

**Guide to assisting in the international accreditation of
the**

B.Sc. (Hons) in Applied Accounting

Awarded by

Oxford Brookes University

in partnership with

ACCA

2010

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1. Introduction

The purpose of this guide to the B.Sc. (Hons) in Applied Accounting awarded by Oxford Brookes University in partnership with ACCA is to provide documentary support for governmental departments outside the UK, who may not be familiar with Oxford Brookes University, that the degree is a BSc (Hons) degree awarded by a UK University and is equivalent to any other honours degree awarded by this or any other UK University.

As a result the degree may be fully accredited as an honours degree in accounting and should be awarded full accreditation status.

The Association of Chartered Certified Accountants (ACCA) has an international reputation and its website gives an indication of its activities, global reach and network, and international status. The special Business School accreditation website (see below) gives further details of the status and powers of ACCA.

The following information therefore gives more information about Oxford Brookes University, the Business School and this particular degree.

Where more detailed information is required relating to this submission then there is a special Business School accreditation website containing this information at

<http://www.business.brookes.ac.uk/study/ug/acca/accreditationcontents.html>

In addition specific information referred to in the text below may reference other websites where further information is available if required.

2. About the University

2.1 Oxford University and Oxford Brookes University

The origins of Oxford Brookes University lay in the foundation of the Oxford School of Art in 1865. In 1928 John Brookes was appointed as Vice-Principal of the College and went on to serve as Principal from 1934 leading to further expansion of the subject portfolio. In 1956 the institution changed its name to the College of Technology and consolidated on the Heading ton campus site. The institution subsequently became Oxford Polytechnic in 1970 and, in 1992, Oxford Brookes University.

The University's current mission is summed up as "excellence through diversity" and the University has focused on four key areas: being student-centred, quality-focused, innovatory and a University that serves the community. These complement ACCA's core values of opportunity, diversity, innovation, integrity and accountability.

Oxford Brookes University is a different institution from the older Oxford University, which is a separate government-funded body with quality standards also controlled by the QAA. Oxford Brookes celebrates its own particular strengths, and has continually won awards as the best 'new' university in the UK over the last 10 years. The two institutions are therefore entirely distinct, although they collaborate in a number of areas, such as the joint venture Oxford Institute of Legal Practice, aimed at training law graduates to become solicitors.

2.2 UK Universities

Oxford Brookes University was founded, like most UK newer universities, in 1992 and operates under an Instrument of Government and Articles of Government which usually follow a model Instrument, contained in Schedule 7A to the Education Reform Act 1988, and a model version of the Articles of Government, available from the Privy Council Office.

The Privy Council is also responsible, under the Further and Higher Education Act 1992, for approving the use of the word 'university' (including 'university college') in the title of a higher education institution, and may also approve an institution as competent to grant degrees.

These powers are granted on the basis of Oxford Brookes University:

- having procedures for assuring the quality and standards of its awards in both design and operation
- being subject to the scrutiny of the Quality Assurance Agency (QAA), the body responsible to the UK Government's Department of Education and Skills for assuring the quality of UK Higher Education in the public interest.

Therefore, individual degree programmes are not in any way agreed or accredited by the UK Government. The authority is given for all degrees offered by that University.

All but one UK University is government financed and they all have their quality controlled by a government agency – the QAA.

The QAA quality control operates in a number of ways;

- Universities are subject to regular inspection
- The QAA has produced a set of National Qualification Framework Descriptors for all levels of award in Higher Education. The B.Sc. (Hons) Applied Accounting conforms to these descriptors for the honours degree level.
- The QAA has produced a set of “Benchmark Statements” for degrees in a variety of disciplines, including Accounting. The B.Sc. (Hons) Applied Accounting conforms to these benchmark statements.

There are more details on how the B.Sc. (Hons) Applied Accounting conforms to these quality standards in Section 4.5.

