

**ACCA**

**ACCA  
QUALIFICATION**

POST-REGISTRATION INFORMATION

**Welcome to ACCA.  
You've made an  
excellent choice.**

From now on it's your ACCA, your community and your future. You are part of a global network joining 362,000 students and 131,500 members in 170 countries and you've made your first steps to becoming an ACCA member.

It will be challenging, hard work and it will take determination to succeed. But it will also be rewarding, stimulating and worthwhile.

**Enjoy the journey. We'll be the first to congratulate you once you've made it.**

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# PROFESSIONALISM

Profession.  
Professional.  
Professionalism.

What does it all mean and does it really matter?

# LAYING YOUR ETHICAL FOUNDATION

ACCA the global body for professional accountants. As a professional body, we expect those who hope to become members to understand what it means to be a professional person. But first we have to understand the concept of professionalism.

## WHAT DOES PROFESSIONALISM MEAN?

At ACCA, we define professionalism as dedication to a certain type of work that requires a high level of skill and a commitment to serving the public interest.

The high level of skill required to qualify as a professional has to be assessed against a standard, usually by examination and through the evidence of appropriate work experience. And once qualified, professionals need to keep their skills and knowledge updated in order to continually develop as a professional.

More established professions, such as law, medicine and accountancy, have formed professional bodies, each designed to support their members, set and maintain standards and to help ensure the public interest is always served.

Accountancy bodies in the UK are the oldest in the world. The six leading accountancy bodies in the UK and Ireland co-operate in various ways through the Consultative Committee of Accountancy Bodies (CCAB). Those six bodies are ACCA – Association of Chartered Certified Accountants; CIMA – Chartered Institute of Management Accountants; ICAEW, ICAI and ICAS – the three Institutes of Chartered Accountants (in England and Wales, in Ireland, and in Scotland) and CIPFA – Chartered Institute of Public Finance and Accountancy.

## DOES PROFESSIONALISM MATTER TODAY?

Professionalism is as relevant now as it has ever been – and perhaps more so.

The reputation of the accountancy profession has been damaged by high-profile scandals such as Enron, WorldCom

and Parmalat – scandals which created some suspicion of accountants among the public. The profession now faces a challenge to recover trust and respect.

Professional accountants must make judgements based on the knowledge, skills and experience that they have acquired or developed while training, or while working as a qualified professional. Those judgements must also be based on certain ethical values – including our duty to serve the public interest. This is why supervised relevant work experience is essential for you as a trainee accountant – ensuring you have opportunities to learn from real-life situations.

## PROFESSIONALISM AND ACCOUNTANCY

So how does the concept of professionalism work for accountants? Our duty to serve the public interest today requires us to consider more than just financial issues. We must also make those we advise aware of their corporate social responsibilities – in other words, how businesses account ethically for the social, environmental and economic impact of their activities, including how to minimise any negative impact and maximise benefits for the wider community and environment.

**Over 160 professional accountancy bodies – representing 2.5 million accountants in 120 countries – are members of the International Federation of Accountants (IFAC) – of which ACCA is also a member. ACCA works closely with IFAC to champion and support good governance and ethics in the profession.**

ACCA's own Code of Ethics and Conduct is in line with standards set by IFAC. Members must commit themselves to the five fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour. These principles demonstrate what it means to be a professional accountant – and act as the criteria against which our members' behaviour is measured. They guide our members' judgements, decisions and actions when acting in a professional capacity, and particularly when faced with ethical dilemmas.

As a professional body, we of course support our members – and students – with a range of ethics resources, including online courses, case studies and a library of current and archived articles. The ACCA Qualification addresses professionalism and ethics through 11 of its 16 papers within its syllabus, and specifically in a dedicated exam – Paper P1, *Professional Accountant* – and also through an ethics module and practical experience requirements.

However, standards can only provide a framework – it is you as an individual who decides whether to follow that framework. Therefore, to strengthen the public interest, we, like all professional bodies, have a disciplinary system for members who violate those codes. This system is rigorous and independent.

## LOOKING FORWARD

When you qualify as a professional accountant, you will be faced with situations which call on your judgement and values. Your responses can help ensure that accountancy enjoys the best possible reputation and earns respect in the eyes of the public at large. This is critical to the future of the accounting profession.

As a professional body, ACCA must promote the role of professional accountants as people who help businesses and individuals to manage risk, champion enterprise and create value. We can do this by maintaining our professional values and offering you the opportunity to qualify, as well as supporting you throughout your career once you become a member. We wish you every success in playing your part.

