **50% or more**) of course modules, students can obtain the following exemptions:

- Accounting
- Assurance
- Business, Technology & Finance (Students who graduate with a 2:1 or above)
- Management Information
- Principles of Taxation

To obtain a standalone ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB), BUV graduates are awarded the following four of the maximum five exemptions available:

- Assurance
- Business, Technology & Finance (Students who graduate with a 2:1 or above)
- Management Information
- Principles of Taxation

There are no exam exemptions available for the Accounting module for students wanting to obtain a standalone ICAEW-CFAB as all students must sit for this exam.

BUV Student Voice

During the course you will have the opportunity to share your views and opinions on your modules, course and the University. Your feedback is key to ensuring that we get an accurate picture of what it is like to be a student at British University Vietnam and enables us to enhance the learning experience for current and future students.

Student feedback is welcomed, valued and considered by the senior management of the University. All learners have the opportunity to provide their individual views through module surveys. In addition, students in each cohort are asked to elect two Representatives to collate and represent their views in the Student Staff Liaison Committee meeting held in the middle of each semester. Cohort's representatives are asked to feedback to their peers' issues and decisions from the Student Staff Liaison Committee meetings.

Students may also write at any time direct to the Dean by email to dean@buv.edu.vn for academic feedbacks or to feedback@buv.edu.vn for generic feedbacks. All feedbacks are anonymous and your identity is always kept confidential.

BUV will use this information to inform the improvement and enhancement of the learning experience and University life in general for both current and future students.

BUV Student Association Committee (SAC)

BUV Student Association Committee (SAC) is a committee that represents the BUV student community. The committee act as the voice for BUV fellows, listen and collect concerns from all students and act upon their favour to create the best operating and learning environment at BUV.

The term of the SAC members is one year with new voting season happens in May annually. Students from all cohorts of SU, FE, IHM in all levels as well as a representative from the University of London Programme (UoL), can apply with no restrictions and limitation. Anyone from BUV student community can vote for any candidates they trust to choose seven best representatives. The final elected SAC members would be informed via an official email sent by BUV Student Experience Department

Every student has the opportunity to become a course/class/cohort representative. This voluntary position makes you the key contact point between staff and students, where you will listen to your peer's feedback to understand everyone's experiences, speak to your staff about ways to further enhance your learning & teaching and share the positive outcomes and impacts for learners.

Personal and Social Growth Programme

The Personal and Social Growth (PSG) Programme is a unique initiative of British University Vietnam (BUV) to encourage students' well-rounded development and enable them to acquire essential skills, qualities, and qualifications for future success. It is one of three key drivers of BUV, along with the accredited British and international higher education degrees in Vietnam, as well as a 5-star university campus with state-of-the-art learning spaces and dedicated support services.

Going parallel with and complementing the academic degree programmes, the PSG Programme with a vast pool of activities outside the classroom can cater to students' unique aspirations and facilitate their personal, social, professional, and academic growth in four aspects: Work & Career Readiness; University & Community Engagement; Social, Cultural and Emotional Development; and Academic Excellence.

To document students' PSG journey, BUV awards PSG points in proportion to the efforts and achievements that the students make in different impactful activities. Upon successful completion of the PSG Programme, students will be awarded a PSG certificate and a

detailed transcript with activities and points accumulated throughout their time at BUV. The PSG certificate is a competitive advantage for students to confidently seize opportunities in the real world.

BUV Career Guidance and Employability

BUV Career Services & Industry Relations Team consist of dedicated and experienced career consultants, career services officers, and industry relations officers who can help you with internship applications, personal career guidance, equipping employability skills and the most updated career options, as well as meeting up real-life professionals, experts, and managers in careers & employability activities. The team offers several internship opportunities on BUV Job Portal, CV review and feedback, job interview practice, career consultation, career test debrief, introduction letters, and reference letters.

The best way to get started is to:

- Visit the SE Lounge on Level 1, right next to the bus entrance and talk to a member of staff.
- Write an email to BUV Career Services & Industry Relations Team via the email address: SE-Careers@buv.edu.vn.

Or book a session with a career consultant by make an appointment via the link below: <https://buvse.simplybook.asia/v2/>.

Global Connections

During your course you will be encouraged to think globally and consider issues from a variety of perspectives, ensuing you have the knowledge and skills necessary to build your future career in an increasingly connected world.

