



**UNIVERSITY
OF LONDON**

Programme Specification 2018–2019

Economics, Management,
Finance and the Social
Sciences (EMFSS)

Accounting
Graduate Diploma

Important document – please read



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Important information regarding the Programme Specification

About this document

Last revised 30 July 2018

The Programme Specification gives a broad outline of the structure and content of the programme, the entry level qualifications, as well as the learning outcomes students will achieve as they progress. Some of the information referred to in a programme specification is included in more detail on the University of London website. Where this is the case, links to the relevant webpage are included.

Where links to external organisations are provided, the University of London is not responsible for their content and does not recommend nor necessarily agree with opinions expressed and services provided at those sites.

If you have a query about any of the programme information provided, whether here or on the website, registered students should use the *Ask a question* tab in the [Student Portal](#); otherwise the *Contact Us* button at the bottom left hand corner of every webpage should be used.

Key revisions made

Programme specifications are revised annually. The LSE, as part of its annual review of standards, confirms the programme structure and the educational aims and learning outcomes, and advises on any development in student support. Where there are changes which may impact on continuing students, these are listed below. For all new students, the programme and general information provided in this document is correct and accurate and will be applicable for the current year.

Title and name of awards

Programme

Accounting

Award title

Graduate Diploma in Accounting

Level of the programmes

The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) forms part of the UK Quality Code for Higher Education of the [Quality Assurance Agency for Higher Education](#) (QAA).

The awards are placed at the following Levels of the Framework for Higher Education Qualifications (FHEQ):

- | | |
|---|----------------|
| • Bachelor of Science Honours degree (BSc) | Level 6 |
| • Graduate Diploma | Level 6 |
| • Diploma of Higher Education (DipHE) | Level 5 |
| • Diplomas in Economics and Social Sciences | Level 4 |
| • Certificate of Higher Education (CertHE) | Level 4 |

Individual Courses are placed at Levels 4, 5 or 6, depending on the course selected. See the 'Programme Structures' section of this document for more information.

Relevant QAA subject benchmarks group(s)

See the [QAA website](#) for information

[Accounting](#)

Awarding body

[University of London](#)

Registering body

[University of London](#)

Academic direction

[The London School of Economics and Political Science \(LSE\)](#)

Accreditation by professional or statutory body

Not applicable

Language of study and assessment

English

Mode of study

Independent or locally-supported learning

The University of London website provides an overview of [teaching centres](#).

Programme structures

The Economics, Management, Finance and the Social Sciences programmes are comprised of courses. Each course is referred to as a '100 course', '200 course' or '300 course', corresponding to the following levels of the Framework for Higher Education Qualifications (FHEQ):

- 100 courses are placed at FHEQ Level 4
- 200 courses are placed at FHEQ Level 5
- 300 courses are placed at FHEQ Level 6

Where half courses are indicated, two half courses are equivalent to one full course in terms of structure. For each programme, some courses are compulsory, whilst others can be selected from lists of options called 'selection groups'.

Each Graduate Diploma consists of four full courses (or the equivalent). Where the structure permits, students may take a maximum of two full 100 courses. Students must take at least two 200 or 300 courses.

The current structure can be found on the programme's [Structure](#) page on the University of London website.

Where a student satisfies certain conditions, transfer may be permitted between different Graduate Diplomas. A student registered on a Graduate Diploma cannot transfer to a degree, Individual Course or the Certificate of Higher Education in Social Sciences. Instead, they would need to cancel their registration and submit a request for new registration on their chosen programme.

To be considered for the award of a Graduate Diploma, a student must have attempted and passed four full courses, each at a mark of 40 or above.

Full details of the Scheme of Award are included in the [Programme Regulations](#).

Maximum and minimum periods of registration

The maximum and minimum period of registration, from a student's effective date of registration, are:

	Minimum	Maximum
Graduate Diploma	One year	Five years

Study materials are made available after registration and on payment of the applicable fee.

Credit value of courses

Further information about the credit systems used by universities in the UK and Europe is available in:

[The Higher Education Credit Framework for England](#)

[The Framework for Higher Education Qualifications in England](#)

[The European Credit Transfer and Accumulation System](#)

Where credits are assigned to each course of a programme, credit indicates the amount of learning carried out in terms of the notional number of study hours needed, and the specified Framework for Higher Education Qualifications in England (FHEQ) credit level indicates the depth, complexity and intellectual demand of learning involved. The details below indicate the UK credits and the European Credit Transfer and Accumulation System (ECTS) values.

