

HRODC Postgraduate Training Institute,
A Postgraduate-Only Institution,
Verified by, & Registered with,
UK's Department for Education



#114

**Advanced Oil and Gas Accounting:
International Petroleum Accounting –
Bridging, Postgraduate Short Course**

Leading To:

**Diploma – Postgraduate – in
Advanced Oil and Gas Accounting:
International Petroleum
Accounting (1) – Bridge, Double-
Credit, 60 Credit-Hours**

**Accumulating to a Postgraduate
Certificate, with 120 additional Credit-
Hours, and a**

**Postgraduate Diploma, with 300
additional Credit-Hours.**



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Prof. Dr. R. B. Crawford - Director

PhD (UCL – Uni London); MEd M. (Uni Bath); PGC IS (Uni West London);
Adv Dip Sc Ed (Uni Bristol); PG Dip Doctoral Research Supervision
(Uni Wolverhampton); F.I.M.S.; HR Specialist (I.M.S.);
Executive M. AOM; M. AAM; M. ISGS; M. SCOS; M. RG.

Programme or Course Coordinator:



Prof. Dr. R. B. Crawford, is the Director of
HRODC Postgraduate Training Institute.

He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) {University College London (UCL) - University of London}};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);



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Primary Website = <https://www.hrodc.com>
Prof. Dr. R. B. Crawford, Director.

- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
 - Human Resources;
 - Organization and Management Theory;
 - Organization Development and Change;
 - Research Methods;
 - Conflict Management;
 - Organizational Behavior;
 - Management Consulting;
 - Gender & Diversity in Organizations; and
 - Critical Management Studies.

Professor Dr. Crawford has been an Academic in the following UK Universities:

- University of London (Royal Holloway), as Research Tutor;
- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.

His responsibilities in these roles included:

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;
- Personal Tutor.

For Whom This Course is Designed

This Course is Designed For:

This course is specifically designed for International Petroleum - Oil and Gas – workers and aspirants. It seeks to provide the degree of Continuous Professional Development (CPD) that Accounting and Finance, and related workers need to enhance their Professional Competence, providing the basis for their heightened career Prospect within the Upstream International Petroleum – Oil and Gas – Sector. It, therefore, expects to be utilised by a wide group of workers, incorporating, but not limited to, the following:

- Asset Accountants;
- Chief Accountants;
- Chief Executives;
- Drilling & Refinery Managers;
- Engineers and Geologist;
- External Auditors;
- Finance Directors and Managers;
- Finance Directors;
- Finance Managers;
- Financial Accountants;
- Financial Analysts;
- Financial Controllers;
- Fund Managers;
- Government Ministers,
- Government Regulators;
- Government Regulators;
- Internal Auditors;
- Joint Venture Accountants;
- Joint Venture Operators;
- Land Office Workers;
- Land Registrars;
- Landsmen;
- Legal Personnel in Upstream Oil and Gas Sector;
- Management Accountants;
- Managing Directors;
- Marketing Managers;

- Sales Directors;
- Sales Managers;
- Oil and Gas Investors;
- Public Accountants;
- Those preparing for the beginning of drilling for, production and production enhancement of oil and gas in their countries;
- Treasury Auditors:
- Treasury Managers;
- Treasury Officers;
- Upstream Oil and Gas External Auditors;
- Upstream Oil and Gas Internal Auditors;
- Upstream Oil and Gas Regulators;
- Venture Capitalists;
- All others with a genuine interest in Mineral Rights, Surface Rights, Fee Interest, Lease, Royalties, and the Exploration, Drilling, Testing and the Production of Oil and Gas;

Those others who have a genuine desire to enhance their employability career prospects within the Upstream International Petroleum – Oil and Gas – Sector.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	10 Days
Classroom-Based Cost:	£10,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	20 Days @ 3 Hours Per Day
Online Cost:	£6,700.00 Per Delegate

Classroom-Based Course and Programme Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;

- Free On-site Internet Access;
- Postgraduate Diploma/ Diploma – Postgraduate –or
- Certificate of Attendance and Participation – if unsuccessful on resit.

Students and Delegates will be given a Selection of our Complimentary Products, which include:

- Our Branded Leather Conference Folder;
- Our Branded Leather Conference Ring Binder/ Writing Pad;
- Our Branded Key Ring/ Chain;
- Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;
- Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;
- Our Branded Metal Pen;
- Our Branded Polo Shirt.;
- Our Branded Carrier Bag.

