

# **Student Handbook**

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# Introduction

**Mona School of Business and Management (MSBM)** is the premier provider of academically oriented accounting education within the Caribbean region. The School is committed to producing masters accounting graduates with well-developed analytical and technical capabilities, intellectually adaptive thought processes and an orientation toward lifelong learning, enabling them to become effective accounting and management practitioners and researchers.

The MSc Accounting programme continues to be one of the sources for the provision of Chartered Accountants in Jamaica. The MSc Accounting degree is accepted as the final professional examination for admission to the Institute of Chartered Accountants of Jamaica. The Institute of Chartered Accountants of Jamaica on its 40<sup>th</sup> anniversary in 2005, signed a Cooperation Agreement with the University of the West Indies for the continued recognition of the degree as an appropriate programme for the recognition of Chartered Accountants in Jamaica.

# Admission Requirements

Applicants must hold a Bachelor's Degree or equivalent in Accounting or a related field from a university or college acceptable to the Board for Graduate Studies, The University of the West Indies, with grade point average (GPA) of 2.5 or higher. Applicants should also have an examination mark of 50% or more in the following courses or equivalent courses:

## **Course Code Course Name**

ACCT1003 Introduction to Cost & Management Accounting ACCT1005 Introduction to Financial Accounting

ACCT2014 Financial Accounting I

ACCT2015 Financial Accounting II

ACCT2017 Management Accounting I

ACCT3039 Management Accounting II

ACCT3043 Auditing I

ECON1001 Introduction to Microeconomics

ECON1003 Mathematics for the Social Sciences

ECON1005 or (ECON1006) Introductory Statistics or Calculus 1 for Business & Social Sciences

MGMT2003 Principles of Marketing

MGMT2004 Computer Applications

MGMT2008 Organizational Behaviour

MGMT2021 Business Law

MGMT2023 Financial Management I

MGMT3046 Company Law

MGMT3051 Taxation I

# Application Procedure

All applicants are encouraged to apply online early: [https://sas.mona.uwi.edu/banndata1-srv\\_mona/uwm\\_adm.p\\_index](https://sas.mona.uwi.edu/banndata1-srv_mona/uwm_adm.p_index)

## **Interviews**

As part of the selection process, MSBM reserves the right to interview applicants for further exploration of their qualifications and experience. You may therefore be called for an interview, possibly at short notice, in order to expedite the process.

## **Acknowledgement**

Once your online application has been processed and you are successful, you will receive an offer online, via your e-mail address from the Office of Graduate Studies and Research.

## **Confirmation of Acceptance**

Applicants who have been offered a place in the programme must confirm their acceptance online by the date specified in the offer. **NB:** If you are offered a place and you are unable to take up the offer, you will be required to defer or reject the offer online.

# Registration

Before the start of each semester, students are required to register for their courses on SAS. For each academic year, students need to register for Semester 1, Semester 2 and Summer Term.

## Identification Card

Once you have registered for your classes, you will be able to obtain your ID card. Your Programme Coordinator will provide the necessary instructions.

## Student Requirements

- Students should have an active registration status until the completion of their degree. **Students who are not doing courses in a particular semester must request leave of absence** from the Office of Graduate Studies and Research for the inactive period. (This request is submitted on SAS under the Automated Student Request Module menu option.)
- Students who are required to do co-requisites are allowed one sitting of the course without being charged.
- Undergraduate courses done in summer school will not be paid for by the programme.

# Attendance Policy

It is important for students to attend lectures regularly on a timely basis and to work steadily throughout the semester to benefit fully from the programme.

Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination. In cases of illness, the candidate shall present to the Office of Graduate Studies and Research, a medical certificate, as proof of illness, signed by the University Health Officer or by any other Medical Practitioner approved for this purpose by the University. The student shall send the medical certificate within (7) seven days from the date of that part of the examination in which the performance of the student is affected.

Students who are encountering difficulties in completing their programme of study should apply for leave of absence or voluntary withdrawal. Requests for leave of absence or voluntary withdrawal should be submitted on SAS under the Automated Student Request Module menu option. This request should be submitted for the relevant semester.

