

Student Handbook 2020/2021

Our department is ranked **1st** in the UK for Accounting & Finance in the [Complete University Guide Subject League Table](#) for 2019.

The department is ranked **1st** in the UK for Accounting & Finance by the Times Good University Guide 2018 and the Sunday Times Guide.

Department of Accounting and Finance
University of Strathclyde
Stenhouse Wing
199 Cathedral Street
Glasgow G4 0QU
Scotland

Phone: 0141 548 3261 / 0141 548 3939

To the Students of the Department of Accounting and Finance

We are pleased to offer this Student Handbook to help guide you through some of the day-to-day issues involved in your education. Here you will find information with regard to our staff, facilities, policies, and procedures. This handbook can probably save you a great deal of time as it provides succinct information about how to go about getting things done, who to ask what questions, and a good idea of what is expected of students.

In addition to the guidance in this handbook, it is important to understand that each staff member within the Department is available to help you. You should talk with us when you have concerns, and you should feel free to talk with whatever member of staff you are most comfortable with. The worst thing you can do is to keep issues to yourself that are causing you difficulties. No matter what the difficulties are, we will do our best to help.

The handbook is not designed to deal with specific information about various degree requirements, courses, and assignments. That sort of detailed information is available in the Undergraduate Handbook, which you should receive at registration. This handbook is focused on aspects of student life in the Department. We have made it brief and to the point, sufficient enough to help you find your way around the Department and to know what to do should you have problems.

We hope you find this handbook useful but remember it is not a substitute for personal interaction between staff and students. Please talk to us at any time. We welcome your questions, ideas, and concerns.

All information provided in the handbook is correct at time of publishing and may be subject to revision.

Contents

Department of Accounting and Finance	4
History of the Department	5
Message from the Head of Department	5
Location	6
Health and Safety Policy	6
Departmental Office	6
Academic Dishonesty.....	6
Counsellors and Advisers	7
Class Lecturer.....	7
Staff-Student Liaison Committee.....	9
Lectures.....	9
Tutorials and Workshops	9
Departmental policy on recommending 'NQ' (Not Qualified to Sit Examination):	10
Extensions	10
Extension of less than seven calendar days	11
Extension of longer than seven days	11
Grounds for Extending the Deadline for Coursework Submission	11
Examples of Medical Circumstances	11
Examples of Personal Circumstances.....	11
Examples of Insufficient Grounds for an Extension	12
Myplace Extension Request Process	12
Offline Process for Submitting an Extension Request	13
Penalties for the Late Submission of Coursework	13
Requesting the application of the grace period	15
Examinations	16
Marking Scheme	17
Re-sits of Exams.....	17
Assessment and Feedback.....	17
Approach to Examinations and Assessments	18
Careers Advice	19
Student Life.....	19
Student Complaints.....	19
Strathclyde Sport	19
Advice and Information	19
Students with Disabilities	21
Issues with Physical Access on Campus.....	21
Classroom Protocol.....	21
Student Health Service	22
The Chaplaincy	22
Mental Health.....	23
Student Personal Development Planning (SPDP)	23
Student Support Services	24
Principal Subject Finance.....	25
Finance Honours Classes	25
Accounting Honours Classes	27
Department of Accounting and Finance - Staff Contact Details	28
Building/Room Prefixes.....	28
John Anderson Campus Map.....	29

Department of Accounting and Finance

This handbook is intended to serve as a guide for students in the Department of Accounting and Finance. The handbook provides information on the staff, the Department, the classes, and the facilities of the Department. It explains information and gives advice important in making your experience with us both stimulating and pleasant. We have not included all of the information which you will require, but this handbook provides a useful guide and should refer you to the appropriate people who will be able to help you. Please keep this handbook for reference throughout your years with us. For full course details including class outlines please visit our website at www.strath.ac.uk/business/accountingfinance/

This handbook is not a guide to degree requirements. Information on those requirements is available in the University Calendar, the Undergraduate Handbook from registration and from the Directors of the various degree programmes within the Department. The Directors of the various degree programmes are listed in this handbook.

History of the Department

Business education at Strathclyde can be traced back to the 1800's. Established in 1952, our Department first offered a degree course in Accountancy in 1964. Now, we offer Accounting as a principal subject on the Business School's BA degree. More recently, in response to the growth in the financial services sector of the economy, we also developed Finance as a principal subject. In addition to principal subjects Accounting and Finance in the BA degree, the department also offers an MSc in Finance, MSc in International Accounting and Financial Studies, MSc in International Banking and Finance, MSc in Investment and Finance, MSc in Finance and Management and MSc Financial Technology for those who may wish to develop academic study of accounting and finance further in a one-year course. We also offer PhD's for those interested in academic and research careers. The Department provides a comprehensive set of programmes designed to meet the diverse needs of students embarking on careers in a global economy.

Message from the Head of Department

Welcome to the University of Strathclyde, Department of Accounting and Finance!

As a department we are committed to working with our students to ensure that we are doing everything to help students to achieve their full potential in pursuing their academic, intellectual and career aspirations. The department is also strongly committed to the production of high quality research. This means that you will be studying in a department in which lecturers and tutors are engaged in exploring the boundaries of accounting and finance and committed to share their knowledge and experience with you.

I operate an open door policy so please feel free to come and discuss anything that the department can do to support your learning experience.

Best wishes for an enlightening, pleasurable and fulfilling experience at Strathclyde. I hope that you very much enjoy your time here.

Graeme Acheson
Head of Department

Location

The Department is located on the third floor of the Stenhouse Wing, 199 Cathedral Street. The Undergraduate Departmental Office is Room 3.01, and the telephone numbers are 0141 548 3261 / 0141 548 3939. All staff offices are located on the third floor. Office numbers and telephone extensions for all staff are provided in this handbook. All members of staff are available to meet students and discuss matters arising from classes in which they are involved. If you are having difficulty in contacting a member of staff you can check their availability and/or leave a message for them in the Departmental Office.