The QAA website provides valuable information and details of their processes and their reports and findings are made freely available on

<http://www.qaa.ac.uk>

Further information about UK Universities and their legal status may be found at

<http://www.privacy-council.org.uk/output/page27.asp>

A summary of the statutory authorities relating to Oxford Brookes University are contained on the Business School accreditation website

<http://www.business.brookes.ac.uk/study/ug/acca/accreditationcontents.html>

3. About the Business School

Oxford Brookes Business School is a leading choice for serious students of business from the UK and overseas. It is home to more than 2,000 undergraduates and in excess of 400 postgraduates. Our diverse cohort includes students from more than 100 countries around the world.

3.1 Research

The Business School is committed to research and sees a vibrant and viable research culture as one of the essential building blocks in its strategic plan.

The research infrastructure is now well established with a Management Research Centre opened to provide support, and dedicated accommodation for researchers and research students. The Research Centre co-ordinates research across School and looks after our doctoral students.

The work of many of our more established researchers, many of whom belong to national and international networks, is already recognised and increasingly cited by the wider academic community internationally.

The School has strong links with institutions in Poland, Hungary, Ireland, South Africa, USA and Australia. It receives support from business and industry where the experience and expertise of the School's staff is often sought. Researchers in the School have been able to attract funds from such diverse organisations as the UK Department of Trade and Industry, English Tourism Council, Learning Skills Councils, National Health Service Trusts, The Wellcome Trust, Chartered Institute of Personnel and Development (CIPD), and the Waste and Resource Action Programme.

More information about the School's Research activities is available at

<http://www.business.brookes.ac.uk/research/index.html>

3.2 Consultancy and Enterprise

The School offers a consultancy service for special business education needs and for business development.

The Enterprise Centre provides a 'window' through which the expertise of the Business School is accessed by the outside world. The role of the Centre is a broad one and engages in a wide range of projects that reflect the diversity of expertise within the Business School. It acts as the fusion-point between this academic research and its application to the commercial community and therefore acts as an agent in bringing the newest ideas as speedily as possible to their potential users.

The School firmly believes that high quality research reapplied in a practical nature to the business environment is essential to future business sustainability.

More information on the School's consultancy activities are available at

<http://www.business.brookes.ac.uk/consultancy/index.html>

3.3 Teaching and Learning

Oxford Brookes Business School has an excellent reputation for teaching and learning. In the QAA Audit of 2000 all Oxford Brookes Business School programmes were rated as excellent. Business and Management (including retail and marketing) and Economics both achieved a score of 24 out of 24, a rare achievement.

The School hosts the National Subject Centres in both

- Hospitality, Leisure, Sport and Tourism
- and
- Business, Management, Accountancy and Finance.

It is therefore responsible for improving teaching and learning experiences in these subject areas for all HE institutions in the UK.

The school has recently been awarded a £4.5million grant to establish a Centre of Excellence in Teaching and Learning for business, and the School is therefore investing £2million to develop a new student learning centre at the Business School campus in Wheatley. This will be completed in 2007 and, incorporating the latest technology, it will support student learning outside of the seminar and lecture environment.

Oxford Brookes Business School was awarded one of only twenty National Teaching Fellowships in 2002. It has also received two major awards for the Development of Teaching and Learning and has unique relationships with overseas universities, such as Tsinghua, the principal University in China. It also enjoys a partnership with ACCA, the Association of Chartered Certified Accountants, which has led to Oxford Brookes University now having the largest undergraduate accounting programme in the world.

The Times University Guide 2009 has confirmed Oxford Brookes as the ‘country’s best modern university’ by topping the league of new institutions. Per the Times, Oxford Brookes is ‘on a par in reputation and results with some of its older peers’.

The Times goes on to detail that the ‘heart of Brookes success is the excellent teaching on offer’, with 24 subjects being rated as excellent, which equals those of the Russell Group. More than three quarters of research was rated as ‘internationally recognised’.

National Student Satisfaction Survey results in 2009 ranked Accounting as 7th out of 80 Higher education Institutions with a student satisfaction rating of 98. This is based on areas such as teaching, assessment, academic support and organisation and management.