# List of Courses

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
ACCT 6101	Accounting and Related Theory	4
ACCT 6102	Advanced Financial Accounting	4
<b>ACCT 6103</b>	<b>Advanced Financial Reporting</b>	<b>4</b>
ACCT 6104	Advanced Auditing	4
ACCT 6105	Advanced Management Accounting	4
<b>ACCT 6106</b>	<b>Advanced Taxation</b>	<b>4</b>
MGMT 6010	Research Project	3
MGMT 6100	<b>Management Information Systems</b>	<b>4</b>
MGMT 6115	Corporate Environment and Strategy	4
MGMT 6116	Corporate Finance	4
MGMT 6117	Financial Markets and Investments	4
<b>MGMT 6118</b>	<b>Legal Environment of Business</b>	<b><u>4</u></b>
		47
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## Sequence of Courses (Mona)

### Year 1 (2024-2025)

Group	Course Code & Title
Part-Time	ACCT6103: Advanced Financial Reporting
Part-Time	ACCT6106: Taxation
Part-Time	MGMT6100: Management Information Systems
Part-Time	MGMT6118: Legal Environment of Business
Part-Time	ACCT6102: Advanced Financial Accounting
Part-Time	ACCT6105: Advanced Management Accounting

### Year 2 (2025-2026)

Group	Course Code & Title
Part-Time	MGMT6116: Corporate Finance
Part-Time	MGMT6117: Financial Markets & Investments
Part-Time	ACCT6104: Auditing
Part-Time	ACCT6101: Accounting Research and Related Theory

Part-Time	MGMT6010: Research Project
Part-Time	MGMT6115: Corporate Environment & Strategy

## Course Descriptions

### **ACCT6101 – Accounting Research & Related Theory**

The course seeks to develop and transmit knowledge about research methodologies for postgraduate study in the social sciences and related disciplines, and to encourage critical thinking as a foundation for subsequent study, employment, and personal development. Specific competencies to be developed include quantitative, problem-solving, written, and oral communication, information technology, and lifelong learning skills. The course is designed to introduce students to the elements of social research, both quantitative and qualitative, and demonstrate its relevance to the business community.

After taking this course the student should be able to (i) conduct research in their chosen field where the research design is internally consistent and based on a theoretical framework, (ii) understand the nature of methodologies, methods, and processes for the purpose of undertaking research in accounting and related areas, and (iii) develop specific skills for the purpose of conducting a small, independent, original, quality research at the graduate (Masters) level.

### **ACCT6102 – Advanced Financial Accounting**

This course seeks to provide further study of advanced aspects of financial accounting. Emphasis will be placed on the application of the financial accounting concepts and standards examined in intermediate and advanced accounting at the under-graduate level, on accounting for limited liability companies, specialized industries, accounting for groups and the interpretation of financial statements. The course will also include a practical aimed at giving students an understanding of how accounting software may be used in the preparation of a company's financial statements.

### **ACCT6103 – Advanced Financial Reporting**

This course examines current issues and theoretical models, which may be used to evaluate and guide the development of financial reporting in the Caribbean. Emphasis is given to the role of financial reporting in development, social accounting and environmental reporting, financial reporting and capital markets, and international financial reporting.

### **ACCT6104 – Advanced Auditing**

This course builds on the fundamentals of auditing theory and practice. It covers the management of the audit process including quality control of audits and some special industry audits. Other areas such as internal audit and forensic accounting will also be covered. The professional *Code of Ethics* of the Institute of Chartered Accountants of Jamaica is also revisited. Throughout the course, emphasis will be placed on current issues and problems in auditing and research done on these issues and, in particular, how these issues impact on the accounting profession in Jamaica.

***It is a requirement of this course that all full-time students participate in an internship programme to obtain practical experience in auditing. The internship runs for a minimum of four weeks and usually takes place immediately after the June examinations.***

### **ACCT6105 – Advanced Management Accounting**

This course seeks to provide, primarily through cases and readings an understanding of the conceptual and practical issues relevant to the design and use of contemporary cost management and management control systems in the context of technological change and intense global competition. In the first section of this course, the design and use of cost management systems for process management and as strategic decision support systems will be explored. The analysis and application of accounting information provided by these systems is extended to specific industries such as manufacturing, health care and banking. Business process reengineering, as an effective long-term cost management tool, is also examined. In the second, section of the course, current issues in management control are reviewed, in particular, the design and use of contemporary performance measurement and reporting systems. Behavioral and organizational issues relevant to the implementation and use of these systems are also addressed.

