



**Course descriptions – year 3 & 4**

**International Finance and Accounting**  
**4 year Bachelor programme**

**Enschede**

Version: April 13<sup>th</sup>, 2023

The contents of this document is subject to changes. No rights can be derived from the contents of this document. Students can find the updated information on Blackboard.

## Contents

YEAR 3 .....	3
AUDITING 3.1.....	3
FINANCIAL ACCOUNTING 3.1 .....	4
BUSINESS COMMUNICATION 3.1.....	5
FINANCIAL MANAGEMENT 3.1 .....	7
AUDITING 3.2.....	9
FINANCIAL ACCOUNTING 3.2.....	10
MANAGEMENT ACCOUNTING 3.2.....	11
RESEARCH SKILLS 3.2.....	12
INTERNSHIP .....	15
YEAR 4 .....	16
MINOR.....	16
RESEARCH & ADVISORY REPORT .....	16

## YEAR 3

### AUDITING 3.1

#### GENERAL INFORMATION

Date: October 24th, 2022  
 Owner study unit: Mr Edwald Mentink  
 Course title IFA: Auditing 3.1  
 Prerequisite: none  
 ECTS: 4  
 Quarter: 3.1

#### LECTURER'S INFORMATION

Mr Edwald Mentink - the lecturer is specialised in external reporting by not-for-profit organizations, more specifically the way a balanced scorecard could supply the basic structure for reporting about both financial and not-financial targets and in Financial Control in not-for-profit organizations.

#### COURSE DESCRIPTIONS

In this course we will emphasize the philosophy and environment of the auditing profession, with special attention paid to the nature and economic purpose of auditing, auditing standards, professional conduct, legal liability, audit evidence, audit planning, consideration of internal control, and audit sampling.

#### COURSE GOALS

- The student understands and can discuss professional standards & ethics;
- The student understands and can discuss the process of gathering and evaluating audit evidence;
- The student understands and can discuss the process of audit planning, understanding the client, assessing risks and responding;
- The student understands and can discuss the meaning and significance of internal control, the major components of internal control and how internal control relates to a financial statement audit.

#### COURSE LEARNING OUTCOMES

Students understand the basic principles of auditing, the ethical implications and the need for the auditors to base their opinion on ample evidence.

#### LITERATURE

Whittington/Pany, Principles of Auditing & Other Assurance Services, Twentieth Edition, McGraw-Hill International Edition, ISBN 978-1-259-25277-8.

#### EXAMINATION

A written exam, based on a practical and realistic case.

#### LESSON PLAN

WEEK	LESSON	CHAPTER	QUESTIONS & PROBLEMS
1	1 2	2	Problem 2.14, 2.16, 2.26 and 2.27 Problem 2.19, 2.33, 2.38 and 2.39
2	1 2	3	Problem 3.5, 3.24, 3.28, 3.29 and 3.39 Problem 3.42, 3.45 and 3.48
3	1 2	5	Problem 5.1, 5.2, 5.7, 5.14, 5.33 and 5.35 Problem 5.47, 5.51 and 5.53
4	1 2	6	Problem 6.1, 6.3, 6.7, 6.14, 6.15 and 6.25 Problem 6.28, 6.32 and 6.48
5	1 2	7	Problem 7.2, 7.10, 7.19, 7.30 and 7.32 Problem 7.34, 7.36 and 7.42
6	1 2	Roadrunner case	

7	1 2	Review Trial test	
---	--------	----------------------	--

### COURSE REQUIREMENTS AND EXPECTATIONS

- Regular attendance is expected. Although much learning occurs outside of class, we believe it is not possible to get what you need from this course without being here;
- We expect students to be prepared for all classes.

### FINANCIAL ACCOUNTING 3.1

#### GENERAL INFORMATION

Date: June 8<sup>th</sup>, 2022

Owner study unit: Mr R.H.M. Engberink MA CPA

Course title IFA: Financial Accounting 3.1

Prerequisite: Financial Accounting previous years

ECTS: 4

Quarter: 3.1

#### LECTURER'S INFORMATION

Mr R.H.M. Engberink MA CPA - lecturer in the department of International Finance and Accounting, Saxion University of Applied Sciences in Enschede and Deventer (the Netherlands). The lecturer is a specialist in financial accounting.

#### COURSE DESCRIPTIONS

The course introduces the students in the equity method of accounting for investments, according to the US-GAAP rules, followed by an introduction into the consolidation of financial information according to the equity method and the initial value method.