For the Economics, Management, Finance and the Social Sciences suite of programmes, credits are assigned to the courses as follows:

- 30 UK credits or 15 ECTS credits for a full course at level 4, or 15 UK credits or 7.5 ECTS credits for a half course at level 4
- 30 UK credits or 15 ECTS credits for a full course at level 5, or 15 UK credits or 7.5 ECTS credits for a half course at level 5
- 30 UK credits or 15 ECTS credits for a full course at level 6, or 15 UK credits or 7.5 ECTS credits for a half course at level 6

One UK credit equates to a notional ten hours of study.

Entrance requirements

We consider qualifications from around the world. Details are available [here](#) and in the [Qualifications for Entrance](#) schedule

The full list of [EMFSS programmes](#) can be found on our website. Entrance requirements are set out in detail under the 'Requirements' tab for each programme.

Applicants must submit an application in line with the procedures and deadlines set out on the [website](#).

All entrance requirements are set out in detail on the programme page under the Requirements tab.

Entrance Requirements for the Graduate Diplomas

Age:

Applicants must normally be at least 17 years of age on or before 30 November in the year of initial registration.

Qualifications:

Applicants must have successfully completed one of the following:

- an acceptable bachelor degree

- an acceptable Master's degree (or any other acceptable/appropriately accredited Level 7 award) provided this is at least 1 year full time in duration
- an acceptable Level 5 or Level 6 award (such as an HND or Graduate Certificate) provided this is at least 1 year full time in duration. In addition applicants must submit evidence of at least 2 years relevant work experience.

In addition, applicants must meet the programme-specific requirements given on the [Requirements](#) tab on each programme's page on the website.

English language requirements

Applicants must satisfy the English language requirements for the programme. These are set out in detail on the programme page under the Requirements tab for each programme.

Additional information on English language proficiency tests are given on the [website](#).

Where an applicant does not meet the prescribed English language proficiency requirements but believes that they can demonstrate the requisite proficiency for admission the University may, at its discretion, consider the application.

Internet access

Students will require regular access to a computer with an internet connection to use the University of London's online resources and systems.

The computer should have at least the following minimum specification:

- a web browser with Cookies and JavaScript enabled (a latest version of Firefox or Chrome is recommended);
- a good internet connection;

And the following applications installed:

- a word processor that accepts Microsoft Word formats (.doc and .docx);
- a pdf reader.

Students with specific access requirements

The University of London welcomes applications from disabled students and/or those who have specific access requirements. The University will make every effort to provide reasonable adjustments to enable those with a disability, learning difficulty or specific access requirements to have the same opportunity as all other students to successfully complete their studies.

The University is committed to managing the application procedure and the programme itself to ensure that services are accessible for all students and that an inclusive environment is created. The University of London admissions team encourages those students with a disability, or others who may need special arrangements to assist in taking examinations (such as separate room or special aids), to complete the relevant section of the application form, or contact the [Inclusive Practice Manager](#). Requests are considered by a University panel, whose purpose is to ensure that students with disabilities and/or specific access requirements are neither advantaged nor disadvantaged by such arrangements when compared with other students. These considerations remain separate from the academic selection processes.

For further information, see [Inclusive Practice Policy](#)

Sources of funding and scholarships

Information about potential sources of funding and scholarships is updated annually and where available is included in the prospectus web pages.

For further information see <https://london.ac.uk/applications/funding-your-study>.

Educational aims and learning outcomes of the programmes

Each of the programmes within the fields of Economics, Management, Finance and Social Science aims to offer a challenging, flexible scheme of study invigorated by research, which advances a student's ability to develop academic and practical insights into the subjects studied. Students will be encouraged to develop a broad range of transferable and in some cases technical expertise.

Graduates of the programmes will have a sound basis for careers in a wide range of areas from major corporations to small businesses, government organisations, the voluntary sector, international organisation and the media.

Successful completion of a degree, with Honours, may allow a student to progress to postgraduate study in the degree field or a related area or to undertake further professional qualifications.

Within the programmes there is a natural progression between the levels. A student who passes the 100 courses (FHEQ Level 4) will have the essential introduction to that subject. The 200 and 300 courses (FHEQ Level 5 and 6) build on the 100 courses and provide opportunity to develop a more detailed understanding. Although the courses may not in themselves be more difficult, students will develop a greater understanding and a sophistication of thinking as they work through the courses.

