

# ACCA accreditation application form – accounting and business programmes



The purpose of this application form is to provide the basic information necessary for an assessment to be undertaken by ACCA's accreditation team and to give an indication of the level of exemption a programme's graduates may be entitled to.

ACCA will use the information provided on this form together with the required supporting documents to determine the level of exemption which can be awarded.

This application form should be used in conjunction with ACCA's *accreditation handbook*.

## 1 INSTITUTION DETAILS

Name of institution:

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Address:

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Tel:

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Fax:

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E-mail:

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Website:

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### Recognition status of institution

Exemption will normally only be considered on the basis of qualifications obtained from public institutions recognised by the Ministry of Education of that country.

Exemption can be considered for qualifications obtained from private sector institutions providing:

i The institution has been accredited by the Ministry of Education of that country to award the level of qualification being reviewed by ACCA.

OR

ii the programme(s) have been validated by or franchised from a recognised institution or examining board.

## 2 PROGRAMME INFORMATION

Title of programme:

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Programme leader(s):

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Date of first graduates:

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Mode of study (taught course, distance learning etc):

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Period of programme validation:

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Date of next validation (if known):

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Institution/programme pass marks:

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Notes: Any documentation which is not in English must be officially translated before submission. Accreditation cannot be awarded retrospectively for past graduates.

### 3 EXEMPTIONS SOUGHT

Please tick all ACCA papers for which exemption is sought, and provide details of the corresponding module(s) within your programme. Full syllabus details and study guides for all ACCA papers are available at [www.accaglobal.com](http://www.accaglobal.com)

ACCA paper	Corresponding module title(s) and code(s)
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Knowledge module

F1 <input type="checkbox"/>	_____
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F2 <input type="checkbox"/>	_____
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F3 <input type="checkbox"/>	_____
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Skills module

F4 <input type="checkbox"/>	_____
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F5 <input type="checkbox"/>	_____
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F6 <input type="checkbox"/>	_____
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F7 <input type="checkbox"/>	_____
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F8 <input type="checkbox"/>	_____
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F9 <input type="checkbox"/>	_____
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### 4 THE ACCA QUALIFICATION

#### Fundamentals (Nine papers in total)

Knowledge:

F1 Accountant in Business (AB)  
F2 Management Accounting (MA)  
F3 Financial Accounting (FA)

Skills:

F4 Corporate and Business Law (CL)  
F5 Performance Management (PM)  
F6 Taxation (TX)  
F7 Financial Reporting (FR)  
F8 Audit and Assurance (AA)  
F9 Financial Management (FM)

#### Professional (Five papers in total)

Essentials:

P1 Professional Accountant (PA)  
P2 Corporate Reporting (CR)  
P3 Business Analysis (BA)

Options (any two):

P4 Advanced Financial Management (AFM)  
P5 Advanced Performance Management (APM)  
P6 Advanced Taxation (ATX)  
P7 Advanced Audit and Assurance (AAA)

**5 ADDITIONAL SUPPORTING INFORMATION**

Please give details below or continue on an additional sheet if necessary.

## 6 DECLARATION

This declaration must be signed and included with your application.

We declare that the information provided in this application form is, to the best of our knowledge, correct and we hereby apply for ACCA exemption accreditation on the basis of the stated educational programme(s).

We understand that it is our responsibility to ensure that ACCA is kept informed of any changes to the structure or content of this programme, and to the contact details supplied previously and in this form.

We accept that ACCA reserves the right to request additional information relating to matters included in this submission, and that ACCA's accreditation team is solely responsible for all decisions regarding the award of accreditation and exemption.

Signature

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Name

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Position

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On behalf of (institution name)

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Date

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## 7 CHECKLIST

Please ensure that the following supporting documentation has been included with your application.

- Full programme structure showing core and optional subjects
- Academic/programme regulations
- Syllabus details/module descriptions for all modules listed in section 3
- Recent examination papers for all modules listed in section 3 (one diet only)
- Official confirmation of institution's recognition status (private institutions only – see section 1).

Notes: Any documentation which is not in English must be officially translated before submission. Where a new programme has been devised and examination papers have not yet been finalised, ACCA will accept pilot examination papers for initial assessment purposes.

## 8 SUBMITTING THE APPLICATION

This application form together with the supporting documentation outlined above should be sent to:

ACCA  
Accreditation – Learning Partnerships  
2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW, United Kingdom.

Documentation may also be submitted through any of ACCA's international offices (full details available at [www.accaglobal.com](http://www.accaglobal.com))  
Information submitted through the international offices will be forwarded to the accreditation team in Glasgow for assessment.

Alternatively, you can make an accreditation application online at [www.accaglobal.com](http://www.accaglobal.com)

This innovative service from ACCA is fast and efficient with less or no paperwork, direct contact with accreditation staff and dedicated technical support. The online accreditation service allows you to:

- make new accreditation applications and track the progress of your applications
- upload supporting documentation direct from your PC
- change your institution/programme contact details
- access a host of information for learning providers including policies, latest news and useful resources.

If you have not received notification of your user ID and password, you can contact ACCA by e-mailing the accreditation team at [accred@accaglobal.com](mailto:accred@accaglobal.com)