Daily Schedule: 9:30 to 4:30 pm.

Scheduled Delivery Locations:

- Central London, UK;
- Dubai, UAE;
- Kuala Lumpur, Malaysia;
- Amsterdam, The Netherlands;
- Brussels, Belgium;
- Paris, France; and
- Durban, South Africa.

Delivery in other International Locations, on request.

Advanced Oil and Gas Accounting: International Petroleum Accounting – Bridging Course

Leading to Diploma – Postgraduate – in Advanced Oil and Gas Accounting: International Petroleum Accounting – Bridging Course, Double-Credit, and 60 Credit-Hours, Accumulating to a Postgraduate Certificate, with 120 Additional Credit-Hours, or a Postgraduate Diploma, with 300 Additional Credit-Hours

Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Accurately account for 'Disposition' of capitalized costs, in reference to the impairment of unproved properties;
- Address problems and issues associated with upstream oil and gas operation;
- Address the geological issues relating to the origin, exploration and production of oil and gas;
- Appropriately address Disposition of capitalized costs from the surrender or abandonment of property;
- Appropriately apportion costs to non-drilling and drilling operations, respectively;
- Deconstruct the role of finance and accounting in an Oil and Gas Organisation;
- Demonstrate a heightened ability to analyse their company's performance, as an oil and gas player or regulator;
- Demonstrate a heightened understanding of salient accounting concepts and governance;
- Demonstrate a heightened understanding of the differing levels of Financial Reporting Regulation and Standardization, as they apply to Oil and Gas Accounting;
- Demonstrate a heightened understanding of the differing levels of regulation and standardization applied to Oil and Gas accounting;
- Demonstrate a working knowledge of Amortization, with particular reference to the oil and gas industry;
- Demonstrate an appreciation of financial reporting policies and practices applicable in Oil and Gas Industry;

- Demonstrate an awareness of the salient issues associated with the development of the United States oil and gas industry, as a mark car to International oil and gas exploration developments and it mining operations;
- Demonstrate an understanding of the oil and gas industrial and the activities of each subsector;
- Demonstrate mastery of the concepts and issues associated with exploration and drilling operation;
- Demonstrate the most appropriate contract formulation for Take-or-pay thresholds, accounting, transportation agreements, tariffs, reserving pipeline capacity, respectively;
- Demonstrate their ability to determine the extent to which financial measurement techniques such as full cost, successful efforts and reserve recognition can be used to evaluate oil and gas producing operations;
- Describe the methods of exploration generally used within the oil and gas industry;
- Determine the roles and interplay of the Governments of territories containing hydrocarbon reserves, National Oil Companies, International Oil Companies, the Major Product Suppliers, the Engineering & Contracting Companies and the Service Companies,
- Discuss, with examples, the benefits and drawbacks of nonworking interest;
- Distinguish between 3D and 4D Seismic;
- Distinguish between Mineral Rights, Mineral Interests and Fee Interests;
- Distinguish between natural and artificial lifts, in oil and gas production;
- Distinguish between Non-drilling and Drilling Costs;
- Distinguish between the different types of wells;
- Exhibit a heightened understanding of the requirements of International Financial Reporting Standards;
- Exhibit their ability to manage risk effectively in oil and gas project contracts, averting pitfalls of key contractual clauses;
- Exhibit their ability to utilise Advanced Financial Measurement Techniques such as full cost, successful efforts and reserve recognition are used to evaluate oil and gas producing operations;
- Explain the basic principles of Successful Efforts Accounting in Oil and Gas;
- Explain the contractual issues that are associated with oil, gas and mineral lease;

- Explain the international dispute resolution framework and institutions in the context of expert decisions, mediation arbitration and litigation.
- Explain, with examples, Overriding Royalty Interests (ORI);
- Explain, with minor omissions, the processes involved in oil and gas acquisition, exploration and mining;
- Outline the methods of production, employed in the oil and gas industry;
- Outline the role of finance and accounting in an Oil and Gas Organisations;
- Suggest the principal standard form contracts used in the industry including the North Sea LOGIC/CRINE standard form contracts and the Association of Independent Petroleum Negotiators (AIPN) standard form contracts;
- Work through examples of Amortization of exploration and development costs of proved developed reserves.