3.4 Accreditations

The Association of MBAs (AMBA)

Only a limited number of schools worldwide have received AMBA accreditation for their MBA programmes. In June 2008 the Business School's AMBA accreditation was renewed for a full five years, the maximum reaccreditation term under AMBA regulations.

The Chartered Institute of Personnel and Development (CIPD)

The CIPD is the professional body for those involved in the management and development of people. It accredits Oxford Brookes programmes in human resource management.

EPAS

EPAS is an accreditation system for international degree programmes in business and management, operated by the European Foundation for Management Development (EFMD). Our **BA (Hons) Business and Management** programme and our Hospitality and Tourism **MSc programmes** are EPAS accredited. Oxford Brookes University was among the first European schools to receive EPAS accreditation and the first in the world to achieve five-year accreditation.

Investors in People (IIP)

The Investors in People Standard is a business improvement tool designed to advance an organisation's performance through its people. Oxford Brookes University Business School has been successfully assessed to the Standard.

Associations

Association of Chartered Certified Accountants (ACCA)

ACCA, with 122,000 members and 325,000 students, is the world's largest body for professional accountancy. ACCA and the Business School work together in a unique

partnership to provide quality educational opportunities, which include an exclusive **BSc (Hons) Applied Accounting** and an accelerated **Global MBA** by distance learning.

The Association of Business Schools (ABS)

The Business School is an active member of ABS, which is the representative body and authoritative voice for all the leading business schools of UK universities, higher education institutions and independent management colleges.

The Association to Advance Collegiate Schools of Business (AACSB)

The Business School is a member of AACSB, a US-based association founded in 1916 whose mission is to advance quality management education worldwide through accreditation and thought leadership.

The Chartered Institute of Purchasing and Supply (CIPS)

CIPS is an international organisation, based in the UK, serving the purchasing and supply profession. Business School programmes in purchasing and supply management are CIPS accredited.

The European Foundation for Management Development (EFMD)

The Business School is a member of EFMD, the recognised centre of excellence in Europe for management development.

4. About this degree

This Bachelors Honours Degree is an exclusive degree offered to ACCA students through a unique and innovative collaboration between ACCA and Oxford Brookes University Business School.

Due to its innovative nature some assurance may be required that the degree is of the same status and quality as any other accounting degree obtained by students attending Oxford Brookes University. This degree is awarded directly by Oxford Brookes University. It is not what is often referred to as a “validation” whereby a University credits examinations and assessments carried out by a partner body, worthwhile though those partnership programmes are.

4.1 ACCA Papers – Oxford Brookes Papers

It is important to recognise that the University is not crediting ACCA professional examination papers but that these ACCA Fundamentals (F1-F9) examination papers (previously parts 1 and 2) are also Oxford Brookes University papers. The University takes a full part in the preparation of these papers, employs the examiners who set the papers, employs other personnel to specifically quality control the papers and takes part in the marking and assessment processes and the review processes relating to the examination papers.

The degree is therefore a full honours degree and is equivalent to all other Oxford Brookes University Bachelors honours degrees.

4.2 Transcripts

The University will provide a formal transcript if required for individual students so that they may submit them as evidence of their degree classification. Each module on the transcript is referenced by an Oxford Brookes University course code.

The marks gained in the professional papers are included on the transcript as Oxford Brookes University papers except where credit is obtained either by some form of exemption or by papers prior to 2001. A sample transcript is attached at the end of this document showing the Brookes course codes and marks obtained.

4.3 Mode of Study

The course is sometimes described as “Open Learning” which means that students may prepare in different ways and may in fact attend full time study to prepare. It is not a distance learning or a correspondence degree but something different.

Correspondence/Distance learning has a bad reputation in some subject areas and it is reasonable to be suspicious in these areas. However accounting does lend itself well to examination based assessment, particularly where the examinations are externally set and standards maintained by two high quality institutions – Oxford Brookes University and ACCA.