Health and Safety Policy

The members of the Departmental Safety Committee are Donna Irving (Departmental Safety Convenor), Juliane Thamm and Martin Kemmitt. Although, Prof Graeme Acheson Head of Department is ultimately responsible for departmental safety.

Departmental Office

The Departmental Office is Room 3.01 in the Stenhouse Wing. The opening hours of the office are: Mon- Fri: 09.00am – 12.30pm and 1.30pm – 4.30pm.

The Office Staff are as follows:

Mrs Jillian D'Agostino Undergraduate Programme Manager Extension 3689 j.d-agostino@strath.ac.uk	Miss Heather Brown Undergraduate Programme Administrator Extension 3261 heather.brown@strath.ac.uk	Miss Joanna Mullen Undergraduate Programme Assistant Extension 3939 joanna.mullen@strath.ac.uk
---	---	---

The department office is the initial contact for all undergraduate students within the Department of Accounting and Finance and is available to assist students with any day to day queries

All classes can be found on MyPlace (<http://classes.myplace.strath.ac.uk/>) where students can find class information and handouts.

Academic Dishonesty

The University website (www.strath.ac.uk/staff/policies/academic) contains the full text of the University policy on 'Dealing with instances of possible academic dishonesty by students'. Academic dishonesty includes cheating in written examinations, collusion, submitting the work of another person in the name of the student, falsification of data and plagiarism. Plagiarism means presenting someone else's ideas or work as if they were your own. To protect yourself against inadvertent plagiarism you must be careful to acknowledge all source material used in writing essays and in preparing coursework projects. Lecturers may give specific instruction on how to reference sources; you must follow those instructions.

Counsellors and Advisers

Students are sometimes confused over the role of counsellors and advisers, and whether the counsellor and adviser is the same person. The distinction between them is that a **counsellor** is there to offer advice and support on matters which may be affecting your ability to effectively pursue your studies, e.g. domestic, medical, financial problems, etc. If need be they will put you in contact with the most suitable person in the Student Advisory Service.

However, counsellors are also **advisers**. By adviser we mean someone who is able to advise you on academic matters such as issues related to curriculum choice, and all other areas of teaching and learning. There are other persons who may be better suited to provide academic advice on teaching and learning. Therefore your first port of call on academic matters related to specific classes should be the **class lecturer** who will act as an adviser in this respect. On matters related to the overall academic programme in years 1-3 the adviser is the **year's 1-3 course director**, and on matters related to the overall academic programme in the Honours year the adviser is the **Honours course director**.

Class Lecturer

The class lecturer can tell you everything you need to know about the classes for which they are responsible. If you are unsure who is responsible for a class then ask in the Departmental Office, Room 3.01. (Remember matters regarding timetabling, rooms, hand-outs, etc. can all be dealt with by the Departmental Office).

If your enquiry is **urgent**, and the lecturer is not available, then go to see the **course director**. If the course director is not available then go to the Departmental Office. The staff there will find someone to provide the assistance you need.

In the list below, you will find the names and numbers of staff members responsible for various aspects of communication with students.

Head of Department

Dr Graeme Acheson

Stenhouse Wing 3.15

Tel: 0141 548 5770

E-mail: graeme.acheson@strath.ac.uk

Convenor of Teaching Committee

Jonathan Fletcher

Stenhouse Wing 3.27

Tel: 0141 548 4963

E-mail: j.fletcher@strath.ac.uk

Accounting Years 1-3 Course Director

Craig McLaughlin

Stenhouse Wing 3.13

Tel: 0141 548 3167

E-mail: craig.mclaughlin@strath.ac.uk

Finance Years 1-3 Course Director

Juliane Thamm

Stenhouse Wing 3.07

Tel: 0141 548 3889

E-mail: juliane.thamm@strath.ac.uk

Accounting Honours Course Director

Julia Smith
Stenhouse Wing 3.28
Tel: 0141 548 4958
E-mail: julia.smith@strath.ac.uk

Finance Honours Course Director

Hai Zhang
Stenhouse Wing 3.26
Tel: 0141 548 4983
E-mail: hai.zhang@strath.ac.uk

Disability Contact

Jillian D'Agostino
Stenhouse Wing 3.05
Tel: 0141 548 3689
E-mail: j.d-agostino@strath.ac.uk

Departmental Secretary

Lorna Carlaw
Stenhouse Wing 3.16
Tel: 0141 548 3688
E-mail: lorna.carlaw@strath.ac.uk

Student Counsellor (Accounting)

Jillian D'Agostino
Stenhouse Wing 3.05
Tel: 0141 548 3689
E-Mail: j.d-aogstino@strath.ac.uk

Student Counsellors (Finance)

Jillian D'Agostino
Stenhouse Wing 3.05
Tel: 0141 548 3689
E-Mail: j.d-aogstino@strath.ac.uk

Juliane Thamm
Stenhouse Wing 3.07
Tel: 0141 548 3889
E-mail: juliane.thamm@strath.ac.uk

Staff-Student Liaison Committee

The formal mechanism to generate discussion between students and staff on academic matters is the Staff-Student Liaison Committee. For each principal subject in each year of study there are at least two representatives on this Committee. Representatives are nominated early in the first semester. The committee meets at least once per semester to consider matters related to the organisation and conduct of classes, possible changes in classes and courses, library facilities, and student comments. You should let your class representatives know of any matters you wish to be raised and you might have some ideas to help us develop and improve our service to students. The minutes of the meetings are available to you and are also seen by the Head of Department and the Vice-Dean of the Business School. Where appropriate, matters raised through the Staff-Student Liaison Committee are pursued through the proper channels within the Department, the Business School, and the University. You should always discuss matters of concern with members of staff whenever you feel the quality of your education could be enhanced by more immediate action. You do not need to wait for the next Staff-Student Liaison Committee meeting.

If are interested in being a student representative please email the Undergraduate office.

Lectures

Most classes in years 1-3 of Accounting and Finance are conducted on the basis of lectures and tutorials. Students are expected to attend lectures regularly, and attendance at tutorials, laboratory sessions, and workshops is compulsory.