We are committed to supporting students who wish to undertake study, work or volunteering placements abroad. In business programmes, students will conduct research in real-life international case studies to gain a global perspective. Students on specialised programmes such as International Hospitality Management and Tourism Management have the opportunity to attend international study trips to gain in-depth understanding on the international tourism context. If you would like to explore these opportunities, please contact the University's dedicated International Office (international@buv.edu.vn) to make an enquiry and book a virtual appointment.

Policies & Procedures

A full suite of BUW [Academic Policies and Procedures](#) can be found on your Canvas page, under tab Student Resources/ University Policies.

In the event of any issues arising during your course, please speak to your Programme Leader or Learning Support Team as soon as possible. Should you not be able to resolve the issue, please visit our '[Appeals, Complaints and Conduct](#)' webpage for information.

For full details of SU regulations, explaining what good academic conduct is and how SU will deal with allegations of academic misconduct, please see the University's [Academic Conduct Procedure](#). You will be able to find our comprehensive set of policies and regulations here.

Appendix A - Programme Outcomes

At the end of your studies you should be able to:

Knowledge & Understanding

Demonstrate a systematic knowledge, understanding and enhanced technical abilities of key aspects of Accounting and Finance. including the acquisition of coherent and detailed knowledge, at least some of which is at or informed by the forefront of defined aspects of Accounting and/or Finance.

(QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)

Learning

Demonstrate an understanding of the uncertainty and ambiguity and limits of knowledge.

Carry out enquiry-based learning, critical analysis and evaluation of the main current technical language and practices of accounting (for example, recognition, measurement and disclosure in financial statements; managerial accounting; auditing; taxation) in a specified socio-economic domain.

(QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)

Enquiry

Deploy accurately established techniques of analysis and enquiry and initiate and carry out projects within Accounting or Finance. Evaluate use of Information Literacy, including the ethical use of information in Accounting and Finance.

(QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)

Analysis

Describe and comment on the conflicting, contradictory concepts embedded within the current regulatory financial reporting framework and critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete) to make judgements.

(QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)

Problem Solving

Develop appropriate questions to achieve a solution – or identify a range of solutions – to a problem and use decision making in complex and unpredictable contexts including the measurement of business risk, organisational value and return on investment.

(QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)

Communication

Communicate and analyse information, ideas, problems, complex issues and solutions to both specialist and non-specialist audiences.

(QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)

Application

Apply the methods and techniques learnt to review, consolidate and apply knowledge and understanding to devise and sustain arguments, using ideas and techniques, some of which are at the forefront of accountancy.

(QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)

Reflection

Demonstrate a high level of competence in personal development, employability and understanding of their role in a globalised economy, through highly developed skills of personal awareness and critical review.

(QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)

PROGRAMME OUTCOMES BY LEVEL

The course specific learning outcomes below describe what the course will teach you to do. These outcomes are informed by the QAA benchmark statement for Business & Accounting, and therefore are representative of the attributes and capabilities that employers would expect you to demonstrate once you have achieved your qualification.

	Level 4	Level 5	Level 6
Knowledge & Understanding <i>Accounting Benchmark Statement</i> (QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)	Demonstrate knowledge and understanding of the underlying concepts and principles associated with Accounting and Finance, together with professional requirements	Demonstrate knowledge and critical understanding of the well-established concepts, principles and their development in Accounting and Finance, together with professional requirements.	Demonstrate a systematic knowledge, understanding and enhanced technical abilities of key aspects of Accounting and Finance, including the acquisition of coherent and detailed knowledge, at least some of which is at or informed by the forefront of defined aspects of Accounting and/or Finance.
Learning <i>Accounting Benchmark Statement</i> (QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)	Develop lines of argument and make sound judgments in accordance with basic theories and concepts of Accounting. This will include skills associated with the Accounting & digital business profession.	Understand the limits of your knowledge and how this influences analysis and interpretations based on that knowledge, in Accounting together with professional leadership and Accounting	Demonstrate an understanding of the uncertainty and ambiguity and limits of knowledge. Carry out enquiry-based learning, critical analysis and evaluation of the main current technical language and practices of accounting (for example, recognition, measurement and disclosure in financial statements; managerial accounting; auditing;