### **ACCT6106 – Advanced Taxation**

The course examines advanced issues and applications in personal and corporate taxation for Jamaica; tax planning; and tax administration. The course also reviews other taxation regimes such as General Consumption Taxes, Property Tax, Stamp Duty, and Transfer Tax.

### **MGMT6010 – Research Project**

This requirement of the M.Sc. degree is designed to explore methodological issues and applied research on issues critical to improving the practice of accounting and financial management in the Caribbean region.

### **MGMT6100 – Management Information Systems**

This course seeks to expose accounting students to the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based Information Systems (IS) in their discipline. Today's organizations are increasingly dependent on Information Technology (IT) for achieving their business goals. Many organizations rely on IT to help them compete in new ways. Organizations need workers who are comfortable with IT concepts, knowledgeable about IT applications, and capable of applying IT to all organizational areas including accounting, finance, human resources, marketing, sales and customer support, and manufacturing.

### **MGMT6115 – Corporate Environment & Strategy**

The Corporate Environment and Strategy Course is designed to provide graduate students in accounting with an appreciation of the strategic challenges confronting Caribbean based organizations. An appreciation of these challenges is obviously critical in order for the Accounting Specialist to play a critical role in the development and execution of organizational strategy. In an effort to assess these strategic challenges, the course will operate at three levels of analysis:

1. National
2. Industry
3. The Firm

In this regard, the course of study will be divided into three modules. The first module, taking a national macro level of analysis, will examine issues relating to the management of national economies and the challenges

facing developing country nation-states, with a particular focus on the nations of the Caribbean region. The second module will focus on the strategic challenges confronting industries, and the final module will examine the strategy development process at the level of the firm.

### **MGMT6116 – Corporate Finance**

The main objective of this course is to provide an understanding of financial decision making and financial theory from the point of view of corporate financial managers in competitive financial markets. This course presents the corporation as a collection of projects, each of which contributes to the firm's cash flows, and hence, the value of the firm. It aims to provide a framework, concepts, and tools for analyzing corporate finance problems and issues, based on fundamental principles of modern financial theory, with an understanding of application to "real world" scenarios. The approach is rigorous and analytical. This type of analysis enables the financial manager to identify and solve management problems related to the financial operations of businesses. Specific competencies to be developed include quantitative, problem-solving, written, and oral communication, information technology, and lifelong learning skills.

### **MGMT6117 – Financial Markets and Investments**

This course will examine the investing environment from the perspective of the investor (both individual and institutional). We will look at how financial markets operate the appropriateness of the financial products, the pricing on those products and the determination of and influence of risk in the pricing determination. We will also look briefly at the secondary and derivative markets.

### **MGMT6118 – Legal Environment of Business**

This course will be presented in six modules. It begins by building on foundational aspects of law – the nature of the legal system and its importance to the business environment. The second module will begin by introducing students to the general nature and purpose of business regulation and an overview of various regulated sectors. It will then focus on some domains that attract regulation, identifying the specific risks/hazards, which justify their regulation and the legal contours of the regulatory environment for each domain and how businesses are affected. Module 3 examines and reviews the legal principles in Jamaica's insolvency law and also assesses the position of secured creditors upon insolvency. The fourth module presents an overview of legal liability, which may arise for players in the business environment. It looks at contractual and tortious liability, the increasingly important subject of the liability of directors, criminal liability for companies and professional negligence with a focus on the accounting profession. The next module examines the law relating to intellectual property and raises the moral, ethical, and pragmatic issues surrounding the legal principles in this area. Finally, students will be exposed to topical issues in corporate governance and corporate responsibility and how the law reflects the developing policies in this area.

# Cooperative Programme

In addition to pursuing full-time studies, full-time students can participate in the internship programme and may be assigned to work in an accounting firm in Semester 2 of the first year.

## Course Work Assignments

Coursework assignments should be handed in before or on the due dates and specified time as instructed by the lecturer. Assignments are to be submitted either through the MSBM-ELS or handed in in-person at the MSBM Reception desk. Your lecturer will inform you on the preferred mode of submission.

· Submit your completed assessments within the timelines specified on the course outline. · All

coursework grades can be accessed via MSBM's Executive Learning Space (ELS). · Course

work marks will not be given out over the telephone or to third parties.

# Examinations

All examinations for MSBM graduate programmes are regulated by the Office of Graduate Studies and Research and the UWI Examinations Section.