In year 4 there is a variety of approaches. You can find out more about the classes in 4th year from the honours guidance notes for Accounting and Finance. You can obtain copies of these from the departmental website:

www.strath.ac.uk/business/accountingfinance/undergraduate/honours/

Please notify Student Business and the Department if you are affected by illness or any other problem which affects your attendance. There are university policies which must be followed if absences are to be excused. We can provide you with the relevant information to ensure that you comply with these policies.

Lectures provide an essential overview of class material, and it is essential to your success that you diligently study lecture material. There are often additional readings assigned that are equally important. Readings are required either from textbooks, journal articles, or other supplementary material. Your lecturer will inform you on how to obtain this material.

You may be asked to purchase textbooks; some material is available from the Departmental Office for collection; and some material is posted on the internet through the Department's web pages or on MyPlace.

Tutorials and Workshops

Tutorials and workshops are an integral part of your studies. They provide the opportunity to learn in small groups and to develop particular skills in oral and written presentation, technology, and group interaction.

Attendance at tutorials is compulsory, as is completion of tutorial assignments in an acceptable manner.

Your lecturer will advise you of the particular ways in which tutorials and workshops will be organised.

Departmental policy on recommending 'NQ' (Not Qualified to Sit Examination):
Years 1 to 3 inclusive

The Department monitors attendance at tutorials by weekly returns of attendance sheets. The Department regards tutorials as a vital component of all courses. An email is sent by the Course Administrator after two tutorials are missed, warning of the consequences of continued absence. It invites the student to make contact with the Lecturer, Course Director or Departmental Office to discuss any problems. If the absence persists then a second email is sent after four tutorials are missed, asking the student to make an appointment to see the Course Administrator. If there is no improvement after this letter then the Course Administrator consults the Lecturer and takes a decision to issue an 'NQ' recommendation to Student Business. NQ decisions are issued before the end of week 8 to give the student an opportunity to present any mitigating circumstances.

If you are NQd for a class you will be notified by letter before the exam diet in question. An NQ is treated as a fail; you will normally be permitted to sit the exam as a resit, but your mark for the overall class will be capped at 40%.

Extensions

Before requesting an extension, it is advised that students read this section fully. The extension request requirements vary depending on the length of extension requested and the method by which the request is submitted. There is also guidance on what might constitute grounds for an extension request to be granted.

Students requesting an extension to the deadline for a piece of coursework must apply via the extensions tool in Myplace. Further guidance about using this tool is contained under the heading ['Myplace Extension Request'](#) below. If the extension tool is not available for your coursework, please follow the instructions contained under the heading ['Offline Process for Submitting an Extension Request'](#) below.

NOTE: where the extension tool in Myplace is available, it should be used.

Please pay attention to the examples found under the Section 3 heading ['Grounds for Extending the Deadline for Coursework Submission'](#) below. These are taken from the [Policy and Procedure on Extensions to Coursework Submission](#). The policy intends to be supportive of students, and staff will monitor students' use of extensions in order to identify students who may require support. The policy provides examples of what might be grounds for granting an extension and what is unlikely to be grounds for the granting of an extension. The list does not cover every possible scenario so students should discuss with staff any circumstances not listed that may be negatively impacting upon their studies.

**Extension requests will normally be made in advance of a coursework submission deadline.
Please note, only in exceptional cases may students apply for an extension retrospectively.**

Extension of less than seven calendar days

Requests for an extension of less than seven calendar days do not require formal supporting evidence (e.g., a doctor's letter). However, students are encouraged to communicate to staff any circumstances that are negatively impacting upon their studies as early as possible, especially where other assessments or aspects of their studies are also impacted. This can be done by submitting a [Self-Certificate form on Pegasus](#).

Extension of longer than seven days

For extensions that are longer than seven days, it is essential that students complete a '[Personal Circumstances Form](#)' and submit it directly to Student Business at studentbusiness-business@strath.ac.uk within five working days of the agreed extension date. There is information about the Personal Circumstances Procedure [on the website](#).

Failure to submit evidence of medical or personal circumstances for extension requests of seven days or more could result in the extension request being rejected or revoked, and/or any subsequent academic appeal being regarded as inadmissible.

Students should note that certified cases of medical and/or personal circumstances will be considered sympathetically and the rules will be applied in a caring manner. Where there are sensitivities or difficulties in obtaining evidence (for example, a death certificate), a compassionate approach will be taken. The rules are designed to be as clear as possible, to help students plan their work sensibly and ensure parity in the service provided to all students.

Grounds for Extending the Deadline for Coursework Submission

The list below does not try to cover every possible scenario but provides examples of what might be grounds for granting an extension, and what are unlikely to be grounds for the granting of an extension. Students should not be discouraged from submitting a request if they do not see their situation described below.

Examples of Medical Circumstances

Medical conditions or illness, including physical and/or mental health problems that negatively impact a student's preparation for an assessment.

Examples of Personal Circumstances

- serious illness or death of a person close to the student
- family break-up
- being a victim of crime
- being in a serious car accident
- jury service
- significant relationship breakdown
- unexpected caring commitments
- homelessness
- Home Office requirements
- fire
- flood
- adverse weather conditions
- exceptional travel circumstances outwith a student's control which prevented them from meeting the published submission date
- other exceptional circumstances that can be reasonably considered to negatively impact a student's ability to submit coursework on time

Examples of Insufficient Grounds for an Extension

The following circumstances would not be acceptable grounds for granting an extension:

- poor planning and time management
- error made in understanding the published dates of assessment submissions
- having another assessment due on or around the same date
- minor IT issues such as computer failure
- failure of third parties to deliver the assessment
- holidays, social events, moving house, or any event planned in advance of the submission deadline
- failure to make alternative travel plans when disruptions were advised in advance

Myplace Extension Request Process

Instructions for the submission of an extension request via Myplace are below. [A version of these instructions with images of the screen to support the explanation is also available.](#)

1. Go to the Myplace site for the class in which you wish to request an extension to the deadline of a piece of coursework
2. Click on the assignment link for the piece of coursework. This will open a page containing information about the assignment, the status of your submission and the deadline
3. Click on the Extensions section and select 'Request Extension'
4. You will be required to fill in three parts of a form:
 - i. Select a reason from the dropdown list
 - ii. Propose a new deadline (date and time)
 - iii. Describe in more detail your reason for requesting an extension
5. Submit your extension request

You will receive a Myplace notice and an email to confirm that your request has been submitted. If you have downloaded the University's Mobile App and have logged in using your DS username, you will also receive a push notification on your device.