#### COURSE GOALS

Apply the equity method of accounting for investments;

Recognize when consolidation of financial information into a single set of statements is necessary;

Prepare consolidated financial statement subsequent to acquisition when the parent has applied in its internal records the equity method or the initial value method.

#### COURSE LEARNING OUTCOMES

Apply the equity method of accounting for investments;

Recognize when consolidation of financial information into a single set of statements is necessary;

Prepare consolidated financial statement subsequent to acquisition when the parent has applied in its internal records the equity method or the initial value method.

#### LITERATURE

Hoyle, Joe B. (2014). Fundamentals of Advanced Accounting, sixth edition, chapters one, two and three.

#### EXAMINATION

Written exam of 120 minutes with open questions.

#### LESSON PLAN

Week	Topics	Literature	Assignments
1.1	The equity method of accounting for investments	Chapter 1	Ch. 1: 1, 6
1.2	The equity method of accounting for investments	Chapter 1	Ch. 1: 7, 18, 26, 29
1.3	Consolidation of financial information	Chapter 2	Ch. 2: 1, 2, 3, 4, 11, 13, 30
1.4	Consolidation of financial information	Chapter 2	Ch. 2: 15, 16, 20, 23, 31, 32

1.5	Consolidations – subsequent to the date of acquisition	Chapter 3	Ch. 3: 1, 2, 4, 5, 9, 10, 11, 20, 24, 37
1.6	Consolidations – subsequent to the date of acquisition	Chapter 3	Ch. 3: 23, 25, 29
1.7	Trial exam		Ch. 3: 3, 6, 7, 8, 38

### **COURSE REQUIREMENTS AND EXPECTATIONS**

The students must prepare all of the assignments in the lesson plan at home. Without sufficient practice it is impossible to pass the exam.

### **BUSINESS COMMUNICATION 3.1**

#### **GENERAL INFORMATION**

Date November 3<sup>rd</sup> 2022

Owner study unit: Ms Mathilde Saaltink-Gorter

Course title IFA: Business Communication 3.1

ECTS: 3

Quarter: 3.1

#### **LECTURER'S INFORMATION**

Ms Mathilde Saaltink-Gorter. Lecturer Communication skills in the School of Finance and International Business, Saxion University of Applied Sciences in Enschede and Deventer (the Netherlands).

#### **COURSE DESCRIPTION**

The course of Business Communication 3.1 will cover a weekly skills training about finding an internship/job and how to apply for a chosen vacancy of company.

The subjects are:

- Finding an internship, setting personal priorities;
- Reflect on personal qualities, pitfalls, challenges and allergies according to the theory of core quadrants (of Daniel Offman);
- The use of social media when applying for an internship/job;
- Practical information given for the internship in the 3<sup>rd</sup> course year. Given by Saxion Internship office of International Finance and Accounting;
- Writing an application letter + CV: structure and motivational writing;
- Preparation of a job interview: what to expect in a job interview, do's and don'ts in a job interview;
- The interview itself (in a simulated setting) by invited professionals.

Six classes of 90 minutes (week 1-6) with a focus on skills. These classes are compulsory. Practical assignment in week 7 in class (at Saxion).

#### **COURSE GOALS**

The course goal is to make students aware of what to expect in their search and application for an internship or job.

<b>CONTENT</b>	<b>UNDERSTANDING IN %</b>	<b>REPRODUCTIVE SKILLS IN %</b>	<b>PRODUCTIVE SKILLS IN %</b>	<b>TOTAL IN %</b>
The student knows (mostly) what to expect in a job interview	20%			20%
The student is able to prepare himself for a job interview		20%		20%
The student is able to write a motivation letter in which he convinces the reader to invite him for a job interview		30%		30%

The student is able to write his CV in which he informs the reader about his background, education and work experience in relation with his job appliance		20%		20%
The student is able to reflect upon his behaviour and receive feedback, during a practiced job interview with a professional			10%	10%
	<b>20%</b>	<b>70%</b>	<b>10%</b>	<b>100%</b>

### LITERATURE

This course focusses on skills and (some) theory. The acquired background information on writing, social media and job-interview techniques will be provided by the teacher in class.

### EXAMINATION

The student receive a grade for this course in case:

- The student attended at least 4 out of 6 classes;
- The student attended the final event in class 7;
- The grade (between 1-10) will be decided according to;
- A reflection report about qualities, pitfalls, allergies and challenges (including examples). Points: 2;
- The e-mail of application. Points: 4;
- The CV are sufficient: Points: 3;
- Attendance in week 7: Points: 1.