4.4 Professional bias of the course

The degree course tends to be oriented towards the professional nature of accounting rather than the academic (hence the title Applied Accounting).

When ACCA introduced its new syllabus in 2001 for the ACCA Professional Scheme it was partially in response to a need for a more academic approach to the qualification. This is explicit in instructions given to examiners. Model answers have started to make use of external sources for referencing and syllabuses. ACCA study guides have been written to encourage students to read widely and not just rely on the professional trainers’ study guides.

It may seem unusual for a professional qualification to cover academic areas. However the Research and Analysis Project was specifically designed to include those areas that students on a taught degree course would normally expected to be assessed in, but were missing

from a professional exam based (and possibly distance learning based) course. These areas include Research skills, IT skills and the so-called “soft” skills such as presentation, questioning and listening.

4.5 A “True” accounting degree

In order to ensure normal requirements for an Accounting degree are met, the Business School carried out a benchmarking exercise to ensure the degree conforms to the QAA National Qualification Framework Descriptors and, for the Fundamentals exams (F1-F9) (previously Parts 1 and 2), the honours degree Accounting benchmark statements.

4.5.1 The national qualifications framework for higher education qualifications in England, Wales and Northern Ireland

The qualifications framework is designed to provide:

- clear and accurate information about the purposes and outcomes of UK higher education in a form that will be useful to all of its stakeholders;
- a structure of shared, explicit reference points by which to distinguish the character, level and intended outcomes of higher education qualifications;
- the basis for a consistent use of qualifications titles within higher education.

The Business School’s exercise provided the evidence that Fundamentals Papers (previously Part 1 and Part 2) correspond to an honours degree, worth between 360 and 375 credits (dependent on papers sat) at levels one, two and three and that Professional papers (previously part 3) are at M (Masters) level. The Research and Analysis Project (RAP) counts for 30 credits out of the total 360-375 credits.

The classification of BSc degree Honours (First Class, Upper Second, Lower Second, Third Class) is calculated as follows:

- Degree classification based on ACCA average mark **AND** RAP Pass Grade (A or B or C).

Our ongoing quality assurance procedures ensure that this standard continues to be achieved.

4.5.2 Subject benchmark statements

The QAA subject benchmark statements, which refer to the **bachelor's degree with honours**, have a number of objectives. They:

- provide a means for the academic community to describe the nature and characteristics of programmes in a specific subject.
- represent general expectations about the standards for the award of qualifications at a given level
- articulate the attributes and capabilities that those possessing such qualifications should be able to demonstrate.
- provide an important external source of reference for higher education institutions when new programmes are being designed and developed in a subject area.
- provide general guidance for articulating the learning outcomes associated with the programme but are not a specification of a detailed curriculum in the subject.
- provide for variety and flexibility in the design of programmes and encourage innovation within an agreed overall framework.
- provide support to institutions in pursuit of internal quality assurance.
- enable the learning outcomes specified for a particular programme to be reviewed and evaluated against agreed general expectations about standards.
- act as one of a number of external sources of information that are drawn upon for the purposes of academic review and for making judgements about threshold standards being met.

It is important that the Business School was able to confirm that the B.Sc. (Hons) Applied Accounting conformed to the Accounting benchmark statements. Each learning

outcome within the benchmark statement was examined and the appropriate part of the programme identified to ensure that the learning outcome was being met. In particular, the Research and Analysis Project element of the programme is continually monitored, in conjunction with the examination papers, to ensure that benchmarks continue to be met.

(see www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Subject-benchmark-statement-Accounting.aspx

for further information on accounting benchmark statements)

More information on this exercise is available on Business School accreditation website

<http://www.business.brookes.ac.uk/study/ug/acca/accreditationcontents.html>

if required.

4.6 Graduation

Students from over 60 countries have already graduated.

Students are invited to attend a graduation ceremony dependent on their location. In 2009 graduation ceremonies were held in Oxford, Singapore, Kenya and Hong Kong.

Graduates become full members of the Alumni Association of the University.