Course Contents, Concepts, and Issues

Please note that the breakdown represents a guide only and not a rigid arrangement. The tutor has the right to deviate from the order, as he or she deems necessary. While we aim to cover as much as possible of the concepts and issues, it is impossible to discuss all aspects. As a Postgraduate Course, Delegates are expected to conduct their own research. As for all academic and professional examination, this course assesses selected knowledge and skills area, for each course iteration (delivery). Delegates should take responsibility for all the contents, concepts and issues that are presented below.

Part 1: Upstream Oil and Gas Operations

- Introducing the Oil and Gas Industry;
- Brief History of the U.S. Oil and Gas Industry;
- Origin of Petroleum;
- Anticline;
- Exploration Methods and Procedures;
- 3-D Seismic;
- 4-D Seismic;
- Acquisition of Mineral Interests in Property:
 - Mineral Rights;

- Mineral Interests;
 - Fee Interests;
 - Overriding Royalty Interests (ORI);
 - Retained ORI Production Payment Interest (PPI);
 - Dutch Carved-Out Production Payment;
 - Carved-Out Net Profits Interest Created From Working Interest;
 - Net Profits Interest Created From Mineral Interest.
- Oil, Gas and Mineral Lease Provisions:
- Lease Bonuses;
 - Royalty Provision;
 - Primary Term;
 - Delay Rental Payment;
 - Shut-In Payment;
 - Right To Assign Interest;
 - Right To Free Use Of Resources For Lease Operations;
 - Option Payment;
 - Offset Clause.
- Addressing Problems and Issues Associated with Upstream Oil and Gas Operation.

Part 2: Introduction to Oil and Gas Accounting (1)

- Oil and Gas Drilling Operations;
- BOP (Blowout Preventer);
- Bottom-Hole Pressure;
- Bottom-Hole Pump;
- Drill String;
- Rat Hole;
- Mouse Hole;
- Drilling Platform;
- Drilling Rig;
- Proved Area;
- Drill Stem Test;

- Derek and Derek Hands;
- Cracking;
- Field;
- Christmas Tree;
- Sedimentary Rock;
- Seismic Exploration;
- Development Well Flowing Well;
- Injection Well;
- Offset Well;
- Stratigraphic Well.

Part 3: Introduction to Oil and Gas Accounting (2)

- Stratigraphic Test Well or Exploratory Well;
- Service Well;
- Dry Hole;
- Dual Completion;
- Dry Natural Gas;
- Natural and Artificial Lifts;
- Oil and Gas Production and Sales;
- Some State and US Federal Oil and Gas Drilling Regulation;
- Maximum Efficiency Drilling Rate (MER);
- The Concept of Peak Oil;
- Historical Cost Accounting Methods;
- Historical Development of Accounting Methods and Current Status;
- Introduction to Successful Efforts Accounting;
- Chart Accounts for Successful Efforts Company;
- Oil and Gas Subsectors – Upstream, Mid-Stream And Downstream;
- Horizontal, Vertical and Full Integration within the Oil and Gas Industry;
- Addressing Problems Associated with Oil and Gas Accounting.

Part 4: Nondrilling Exploration Costs – Successful Efforts

- Introduction to Full Cost (FC) Accounting;
- Distinguishing between Non-Drilling and Drilling Costs;
- Cost of Identifying Areas that Might Warrant Exploration:
 - Cost of Topographical, Geological and Geophysical Studies;
 - Cost of Carrying and Retaining Undeveloped Properties;
 - Dry Hole Contribution;
 - Cost of Drilling and Equipping Exploratory Well;
 - Cost of Drilling Exploratory Type Stratigraphic Test Well.
- Successful Efforts– Exploration Cost;
- Accounts For a Full Cost Company;
- G&G Costs:
 - Reconnaissance Survey;
 - Detailed Survey;
 - Shooting Rights.
- Obtaining G & G Permits;
- Exchanging C & G Studies for Property Interest.

