

**SYLLABUS**  
**educational component OK9**  
**Organization and audit methodology**

Subjects:	<b>Audit organization and methodology</b>
Level of higher education:	<b>second (master's)</b>
Branch of knowledge:	<b>07 "Management and administration"</b>
Specialty:	<b>071 "Accounting and taxation"</b>
Educational and professional(Educational and scientific) program:	<b>"Accounting and taxation"</b>
Course page in Moodle:	<a href="https://dl2022.khadi-kh.com/course/view.php?id=2889">https://dl2022.khadi-kh.com/course/view.php?id=2889</a>
Year of study:	<b>1</b>
Semester:	<b>1 (autumn)</b>
The scope of the educational component	<b>4 credits (120 hours)</b>
Final control form	<b>test</b>
Consultations:	<b>on schedule</b>
Name of the department:	<b>department of accounting and taxation</b>
Teaching language:	<b>english</b>
Course leader:	<b>Viktoriiia Verbytska, Candidate of Economic Sciences, Associate Professor</b>
Contact phone number:	<b>+38 096 278 39 13</b>
E-mail:	<b>verbytska@i.ua</b>

**Brief content of the educational component:**

**The goal is** the formation of students' basic theoretical knowledge and practical skills in the organization and methodology of auditing, the organization of the work of an audit firm and the work of auditors.

**The subject is** the organizational and methodical aspects of conducting audits at enterprises.

**The main tasks of studying an academic discipline are:**

- assimilation of the theoretical foundations of the functioning of the audit as an independent financial control in Ukraine;
- acquisition of practical skills in the organization of business audits,
- planning of the audit process,
- execution of a set of audit procedures,
- execution of the auditor's working documents,
- preparation of audit conclusions and other final documents.

**Prerequisites for studying the educational component:**

Disciplines of professional training of the first (bachelor) level of training.

**Competencies acquired by the acquirer:**

***Integral competence:***

IK. The ability to solve complex tasks and problems in the field of accounting,

analysis, control, auditing, taxation and/or innovation is characterized by the uncertainty of conditions and requirements.

**General competences:**

- 3K01. Ability to identify, pose and solve problems.
- 3K02. Ability to communicate in a foreign language.
- 3K03. Skills in using information and communication technologies.
- 3K04. Ability to conduct research at an appropriate level.
- 3K05. Ability to generate new ideas (creativity).
- 3K06. Ability to search, process and analyze information from various sources.
- 3K07. Ability to work in an international context.
- 3K08. Ability to communicate with representatives of other professional groups at different levels (with experts from other fields of knowledge/types of economic activity).
- 3K09. Appreciation and respect for diversity and multiculturalism.
- 3K10. The ability to act on the basis of ethical considerations (motives).

**Special (professional) competences:**

- CK01. The ability to form and use accounting information to make effective management decisions at all levels of enterprise management in order to increase the efficiency, effectiveness and social responsibility of business.
- CK02. The ability to organize the accounting process and regulate the activities of its executors in accordance with the requirements of legislation and enterprise management.
- CK03. The ability to apply theoretical, methodological and practical approaches to the organization of accounting, control, planning and optimization of tax calculations.
- CK04. Ability to prepare financial statements according to international standards, correctly interpret, publish and use relevant information to make effective management decisions.
- CK05. The ability to apply methods and techniques of analytical support of modern management systems, taking into account the company's development strategy in conditions of uncertainty, risk and/or information asymmetry.
- CK06. Use international standards of quality control, audit, review, other assurance and related services in compliance with the requirements of professional ethics in the process of practical activity.
- CK07. The ability to formulate tasks, improve methods and implement modern methods of financial and management accounting, analysis, audit and taxation in accordance with the strategic goals of the enterprise.
- CK09. The ability to carry out consulting activities for owners, management of the enterprise and other users of information in the field of accounting, analysis, control, audit, taxation.
- CK10. The ability to conduct scientific research in order to solve current problems of theory, methodology, organization and practice of accounting, auditing, analysis, control and taxation

**Learning outcomes according to the educational program:**

- ΠP11. Develop and evaluate the effectiveness of the control system of business entities.
- ΠP13. Know international standards of quality control, audit, review, other assurance and related services in compliance with the requirements of professional ethics.
- ΠP15. Apply scientific methods of research in the field of accounting, auditing, analysis, control and taxation and implement them in professional activity and economic practice.
- ΠP16. To carry out public business and scientific communications in order to solve communicative tasks in state and foreign languages.
- ΠP17. To prepare and substantiate conclusions for consulting the owners, management of the business entity and other users of information in the field of accounting, analysis, control, auditing, taxation.