### LESSON PLAN

	<b>In class:</b>	<b>Preparation</b>
<b>Week 1</b>	Your personality; who are you? Your qualities and pitfalls and the importance of knowing these when applying for an internship. Search for an interesting vacancy for your internship or a starter job.	Homework for class 1: none
<b>Week 2</b>	The vacancy of a job or an internship: what to read and what not to read. What information appeals to you, what information is NOT in the vacancy? Writing an e-mail of application: structure, tone and content.	Homework for class 2: hand in your reflection report (Core quadrants) for your portfolio. Due date Monday (week 2).
<b>Week 3</b>	Your e-mail of application: feedback and writing a CV. Tips and tricks for an attractive and convincing application.	Homework for class 3: write a draft version of your e-mail of application and send it (together with your chosen vacancy) by mail to the lecturer. Due date Friday, (week 2). Have the e-mail available in class in week 3.
<b>Week 4</b>	CV + using social media when searching for an internship. Examples of different LinkedIn pages of students.	<ul style="list-style-type: none"> <li>• Homework for class 4: make a draft version of your CV. Have the document available in class in week 4.</li> <li>• Make or update your LinkedIn account and fill in all the details.</li> </ul>

<b>Week 5</b>	Prepare and practice the job interview. <b>Deadline for handing in the final document with your vacancy, e-mail and CV: Wednesday (week 5).</b>	<ul style="list-style-type: none"> <li>• Upload your final version of the e-mail and CV (separate documents/items) in Blackboard ultimately on Wednesday, in week 5. Also e-mail to me: your application mail. Together with (attachments) your CV and the vacancy to the lecturer.</li> <li>• Answer the 5 most important job interview questions (slide 15 of class 5).</li> <li>• Prepare 4 possible interview questions, according to your e-mail or CV.</li> <li>• Make sure your LinkedIn account is complete and up to date.</li> </ul>
<b>Week 6</b>	Class 6: Practical info about your internship by the Internship office of SFIB of Saxion.	Study Blackboard course: IFA Internship for this study year
<b>Week 7</b>	Practical assignment. Professionals will conduct job interviews with the students. <b>Be prepared and dress professionally!</b>	Your job interview: dress appropriately and bring your application and questions to class

#### **COURSE REQUIREMENTS AND EXPECTATIONS**

- In case it is not possible to attend class: contact the teacher by e-mail. At least 4 out of 6 classes should be attended to receive the grade for Business Communication 3.1;
- Homework should be made and finished before attending class. The homework should be brought to class, so feedback can be given by the teacher or either by students;
- Active participation in class during different practice sessions is needed to learn the skills explained;
- The input of students is important in class, to learn from each other. Students can ask questions or share their opinion anytime in class.

#### **FINANCIAL MANAGEMENT 3.1**

##### **GENERAL INFORMATION**

Date: March 19<sup>TH</sup>, 2020  
 Owner study unit: Mr Edwin van den Berg MSc  
 Course title IFA: Financial Management 3.1  
 Prerequisite: none  
 ECTS: 4  
 Quarter: 3.1

##### **LECTURER'S INFORMATION**

Mr Edwin van den Berg MSc

##### **COURSE DESCRIPTIONS**

In this course, students will learn more about Risk vs Return of several different asset categories, such as Stocks & Bonds. Furthermore, students will investigate the effects on the risk of a portfolio when investors use the principle of diversification. The third main theme revolves around the Cost Of Capital and the impact of leverage on the financial results of a project or company.

### COURSE GOALS

- The student can calculate the ROI of bonds and stock over a given period;
- The student can assess the implications of market efficiency;
- The student can calculate expected returns, explain the impact of diversification and define the systematic risk principle;
- The student can discuss the security market line and the risk-return trade-off;
- The student can determine a firm's cost of equity, debt and overall capital;
- The student can identify some of the pitfalls associated with a firm's overall cost of capital and what to do about them;
- The student can discuss the effect of financial leverage and determine the optimal capital structure for an organization;
- The student can analyze the impact of taxes and bankruptcy on capital structure choice;
- The student can identify the essentials of the bankruptcy process;
- The student can discuss the different dividend types and how dividends are paid;
- The student can explain the issues surrounding dividend policy decisions;
- The student can differentiate between cash and stock dividends;
- The student can explain why share repurchases are an alternative to dividends.