Part 5: Acquisition Costs of Unproved Property – Successful Efforts

- Carrying and Retaining Costs:
 - Delayed Rental Property Taxes;
 - Legal Cost for Title Defense;
 - Clerical and Record-Keeping Costs.
- Test-Well Contributions:
 - Dry Hole Contribution;
 - Bottom-Hole Contribution.
- Support Equipment And Facilities;
- Problems;
- Offshore and International Operations;
- Purchase in Fee (Fee Purchase);
- Internal Costs;

- Options To Lease;
- Delinquent Taxes and Mortgage Payment.

Part 6: Acquisition Costs of Unproved Property – Successful Efforts

- Successful Efforts Acquisition Costs;
- Internal Costs;
- Options to Lease;
- Delinquent Tax and Mortgage Payments;
- Top Leasing;
- Amortization;
- Amortization of Exploration and Development Costs of Proved Developed Reserves;
- Impairment;
- Disposition of Capitalized Costs – Impairment of Unproved Properties;
- Disposition of Capitalized Costs – Surrender or Abandonment Of Property;
- Post Balance Sheet Events;
- Disposition of Capitalized Costs – Reclassification Of An Unproved Property;
- Land Department;
- Addressing Issues and Problems in Unproved Property Acquisition Costs.

Part 7: Accounting Concepts and Governance

- General Accounting Concepts;
- The Money Measurement Concept;
- The Entity Concept;
- The Going Concern Concept;
- The Dual Aspect Concept;
- The Accounting Period Concept;
- Materiality (Proportionality) Concept;
- The Conservatism Concept;
- Consistency Concept;

- The Realization Concept;
- The Matching Concept;
- The Cost Concept;
- Introducing Financial Governance and Standardization Institutions;
- Financial Accounting Standard Board (FASB);
- The Security and Exchange Commission (SEC);
- Accounting Standards Board (ASB);
- International Accounting Standards Committee (IASC);
- International Accounting Standards Committee Foundation (IASCF);
- International Financial Reporting Standards (IFRS);
- Industry Specific Oil and Gas Accounting Standards;
- Generally Acceptable Accounting Principles (GAAP) for Oil and Gas Producing Activities;
- Oil Industry Accounting Committee (OIAC).

Part 8: Drilling Development Costs – Successful Efforts

- Income tax accounting for drilling costs;
- IDC vs. Equipment;
- Intangible Drilling Costs (IDC) generally;
- IDC Up to an including the installation of Christmas Tree:
 - Prior to Drilling;
 - IDC at G & G;
 - IDC During the Preparation of Drilling Site;
 - IDC During Drilling;
 - IDC in Drilling contractor's charges;
 - IDC for Drilling mud, chemicals, cement, supplies;
 - IDC for Fuel;
 - IDC for Wages.
 - IDC During Well Testing;
 - IDC at Target depth and during completion;
 - IDC for Well testing;
 - IDC for Perforating and cementing;
 - IDC for Swabbing, acidizing and fracturing;
 - IDC for Labour related to the installation of subsurface equipment;
 - IDC for Plugging and abandoning cost – for dry wells;
 - IDC After Christmas tree – following completion;
 - IDC for Removal of Drilling Rig;
 - IDC for Restoration of land and damages paid to surface owner;
 - IDC for Wells other than Exploration and development Wells;
 - IDC for extending well (see lists 1 & 2, above);
 - IDC incurred in drilling water supply and injection wells;
 - IDC incurred in drilling water and injection – where water well is being used to for exploration and development well or for injection.
- Financial accounting for drilling and development costs;
- Well classification:
 - Exploratory Well;
 - Service Well;
 - Stratigraphic Test Well.

- Proved Developed Oil and Gas Reserves;
- Proved Undeveloped Reserves;
- Successful Efforts, Exploration Costs;
- Exploratory Drilling Costs;
- Development Drilling Costs;
- Stratigraphic Test Wells;
- AFE's And Drilling Contracts;
- Costs associated with Special Drilling Operations and Problems;
- Costs of Workovers;
- Costs of Damaged or lost equipment and materials;
- Costs of Fishing and side tracking;
- Costs of Abandonment of portions of wells;
- Accounting for Additional Development Costs;
- Accounting for Development costs;
- Accounting for Costs of gaining access and preparing well location for drilling;
- Accounting for Costs of drill and equip development well, development-type Stratigraphic test well;
- Accounting for Cost of acquiring , constructing and installing production facilities, e.g. lease;
- Support Equipment and Facilities;
- Drilling and Development Seismic;
- Post-Balance Sheet Events;
- Accounting for suspended well costs;
- Interest capitalization;
- Offshore and international operations;
- Problems and Issues associated with Successful Efforts Accounting for Drilling Development Cost.