### Thematic plan

№ topic	Name of topics (Lecture, Practice session, Independent work)	Number of hours	
		intra mural	extra mural
1	<b>Lecture.</b> Subject, method and objects of the organization and methods of auditing	2	1
	<b>Practice session.</b> The subject and objects of the organization and audit methods	2	1
	<b>Independent work.</b> International standards and national auditing standards	11	10
2	<b>Lecture.</b> Organization of activities and quality control of the work of the audit firm and the work of auditors	2	0.25
	<b>Practice session.</b> Normative - legal regulation of audit activities in Ukraine, levels of regulation	2	
	<b>Independent work.</b> Methodological principles of audit	11	8
3	<b>Lecture.</b> Organization of the audit process of financial reporting and its information support	2	0.25
	<b>Practice session.</b> Organization of audit of financial statements	2	1
	<b>Independent work.</b> Methods of auditing procedures	11	10
4	<b>Lecture.</b> Audit of founding documents, accounting policy and equity of the enterprise	2	0.25
	<b>Practice session.</b> Audit methodology of statutory documents and accounting policy	2	
	<b>Independent work.</b> Audit control of labor and its payment	11	10
5	<b>Lecture.</b> Audit of non-current assets and investments.	2	0.25
	<b>Practice session.</b> Audit methodology of non-current assets	2	1
	<b>Independent work.</b> Audit of long-term and short-term liabilities.	11	10
6	<b>Lecture.</b> Auditor's control of cash and receivables.	2	0.5
	<b>Practice session.</b> The method of conducting an audit of non-cash funds	2	0.5
	<b>Independent work.</b> Audit of operations on bank accounts and settlements with accountable persons	11	12
7	<b>Lecture.</b> Inventory and work-in-progress audit.	2	0.5
	<b>Practice session.</b> The procedure for testing the accounting of production stocks	2	
	<b>Independent work.</b> Audit of expenses, cost of production, formation of income and financial results.	11	14
8	<b>Lecture.</b> Internal audit of business entities	2	1
	<b>Practice session.</b> Summary of the results of the audit of financial statements based on the results of the completion of the audit	2	0.5
	<b>Independent work.</b> Audit of tax calculations and payments	11	8
<b>Total</b>	Lecture	16	4
	Practice session.	16	4
	Independent work.	88	112
ALL by discipline		120	120

**Individual educational and research task (if available): -**

**Teaching methods:**

- verbal method (lecture, discussion, etc.);
- practical method (practical classes);
- visual method (the method of illustrations and the method of demonstrations);
- independent work.

**Evaluation system and requirements:****Evaluation methods and forms:**

- oral control (survey);
- written control;
- practical test;
- self-assessment method;
- credit;
- student presentations and speeches at scientific events;
- performance and protection of practical/laboratory work.

**Current performance**

**1** The current success rate of applicants for the performance of educational types of work in training sessions and for the performance of independent work tasks is evaluated using a four-point rating scale with subsequent transfer to a 100-point scale. During the evaluation of the current academic performance, all types of work provided by the educational program are taken into account.

1.1 Lecture classes are evaluated by determining the quality of performance of specified tasks.

1.2 Practical classes are evaluated by the quality of performance of a control or individual task, performance and design of practical work.

1.3 Laboratory classes are evaluated by the quality of reports on the performance of laboratory work.

1.4 Seminar classes are evaluated by the quality of individual assignment/abstract.

**2** The current performance of higher education applicants is assessed at each practical session (laboratory or seminar) on a four-point scale ("5", "4", "3", "2") and entered in the journal of academic performance.