4.7 Quality Assurance relating to this degree

The degree awarded is, as mentioned above, subject to quality control by the UK QAA (Quality Assurance Agency).

For evidence of this the QAA website

http://www.qaa.ac.uk/reviews/reports/institutional/oxford_brookes/oxford_brookes.asp

shows a report of an academic quality audit of Oxford Brookes University (the University) undertaken in 2002 by the QAA.

Appendix 2 of this QAA report details collaborative provisions course by course clearly including the B.Sc. (Hons) Applied Accounting thus specifically verifying that the quality assurance processes apply to this degree.

There are specific quality assurance processes relating to this degree and it may be interesting for the relevant authorities to have details of these.

The processes include appointment of the following **by Oxford Brookes University:**

- 9 Examiners – 1 per module
- 5 External Monitors - 1 per subject group
- 1 Chief External Examiner
- 1 Project External Examiner
- 2 Variant Auditors

In addition, Oxford Brookes University staff attend and participate in

- Examination Panels where ACCA expert staff, examiners, assessors and co-ordinators examine proposed papers in detail.
- An Examination Review Board where representatives from the providers critically comment and evaluate the examination papers before they are marked so that comment may be fed back to the examiners and markers.
- Markers' meeting whereby the examiner and markers confirm marking schemes.
- A full review of the examination sitting after the marks have been finalised.
- Half -yearly Review Board
- Appeals meetings

Oxford Brookes University staff also monitor the overall process.

There is more detail on the Business School accreditation website

<http://www.business.brookes.ac.uk/study/ug/acca/accreditationcontents.html>

4.8 Enrolling and registering for the degree

Students must be registered with Oxford Brookes University to be awarded the degree and most students register at the start of their ACCA studies.

Further details of how the degree operates in conjunction with the professional examination papers of ACCA can be found in the attached leaflet and on ACCA's website

<http://www.accaglobal.com/students/professionalscheme/degreepartnership/>

4.9 Programme Specification

All degree programmes at Oxford Brookes University have a full "Programme Specification" to indicate aims, outcomes and skills. This is detailed below:

Business School

1	Awarding body:	<i>Oxford Brookes University</i>
2	Teaching institution:	<i>Oxford Brookes University</i>
3	Programme accredited/approved by:	<i>N/A</i>
4	Final and intermediate awards:	<i>BSc (Hons) Applied Accounting</i>
5	Programme title:	<i>N/A</i>
6	UCAS Code:	<i>Accounting</i>
7	Relevant subject benchmarking statement(s):	
8	Date of production (or revision) of specification:	<i>June 2007</i>

The award of the BSc in Applied Accounting arises from a strategic collaboration between Oxford Brookes University and the Association of Chartered Certified Accountants (ACCA). This programme specification covers students who started their ACCA professional accountancy studies on, or after, 1 January 2007. The BSc in Applied Accounting degree described in this specification will be first awarded in academic year 2008/09.

9 **Programme aims**

The principal aim of the degree programme is to widen access to Oxford Brookes University (OBU) and enable thousands of ACCA students across the world to have the opportunity to obtain an Oxford Brookes degree.

The BSc degree aims to enhance and extend the knowledge and skills gained by ACCA students in their professional studies and so to improve students' effectiveness as professional accountancy students and / or practitioners.

10 Programme outcomes

Reference points

The BSc programme outcomes are primarily referenced to the UK QAA Accounting benchmark statement and framework for higher education qualifications in England, Wales and Northern Ireland.

The programme outcomes are also referenced (secondary) to the recognised capabilities as a professional accountant as identified by such regulatory and advisory bodies as the International Federation of Accountants (IFAC).