The programmes aim to:

- promote independent critical and evaluative skills, and intellectual curiosity for life-long learning;
- expand knowledge and understanding of the chosen discipline;
- promote analytical, creative and imaginative engagement with theory, research and practice in the chosen discipline;
- encourage self-development into professionally organised and interactive individuals by practicing skills of selection, assimilation and communication.

Graduate Diploma in Accounting

The programme aims to set accounting and finance in a broader social science framework in order to:

- provide an education at the forefront of the international field in the study of the theory and practice of financial management, control and accountability in organisations;
- situate the study of accounting and finance in some of the various contexts within which accounting and finance professionals play a key role;

- develop in students an understanding that not only is accounting and finance as a discipline concerned with computational skill but, more importantly, it is central to the way in which both management internally, and also various stakeholders externally (including investors, lenders, customers, the government and the public) perceive, understand, and seek to change and control the nature of organisations and the ways in which resources are allocated to and by them;
- foster in students a critical and flexible approach to accounting and finance issues, within a UK and international context;
- prepare students for challenging careers in accounting and finance and related sectors, as well as for higher degrees/research.

The learning outcomes of the programme are as follows:

Knowledge and understanding;

Depending on the courses studied a student will be able to:

- communicate knowledge and understanding of several of the major contexts within which accounting operates, based on a critical evaluation of related theoretical and conceptual frameworks and of empirical evidence as to its effects;
- communicate knowledge and understanding of, and appropriate ability to use and critically evaluate, current and major alternative technical languages and practices of accounting, together with appropriate ability to apply them;
- record and summarise financial data and prepare financial statements;
- manipulate financial and other numerical data and appropriate understanding of and ability to apply mathematical and statistical concepts;
- communicate and apply knowledge and understanding of the principles of business information systems management at an appropriate level;
- analyse business activities and perform financial analyses and projections in appropriate contexts of planning, decision making and control at an appropriate level; and to recognise the limitations of these techniques;
- communicate knowledge and understanding of financial management, risk and the operation of financial markets at an appropriate level, based on critical evaluation of theories and empirical evidence.

Intellectual and cognitive skills;

Depending on the courses studied a student will be able to:

- locate, extract, analyse and draw reasoned conclusions from multiple sources (including electronic sources) of appropriate literature and relevant data and acknowledge and reference sources appropriately;
- critically analyse arguments;
- assimilate and lucidly evaluate alternative views.

Transferable skills;

A student will be able to:

- communicate effectively in a written context;
- use information technology (spreadsheets, word-processing and online databases) appropriately;
- organise information, and assimilate and evaluate competing arguments;
- manage their own learning, including working effectively to deadlines;
- be open minded and have a capacity to handle ideas and scrutinise information in critical, evaluative and analytical ways.

Learning, teaching and assessment strategies

For the Graduate Diplomas, subject guides and reading lists are provided for students to study independently. The University of London does not provide tuition.

For all registered students, subject guides are provided for each course studied. The subject guides include tools to assist a student in the development of the skills of information search, comprehension and analysis and the generation of original and thoughtful assignments. Subject guides offer advice on how to use the recommended textbooks which form the focus of the student's studies. A student is required to buy these textbooks themselves.

Advice and practical information such as study techniques, planning, preparation for assessment is available in the specially prepared guide Strategies for success.

A student may communicate with others on a free web-based Virtual Learning Environment. Students will have access to course materials, and be able to engage in dialogue and develop and negotiate conclusions with others – key components in the acquisition of knowledge, understanding and transferable skills.

Written examinations form the greater part of the assessment of the programmes. For each course students will be assessed mainly by written examination. Questions are structured to allow students to demonstrate that they have acquired appropriate knowledge and understanding. The way that students manage data, solve problems, evaluate ideas and the organisational skills they use to structure their written answers allows the standard of intellectual and transferable skills to be assessed.

Assessment criteria for the programme take into account the level at which these skills have been achieved.

Assessment methods

Aside from a few exceptions, each full course is examined by one three-hour unseen written examination and each half course by one two-hour unseen written examination. The assessment of some courses also involves the submission of coursework or a project – in these cases, details are included as part of the course syllabus.

The written examinations take place on one occasion each year, normally commencing in May. These are held at established examination centres worldwide.

Full details of the dates of all examinations are available on the [website](#).