- "excellent": the winner mastered the theoretical material flawlessly, demonstrates deep knowledge of the relevant topic or academic discipline, the main provisions;

- "good": the applicant has mastered the theoretical material well, has the main aspects from primary sources and recommended literature, presents it in a reasoned manner; has practical skills, expresses his thoughts on certain problems, but certain inaccuracies and errors are assumed in the logic of the presentation of theoretical content or in the analysis of practical ones;

- "satisfactory": the applicant has basically mastered the theoretical knowledge of the educational topic or discipline, orients himself in primary sources and recommended literature, but answers unconvincingly, confuses concepts, answers additional questions uncertainly, does not have stable knowledge; when answering questions of a practical nature, reveals inaccuracy in knowledge, does not know how to evaluate facts and phenomena, connect them with the future profession;

- "unsatisfactory": the applicant has not mastered the educational material of the topic (discipline), does not know scientific facts, definitions, hardly orients himself in primary sources and recommended literature, lacks scientific thinking, practical skills are not formed.

**3** The final score for the current activity is recognized as the arithmetic mean sum of points for each lesson, for individual work, current control works according to the formula:

$$K^{nomou} = \frac{K1 + K2 + \dots + Kn}{n},$$

where  $K^{nomou}$  - is the final assessment of success based on the results of current control;

$K1, K2, \dots, Kn$  - - evaluation of the success of the current control measure;

$n$  - - the number of measures of current control.

Assessments are converted into points according to the calculation scale (table 1).

**Table 1** – Recalculation of the average grade for the current activity into a multi-point scale

4-point scale	100 points scale	4-point scale	100 points scale	4-point scale	100 points scale	4-point scale	100 points scale
5	100	4,45	89	3,90	78	3,35	67
4,95	99	4,4	88	3,85	77	3,3	66
4,9	98	4,35	87	3,80	76	3,25	65
4,85	97	4,3	86	3,75	75	3,2	64
4,8	96	4,25	85	3,7	74	3,15	63
4,75	95	4,20	84	3,65	73	3,1	62
4,7	94	4,15	83	3,60	72	3,05	61
4,65	93	4,10	82	3,55	71	3	60
4,6	92	4,05	81	3,5	70	from 1.78 to 2.99	from 35 to 59
						re-examination	
4,55	91	4,00	80	3,45	69	from 0 to 1.77	from 0 to 34
4,5	90	3,95	79	3,4	68	repeated study	

### Final assessment

**1** A student of higher education receives a credit in the last lesson in the discipline based on the results of the current assessment. The average score for the current activity is converted into points on a 100-point scale, according to the conversion table (table 1).

Applicants for higher education who have a current grade point average in the discipline lower than "3" (60 points) can increase their current grade by taking tests in the discipline in the last session.

Assessment of the knowledge of applicants through testing is carried out according to the following scale:

- "Excellent": at least 90% of correct answers;
- "Very good": from 82% to 89% of correct answers;
- "Good": from 74% to 81% of correct answers;
- "Satisfactory": from 67% to 73% of correct answers;
- "Satisfactory enough": from 60% to 66% of correct answers;
- "Unsatisfactory": less than 60% of correct answers.

**2** The condition for obtaining credit is:

- making up for all missed classes;
- the average current grade in the discipline is not lower than "3" (60 points).

**3** For performing individual independent work and participation in scientific events, additional points are awarded to the winners.

**3.1** Additional points are added to the sum of points scored by the student of higher

education for the current educational activity (for disciplines for which the final form of control is a credit), or to the final grade in the discipline for which the final form of control is an exam.

**3.2** The number of additional points awarded for different types of individual tasks depends on their volume and importance:

- prizes in the discipline at the international / all-Ukrainian competition of scientific student works - 20 points;
- prize places in the discipline at the All-Ukrainian Olympiads - 20 points;
- participation in the international / all-Ukrainian competition of scientific student works - 15 points
- participation in international / all-Ukrainian scientific conferences of students and young scientists - 12 points;
- participation in all-Ukrainian Olympiads in the discipline - 10 points
- participation in Olympiads and scientific conferences of the Khnadu in the discipline - 5 points;
- performance of individual scientific and research (educational and research) tasks of increased complexity - 5 points.