			taxation) in a specified socio-economic domain
Enquiry <i>Accounting Benchmark Statement</i> (QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)	Develop the ability to research, evaluate and interpret information relating to theory and practice within Accounting and Finance.	Demonstrate knowledge of the main methods of enquiry through a range of research and practical activities associated with Accounting and digital business. Develop investigative skills suitable for identifying opportunities for entrepreneurship.	Deploy accurately established techniques of analysis and enquiry and initiate and carry out projects within Accounting or Finance. Evaluate use of Information Literacy, including the ethical use of information in Accounting and Finance.
Analysis <i>Accounting Benchmark Statement</i> (QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)	Evaluate and interpret concepts and principles associated with the Accounting and Finance.	Use a range of established techniques to initiate and undertake critical analysis of information in Accounting. Recognise that skills developed in the Finance Industry are appropriate in the broader business professions.	Describe and comment on the conflicting, contradictory concepts embedded within the current regulatory financial reporting framework and critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete) to make judgements.
Problem Solving <i>Accounting Benchmark Statement</i> (QAA Bench Mark 6.2, 6.3,	Evaluate the appropriateness of different approaches to solve problems to respond to the demands of the business sector.	Evaluate critically the appropriateness of different approaches to solving problems arising from analysis of diverse information and within professional constraints of the Accounting and Finance sector. Recognise the	Develop appropriate questions to achieve a solution - or identify a range of solutions - to a problem and use decision making in complex and unpredictable contexts including the measurement of business risk,

6.4, 6.5, 6.6, 6.7, 6.8)		transferability of problem-solving skills.	organisational value and return on investment.
Communication <i>Accounting Benchmark Statement</i> (QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)	Use a range of methods to convey the results of your study and /or work accurately, reliably and with structured and coherent arguments.	Effectively communicate information and arguments in a variety of forms, to specialist and non-specialist audiences (such as when seeking funding from a financial source). Deploy key techniques of the discipline effectively for the purposes of promotion, discussion, information, explanation and presentation.	Communicate and analyse information, ideas, problems, complex issues and solutions to both specialist and non-specialist audiences.
Application <i>Accounting Benchmark Statement</i> (QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)	Develop new skills and utilise appropriate resources and techniques to create successful business solutions in a structured and managed environment.	Apply underlying concepts and principles outside the theoretical context by undertaking practical projects (such as designing a business strategy) that require independent planning and innovative thinking. Be able to use high level skills in fulfilment of industry standard requirements.	Apply the methods and techniques learnt to review, consolidate and apply knowledge and understanding to devise and sustain arguments, using ideas and techniques, some of which are at the forefront of accountancy.

<p>Reflection</p> <p><i>Accounting Benchmark Statement</i> (QAA Bench Mark 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8)</p>	<p>Demonstrate qualities and transferable skills necessary for employment and/or further study in the field of Accounting and exercise some personal responsibility for learning and development.</p>	<p>Manage your own learning, exercise initiative, personal responsibility and demonstrate the learning ability, qualities and transferable skills necessary for employment or further training of a professional or equivalent nature in Accounting and Finance. Consider reflective tools when evaluating the options of academic and vocational pathways, and the strategies to enhance progression opportunities.</p>	<p>Demonstrate a high level of competence in personal development, employability and understanding of their role in a globalised economy, through highly developed skills of personal awareness and critical review.</p>
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Appendix B - Curriculum Maps

AWARD TITLE:	BA (Hons) Accounting and Finance			
Characteristic	Award Module(s)	Level	Credits	Method of Assessment
Work-ready and employable	Advanced Professional Toolkit	5	15	Coursework - Portfolio of Evidence weighted at 75%. Coursework - A personal reflection weighted at 25%.
	Computerised Accounting	5	15	Examination - 1.5-hour computer-based assessment weighted at 100%.
	Work Placement Project	5	15	Coursework - Placement Planning Document weighted at 20%. Coursework - Reflective Learning Log weighted at 80%.
Understanding of enterprise and entrepreneurship	Computerised Accounting	5	15	Examination - 1.5-hour computer-based assessment weighted at 100%.
	Advanced Professional Toolkit	5	15	Coursework - Portfolio of Evidence weighted at 75%. Coursework - A personal reflection weighted at 25%.
	Business Creation & Innovation	5	15	Practical - Group Presentation (15 minutes) weighted at 30%. Coursework - Individual Report (2,000 words) weighted at 70%.
	Financial Strategy and Decision Making	6	30	At the end of Semester One: 2-hour examination with extra 10 mins reading time weighted at 50% weighted at 50%. At the end of Semester Two: 2-hour examination with extra 10 mins reading time weighted at 50% weighted at 50%.