Welcome to the profession.

You can now visit *myACCA* at [www.accaglobal.com](http://www.accaglobal.com) and test how much you have learnt about professionalism.

Further information on your obligations as an ACCA student is available in the 'Rules and regulations' section on page 62.





# **BASICS**

**Get informed.  
Get up to speed.**

**Find out what you need to do  
and when.**

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# KEY INFORMATION

## HOW DO I CONTACT ACCA?

You can contact *ACCA Connect* – ACCA's global customer service centre – which is designed to be your first point of contact for any questions you may have as a student. Please supply your name and student registration (ID) number when contacting ACCA which will help us to deal with your enquiry quickly and efficiently.

**ACCA Connect**

**Open**
 **Closed** (GMT/BST as appropriate)

	Time (24 hour clock)																							
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
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<b>SAT</b>																								

2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom  
 tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 email: [students@accaglobal.com](mailto:students@accaglobal.com)

## WHERE IS MY NEAREST ACCA OFFICE AND WHAT CAN I DO THERE?

ACCA has a global network of offices to provide you with any local support you may need as a student, such as meetings and events on studying for the exams, how to gain relevant training, networking events and other events designed to develop your professional skills.

Contact your nearest office to find out more – visit [www.accaglobal.com](http://www.accaglobal.com) for their contact details.

## WHAT DO I NEED MY STUDENT REGISTRATION (ID) CARD FOR?

You need to bring your student registration (ID) card whenever you attend an ACCA exam. If you forget or lose your ID card, it is important that you bring another form of photographic identification when you attend an exam. Your passport or other national identity card will normally be acceptable.

## WHAT HAPPENS IF I LOSE MY STUDENT REGISTRATION (ID) CARD?

If you need a new card please contact *ACCA Connect* in writing and send a payment of £10 to cover the cost of replacement.

## WHAT IS MY STUDENT PASSCODE?

You have been issued with a four-digit passcode which you will find in the welcome letter sent with this booklet. Your passcode is important as it allows you to gain access to *myACCA* where you can access a range of customised online services.

## WHAT HAPPENS IF I FORGET MY PASSCODE?

If you forget your passcode, visit [www.accaglobal.com](http://www.accaglobal.com) and request a new passcode. You will be asked to enter your registration number and confirm your personal details. A new passcode will be emailed to you within 24 hours.

### **HOW DO I CHANGE MY PERSONAL DETAILS?**

If you change your name through deed poll, marriage or decree nisi, you will need to inform *ACCA Connect* immediately in writing and send copies of the relevant certificates and return your original student registration (ID) card. *ACCA Connect* will then issue you with a new student registration (ID) card.

It is important that you notify us as soon as you have a change of address – you are actually under obligation to do so. Please visit *myACCA* to change your address instantly or let us know your new details by writing to *ACCA Connect*. Alternatively, you can email [students@accaglobal.com](mailto:students@accaglobal.com) with your change of address details. Please allow up to four weeks for a change of address to be implemented and ensure that you can access your mail in the meantime.

# SUPPORT FROM ACCA

## WHAT IS MYACCA?

*myACCA* is your personalised area of ACCA's website. It provides customised information and services relevant to the qualification and level you are studying.

Once you have logged into *myACCA*, your personal details will appear at the top of the page. Within this section you can:

- make changes to your contact and employment details
- make secure payments for your annual subscription and exam fees using your credit or debit card
- enter for exams, change your variant papers or request a duplicate exam docket
- register to receive your exam results online and/or view your results.

*myACCA* also provides information about key dates in the ACCA calendar as well as sections on:

### Exam resources

- access a database of pilot/past exam papers relevant to the papers you will next attempt
- find your nearest exam centre or special exam centre
- view exam regulations and guidelines
- check the dates and timetable of your next exams
- rules about conduct in exams
- find out how to enter for computer-based exams.

### Exam entry and results

- download a duplicate exam docket
- enter for exams
- view your exam results
- view your current exam status
- register to receive your results by email
- request an administrative review.

### How to study

- find a tuition provider in your country
- access a database of technical articles relevant to the papers you will next attempt
- order study materials from ACCA official publishers
- access BPP's online campus for tuition and guidance on your exams
- access the syllabus and study guide
- source information on English language courses.

