

## General information

This sheet provides you with general information about the CU Coventry modules which form part of the IFA Direct programme. Please refer to the individual module syllabus guides for information on the content of each module.

### The virtual learning environment

Various online resources will be available to support your learning. These will be provided through Moodle, the virtual learning environment (VLE). Subjects taught on your module are on the VLE and this should be the first place you visit for information. Moodle contains specific details of the topics you will be studying and includes lecture notes to support your learning.

CU Coventry will provide you with a login and password which you must activate at the start of your module and which you should use to access your course.

### Contact hours with students

You are able to contact your tutor by using Moodle, Skype or email. Your tutor will be available at certain set times for a total of five hours per week.

### Required and recommended reading

Some materials equivalent to the required and recommended reading detailed in each individual module syllabus will be provided on Moodle. However, you can purchase the books detailed on the syllabus guide prior to or during the module to assist you with your studies.

## Resources

Students must have access to the internet in order to access module materials and the online library.

As an IFA student or member studying an IFA Direct module you will have access to resources on the IFA website as well as IFA's bi-monthly magazine *Financial Accountant*.

### Other resources you may find useful during your studies are as follows:

[www.accountancyage.com](http://www.accountancyage.com)

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

[www.gov.uk](http://www.gov.uk)

*Journal of Accounting and Economics*

*Journal of Accounting and Public Policy*

## General information

### Exam

The exam will take place on the final day of the module. CU Coventry will be in touch during the module to book the exam for you and provide you with information on taking the exam.

The scheme of assessment will measure your ability to:

1. Recall, select, deploy and develop knowledge and understanding of accounting principles and concepts.
2. Analyse accounting data and information and evaluate and apply relevant accounting principles and standards.
3. Present a logical and coherent evaluation, conclusions and recommendations in a clear and effective manner to the relevant parties.
4. Select and use a form and style of writing appropriate to the purpose and complexity of the subject matter.
5. Organise relevant information clearly and coherently, using relevant vocabulary when appropriate.
6. Ensure text is legible and spelling, grammar and punctuation are accurate so that the meaning is clear.

### Re-sits

Should you be unsuccessful you will have one opportunity to re-sit the exam the cost of which is included in your module fee.

If you fail the re-sit you will need to retake the whole module again and pay the appropriate fee.

### Plagiarism

Plagiarism occurs when you copy someone else's idea and/or words and pass them off as your own. The general rule of thumb is: if you quote an extract from an article, web page, book etc which includes using paraphrasing as well as direct quotations, you must indicate the source. You are expected to correctly cite and reference the works of others. You should use the CU Harvard reference style which will be covered in your tutorials. If you are unsure, please talk to your tutor.

Examiners are very strict on plagiarism since it is immoral and, where copyright law is concerned, unlawful. CU Coventry insists that coursework is submitted through a plagiarism detection system known as Turnitin. The CU Coventry plagiarism policy can be found on Moodle.

#### Institute of Financial Accountants

CS111, Clerkenwell Workshops  
27-31 Clerkenwell Close, Farringdon  
London EC1R 0AT

T: +44 (0)20 3567 5999 E: [mail@ifa.org.uk](mailto:mail@ifa.org.uk)

[@INSTITUTEFA](#) [INSTITUTE OF FINANCIAL ACCOUNTANTS](#)

[INSTITUTE OF FINANCIAL ACCOUNTANTS](#)

[www.ifa.org.uk](http://www.ifa.org.uk)

© IFA 2018 11/18



**INSTITUTE OF  
FINANCIAL  
ACCOUNTANTS®**  
A MEMBER OF THE IPA GROUP