Your request will be considered, resulting in one of the following two outcomes:

1. Your extension request will be granted – either based on the date and time you proposed or based on an alternative date and time specified by the appropriate member of staff
2. Your extension request will not be granted*

The outcome of your extension request will be communicated to you via a Myplace notice and an email. If you have downloaded the University's Mobile App and have logged in using your DS username, you will also receive a push notification on your device.

If you submit an extension request and decide that you no longer require it, you can cancel the request up until the point at which it is approved. After it has been approved, you cannot cancel the request but you can, of course, submit the work in time for the original deadline.

*If your extension request is not granted and you would like to access support please contact Jillian D'Agostino, UG Programme Manager. For details of central University support services, please see the 'Support' section below.

Offline Process for Submitting an Extension Request

Please contact Jillian D'Agostino, UG Programme Manager (j.d-agostino@strath.ac.uk)

Penalties for the Late Submission of Coursework

Coursework is deemed to be late when it is submitted after the published deadline without an agreed extension, and in the absence of personal circumstances.

The [Policy and Procedure on Late Submission of Coursework provides a detailed account of the policy and procedures for the late submission of coursework](#). You should read this document carefully, noting that there may be exceptions to the policy outlined for specific types of coursework, such as (but not limited to) group work or presentations. Staff will communicate any such instances to students. However, in all instances, the range and timing of penalties will be applied according to a commitment to fairness and supporting all students in their studies alongside agreed procedures. Staff will monitor the late submission of assessments in order to identify any students who may require support. For regular coursework, the Policy and Procedure on Late Submission of Coursework outlines the penalties to be applied and these are summarised below.

Coursework that is submitted late, but within seven calendar days of the published deadline date and time, will be subject to penalties as shown in the table below. The table demonstrates the application of a sliding scale of penalties, where a late submission within 24 hours of the deadline will incur a penalty of 10% applied to the original mark, and for each subsequent 24 hour period an additional 5% penalty will be applied to the original mark. The table also shows that the application of penalties will be capped for coursework that is of a Pass standard. Coursework submitted after seven calendar days of the published deadline date and time will receive a mark of zero. Students who can demonstrate that they faced exceptional circumstances on the deadline day, and who submit their coursework within 4 hours of the published date and time will not have their coursework subject to penalties. This 4 hour period is called the 'grace period' – see below the table for further information.

Example	Day of submission	Penalties applied
1.	Coursework submitted after the deadline, student has an approved extension and submits within the approved extension period.	No penalty to be applied.
2.	Late submission on the day of the deadline (or approved extended deadline), student has communicated exceptional circumstances and is granted a grace period of up until four hours after the deadline.	No penalty to be applied.
3.	Late submission within one calendar day (less than 24 hours) of the deadline, student has no approved extension.	10 percentage point penalty applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG).
4.	Late submission more than one calendar day (more than 24 hours) after the deadline but less than two full calendar days (less than 48	15 percentage point penalty (10 points for first day, 5 points for second day or part day), unless the penalty

	hours) after the deadline has expired, student has no approved extension.	reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG).
6.	Late submission more than two full calendar days (longer than 48 hours) after the deadline but less than three calendar days (72 hours), student has no approved extension.	20 percentage point penalty (10 for first day, 5 for second day, 5 for third day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG)
7.	Late submission more than three full calendar days (longer than 72 hours) after the deadline but less than four full calendar days (less than 96 hours), student has no approved extension.	25 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG)
8.	Late submission more than four full calendar days (more than 96 hours) after the deadline but less than five full calendar days (less than 120 hours), student has no approved extension.	30 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG)
9.	Late submission more than five full calendar days (more than 120 hours) after the deadline but less than six full calendar days (less than 144 hours), student has no approved extension.	35 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, and 5 for sixth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG).

10.	Late submission more than six full calendar days (more than 144 hours) after the deadline but less than seven full calendar days (less than 168 hours), student has no approved extension.	40 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, 5 for 6 th day and 5 for the 7 th part day), applied to original mark, unless the penalty reduces the student's mark to below 40% (UG) or 50% (PG), in which case the mark is capped at 40% (UG) and 50% (PG).
11.	Late submission more than seven full calendar days after the deadline. For example, a deadline was set for Midday on a Wednesday and a student submits an assessment after midday the following Wednesday	A mark of zero will be applied to the work.

Requesting the application of the grace period

If you experience unexpected circumstances before the time set on the day of the deadline and it results in a delay to your submission of less than four hours, you can request that the grace period is applied to your coursework submission via the late submissions tool in Myplace. If the reason provided is acceptable for use of the grace period, this will mean no penalty is applied to your mark. **Requests for the grace period to be applied must be submitted within 4 hours of the published date and time and no longer** – we strongly suggest that you submit your request as soon as you have submitted your coursework. To request that the grace period is applied:

1. Submit your coursework
2. In the assignment page containing information about the status of your submission and the deadline, click on the Late Submissions section to expand it
3. From the 'Reason for grace period' dropdown list, select the reason that best describes why you are requesting the grace period
4. Submit your request

The grace period will be automatically applied to your submission. However, if it becomes apparent that the grace period has been misused, a member of staff may revoke it and apply the appropriate late penalty. [Instructions with images of the screen to support this explanation is also available.](#)

If the late submissions tool is not available for your coursework, please alert the UG admin staff via sbs-acffin-admin@strath.ac.uk

NOTE: where the late submissions tool in Myplace is available, it should be used.