### COURSE LEARNING OUTCOMES

Students know how to structure credit side of the balance sheet, build an investment portfolio, calculate the cost of capital (WACC) and know when to pay a dividend.

### LITERATURE

Ross, 9<sup>th</sup> edition, corporate finance essentials, chapter 10-14, McGrawhill, ISBN 978-1-259-25480 or newer version.

### EXAMINATION

Written exam, survey questions, trial exam available.

### LESSON PLAN

Week	Chapter	Home work
1.1	10	Introduction, no home work
1.2	10	Read chapter 10 and mind map, prepare questions 1, 3, 5, 7, 8, 12, 15, 17, 20, 23 and 25
2.1	11	Read chapter 11 and mind map
2.2	11	Prepare questions 1, 2, 6, 9, 11, 14, 17, 19, 25, 28 and 29
3.1	12	Read chapter 12 and mind map
3.2	12	Prepare questions 1, 4, 5, 7, 8, 9, 11, 12, 17, 18, 21 and 24
4.1	13	Read chapter 13 and mind map
4.2	13	Prepare questions 1, 3, 6, 8, 9, 12, 13, 14 and 17
5.1	14	Read chapter 14 and mind map
5.2	14	Prepare questions 1, 3, 6, 8, 9, 12, 13, 14 and 17
6.1	10 – 14	Remaining questions and preparations
6.2	10 – 14	Remaining questions and preparations
7	Trial exam	Prepare trial exam

### COURSE REQUIREMENTS AND EXPECTATIONS

- Come prepared – read the reading assigned. Students must arrive on time. If you are late, you are not allowed to enter the class;
- Behave as a business professional;
- Notebooks, tablet and computers are only made for the purpose of recording lectures, calculations for lectures, exercises. Absolutely no other use.



## AUDITING 3.2

### GENERAL INFORMATION

Date: June 7<sup>th</sup>, 2022

Owner study unit: Mr Edwald Mentink

Course title IFA: Auditing 3.2

Prerequisite: none

ECTS: 4

Quarter: 3.2

### LECTURER'S INFORMATION

Mr Edwald Mentink - the lecturer is specialised in external reporting by not-for-profit organizations, more specifically the way a balanced scorecard could supply the basic structure for reporting about both financial and not-financial targets and in Financial Control in not-for-profit organizations.

### COURSE DESCRIPTIONS

A financial audit, or more accurately, an audit of financial statements, is the verification of the financial statements of a legal entity, with a view to express an audit opinion. The audit opinion is intended to provide reasonable assurance, but not absolute assurance, that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the financial reporting framework. The purpose of an audit is to provide an objective independent examination of the financial statements, which increases the value and credibility of the financial statements produced by management, thus increase user confidence in the financial statement, reduce investor risk and consequently reduce the cost of capital of the preparer of the financial statements.

In this course we focus on the question of how to collect audit evidence that the management assertions (actual figures and disclosures) made in the Financial Statements are reliable and in accordance with required standards and legislation.

### COURSE GOALS

- The student understands and can discuss the approach to the audit of cash and financial investments;
- The student understands and can discuss the audit of receivables and revenue;
- The student understands and can discuss the audit of inventories and cost of goods sold;
- The student understands and can discuss the audit of property, plant and equipment;
- The student understands and can discuss the audit of accounts payable and other liabilities;
- The student understands and can discuss the audit of debt and equity.

### COURSE LEARNING OUTCOMES

Students understand the way auditors gather evidence that either supports or contradicts management assertions about the different balance sheet accounts and income statement and how auditors use the internal control system of the company in this process.

### LITERATURE

Whittington/Pany, Principles of Auditing & Other Assurance Services, Twentieth Edition, McGraw-Hill International Edition, ISBN 978-1-259-25277-8

### EXAMINATION

A written exam, based on a practical and realistic case.