**3.3** The number of additional points cannot exceed 20 points.

**4** The learning outcome is evaluated:

- on a two-point scale (passed/failed) according to table 2;
- on a 100-point scale (for differentiated assessment) according to table 3.

The final grade together with additional points cannot exceed 100 points.

**Table 2** – Scale for transferring points to the national evaluation system

<b>On a 100-point scale</b>	<b>On a national scale</b>
from 60 points to 100 points	counted
less than 60 points	not counted

The rating assessment of the discipline and its translation into grades on the national scale and the ECTS scale is carried out in accordance with the Regulations on the Evaluation of the Study Results of Higher Education Applicants of the KHNADU..

**Table 3** - The scale for evaluating the knowledge of students based on the results of the final control of the academic discipline

Score in points	Evaluation on a national scale		Evaluation on a national scale	
	credit exam	credit exam		Criterion
<b>90-100</b>	<b>famously</b>	<b>Enrolled</b>	<b>A</b>	The theoretical content of the course has been mastered in its entirety, without gaps, the necessary practical skills for working with the mastered material have been formed, all educational tasks provided for in the training program have been completed, the quality of their performance has been assessed with a number of points close to the maximum
<b>80-89</b>	<b>Good</b>	<b>Credited</b>	<b>B</b>	The theoretical content of the course has been mastered in its entirety, without gaps, the necessary practical skills for working with the mastered material have mainly been formed, all educational tasks provided for by the training program have been completed, the quality of most of them has been assessed with a number of points close to the maximum
<b>75-79</b>			<b>C</b>	The theoretical content of the course has been mastered in its entirety, without gaps, some practical skills of working with the mastered material have not been formed enough, all educational tasks provided for by the training program have been completed, the quality of none of them has been evaluated with a minimum number of points, some types of tasks have been completed with errors
<b>67-74</b>	<b>Passably</b>		<b>D</b>	The theoretical content of the course is partially mastered, but the gaps are not significant, the necessary practical skills for working with the mastered material are basically formed, most of the educational tasks provided by the training program have been completed, some of the completed tasks may contain errors
<b>60-66</b>			<b>E</b>	The theoretical content of the course has been partially mastered, some practical work skills have not been formed, many educational tasks provided by the training program have not been completed, or the quality of some of them has been assessed with a number of points close to the minimum.

Score in points	Evaluation on a national scale		Evaluation on a national scale	
	credit exam	credit exam		Criterion
35–59	Unsatisfactorily	Not counted	<b>FX</b>	The theoretical content of the course has been partially mastered, the necessary practical work skills have not been formed, most of the prescribed training programs of educational tasks have not been completed, or the quality of their implementation has been assessed with a number of points close to the minimum; with additional independent work on the course material, it is possible to improve the quality of the performance of educational tasks (with the possibility of retaking)
0–34	Unacceptable		<b>F</b>	The theoretical content of the course has not been mastered, the necessary practical work skills have not been formed, all completed educational tasks contain gross errors, additional independent work on the course material will not lead to any significant improvement in the quality of the performance of educational tasks (with a mandatory repeat course)