Where a penalty is applied in Myplace, you can view the grade awarded to your work, the late penalty deducted and the final grade received after the deduction of the penalty. You can do this by expanding the 'late submissions' section on the assignment page, once the grades have been released. [Instructions with images of the screen to support this explanation is also available.](#)

Penalty for late submission	The penalty applied as a percentage
Performant grade	The mark you would have received if there was no penalty
Pass mark	The mark required to pass the assignment
Marks deducted	The number of marks deducted (not the percentage deducted)
Effective percentage point penalty	How many percentage points were deducted
Grade	The mark returned to you shows you your Performant Grade minus the Marks Deducted

In the case of coursework to be submitted through Myplace, issues with Myplace which prevent students from submitting their coursework before the deadline will not result in late penalties. In this situation, staff will amend the deadline to allow enough time for students to successfully upload and submit their coursework after the issue has been resolved.

If you think you are unlikely to meet a coursework deadline due to medical issues or personal circumstances, please [apply for an extension](#) as early as possible.

Missed Assignment/Test Policy

You are required to attempt all pieces of assessed work. Failure to do so may result not just in a mark of 0 for the assessment, but failure of the overall class, which could have a serious impact on your progress or degree classification. It is your responsibility to make sure that you understand the non-submission penalties for each class.

Examinations

Students will be able to view examination timetables by logging into Pegasus: <http://but.mis.strath.ac.uk/login/control/Login>

The majority of our classes are assessed with a combination of coursework and examinations. The nature of coursework and examinations varies and your lecturer will give you explicit details for each course. Final examinations are given during centrally prescribed periods in December and in April/ May. The exact dates and times will be posted when they become known.

Please make sure you always check the examination timetable carefully, in plenty of time. You should make sure you note the date, time and location of all examinations you have to sit.

Most classes will have part of your assessment based on written and oral assignments, mid-term examinations, and other types of projects. Be sure that you take these assignments seriously, following closely the instructions given by your lecturer.

There are numerous programmes available to students in the University which can help you develop the necessary personal skills to perform well on these assignments.

Your examinations are thoroughly reviewed. The first stage is an internal review wherein each lecturer has his or her question paper reviewed by another member of staff. The two then meet to discuss the question paper and agree any changes necessary. The second stage is an external review. All papers are sent to an external examiner who checks the quality and fairness of the exams. After discussion with the external examiner, necessary changes will be made to the question paper.

The marking of exams involves your lecturer and a second marker. After that, any scripts which carry marks near the borderline are sent along with a sample of non-borderline scripts to the external examiner who reviews them. After discussion with the external examiner, marks are sometimes revised. Final decisions on student results are taken at exam boards at which staff and external examiners try to take account of relevant factors which may have influenced results. It is only after this extensive process of review that student marks will be submitted to Student Business to be placed on record.

Marking Scheme

The marking scheme which is used for all marks given for submitted work and examinations is as follows:

MARK	MEANING
80 – 100	Outstanding
70 - 79	Excellent
60 – 69	Very Good
50 – 59	Satisfactory
40 – 49	Adequate
Below 40	Fail

Re-sits of Exams

There is an opportunity to re-sit examinations in August each year. Normally, you will start with a clean sheet in re-sit examinations, i.e. previous assessed coursework is discounted and the re-sit exam counts for 100% of your final mark.

Assessment and Feedback

The assessment strategy of each class is designed to meet the learning outcomes of each class. Learning outcomes can be found on class outlines on the Department website: <https://www.strath.ac.uk/business/accountingfinance/undergraduate/accreditation/> Each class provides a mixture of coursework assessment and final examination where appropriate. Feedback is designed according to the nature of the subject and method of teaching and learning of any specific class. The class lecturer will provide specific details on the assessment of the learning outcomes in each class and how feedback will operate. The class lecturer will also explain the nature of the assessments used in the class and provide examples of good practice and will provide an overview of the criteria by which the assessment

will be marked. This approach enables the student to clarify as to what is required in a specific assessment.

The Department seeks to provide students formal feedback from their coursework assessments. Normally this will be within three weeks of the submission date during the semester, excluding the holiday periods. The nature of the feedback will be appropriate to the coursework assessment. For example, where the assessment is a class test the feedback can be provided by going over the solutions to the class test in a lecture or a tutorial. For an essay or research project, feedback can be provided by a feedback form or written comments on the assignment. Students are welcome to discuss their coursework performance in more detail with their class lecturer through email or a face to face meeting. At an aggregate level, feedback is also be provided through class discussion on which parts of the assessment were done well by the class as a whole and those which were less well done and areas for improvement. With regards to exam performance, students are welcome to arrange to discuss their exam performance with the class lecturer after the event.

The Department provides a range of other feedback mechanisms throughout each class for students to assess how well they are progressing in their classes. Other feedback is provided through class tutorials and workshops as students seek to attempt the set questions. Feedback is provided through informal discussions with the class lecturers and tutors via email, phone, and face to face meetings. In terms of the Honours dissertation, students get detailed one to one feedback on work submitted, and any issues they may face in the completion of their dissertations.

Approach to Examinations and Assessments

Each of our students has the intellectual talent to perform well. Our admission standards guarantee this. Unfortunately, students sometimes under-perform. The most common reason for under-performance is lack of consistent study.

It is all too easy to put off reading, study and the completion of assignments, and the costs of such delays are extreme. Our classes are designed such that one topic leads to another. If you do not keep up, then you are likely to have difficulty with all of the remaining material in class.

A second reason for under-performance is poor study habits. These would include habits such as not reading material assigned, not taking extensive notes in lectures and not studying those notes after lectures; relying too much on “old” exams, and not talking with your lecturer, your tutor, and/or your classmates when you have difficulty understanding material.

A third reason for under-performance is the difficulty of managing your studies in the context of other aspects of your day to day life. We appreciate that you have personal and financial matters which may sometimes hinder your work. Please let us know if this becomes a problem. The staff will be happy to discuss such problems with you and to try and find a way to manage the difficulties. We cannot help, of course, unless you ask for such help. If your problems exceed our abilities to deal with them, we can refer you to student support agencies within the University who do have the expertise to deal with your problems.