### LESSON PLAN

WEEK	LESSON	CHAPTER	TO DO – black letters = homework, blue letters = in class assignment
1	1	10	Question 10.10, 10.11, <a href="#">10.18 and 10.27</a>
	2		Question 10.46, 10.50, <a href="#">roadrunner case and assignment two</a>
2	1	11	Question 11.6, 11.9, 11.14, 11.15, <a href="#">11.19 and 11.25</a>
	2		Question 11.26, 11.31, <a href="#">11.41 and 11.47</a> Students: how would I audit a Department Store?
3	1	12	Question 12.1, 12.2, 12.3, 12.19, <a href="#">12.21 and 12.41</a>
	2		Question 12.25, 12.26 and 12.39

			<a href="#">Roadrunner case and assignment three</a>
4	1 2	13	Question 13.4, 13.14, 13.17, <a href="#">13.21</a> and <a href="#">13.25</a> Question 13.27, 13.31, <a href="#">13.36</a> and <a href="#">13.39</a> <a href="#">Roadrunner case and assignment four</a>
5	1 2	14	Question 14.3, 14.14, 14.17, 14.18 and <a href="#">14.37</a> Question 14.38, 14.39 Students: how would I audit a Truck Plant?
6	1 2	15	Question 15.7, 15.8, 15.12, 15.26 and <a href="#">15.30</a> Question 15.36 Students how would I audit a Shipyard?
7	1 2	Review Trial test	

### COURSE REQUIREMENTS AND EXPECTATIONS

- Regular attendance is expected. Although much learning occurs outside of class, we believe it is not possible to get what you need from this course without being present;
- We expect students to be prepared for all classes.

### FINANCIAL ACCOUNTING 3.2

#### GENERAL INFORMATION

Date: June 8<sup>th</sup>, 2022

Owner study unit: Mr R.H.M. Engberink MA CPA

Course title IFA: Financial Accounting 3.2

Prerequisite: Financial Accounting 3.1

ECTS: 4

Quarter: 3.2

#### LECTURER'S INFORMATION

Mr R.H.M. Engberink MA CPA. The lecturer is a specialist in financial accounting.

#### COURSE DESCRIPTIONS

The course is about:

- Accounting for partial ownership interest of non-controlling owners of a subsidiary (the minority interest) by the parent;
- The elimination of the accounting effects created by intra-entity transactions in the consolidation process;
- Intra-entity debt and Consolidated cash flows;
- All according the US-GAAP rules.

#### COURSE GOALS

- Describe and apply the valuation principles underlying the acquisition method of accounting for the non-controlling interest;
- Consolidate financial statements with intra-entity assets transactions and intra-entity debts.
- Consolidated cash flows.

#### COURSE LEARNING OUTCOMES

- Describe and apply the valuation principles underlying the acquisition method of accounting for the non-controlling interest;
- Consolidate financial statements with intra-entity assets transactions and intra-entity debts;
- Consolidated cash flows.

#### LITERATURE

Hoyle, Joe B. (2014). Fundamentals of Advanced Accounting, sixth edition, chapters 4, 5 and 6.

#### EXAMINATION

Written exam of 120 minutes with open questions.

## LESSON PLAN

Week	Topics	Literature	Assignments
2.1	Consolidated financial statements and outside ownership	Chapter 4	Ch. 4: 1, 2, 3, 4, 6, 7, 8, 14, 15, 16
2.2	Consolidated financial statements and outside ownership	Chapter 4	Ch. 4: 23, 24, 27, 32, 37, 38, 39
2.3	Consolidated financial statements – intra-entity asset transactions	Chapter 5	Ch. 5: 1, 2, 4, 5, 10, 11, 12, 15, 28
2.4	Consolidated financial statements – intra-entity asset transactions	Chapter 5	Ch. 5: 3, 6, 7, 8, 9, 13, 29, 32, 36
2.5	Intra-entity debt Consolidated cash flows	Chapter 6	Ch. 5: 14, 33, 34, 35 Ch. 6: 2, 10, 12, 13, 42
2.6	Intra-entity debt Consolidated cash flows	Chapter 6	Ch. 6: 3, 4, 5, 6, 7, 15, 17, 30, 44
2.7	Trial exam		Ch. 6: 33, 34, 48

## COURSE REQUIREMENTS AND EXPECTATIONS

The students must prepare all of the assignments in the lesson plan at home. Without sufficient practice it is impossible to pass the exam.

## MANAGEMENT ACCOUNTING 3.2

### GENERAL INFORMATION

Date: May 15<sup>th</sup>, 2020

Owner study unit: Mr Frank Gruben

Course title IFA: Management Accounting 3.2

Prerequisite: none

ECTS: 4

Quarter: 3.2 for IFA

### LECTURER'S INFORMATION

Mr Frank Gruben

### COURSE DESCRIPTIONS

Controlling is one of the managerial functions like planning, organizing, staffing and directing. It is an important function because it helps to check the errors and to take the corrective action so that deviation from standards are minimized and stated goals of the organization are achieved in a desired manner. In this course, we want to explore some of the existing tools that provide support in management control.