**Course policy:**

- the course involves working in a team, the environment in the classroom is friendly, creative, open to constructive criticism;
- mastering the discipline involves mandatory attendance of lectures and practical classes, as well as independent work;
- independent work involves the study of individual topics of the academic discipline, which are presented in accordance with the program for independent study, or were considered briefly;
- all tasks provided by the program must be completed within the set time;
- if the student of higher education is absent from classes for a good reason, he presents the completed tasks during independent preparation and consultation of the teacher;
- while studying the course, students of higher education must adhere to the rules of academic integrity set forth in the following documents:  
 «Rules of academic integrity of participants in the educational process KHNADU» ([https://www.khadi.kharkov.ua/fileadmin/P\\_Standart/pologeniya/stvnz\\_67\\_0-02.pdf](https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_67_0-02.pdf)),  
 Academic integrity. Checking the text of academic, scientific and qualification papers for plagiarism» ([https://www.khadi.kharkov.ua/fileadmin/P\\_Standart/pologeniya/stvnz\\_85\\_1\\_01.pdf](https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_85_1_01.pdf), Moral and ethical code of participants in the educational process KHNADU ([https://www.khadi.kharkov.ua/fileadmin/P\\_Standart/pologeniya/stvnz\\_67\\_01\\_MEK\\_1.pdf](https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_67_01_MEK_1.pdf)).
- in case of detection of plagiarism, the applicant receives 0 points for the task and must repeat the tasks provided for in the syllabus;
- writing off during tests and exams is prohibited (including using mobile devices). Mobile devices are allowed to be used only during online testing.



## Recommended Books

### 1. Basic literature

- 1.1 The Law of Ukraine "On the Audit of Financial Statements and Auditing Activities" as amended by 01.08 2021 № 2258-VIII. URL : <https://zakon.rada.gov.ua/laws/show/2258-19?lang=en#Text>
- 1.2 International auditing standards. URL: <https://mof.gov.ua/en/mizhnarodni-standarti-auditu>
- 1.3 Fundamental Principles of Public-Sector Auditing : ISSAI 100. URL : [https://www.intosai.org/fileadmin/downloads/documents/open\\_access/ISSAI\\_100\\_to\\_400/issai\\_100/ISSAI\\_100\\_en\\_2019.pdf](https://www.intosai.org/fileadmin/downloads/documents/open_access/ISSAI_100_to_400/issai_100/ISSAI_100_en_2019.pdf)
- 1.4 The concept of the quality assurance system of audit services in Ukraine. Approved by the decision of the Audit Chamber of Ukraine dated 26.09.2013 y. № 279/7 URL : [https://zakon.rada.gov.ua/rada/show/vr9\\_7230-13?lang=en#Text](https://zakon.rada.gov.ua/rada/show/vr9_7230-13?lang=en#Text)
- 1.5 Final-report-for-EUROSAI. Quality and Transparency Statement of the leader of the EUROSAI Project Group on “Follow-up of the implementation of audit recommendations”. URL : <https://www.eurosai.org/handle404?exporturi=/export/sites/eurosai/.content/documents/2021-02-03-Final-report-for-EUROSAI.pdf>
- 1.6 Methodological recommendations for auditing financial statements of credit unions in accordance with international auditing standards. Approved by the decision of the Audit Chamber of Ukraine dated November 1, 2012 № 260/6. URL : [https://zakon.rada.gov.ua/rada/show/vr\\_02230-12?lang=en#Text](https://zakon.rada.gov.ua/rada/show/vr_02230-12?lang=en#Text)
- 1.7 Methodological recommendations regarding the provision by audit firms of the system of storage of audit documentation and other confidential information (approved by the decision of the Audit Chamber of Ukraine dated 03.11.2011 № 240/10). URL : [https://zakon.rada.gov.ua/rada/show/vr\\_10230-11?lang=en#Text](https://zakon.rada.gov.ua/rada/show/vr_10230-11?lang=en#Text)
- 1.6 Methodological recommendations for filling out financial reporting forms, Order of the Ministry of Finance of Ukraine dated March 28, 2013. № 433. URL : <https://zakon.rada.gov.ua/rada/show/en/v1192201-13?lang=en#Text>
- 1.7 NP(S)BO 1 "General requirements for financial reporting", Order of the Ministry of Finance of Ukraine dated February 7, 2013. № 73. URL : <https://zakon.rada.gov.ua/laws/show/z0336-13?lang=en#Text>
- 1.8 List of services that can be provided by auditors (auditing firms). Approved by the decision of the Audit Chamber of Ukraine dated 12.22.2011. № 244/14. URL : <https://zakon.rada.gov.ua/rada/show/vr244230-11?lang=en#Text>
- 1.9 Akhilesh Thakur. Internal Audit Methodology. URL : <https://www.wirc-icai.org/images/material/Internal-Audit-Methodolog.pdf>
- 1.10 Enquete 2017: The internal audit in Germany, *Austria and Switzerland*. Retrieved from: [https://www.diiir.de/fileadmin/Enquete-Broschuere\\_2017](https://www.diiir.de/fileadmin/Enquete-Broschuere_2017).
- 1.11 Peemöller, V., Kregel, J. (2020). Fundamentals of Internal Audit : Standards, Structure and Management. *Manuals of Revision Practice*, Erich Schmidt Verlag GmbH & Co KG, 428.