Final examination marks will not be given out to students who visit the office, to students who telephone or to third parties. If you wish to view your final mark for a course, you must do so online (unofficial transcript on SAS). Final examination marks will be disseminated by the UWI Examinations Section through SAS and not by MSBM.

## **GPA for Course Work/Exam**

A student who fails an element of a course that counts towards the final grade (either course work or final examination) will be deemed to have failed that course. They will be assigned the grade FC or FE (Fail Course work, Fail Exam) if they obtain an overall mark of 50% or higher. **In order to pass a course, you must pass both the course work and the final examination.** You must re-sit the section of the course (course work or final examination) you failed. If you fail both sections, you must re-sit the entire course (course work and final examination).

# Marking Scheme

The marking scheme for Higher Degrees is as follows:

<b>Grade</b>	<b>Quality Point</b>	<b>Mark%</b>
<b>A+</b>	<b>4.30</b>	<b>90-100</b>
<b>A</b>	<b>4.00</b>	<b>80-89</b>
<b>A-</b>	<b>3.70</b>	<b>75-79</b>
<b>B+</b>	<b>3.30</b>	<b>70-74</b>
<b>B</b>	<b>3.00</b>	<b>65-69</b>
<b>B-</b>	<b>2.70</b>	<b>60-64</b>
<b>C+</b>	<b>2.30</b>	<b>55-59</b>
<b>C</b>	<b>2.00</b>	<b>50-54</b>
<b>FCW/FWE</b>	<b>1.70</b>	<b>40-49</b>
<b>F1 (FCW) (FWE)</b>	<b>1.70</b>	<b>40-49</b>
<b>F2 (FCW) (FWE)</b>	<b>1.30</b>	<b>30-39</b>
<b>F3 (FCW) (FWE)</b>	<b>0.00</b>	<b>0-29</b>

Learn more: <https://www.uwi.edu/postgradgpa/how-it-works>

# The Award of Distinction and of High Commendation

The University's requirements of a minimum GPA for Postgraduate taught programmes is 2.0. Students who matriculate to the University in August 2021 and beyond must earn this minimum grade point average in their taught programmes. It does not apply to students who started their postgraduate programme before August 2021. Note that individual department, college, school, or programme requirements may exceed this minimum. All other existing requirements, both faculty and university, that are based on any calculated GPA will apply accordingly.

GPA	CATEGORY
$\geq 3.70$	Distinction
3.30 – 3.69	Merit
2.00 – 3.29	Pass
<2.0	Fail

- Based on overall programme GPA
- Research project will be considered another course for the calculation of programme GPA

Failure/repeating of any courses(s) will NOT disqualify from 'distinction' if overall GPA  $\geq 3.70$

Professional doctorates: Distinction =  $\geq 3.70$  in Courses + High Commendation in Research

## GPA for Course work /Exam

A student who fails an element of a course that counts towards the final grade (either course work or final examination), will be deemed to have failed that course.

They will be assigned the grade **FC** or **FE** (Fail Course work, Fail Exam), if they obtain an 'overall' mark of 50% or higher.

A student who passes an element of a course but does not obtain an overall mark of 50 or higher, will fall into the grade category in accordance with the mark achieved i.e., F1, F2. F3.

Learn more: <https://www.uwi.edu/postgradgpa/degree-requirements>



## Plagiarism

The unauthorized and/or unacknowledged use of another person's intellectual efforts, ideas, and creations under one's own name is regarded as a form of cheating. If a student is found guilty of plagiarism, the student will be awarded a fail grade in the course concerned and may also be subject to other disciplinary actions. Please note that all assessments that include essays will be submitted through TURNITIN by the lecturer.

## Graduate Course Work Accountability Statement

All students registered for postgraduate courses in the Faculty of Social Sciences, are required to attach a signed course work accountability statement to the front of any document submitted as a component of course work save that when course work consists of an invigilated examination no accountability statement is required and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically.

Learn More:

<https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/uploads/Graduate%20Coursework%20Accountability%20Statement.pdf>

## Tuition

See Graduate Tuition Guidelines on the MSBM website for fees and schedule of payments:

<https://www.mona.uwi.edu/msbm/sites/msbm/files/Graduate%20Tuition%20Fees%202024-2025.pdf>



# **Mona School of Business & Management**

The University of the West Indies, Mona

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