Part 9: Proved Property Cost Disposition – Successful Efforts

- Accounting for Costs of Property;
- Accounting for Cost of Lease and Well Equipment;
- Accounting for Cost Disposition Through Amortization;
- Cost Disposition Through Amortization of Reserves Owned or Entitled;
- DD&A Calculation;
- DD&A on a Field-Wide Basis;
- DD&A When Oil and Gas Reserve Are Produced Jointly;
- Estimated Future Dismantlement, Site Restoration, and Abandonment Costs;
- Exclusion of Costs or Reserves;
- Depreciation of Support Equipment and Facilities;
- Cost Disposition – Nonworking Interests;
- Revision of DD&A Rates;
- Cost Disposition through Abandonment or Retirement of Proved Property;
- Successful Efforts Impairment;

Part 10: Full Cost Accounting

- Principles of Full Cost Oil and Gas Accounting;
- Disposition of Capitalized Costs;
- Inclusion of estimated future development expenditures;
- Inclusion of estimated future decommissioning costs;
- Exclusions of costs;
- Impairment of unproved properties costs;
- Abandonment of properties;
- Reclassification of properties;
- Support equipment and facilities;
- DDA&A under successful efforts versus full cost;
- Reserves In Place – Purchase;
- Interest Capitalization;
- Limitation on Capitalized Costs – A Ceiling;
- Limitation on Capitalized Costs for Asset retirement obligations;


- Limitation on Capitalized Costs for Deferred taxes;
- Limitation on Capitalized Costs for Income tax effects;
- Assessment of the ceiling test;
- SFAS No. 144 and Full Cost Ceiling Cost;
- Post-balance sheet events and the ceiling test;
- Problems and Issues associated with Full Cost Accounting.

Part 11: Accounting For Production Activities (1)

- Accounting Treatment for Production Activities, generally;
- Accounting for Cost of production versus inventory;
- Accounting for Recognition of Inventories;
- Lower-of-cost-or-market valuation;
- Accumulation and allocation of costs;
- Accounting for Individual production costs;
- Accounting for Secondary and Tertiary recovery;
- Accounting for Gathering systems;
- Accounting for Saltwater disposal systems;
- Accounting for Tubular goods;
- Accounting for Severance taxes.

Part 12: Accounting For Production Activities (2)

- Production Cost Statements;
- Joint Interest Operations;
- Decision to Complete a Well;
- Project Analysis and Investment Decision Making;
- Investment Decision based on Payback method;
- Investment Decision based on Accounting Rate of Return;
- Investment Decision based on Net Present Value;
- Investment Decision based on Internal Rate of Return;
- Investment Decision based on Profitability index;
- Problems and Issues associated with Accounting For Production Activities.




HRODC Postgraduate Training Institute.
Regulation For The Awards of:
*** Postgraduate Diploma;**
*** Postgraduate Certificate; &**
*** Diploma – Postgraduate.**

Diploma – Postgraduate – Short Courses; Postgraduate Certificate and Postgraduate Diploma Programmes

Postgraduate Short Courses are of a minimum of five days' Classroom-Based (10 days' Video-Enhanced Online) but less than 6 weeks' Classroom-Based (less than 10 weeks' Video-Enhanced Online) duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading or accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Classroom (10- and 20-weeks' Video-Enhanced Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.

In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive Classroom-Based Study, or 10 weeks' Video-Enhanced, or Face-To-Face, Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-classroom or 20 weeks Video-Enhanced Face-To-Face. They might also be taken through a blend of both modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. These Specialisms are exemplified



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by the following excerpts from the document 'Postgraduate Certificate and Postgraduate Diploma Awards'.

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
010	Postgraduate Diploma in Human Resource Management.
010.1	Postgraduate Certificate in Human Resource Management.
014	Postgraduate Diploma in Automotive Electrical, Electronic and Mechanical Diagnostic, Maintenance and Repair
017	Postgraduate Diploma in Real Estate Management, Incorporating Property Law.
017.1	Postgraduate Certificate in Real Estate Management, Incorporating Property Law.
020	Postgraduate Diploma in Accounting and Finance.
020.1	Postgraduate Certificate in Accounting and Finance.
028	Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety.
032	Postgraduate Diploma in Executive Management
032.1	Postgraduate Certificate in Executive Management
043	Postgraduate Diploma in Communication and Information Management.
043.1	Postgraduate Certificate in Communication and Information Management.
044	Postgraduate Diploma in Women in Management.