### 2. Supporting literature

- 2.12 Igbayeva Z.K., Beisenova L.Z., Nazarenko O.V. Methodology and Organization of Internal State Audit. *Advances in Economics, Business and Management Research*, volume 114. Pp. 230-233.
- 2.13 Pokynchereda V.V. Performance audit of Ukrainian debt management: organization and methodology. URL : <http://ir.vtei.edu.ua/card.php?id=26260>
- 2.14. MJ van Vuuren. An audit program planning methodology and model specific to performance auditing, 2022. 147 p.
- 2.15 Arens, A.A. and Loebecke, J.K. 1994. Auditing, an integrated approach. New Jersey : PrenticeHall. C. 57 – 62.
- 2.16 Audit Guide: Government Auditing Standards and Single Audits 2018. URL : <http://surl.li/ejccc>
- 2.17 ELEN, ILHAM, and SABARUDIN. 2019. “METODOLOGI AUDITING (PENDEKATAN PROSEDUR AUDIT)”. *Jurnal Bisnis Dan Akuntansi* 3 (3), 565-76. <https://doi.org/10.34208/jba.v3i3.537>.

2.18 Hayes, R., Dassen, R., Schilder, A. & Wallage, P. 2005. Principles of auditing. New York: Prentice Hall. Hepworth, N.P. 1996.

2.19 Performance audit – future directions. (In D. Shand (ed.), Performance auditing and the modernisation of government. Paris: OECD. p.261-270.)

2.19 Daujotaite, D. & Macerinskiene, I. 2018. Development of performance audit in public sector. *5 th International scientific conference*, Vilnius, Lithuania, 16-17 May 2018, pp.177-185. Faculty of business management: Vilnius university.

2.20 Flesher, D.L., Samson, W.D. & Previts, G.J. 2022. The origins of value-for-money auditing: The Baltimore and Ohio railroad 1827-1830. *Managerial auditing journal*, 18(5):374-386.

2.21 Funkhauser, M. 2019. Accountability, performance and performance auditing: reconciling the views of scholars and auditors. *Accountability governance: an international; research colloquium*, Belfast, 20-22 October 2019.

### 2.3 Information resources

3.1. Accountant 911 : a site for accountants. URL : <https://buhgalter911.com/uk/>

3.2. All about accounting. All-Ukrainian professional newspaper: website. URL : <http://vobu.ua/ukr/>

3.3. Official web portal of the Verkhovna Rada of Ukraine: website. URL : <https://www.rada.gov.ua/en>

3.4. National Library of Ukraine named after V.I. Vernadsky: website. URL : <http://www.nbuv.gov.ua/>

3.5. Taxes and accounting. Information and analytical magazine: website. URL : <https://i.factor.ua/ukr/journals/nibu/>

3.6 European court of auditors - Performance audit manual (n.d.). Available from: <http://eca.europa.eu/portal/pls/portal/docs/1/271275.PDF>

3.7 INTOSAI - Implementation guidelines for performance auditing (n.d.). Available from: <http://intosai.connexcc-hosting.net/blueline/upload/1implgperfaude.pdf>

3.8 United States statements on auditing standards (n.d.). Available from: [http://en.wikipedia.org/wiki/Statements\\_on\\_Auditing\\_Standards\\_\(USA\)](http://en.wikipedia.org/wiki/Statements_on_Auditing_Standards_(USA))

Developer(s)  
syllabus of the academic discipline

Viktoriia VERBYTSKA

Guarantor of educational and  
professional program

Tetiana KOVALOVA

Head of department

Tetiana KOVALOVA