We encourage you to work and study in groups. Other students are often struggling with the same problems of understanding, and talking through these problems is a very effective way of solving them.

Compensation

The Business School follows the university's policy:

https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_on_Compensation_Scheme.pdf.pagespeed.ce.BBKaC-jsDw.pdf

Careers Advice

We work closely with the Careers Service Office in the University. They administer and publicise job interviews between employers and students. In addition, they also offer a range of lectures and seminars on skills such as interview techniques, the completion of application forms, and general career advice.

The contact within the Careers Service for Accounting and Finance is Rachel Pooley (Tel: 0141 548 3684).

Student Life

Your university years provide a wonderful opportunity for pleasant social experiences. The department sponsors and supports a variety of student organisations.

These organisations offer a range of activities including presentations by corporate executives, parties, social functions, and sporting activities.

The Department also has an Accounting and Finance Society that is responsible for running social events. If you would be interested in being part of the Society then please email us: strathacfin@googlemail.com.

Student Complaints

The guidelines and procedures for submitting complaints can be found at www.strath.ac.uk/staff/policies/academic/, along with information on appeals, discipline and personal circumstances.

Strathclyde Sport

Strathclyde Sport offers all members of the University the opportunity to participate in physical activity as a means of achieving a healthier lifestyle, to develop new physical skills and to maintain or improve their sporting talents.

For full details of facilities, classes, opening hours, and other queries, contact:

Tel: 0141 548 2446

Email: sport@strath.ac.uk

Web: <http://www.strath.ac.uk/sport/>

The Swimming Pool can be contacted direct on 0141 548 2017.

Advice and Information

If you need information or advice about a particular difficulty an Adviser will help you look at the options relevant to your circumstances. Staff are experienced in responding to a wide range of issues and will also be able to refer you appropriately, if necessary.

As well as providing a general service, specific information and advice are offered on University procedures such as voluntary/academic suspension, examination appeals, course problems, and negotiation with departments.

There is a range of useful information and self-help leaflets on our website (see below).

Appointments and enquiries may be made in person, by telephone or by email:

Counselling Service
Level 4
Graham Hills Building

Tel: 0141 548 3510
E-mail: student-counselling@strath.ac.uk
www.strath.ac.uk/studentcounselling/

Student Financial Support Team

The Student Financial Support Team offers advice to UK students on financial matters, including assistance for students with financial difficulties, e.g. assistance with applications for awards from the Discretionary Fund and the Childcare Fund, or loans from the University's Emergency Aid Fund. The office also provides advice to students and others on queries in relation to fees, loans, bursaries etc. (*Please note: there is a separate Adviser to International Students – Jim Wilson – whose office is based in the University's International Office, Graham Hills Building*).

The Student Financial Support Team office is located in the McCance Building, 2nd Floor (not to be confused with the main University Finance Office on the Ground Floor). Appointments can be made. However, feel free to drop in Monday to Friday, between 10:00am and 4:00pm.
Tel: 0141 548 2753

Email: financial-support@strath.ac.uk Web: www.strath.ac.uk/studentfinancialsupport/

Equality and Diversity

The University of Strathclyde is committed to achieving and promoting equality of opportunity in the learning, teaching, research and working environments.

We value the diversity of our students and support the development of mutual respect and positive relations between people.

The University has in place Equality Outcomes which meet the requirements the Equality Act 2010.

You are advised to familiarise yourself with the University approach on equality and diversity and relevant developments and information by visiting the website:
www.strath.ac.uk/equalitydiversity/equalityinformationforstudents/

If you have any queries please bring these to the attention of staff or the University's Equality and Diversity office.

Tel: 0141 548 2811

Email: equalopportunities@strath.ac.uk
Web: www.strath.ac.uk/equalitydiversity/

Students with Disabilities

The University is committed to providing an inclusive learning and working environment for disabled people.

If you have, or think you have, a disability we encourage you to disclose it as soon as possible. Declaring your disability will enable you to access any additional support that you may need and help to ensure you become a successful student. The information you provide will be treated as confidential and will not be shared with other staff without your consent.

The University has a dedicated Disability Service that offers specific advice, information and assistance to disabled students, including information on the Disabled Students Allowance (DSA). Further information is available from the website: www.strath.ac.uk/disabilityservice/

Please inform your course tutor, the DDC and a member of the Disability Service of your needs as soon as possible. The Disability Service will then formally communicate your needs to your Department/ School.

Tel: 0141 548 3402
Email: disabilityservice@strath.ac.uk
Web: www.strath.ac.uk/disabilityservice

Issues with Physical Access on Campus

If you experience an issue with physical access anywhere on campus, please email: physicalaccess@strath.ac.uk where a member of Estates staff will be able to help.

Classroom Protocol

At the University we are committed to providing a safe learning environment where dignity is respected and discrimination or harassment does not occur on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and socio-economic background. No student should intentionally be made to feel threatened or excluded from class participation.

You are reminded of your responsibility for the duration of your studies by showing respect to fellow classmates and staff by remembering the following protocol:

- Attend all scheduled lectures/ seminars and/ or practical sessions such as labs, including any additional learning and teaching sessions.
- Arrive on time and remain in class until the end of the session. If you need to leave early for any reason, please notify the tutor at the beginning or prior to the class.
- Do not disrupt the class by habitually coming in late or coming and going from the classroom during the session. Students arriving late, without justified reasons, may be refused entry.
- Refrain from consistently interrupting another speaker and listen to the ideas of others with respect. Do not be rude or make personal attacks on individuals during group discussions.