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
044.1	Postgraduate Certificate in Women in Management.
061	Postgraduate Certificate in Financial Accounting and Management Accounting.
070	Postgraduate Diploma in Human Resource Training and Development Management
070.1	Postgraduate Certificate in Human Resource Training and Development Management.
079	Postgraduate Diploma in Managing National and International Economic Competition.
085	Postgraduate Diploma in Corporate Governance and Strategic Management.
085.1	Postgraduate Certificate in Corporate Governance and Strategic Management.
086	Postgraduate Diploma in Business Administration
86.1	Postgraduate Certificate in Business Administration.
097	Postgraduate Diploma in Telecommunication Systems
097.1	Postgraduate Certificate in Telecommunication Systems
115	Postgraduate Diploma in Cost Accounting, Budgeting, Profitability Analysis, Strategy and Balanced Scorecard.
115.1	Postgraduate Certificate in Cost Accounting, Budgeting, Profitability Analysis.

Understanding Our Postgraduate Credit System

Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award

Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both Classroom-based and Video-Enhanced Deliveries. Each Five-Day Classroom-Based, or a Ten-Day Video-Enhanced (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day Classroom-based (12day Video-Enhanced) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89 Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

1. Diploma – Postgraduate – in Organisational Change Management, 30 Credit-Hours;
2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours;
3. Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours;
4. Diploma – Postgraduate – in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;
5. Diploma – Postgraduate – in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

Postgraduate Diploma Award

A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

Postgraduate Certificate Award

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, '**Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award**'. The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are exemplified above, under the heading '**Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles**'.

Assessment Requirement For Postgraduate Diploma; Postgraduate Certificate; and Diploma - Postgraduate

Because of the intensive nature of our Courses and Programmes, for In-Classroom, and Video-Enhanced Online modes, assessment will take place during or at the end of the **'active teaching period'**, adopting differing formats. These structures include, but are not limited to:

- In-Class Tests;
- Text-Case Analyses;
- Video-Case Analyses;
- 'Out-of-Class' Assignments;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

Based on these assessments, successful candidates will receive either a:

- Diploma – Postgraduate - Award;
- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. To receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

Application Process For Postgraduate Diploma; Postgraduate Certificate; and Diploma – Postgraduate - Short Courses

Applicants for Diploma – Postgraduate; Postgraduate Certificate; and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application Form.

Admission and Enrolment Procedure

- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly, and sent Invoices;
- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary **Immigration Documentation**, to support their application;
- **Joining Instruction** will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:
 - Venue Name, Location, with specific address;
 - Details of Airport Transfer, where appropriate;
 - Start date and time;
 - Registration details;
 - Daily Schedule;
 - Local Transportation Details;
 - Residential Accommodation Details;
 - Leisure and Shopping Facilities, in the area;
 - General Security Information; among others.

Our Synchronous (Video-Enhanced) Online Study Mode

In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Synchronous (Video-Enhanced) delivery.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the lecturer, ask, and address questions; sitting examinations, in his or her presence. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate - Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a **12-year period**, towards a Postgraduate Certificate or Postgraduate Diploma.

Key Features of Our Online Study: Video-Enhanced Online

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants can see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their assessment is structured in the same way as it is done in a classroom setting;
- The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;
- Its duration is twice the duration of its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;
- The cost of the Video-Enhanced Online mode is 67% of similar classroom-based courses;
- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

10- Week Synchronous (Video-Enhanced) Online Postgraduate Certificate; and 20-Week Synchronous Online Postgraduate Diploma Programmes

You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC Postgraduate Training Institute's Synchronous (Video-Enhanced) Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, respectively, in line with our **Regulation**, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.



Service Contract: Incorporating Terms and Conditions

[Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.](#)

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.



You are most Welcome to Visit our Main Website, & SM Pages, to Communicate with, & 'Follow', us.



For and on Behalf of:

Prof. Dr. R. B. Crawford - Director
HRODC Postgraduate Training Institute