## How to gain your practical experience

- access to the online trainee development matrix (TDM) to record your practical experience, submit your practical experience annual return and check when you are ready to apply for membership
- help to find a job and resources to help you develop your career
- access a database of recruitment consultants around the world, who will be able to help you with your search for relevant training.

## HOW DO I LOGIN TO MYACCA?

Visit [www.accaglobal.com](http://www.accaglobal.com) and login by entering your student registration (ID) number and passcode, which you will find on the welcome letter which was sent with this booklet.

## STUDENT ACCOUNTANT MAGAZINE

As an ACCA student, you will receive regular copies of our digital magazine, *Student Accountant*. It is an invaluable source of information and is one of our main methods of keeping in touch with you. In addition to all the latest news, this publication contains regular updates and technical articles – all designed to provide maximum support, from registration to taking exams, gaining practical experience and beyond. Prior to each exam session a printed special edition of *Student Accountant* will be sent to you which contains exam notes which provide guidance on examinable material, including relevant accounting and auditing documents.

## STUDENT ACCOUNTANT DIRECT

You will also receive an electronic version of your student magazine – *Student Accountant Direct* – which you can read online. It contains all the content from the printed magazine with additional technical and country-specific material. If you are not receiving *Student Accountant Direct* (because of the level of email consent you chose when you registered with ACCA) but would like to in future, please visit [www.accaglobal.com/sadirect](http://www.accaglobal.com/sadirect) to subscribe.

## CUSTOMER SERVICE

We are committed to providing excellent customer service. But what happens if you feel our service has let you down? Our priority in these circumstances is to put things right as quickly and effectively as possible.

## **OUR COMMITMENT TO YOU**

So that ACCA can continually improve the level of service we provide:

- we will make it easy for you to tell us when we have let you down
- we have a dedicated customer relations team that will give your complaint the attention it deserves and will provide you with a named contact who will be dealing with your enquiry
- we aim to resolve your complaint quickly and effectively.

## **HOW LONG WILL IT TAKE TO RESOLVE MY COMPLAINT?**

ACCA strives to resolve all complaints within 14 days. If your complaint is more complex, it may take longer to resolve.

On these occasions, we will keep in contact with you regularly throughout the investigation process. In all instances we will contact you by letter when your complaint has been resolved.

We aim to resolve your complaint to your complete satisfaction. If you are unhappy with any aspect of your complaint, please contact the person dealing with your complaint – their contact details will be included in any correspondence we send to you.

## **CAN I HAVE GUARANTEES THIS WON'T HAPPEN AGAIN?**

Your feedback helps us to identify opportunities to improve the service we provide. Appropriate steps will be put in place to ensure that you or any of our stakeholders do not encounter a similar situation.

## **HOW DO I TELL YOU IF I AM UNHAPPY?**

Please detail the full nature of your complaint enclosing as much information as possible. This will assist us in resolving your complaint quickly and effectively. You can send this information in one of the following ways:

- in writing to ACCA customer relations team, 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW United Kingdom
- by fax +44 (0) 141 582 2222
- by telephone +44 (0) 141 582 2000
- email [complaints@accaglobal.com](mailto:complaints@accaglobal.com)

# DATES, FEES AND DEADLINES

## WHAT ARE THE IMPORTANT DATES FOR ME TO REMEMBER THROUGHOUT THE YEAR?

The table below outlines the important dates for you to remember throughout the year.

We recommend you note these in your diary.

JANUARY
<p><b>1</b> Your annual subscription fee is now due. Your annual return as part of the practical experience requirements is now due.</p> <p><b>15</b> Requests should be submitted for special circumstances to be taken into consideration for marking scripts from the December exam session.</p> <p><b>31</b> Applications for exemptions must be received by this date for June exams.</p>
FEBRUARY
<p>Results will normally be sent to you around the third week of the month if you sat the exams in December and can also be viewed at <i>myACCA</i>. An <i>Examination Entry Form</i> and status report will be sent to you if you are eligible to sit exams in June.</p>
MARCH
<p>Requests for an administrative review should be received within 15 working days from the release of results.</p> <p><b>15</b> Requests for special exam centres must be received by this date for the June exam session (refer to the 'Exams' section to find out about special exam centres).</p> <p><b>30</b> Requests for special circumstances/assistance during June exams must be received by this date.</p>
APRIL
<p>Appeals against the results of an administrative review should be received by the first week of April.</p> <p><b>15</b> Your <i>Examination Entry Form</i> for the June exams must be received by ACCA's exams department. Applications to change variant papers must be received by this date or changed on <i>myACCA</i>. <i>Examination Entry Acknowledgements</i> will start to be posted.</p>
MAY
<p><i>Examination Attendance Dockets</i> will start to be posted for the June exams.</p>
JUNE
<p>Exams will normally be held over an eight-day period in the first and second week.</p>