Programme outcomes

On completing the programme, a student will have demonstrated a capability to:

Knowledge and understanding (K)

- K1 Critically evaluate accounting concepts and principles and their application in solutions to practical accounting problems.*
- K2 Prepare financial statements of entities, including groups of companies, using relevant financial information, accounting techniques and standards; and to analyse and interpret such financial statements.*
- K3 Use relevant management accounting techniques with cost information, for planning, decision-making, performance evaluation and control, within different business settings.*
- K4 Apply financial management techniques to issues affecting investment, financing, and dividend policy decisions of an organisation.*
- K5 Understand the general legal framework, and apply specific legal principles relating to business, including taxation legislation as applicable to individuals, single companies and groups of companies.*
- K6 Explain the process of carrying out the assurance (audit) engagement and its application in the context of the professional (audit) regulatory framework.*
- K7 Describe the organisational context of the accountant and of the development of accounting information systems; to understand the need for the efficient use of resources within an organisation.*
- K8 Understand the ethical responsibilities of professional accountants, including the principles of the ACCA code of conduct, and to reflect on ethical dilemmas and potential solutions.*

Disciplinary and professional skills (D)

- D1 Prepare non-complex financial statements using generally accepted accounting principles.*
- D2 Evaluate and comment on the performance and financial situation of organisations using a range of interpretative techniques.*
- D3 Select and apply appropriate accounting and financial management techniques to organisational business planning, decision-making and control.*
- D4 Understand the limitations of accounting techniques and the implications of such limitations.*
- D5 Understand the limitations of acquired knowledge of legal and taxation issues and recognise the need to seek further specialist advice where necessary.*
- D6 Communicate analysis of accounting and financial information and recommendations to a variety of different audiences.*

Transferable Skills (T)

- T1 Solve problems through the identification of key issues, synthesis of information and analytical tools, and the presentation and critical evaluation of a range of options.
- T2 Communicate appropriately in writing and through an oral presentation.
- T3 Complete a programme of study through independent and self managed learning.
- T4 Undertake an independent research project relating to a single organisation or industry sector.
- T5 Prepare a written report which meets academic requirements of information collection and referencing of information sources.
- T6 Use information technology to record and analyse financial data, to collect information from a range of sources and to present research findings.
- T7 To reflect on the learning attained through completing the programme and its impact on future professional development and employment roles.

Achievement of Programme Outcomes

Each of the learning outcomes above is met by passing an ACCA examination and / or passing the Oxford Brookes Research and Analysis Project (OBU RAP) and / or completing the ACCA Professional Ethics Module. The table below gives the relationship between the learning outcomes and the components of the BSc degree.

LO	QAA	ACCA Syllabus	OBU RAP	Ethics Module	LO	QAA	ACCA Syllabus	OBU RAP
K1	√	F5, F7	√		D4		F5, F7, F9	√
K2	√	F3, F7			D5		F4, F6	
K3	√	F2, F5			D6		F5, F7, F9	√
K4	√	F5, F9						
K5	√	F4, F6						
K6	√	F8			T1	√	F4 - F9	√
K7	√	F1			T2	√	F4 - F9	√
K8		F8		√	T3	√	F1 - F9	√
					T4	√		√
D1		F3, F7			T5	√		√
D2		F3, F7			T6	√		√
D3		F2, F5, F9	√		T7	√		√

ACCA Professional Examinations

The syllabus for each of the nine ACCA professional subjects (F1-F9) has been developed by ACCA. Each ACCA paper is assessed by a time constrained written examination, set and marked by ACCA. Papers F1 - F3 are each 2 hours in length and are assessed by 100% objective testing, Papers F4 – F9 are each 3 hours in length and are assessed by various types of written questions. All questions in Papers F1-F9 are compulsory.

Students have a number of learning resources available to support their studies:

- ACCA examination syllabus and study guides
- ACCA approved study texts

- *ACCA Tuition Providers (full time, part time study)*
- *ACCA examination papers and model answers*
- *ACCA Student Accountant technical articles*

ACCA Professional Ethics Module

This is an online learning resource developed by ACCA. It is reflective in design and is self assessed. Alternative arrangements will be provided, on request, for students who do not have access to the internet.