Student support and guidance

- [The Virtual Learning Environment \(VLE\)](#): this gives access to materials for each course, including tutorial activities, study support resources and access to the programme of EMFSS webinars.
- [Programme Handbook](#): this provides general information about the EMFSS programmes, including an overview of key policies and procedures.
- [Student Guide](#): This provides information which is common to all students and gives information about matters of importance from the start of a student's relationship with the University of London through to their graduation.
- Subject guides for each course which introduce and develop the topics
- Recommended reading lists are provided online. Students may need to buy their own textbooks or use copies provided by their teaching centre.
- Online discussion areas which allow students to communicate with each other.
- Past examination papers and examiners' commentaries. These provide an indication of the format of examinations and course-level feedback on completed assessments.
- Programme Regulations: these are a set of rules which apply to your programme – students are responsible for ensuring they are familiar with the regulations for their programme.
- [The Online Library](#) provides a range of e-books, along with full-text and multidisciplinary databases where journal articles, book reviews and reports can be found. The Online Library also has a dedicated homepage for EMFSS students.
- [University of London library](#): Registered students may use the resources located within the Senate House library (for a small additional fee).
- A University of London email account and web area for personal information management.

At an extra cost students may attend local teaching centres. Students must make their own arrangements to study with teaching centres which may provide full-time or part-time classes.

Attendance at a teaching centre is a requirement for students registered on the Certificate of Higher Education in Social Sciences. Attendance is optional for students registered on the degrees, Graduate Diplomas and Individual Courses.

Quality evaluation and enhancement

The University of London collaborates with the member institutions to deliver the University of London programmes. The policies, partnerships and systems are defined within the key documents: The Quality Framework, the [Quality Assurance Schedules](#), [Guidelines for Examinations](#), [General Regulations](#) and, for each programme, [programme-specific regulations](#).

Parity of award standards

Every programme of study is developed and approved by an academic institution of the University of London, or a consortium with representation by more than one institution, to the same standards and requirements as would be applied in the academic institution/s concerned.

Learning materials are written and examinations are set and marked by academic staff, who are required to apply the University's academic standards.

Review and evaluation mechanisms

Procedures are in place to assure the standards of the award and the quality of the student experience, which include programme development, delivery, management, systematic monitoring and ongoing review and enhancement of all University of London programmes. Improvements are made as necessary to ensure that systems remain effective and rigorous.

- Annual programme reports are produced for all programmes in order to review and enhance the provision and to plan ahead;
- Every year independent external examiners submit reports to confirm that a programme has been assessed properly and meets the appropriate academic standards;
- Annual student information statistics are produced and are referenced in all systematic reporting within the University of London;
- Periodic programme reviews are carried out every 4-6 years to review how a programme has developed over time and to make sure that it remains current and up-to-date.

Student feedback mechanisms

The Student Experience Survey, carried out every two years, collects feedback from the University of London student body on a range of topics relating to the student lifecycle. The results are considered in a number of different ways, including by the Pro-Vice Chancellor, the programme team, principal committees and departments at the University of London responsible for the different aspects of the student experience. Once the findings have been considered in detail, responses are published from both the University of London and from the individual Programme Directors.

Additional survey activity may also be conducted from time to time through the student portal, by email or from the programme team.

VLEs also provide the opportunity for informal feedback and discussion.

An undergraduate and postgraduate student member is appointed by the University to the majority of committees through an annual appointment round. Some programmes also recruit student members at the programme level. Students are frequently invited to take part in quality review processes such as Periodic Programme Reviews, Programme approval, Thematic Reviews, MOOC review panels and *ad hoc* focus groups. Opportunities such as these are advertised through social media and on the website. More information can be found at <https://london.ac.uk/current-students/getting-involved>

After graduation

Further study

Successful completion of an EMFSS programme may serve as preparation for students who wish to go on to take further study in the subject area – whether to be undertaken at LSE or elsewhere.

Successful completion of the Graduate Diploma may allow a student to progress onto a related postgraduate degree.

Graduate employment routes

Graduates of the programmes will have a sound basis for careers in a wide range of areas from major corporations to small businesses, government organisations, the voluntary sector, international organisations and the media.

The Alumni Network

Upon graduation, students automatically become members of the University of London Alumni Network, a diverse community of over 100,000 alumni in more than 180 countries. The Alumni Network can provide past students with lifelong links to the University of London and each other. Benefits include social and networking events, access to local groups, a bi-annual magazine, social networking groups, and the opportunity to become an Alumni Ambassador for the University of London.

For further information, please see <https://london.ac.uk/alumni>, www.facebook.com/londonualumni, www.instagram.com/londonu and <https://www.linkedin.com/school/university-of-london/>