- Inform and establish consent of the tutor if you wish to record the lecture. The recording must be used only for personal study.
- Do not bring food into the classroom, other than for medical reasons, e.g. diabetes. Beverages may be permissible at the tutor's discretion if the room utilisation rules allow.
- Inform tutors of specific requirements for example the need to perform prayers for practising students of diverse faiths.
- Seek consent of students and staff before taking any photos in the classroom.
- At any course related external visit you are acting as ambassadors of the University and are reminded to act as such.
- Refrain from smoking on premises as this is prohibited in all University buildings.
- Follow emergency instructions and health and safety procedures.
- Should you have any concerns please bring them to the attention of your tutor and/or appropriate University staff.

Student Health Service

The Student Health Service (SHS) offers clinics for the diagnosis and management of treatable disorders and, when necessary, referral to an appropriate specialist. The Service is located on level 1 in Livingstone Tower and appointments can be arranged by students themselves or, on their behalf, by their family doctor or a member of the staff. Health information is available at the Department for a wide range of health issues and this can be accessed at the reception.

It is important that all students register with a family doctor (GP). Please note also that the Student Health Service is not a 24-hour, emergency service. Medical emergencies should be referred to the University Security Services (phone 0141 548 2222 or dial 2222 from internal phones) whose staff are trained in first-aid and can, if required, contact the emergency services.

Tel: 0141 548 3916

E-mail: studenthealth@strath.ac.uk

Web: <http://www.strath.ac.uk/studenthealth>

The Chaplaincy

Our Chaplaincy Centre seeks to offer sanctuary and hospitality to those of all faiths and none. We aim to be a place apart from the busyness of University life. There is space here to come together in prayer or quiet meditation and to enjoy light refreshments in the Ark Cafe. The social space allows for students and staff alike to catch-up with one another, with work or study, or simply relax and take timeout.

All are welcome to use the Chaplaincy Centre - feel free to drop in or make it your base. We'd be only too happy to see you.

Chaplaincy Centre
GH208, Graham Hills Building

Tel: 0141 548 4144

Email: chaplaincy@strath.ac.uk

Mental Health

Students with mental health conditions and concerns can choose from several support services when seeking assistance, depending on the nature of the support being sought. The Student Advisory and Counselling Service, the Student Health Service, the Chaplaincy and the Adviser to International Students all provide advice and support to students with mental health concerns. The Disability Service can discuss the possible impact of mental health conditions on students' studies and, in some cases, help to arrange personal and financial support. For further information, please feel free to contact any of the above services.

Student Personal Development Planning (SPDP)

In your Management Development Programme (MDP) classes you will receive advice on how to plan, recognise and record your personal development as you progress through your degree programme. Your classes in Accounting and Finance will provide opportunities for you to develop skills in the subject and general skills for personal development. These skills are set out as 'Learning Outcomes' in the Class Outline for each class you take in this Department. You will find that thinking about the achievement of learning outcomes in each of your classes will help you with the co-ordinating activities of SPDP in the MDP.

Student Support Services

Contact	Information
Academic Counsellors	Students will be advised of names at Registration or can find this information on Pegasus .
Accommodation Residence Services The Lord Todd Tel: 0141 548 3561 / 3742 / 4328 / 3454 E-mail: student.accommodation@strath.ac.uk	University flats, halls of residence on and off campus. Information on tenancy agreements and private sector.
Careers Service Level 6, Livingstone Tower 26 Richmond Street Tel: 0141 548 4320	<ul style="list-style-type: none"> • Advice and information on career choice and job search techniques. • Information on employers of graduates and current vacancies. • Advice and information about postgraduate study. • Part-time and vacation work.
Chaplaincy Room GH208, Level 2, 50 Graham Hills Building Tel: 0141 548 4144 E-mail: chaplaincy@strath.ac.uk	Meeting place for people of all faiths and none. Space to study, eat at the café, relax and worship.
Recruitment & International Office Level 4, Graham Hills Building Tel: 0141 548 2913 E-mail: international@strath.ac.uk	Non-UK students: visas, passports, orientation, social activities. UK students: study abroad.
Library Curran Building Tel: 0141 548 4622/4623 E-mail: lib-help@strath.ac.uk	Four Libraries for lending and reference, study space, audio visual, photocopying, Braille facilities, discussion space. Wheelchair access.
Centre for Sport and Recreation 347, Cathedral Street Tel: 0141 548 2446 E-mail: sport@strath.ac.uk	Sports hall, weights/fitness rooms, squash courts, swimming pool, sports fields, fitness classes, health information, lifestyle consultations.
Student Experience Level 1 McCance Building SBS Tel: 0141 548 2787 E-mail: infoandadvice@strath.ac.uk	Each faculty has its own Student Business section dealing with admissions, registration, student records, exams and graduation. They provide academic regulations relating to exams and progress.
Student Counselling Graham Hills Building, Level 4 Tel: 0141 548 3510 E-mail: Student-counselling@strath.ac.uk	Our Service is a good place to start for students experiencing difficulties which prevent them from making the most of the many opportunities which university offers.
Student Finance Office McCance Building Tel: 0141 548 2753 E-mail: financial-support@strath.ac.uk	Funding problems, Hardship Funds (formerly Access Funds), emergency loans, other funding sources, debts, money management.
Students' Association (Union) 90 John Street Tel: 0141 567 5000 E-mail: ussa.admin@strath.ac.uk	The University of Strathclyde Students' Association (USSA) is an organisation dedicated to representing the needs of the 22,000 students here at Strathclyde. They provide support, advice and representation; catering & entertainment; help you run your own societies, sports clubs and volunteering activities; and campaign on your behalf.
Disability Service Graham Hills Building Level 4, Room 4.41 Tel: 0141 548 3402 E-mail: disabilityservice@strath.ac.uk	Advice and support for students with disabilities - temporary or permanent; appropriate technology, special exam arrangements, needs assessments and associated funding.

Student Health Service

Level 2, Livingstone Tower

Tel: 0141 548 3916

E-mail: studenthealth@strath.ac.uk

The Student Health Service is a confidential service available to all students at the University. They work in conjunction with the NHS to enable students to access appropriate services.

The Student Health Service Nurse can assist in promoting positive health and wellbeing by providing advice and information on looking after your health. They provide support with health related issues, assistance to access other professionals and advice on a range of health issues, minor illness and common ailments.