Understanding of global issues and their place in the global economy	Economics for Managers	4	15	Examination - 1.5 hours weighted at 100%.
	Financial Reporting	5	30	Examination 1 - An exam of length 1.5 hours plus 10 minutes reading time weighted at 50% Examination 2 - An exam of length 1.5 hours plus 10 minutes reading time weighted at 50%.
	Financial Strategy and Decision Making	6	30	At the end of Semester One: 2-hour examination with extra 10 mins reading time weighted at 50% At the end of Semester Two: 2-hour examination with extra 10 mins reading time weighted at 50%.
Communication skills	Work Placement Project	5	15	Coursework - Placement Planning Document weighted at 20%. Coursework - Reflective Learning Log weighted at 80%.
	Advanced Professional Toolkit	5	15	Coursework - Portfolio of Evidence weighted at 75%. Coursework - A personal reflection weighted at 25%.
Presentation skills	Advanced Professional Toolkit	5	15	Coursework - Portfolio of Evidence weighted at 75%. Coursework - A personal reflection weighted at 25%.
The ability to interact confidently with colleagues	Advanced Professional Toolkit	5	15	Coursework - Portfolio of Evidence weighted at 75%. Coursework - A personal reflection weighted at 25%.

Independence of thought	Advanced Professional Toolkit	5	15	<u>Coursework</u> - Portfolio of Evidence weighted at 75%. <u>Coursework</u> - A personal reflection weighted at 25%.
Skills of teamworking	Business Creation & Innovation	5	15	<u>Practical</u> - Group Presentation (15 minutes) weighted at 30%. <u>Coursework</u> - Individual Report (2,000 words) weighted at 70%.
	Advanced Professional Toolkit	5	15	<u>Coursework</u> - Portfolio of Evidence weighted at 75%. <u>Coursework</u> - A personal reflection weighted at 25%.
Ability to carry out inquiry-based learning and critical analysis	Advanced Professional Toolkit	5	15	<u>Coursework</u> - Portfolio of Evidence weighted at 75%. <u>Coursework</u> - A personal reflection weighted at 25%.
	Financial Strategy and Decision Making	6	30	<u>At the end of Semester One:</u> 2-hour examination with extra 10 mins reading time weighted at 50% weighted at 50%. <u>At the end of Semester Two:</u> 2-hour examination with extra 10 mins reading time weighted at 50% weighted at 50%.
	Auditing and Fraud Risk Management	6	30	<u>Examination - at the end of Semester One:</u> 2-hour examination with extra 10 mins reading time (All Auditing) weighted at 50%. <u>Examination - at the end of Semester Two:</u> 2-hour examination with extra 10 mins reading time (50:50 Auditing and Risk) weighted at 50%.

Skills of problem solving and creation of opportunities	Advanced Professional Toolkit	5	15	Coursework - Portfolio of Evidence weighted at 75%. Coursework - A personal reflection weighted at 25%.
	Advanced Management Accounting	5	30	Examination - 1.5-hour exam plus 10 minutes reading time weighted at 50%. Examination - 1.5-hour exam plus 10 minutes reading time weighted at 50%.
	Business Creation & Innovation	5	15	Practical - Group Presentation (15 minutes) weighted at 30%. Coursework - Individual Report (2,000 words) weighted at 70%.
	Personal and Business Tax	6	30	Examination - Personal Taxation 1.5-hour exam plus 10 minutes reading time weighted at 50%. Examination - Business Taxation 1.5-hour exam plus 10 minutes reading time weighted at 50%.
	Work Placement Project	5	15	Coursework - Placement Planning Document weighted at 20%. Coursework - Reflective Learning Log weighted at 80%.
Technological, digitally and information literate	Computerised Accounting	5	15	Examination - 1.5-hour computer-based assessment weighted at 100%.
	Advanced Professional Toolkit	5	15	Coursework - Portfolio of Evidence weighted at 75%. Coursework - A personal reflection weighted at 25%.

Able to apply Staffordshire Graduate attributes to a range of life experiences to facilitate life-long learning	Advanced Professional Toolkit	5	15	<p><u>Coursework</u> - Portfolio of Evidence weighted at 75%.</p> <p><u>Coursework</u> - A personal reflection weighted at 25%.</p>
	Work Placement Project	5	15	<p><u>Coursework</u> - Placement Planning Document weighted at 20%.</p> <p><u>Coursework</u> - Reflective Learning Log weighted at 80%.</p>