### COURSE GOALS

- The student understands and can discuss Strategy & Balanced Scorecard;
- The student understands and can discuss the system of process costing;
- The student understands and can discuss how quality can be used by companies as a competitive tool;
- The student understands and can discuss the management control systems and the use of transfer pricing in a multinational environment.

### COURSE LEARNING OUTCOMES

Students understand some of the basic principles of management accounting and how management accounting supports management in their quest to take control over the organization they are managing.

### LITERATURE

Horngrén's Cost Accounting, A Managerial Emphasis, Srikant & Madhav, 16th edition Pearson, ISBN 9781292211541.

### EXAMINATION

A written exam, based on practical and realistic cases.

### LESSON PLAN

**Black & Bold = Homework**

*Steel blue italic = In class assignment*

WEEK	LESSON	CHAPTER	QUESTION
2.1	Part 1	CH 12	Questions 12.16 and 12.22
	Part 2	CH 12	Questions 12.18 and 12.19
2.2	Part 1	CH 17	Questions 17.2, 17.3, 17.16, 17.17 and 17.18
	Part 2	CH 17	Questions 17.19, 17.20, 17.21 and 17.22
2.3	Part 1	CH 17	Questions 17.38
	Part 2	CH 17	Questions 17.40
2.4	Part 1	CH 19	Question 19.16
	Part 2	CH 19	Question 19.19, 19.20
2.5	Part 1	CH 19	Question 19.25, 19.26
	Part 2	CH 22	Question 22.18, 22.20
2.6	Part 1	CH 22	Question 22.22, 22.27
	Part 2	CH 22	Question 22.19, 22.21
2.7	Part 1	Repetition	12.26, 12.27, 17.26, 19.29 and 22.23
	Part 2	Trial exam	

### COURSE REQUIREMENTS AND EXPECTATIONS

- Regular attendance is expected. Although much learning occurs outside of class, we believe it is not possible to get what you need from this course without being here;
- We expect students to be prepared for all classes.

### RESEARCH SKILLS 3.2

#### GENERAL INFORMATION

Date: February 1<sup>st</sup>, 2023  
 Owner study unit: Mr Pascal Wittendorp  
 Course title IFA: Research Skills 3.2  
 Prerequisite: none  
 ECTS: 3  
 Quarter:3.2

#### LECTURER'S INFORMATION

Mr Pascal Wittendorp

#### COURSE DESCRIPTIONS

During your studies you will follow three Research Skills courses which will train you in the field of applied research. These courses will take place in year 1 quarter 4 (Research Skills 1.4), year 2 quarter 1 (Research Skills 2.1) and in year 3 quarter 2 (Research Skills 3.2).

These courses will teach you to be a critical professional, who can tackle different problems in his/her field in different settings and on a practical level in runs also preparing you for your final test as a practical researcher and professional in your field here at Saxion, your Research and Advisory Report. This will be the final report you will write for your graduation in which you tackle a real life problem for which you need to obtain knowledge and produce a well-founded advice.

The three different Research Skills courses will help you understand and execute the different stages of doing research and contributing to businesses.

### COURSE GOALS

- Expand Research Skills;
- Identify Management & Research Problem;
- Analyse adequate literature;
- Construct a research proposal/plan of approach;
- Construct a Research paper;
- Construct founded Policy Advice;
- Present you work both on paper and via an oral presentation;
- Defend your work;
- Reflect on your work & evaluate the process and work of others.

### COURSE LEARNING OUTCOMES

	<b>WEIGHTH</b>
<b>The research objective</b>	5%
Is formulated to achieve verifiable results	
Is formulated to achieve intended effects	
<b>The main research question</b>	5%
Is well-defined and specific	
Is divided in sub questions	
<b>The research outcome</b>	30%
Is an answer to the research question	
Is useful, applicable	
<b>The research results</b>	30%
Are valid: no more than the research outcome permits	
Are in the form of solutions, advice, recommendations, (new) applications and/or – see the introduction – (new) insights and explanations	
<b>Information sources</b>	15%
Are (partly) international, current and relevant	
<b>Reporting</b>	15%
Format is professional, clear and provides insight	
Information is complete, professional, correct and verifiable	
Includes evaluations, reflections on research set-up, planning and results	

### LITERATURE

Specific required literature will be posted on blackboard for the students to use.