Oxford Brookes Research and Analysis Project

The Oxford Brookes Research and Analysis Project consists of a 6,500 word written Research Report and a 2,000 word Skills and Learning Statement. OBU RAPs are submitted to Oxford Brookes and are assessed by Oxford Brookes.

Students have a number of resources available to support their research activity:

- *OBU RAP guidelines*
- *OBU approved RAP study texts*
- *RAP Mentor (at an ACCA tuition provider, or employer)*
- *OBU ACCA office*

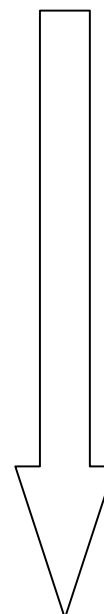
11 Programme structure and requirements

The programme structure is given below.

ACCA

<u>Fundamentals Knowledge module</u>		
F1 Accountant in Business	30 credits	Level 1
F2 Management Accounting	30 credits	Level 1 F3
Financial Accounting	30 credits	Level 1
<u>Fundamentals Skills module</u>		
F4 Corporate and Business Law	40 credits	Level 3
F5 Performance Management	40 credits	Level 3
F6 Taxation	40 credits	Level 3
F7 Financial Reporting	40 credits	Level 3
F8 Audit and Assurance	40 credits	Level 3
F9 Financial Management	40 credits	Level 3

<i>Professional Ethics module</i>	<i>0 credits</i>	<i>Level 3</i>
<u>Oxford Brookes University</u>		
<i>Research and Analysis Project</i>	<i>30 credits</i>	<i>Level 3</i>
<i>Total</i>	<i>360 credits</i>	



Award of degree

The BSc in Applied Accounting degree is awarded to an OBU registered student who has:

- *passed the three ACCA Fundamentals papers F7, F8 and F9 and passed other papers as required to successfully complete all nine Fundamentals Level papers*
- *completed the ACCA Professional Ethics module*
- *passed the Oxford Brookes University Research and Analysis Project, and*
- *done so within 10 years of initial registration for the ACCA professional qualification.*

Exemptions / Credits

A registered student may be given exemptions from one or more of the nine ACCA specified examination papers. Exemption decisions are made by ACCA and ACCA exemption policy is periodically reviewed by Oxford Brookes University. However, all students who wish to achieve the BSc degree must sit and pass all of the three ACCA subjects F7, F8 and F9.

No exemption can be given from the Professional Ethics Module or from the Oxford Brookes University Research and Analysis Project.

Progression

A student who registers with ACCA to undertake the ACCA professional accountancy qualification is automatically registered with (opted-in to) Oxford Brookes University for the BSc in Applied Accounting, unless they choose to opt-out of the BSc degree programme at the time of initial registration with ACCA.

An opted-out ACCA student may opt-in to the BSc degree scheme before passing any of the three subjects F7, F8 and F9. An opted-out student who has passed any of these three subjects cannot be opted-in to the BSc degree.

A student is expected to study the ACCA Knowledge module before the ACCA Skills module. ACCA strongly recommends that students take the papers within each module in order (i.e. F1 to F3 and F4 to F9).

A student may sit between one and four papers at any single ACCA examination session.

*A student must successfully complete the nine specified ACCA professional examinations **and** complete the ACCA Professional Ethics module before submitting an OBU RAP.*

Conversion arrangements have been developed for completion of the BSc (Hons) in Applied Accounting degree by students who have passed one or more ACCA professional examinations by, or at, the June 2007 ACCA examination sitting.

12 Admission criteria

The minimum academic entry requirements for registering on the BSc degree are two A Levels plus three GCSEs (grade C or above) in five separate subjects including Maths and English. Oxford Brookes University recognises a number of other qualifications which satisfy the minimum

English language requirement, including a Pass in ACCA Paper F4, “Corporate and Business Law”.

The ACCA Mature Student Entry Route (MSER) allows students who do not possess the minimum entry qualifications to register with ACCA. They will be given two years from the date of their first eligible ACCA examination session to pass Papers M1 and M2 (equivalent to Papers F2 and F3).