Principal Subject Finance**Subjects offered Years 1 to 3**

Class code	Class title	Semester	Lecturing staff
AG151	Introduction to Finance & Accounting	1 & 2	Andrew Marshall/ Andrew Cotton
AG215	Business Finance	1	Patrick McColgan
AG217	Portfolio Analysis & Security Analysis	2	Jonathan Fletcher
AG312	Advanced Corporate Finance and Financial Markets	1	Devraj Basu
AG313	Treasury Management and Derivatives	2	Chandra Thapa/ Hai Zhang

Finance Honours Classes

Class code	Class title	Semester	Lecturing staff
AG428	Asset Pricing	1	Jonathan Fletcher
AG429	Behavioural Finance	1	Juliane Thamm
AG430	Corporate Financing	1	James Bowden
AG431	Corporate Investment	2	Devraj Basu
AG432	Financial Quantitative Methods	2	Leilei Tang
AG434	International Financial Management	2	Chandra Thapa
AG426	Advanced Derivatives	2	Hai Zhang



The CFA Society of the UK (CFA UK) recognises that the BA (Hons) Finance (inclusive of Economics EC111) at University of Strathclyde has met the requirements to become a formally recognised Investment Management Certificate (IMC) advantage programme. The IMC is the UK's benchmark qualification for the investment profession.

Students studying for the BA in Finance (who also take EC111) now qualify for the IMC advantage. As Strathclyde is an IMC Advantage partner university, 70% of the IMC syllabus is covered as a part of the course work so students who wish to gain the full IMC qualification can do so post university. The IMC qualification, awarded by CFA UK, is a first year requirement in most leading investment firms in the UK to demonstrate competence for regulatory purposes. For more information see: <https://secure.cfauk.org/qualifications/imc/advantage.html> or contact the UG Finance Director Juliane Thamm.

Principal Subject Accounting

Subjects offered Years 1 to 3

Class code	Class title	Semester	Lecturing staff
AG111	Accounting Technologies	1 & 2	Craig McLaughlin
AG105	Introduction to Finance & Financial Statistics	1 & 2	Graeme Acheson
AG209	Taxation	2	Iain Peers
AG218	Intermediate Financial Reporting	1 & 2	Matthew Gorrie
AG219	Cost and Management Accounting	1 & 2	Pangiotis Loukopoulos
AG308	Auditing and Assurance	2	Craig McLaughlin
AG309	Governance and Accounting Ethics	1	Matthew Gorrie
AG310	Contemporary Management Accounting	2	Yu-Lin Hsu
AG311	Advanced Financial Reporting	1	Iain Peers

Accounting Honours Classes

Class code	Class title	Semester	Lecturing staff
AG415	Contemporary Issues in International Financial Reporting	1	Yu-Lin Hsu
AG416	Management Accounting Theory & Practice	2	Julia Smith
AG420	Auditing Theory & Practice	2	TBC
AG409	Sustainability Accounting: Theory and Practice	2	Anees Farrukh
AG424	Accounting Theories	1	Panagiotis Loukopoulos
AG419	Accounting and Risk	1	Andrea Coulson

Department of Accounting and Finance - Staff Contact Details

To find a list of all staff and contact details, please follow the below link to the University website.

<https://www.strath.ac.uk/business/accountingfinance/staff/>

Building/Room Prefixes

Prefix	Building Name	Notes
AB	John Arbuthnott Building Robertson Wing	SIPBS

AR	Architecture Building	
AT	Alexander Turnbull Building	
BH	Barony Hall	
CL	Collins Building	
CU	Curran Building	
CV	Colville Building	Closed in evening
EM	181 St James Road	
GH	Graham Hills Building	
HD	Henry Dyer Building	
HW	John Arbuthnott Building Hamnett Wing	SIPBS
JA	John Anderson Building	
JW	James Weir Building	
LD	Lord Todd	
LH	Lord Hope Building	
LT	Livingstone Tower	
MC	McCance Building	
RC	Royal College Building	Assembly hall is on level 4
RT	Ramshorn Theatre	98 Ingram Street
SB	Strathclyde Business School	
SP	St Pauls Chaplaincy Centre	
SRC	Sports Centre (Strathclyde)	
ST	Stenhouse Building	
USSA	Students' Union	
TG	Thomas Graham Building	
UC	University Centre	
WC	Wolfson Building	
WD	Sir William Duncan Building	
GCU	Glasgow Caledonian University - ARC	Cowcaddens Road
EXT Cineworld	Cineworld	7 Renfrew Street
EXT ICC	Christian College	110 St James Road
EXT SYT	Scottish Youth Theatre	105 Brunswick Street

John Anderson Campus Map



Key

- | | | |
|--|--|---|
| 1 McCance Building | 12 Strathclyde Business School | 25 Campus Village Office |
| 2 Livingstone Tower | 13 Stenhouse Building | 26 Garnett Hall |
| 3 Graham Hills Building | 14 Arbuthnott Building | 27 Birkbeck Court |
| 4 Royal College Building | 15 Wolfson Building | 28 Barony Hall |
| 5 James Weir Building | 16 Curran Building | 29 Andrew Ure Hall |
| 6 Thomas Graham Building | 17 Lord Hope Building (not in view) | 30 Patrick Thomas Court |
| 7 Centre for Sport & Recreation | 18 John Anderson Building | 31 Henry Dyer Building |
| 7a Chaplaincy/St Paul's Building (not in view) | 19 Chancellors Hall | 32 Collins Building / Collins Gallery |
| 7b Student Union (not in view) | 20 James Blyth Court/Thomas Campbell Court | 33 Ramshorn Theatre |
| 8 Rottenrow Gardens | 21 James Young Hall | 34 The Strathclyde Institute of Pharmacy and Biomedical Science (SIPBS) |
| 9 Colville Building | 22 Forbes Hall | |
| 10 Architecture Building | 23 James Gould Hall | |
| 11 Sir William Duncan Building | 24 Murray Hall | |