### EXAMINATION

You will be asked to deliver a policy advice for a problem you stated in the previous research skills courses 1.4 & 2.1. This policy advice is based on a theoretical framework you will also be delivering during this course.

This theoretical framework & policy will be judged based on the learning outcomes stated here above.

Furthermore you will be asked to present and defend your work at the end of the course. You will not receive a specific mark but the presentation is obligatory and if you have not completed this, you will not receive a mark for this course. Last but not least, all students have to attend all the presentations!

**LESSON PLAN**

<b>WEEK</b>	<b>SUBJECT</b>	<b>PREPARATION / HOMEWORK</b>
2.1	Introduction Groups Meet the business	Literature Assess available usable material Form groups Identify or Revisit your management and research problem. Develop a plan of analysis
2.2	Content Paper Structure Theoretical Framework (TF)	Discuss structure in class. Start setting up your Theoretical Framework (TF) by taking the first two contrasting or complementing articles and combine into one piece or start combining similar items from your summaries. Provide a setup of your structure to discuss in class. Establish questions you want to ask in class.
2.3	Methodology Policy	Continue to develop your Theoretical Framework (TF) Establish questions you want to ask in class
2.4	Present your findings so far	Continue to work on your TF & Policy.
2.5	Adjust your report	Come prepared with everything you have for a final moment of feedback. Try to send your work beforehand and establish specific questions and points of focus.
2.6	Final feedback	Feedback Finalize your presentation Incorporate feedback form presentations in your paper Finalize your paper
2.7	Presentations	Feedback Finalize your presentation Incorporate feedback form presentations in your paper Finalize your paper
2.8	Monday – deadline report	08.00 AM (in the morning!). Hand in your final version.
3.5	Monday – deadline retake report	08.00 AM (in the morning!). Hand in your final version.

**COURSE REQUIREMENTS AND EXPECTATIONS**

We expect students to have completed Research Skills 1.4 & 2.1 or are capable of writing a proper Introduction to a research thesis.

## **INTERNSHIP**

### **GENERAL INFORMATION**

Date July 14<sup>th</sup>, 2020

Owner study unit: Mr Dennis Vossen, Ms Ylona Velner

Course title IFA: Internship

Prerequisite: none

ECTS: 30

Quarter: 3.3 and 3.4 or 4.1 and 4.2

### **COURSE DESCRIPTIONS**

An internship is a career-based learning experience that involve a 'real world' work environment and standard workplace expectations. The duration of the internship is 720 hours.

Students have to find in internship by themselves. As soon as you found an internship opportunity at a company, make sure your 'request approval internship' has to be approved by the internship coordinator – Ms Michelle Lammers- Stoelinga, E: [praktijkbureau.fem@saxion.nl](mailto:praktijkbureau.fem@saxion.nl)

You can start your internship on the official starting date (3.3 and 3.4 or 4.1 and 4.2) after approval of your internship and after you have received an e-mail in which you have been informed about your school supervisor. The company will assign a company coach to you.

### **COURSE LEARNING OUTCOMES**

- The student can adjust his own behaviour and communication to the culture of the organisation;
- The student can plan and organize his own work;
- The student is an active participant within the team and can listen and persuade;
- The student can handle receiving and giving feedback;
- The company products of the student are targeted, pragmatical and professional prepared;
- The student has submitted the report focused, pragmatical and professional;
- Students can collaborate with colleagues;
- The student can focus on results;
- Development of personal learning goals first social communicative;
- Development of second personal learning objective social communicative;
- The student carries out the work in a responsible and professional way;
- The student has a professional attitude, technical integrity (the 'straight back');
- The student shows respect for others;
- The student shows commitment and ability to grow;
- The student shows initiative and acts independent;
- The student can make responsible choices, analyses and justify them/
- The student reflects on his own actions and this shows in the business deliverables;
- Development first personal learning goal for self-managing skills, attitude and behaviour;
- Development second personal learning goal for self-managing skills, attitude and behaviour;
- The student during the internship time, communicated correctly and adequately with the school coach;
- The internship report has a corporate and professional look;
- The student uses correct spelling, syntax and vocabulary in the internship report;
- The report is structured logically, with correct classification chapters proper use of attachments and reference sources list them in the text;
- The internship report contains a logbook in which the development of personal learning goals is justified;
- The internship report contains sufficient self-reflection;
- The student demonstrates self-reflection during evaluation;
- The student has taken responsibility for his/her internship process.