An MSER student who does not have an acceptable English Language qualification will be permitted to register for the BSc (Hons) in Applied Accounting only after they have passed the F4 “Corporate and Business Law” examination.

An ACCA Certified Accounting Technician (CAT) student who has passed the CAT Advanced Level examination papers meets all the entry requirements for the BSc (Hons) in Applied Accounting degree scheme.

13 Quality assurance mechanisms

The overall purpose of the quality assurance mechanisms is to give assurance to stakeholders of Oxford Brookes University that a student who completes the BSc degree in Applied Accounting has met the programme learning outcomes, has been assessed appropriately and fairly, and that the standards achieved by a BSc graduate are comparable to those achieved by students in other UK higher education institutions.

Oxford Brookes has a robust quality assurance framework for the setting and marking of the nine ACCA professional examination papers, in addition to its assessment of the OBU RAP.

5. Summary of useful Web pages

5.1 Business School accreditation website

There is a Business School accreditation website giving further information relating specifically to this course and the related issues. This is at:

<http://www.business.brookes.ac.uk/study/ug/acca/accreditationcontents.html>

5.2 Other useful addresses

In addition the following is a summary of other addresses that may be useful in verifying the status of this course or of the University:

5.2.1 Oxford Brookes University

Oxford Brookes University web pages showing details of the ACCA degree are at:

<http://www.business.brookes.ac.uk/study/ug/acca/faq.html>

and

<http://www.business.brookes.ac.uk/partnerships/professional/>

5.2.2 The UK Quality Assurance Agency.

The main website is at:

<http://www.qaa.ac.uk>

Reports of Oxford Brookes University by the QAA can be found on:

<http://www.qaa.ac.uk/reviews/reports/institutional/oxfordBrookes05/RG170OxfordBrookesUni.pdf>

[f](#)

Further information on Framework descriptors can be found at

<http://www.qaa.ac.uk/academicinfrastructure/FHEQ/background/ewni/positionPaper.asp>

Further information on accounting benchmark statements can be found at

www.qaa.ac.uk/academicinfrastructure/benchmark/honours/accounting.asp

5.2.3 UK Universities and their authority

Further information about the status of UK Universities can be found at

<http://www.privacy-council.org.uk/output/page27.asp>

Sample

ACCA Office

ACCA Programme Administrator

Wheatley Campus Wheatley Oxford OX33 1HX UK
t. +44 (0)1865 485702 f. +44 (0)1865 485802
acca@brookes.ac.uk
www.brookes.ac.uk

STUDENT NAME:

STUDENT NUMBER:

DATE OF BIRTH:

DATE OF AWARD:

The above named student has successfully completed a degree programme with Oxford Brookes University leading to the degree of Bachelor of Science (Honours) in Applied Accounting with <<insert> **CLASS HONOURS**

The degree was assessed in English.

Details of the programme of study and the student's performance are as follows:

Module Code	ACCA Paper number	Module Title	Level	Credits	Mark (Pass mark 50%)	Date
CA31	Paper F1	Accounting in Business	1	30		
CA32	Paper F2	Management Accounting	1	30		
CA33	Paper F3	Financial Accounting	1	30		
CA34	Paper F4	Corporate and Business Law	3	40		
CA35	Paper F5	Performance Management	3	40		
CA36	Paper F6	Taxation	3	40		
CA37	Paper F7	Financial Reporting	3	40		
CA38	Paper F8	Audit and Assurance	3	40		
CA39	Paper F9	Financial Management	3	40		
CA80		Professional Ethics Module	n/a	n/a	Pass	
CA98		Research and Analysis Project	3	30	GRADE	

Total Credits: 360

Transcript authenticated by

Jane Towers-Clark, Programme Director (BSc Applied Accounting)
Oxford Brookes University: Tel 44 (0) 1865 485702

Signed:



Date:

OXFORD
BROOKES
UNIVERSITY Business School

Wheatley Campus
Oxford OX33 1HX



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