### **EXAMINATION**

During the internship each student writes an activity plan and internship report. Check Blackboard for the guidelines how to write these products.

### **LESSON PLAN**

During your internship you don't have classes, but we made a planning for you to help you to keep on track - check Blackboard for the latest version

## YEAR 4

### MINOR

This semester a student can choose a minor. This can be a minor from Saxion UAS, a minor in another Dutch University of Applied Sciences or a minor abroad.

### RESEARCH & ADVISORY REPORT

#### GENERAL INFORMATION

Date: May 25<sup>th</sup> 2020

Owner study unit: Mr Jan Noeverman

Course title IFA: Research & Advisory Report

Prerequisite: Research Skills courses completed

ECTS: 30

Quarter: 4.3 & 4.4

#### LECTURER'S INFORMATION

Ms Bettine Bergmans MSc MSc.

#### COURSE DESCRIPTIONS

Students are required to independently and successfully complete a Research & Advisory Report (RAR). Students will need to perform research and produce thorough, valid and relevant practical insights, recommendations and/or solutions. Therefore students will develop a challenging research question within the field of economics based on a managerial problem introduced by company coaches, either from a real organisation (IFA) or from inside school (IFAS). To answer this research question students will need to develop a theoretical framework, use and apply appropriate methods to collect and analyse relevant information, draw valid conclusions from the results, and use these conclusions in order to end with valid practical insights, recommendations and/or solutions for the managerial problem. IFA students will not be at school during the RAR, but write a Research & Advisory Report during an internship that is focused on solving a realistic, relevant and actual managerial, Finance & Control related problem within an (international) organisation. IFAS students on the other hand write a research & advisory report within the school setting. This is also due to the big difference in ECTS for the RAR between the IFA and IFAS programs.

#### COURSE GOALS

The objective of the research and advisory report is that the student applies relevant theoretical and practical insights based on a thorough inquiry/ research process to a practical problem and creates clear and useful (policy) recommendations.

For IFAS, the topic will be given within a school setting, where (senior) lecturers/researchers have the role of company coaches. The company coaches from the department will put forward one or several management problems. Management problems are practical problems that need new insights, recommendations and/or solutions in order to improve practice. In order to develop these innovative new ideas to address the management problem, the student will need to do research. The company coach is the person to whom students need to give valid and relevant insights, recommendations and/or solutions for the problem. The company coach will assess whether the deliverable from your research is a relevant and applicable solution for the management problem. For IFA, the topic of the RAR is based on a relevant, actual and real-time managerial problem of a specific organisation. Students will need to apply for an internship within an organisation that is focused on solving a relevant managerial problem within the field of Finance & Control.

#### COURSE LEARNING OUTCOMES

- The student analyses the problem in such a way that it creates a solid basis for an approach that leads to a good research and eventually a good result for the client;
- The student chooses and substantiates an approach that leads to a good result for the client's problem;
- The student presents and analyses information that is collected based on the chosen approach correctly, objectively and independently of interests;
- Based on the analysis of the gathered information, the student is able to answer the research questions in such a way that the conclusions provide a good basis for a good and usable result for the client (in continuation of the problem analysis);



- The student offers usable solutions for the client and therefore meets the requirements the objective;
- The student presents the advice in a logical, coherent and convincing presentation;
- The student is able to defend the advice and reflect on the quality in response to questions on choices and interpretations made during the research process.

#### **LITERATURE**

No specific literature is used during the RAR. Students need to find relevant articles and develop a theoretical framework. They are also referred to the literature and course material of the Research Skills courses.

#### **EXAMINATION**

The RAR is a written document that is graded by a supervisor and a second assessor/ examiner. Bot supervisor and second assessors are lecturers who have been appointed as examiners by the exam committee. In addition, the company coach also assesses the RAR, but from a more practical and managerial perspective. The company coach will primarily assess the relevance, practicality and usability of your advice.

For presentation and defence of the RAR, an oral examination is planned after the RAR has been graded as sufficient. The grade for the presentation and defence is determined by the same two school assessors who graded the RAR. The company coach also is present during the presentation and defence.

#### **LESSON PLAN**

For the RAR, there are no scheduled classes. Students need to do and plan the research independently. Supervisors are appointed who will have regular contact with the students.

#### **COURSE REQUIREMENTS AND EXPECTATIONS**

See above.