JULY
<p><b>15</b> Requests should be submitted for special circumstances to be taken into consideration for marking scripts from the June exam session.</p> <p><b>31</b> Applications for exemptions must be received by this date for December exams.</p>
AUGUST
<p><b>15</b> If you have resigned or have been removed from the register, your application for re-registration should be received by ACCA by this date if you wish to sit exams in December. Results will normally be sent to you around the third week of the month if you sat the exams in June and can also be viewed at <i>myACCA</i>. An <i>Examination Entry Form</i> and status report will be sent to you if you are eligible to sit exams in December.</p>
SEPTEMBER
<p>Requests for an administrative review should be received within 15 working days from the release of results.</p> <p><b>15</b> Requests for special exam centres must be received by this date for the December exam session (refer to the 'Exams' section to find out about special exam centres).</p> <p><b>30</b> Requests for special circumstances/assistance during December exams must be received by this date.</p>
OCTOBER
<p>Appeals against the results of an administrative review should be received by the first week of October.</p> <p><b>15</b> Your <i>Examination Entry Form</i> for the December exams must be received by ACCA's exams department. Applications to change variant papers must be received by this date or changed on <i>myACCA</i>.</p>
NOVEMBER
<p><i>Examination Attendance Dockets</i> will start to be posted for the December exams. Annual subscription invoices posted to you for your annual subscription for the following year.</p>
DECEMBER
<p>Exams will normally be held over an eight-day period in the first and second week.</p> <p><b>31</b> If you have resigned or have been removed from the register, your application for re-registration should be received by ACCA by this date if you wish to sit exams in June the following year.</p>

## WHAT ARE THE FEES FOR THE YEAR?

Your first annual subscription payment needs to be made by 1 January following the date of your registration – irrespective of the month in which you registered. For example, if you register in December, then you will be required to pay your annual subscription by 1 January. The payment enables ACCA to provide you with relevant resources and support to help you gain membership.

Please visit [www.accaglobal.com](http://www.accaglobal.com) for details on fees.

## HOW DO I PAY FEES?

You can pay by Visa, MasterCard, AMEX, Switch and Solo or a Sterling cheque valid in the UK, Sterling bank drafts drawn on a UK bank or crossed British postal orders. Charges arising from other methods of payment – for example, sterling cheques drawn by banks outside the UK – will need to be added to the payment. You can also login to *myACCA* and pay by Visa, MasterCard, AMEX, Switch and Solo.

To avoid any delay with payments from outside the UK, please take your completed forms and paperwork to your bank as soon as possible and comply with any exchange control regulations. We attempt to keep the fees and subscriptions as low as possible and therefore to avoid high administration and postage costs, receipts will not normally be issued. If you are required by your college, employer or bank to provide evidence of payment, please ensure that you retain proof of the transaction.

## WHAT HAPPENS IF I FAIL TO PAY MY FEES?

If your student balance is in arrears, you will not normally be entitled to remain on the student register.

## HOW DO I RESIGN FROM THE STUDENT REGISTER?

If you would like to resign from the ACCA student register, please notify the admissions department (in writing) by 31 December in the year for which you have paid your annual subscription. You should also return your student registration (ID) card.

To resign from the register, contact:  
ACCA Admissions Department  
2 Central Quay 89 Hydepark Street  
Glasgow G3 8BW United Kingdom  
tel: +44 (0) 141 582 2000  
fax: +44 (0) 141 582 2222  
email: [students@accaglobal.com](mailto:students@accaglobal.com)

Your resignation from the student register will not be accepted if a complaint against you has been received by ACCA until such time as the matter has been finally resolved, including the payment of any order for costs.

## HOW DO I RE-REGISTER?

If your registration has lapsed for any reason and you want to take the exams, you will need to re-register. A re-registration form (RR) can be obtained from your local ACCA office or *ACCA Connect* and can also be downloaded from the ACCA website. The application closing dates for re-registration are the same as for initial registration. You will need to pay a re-registration fee, which will be the same as the initial registration fee and any amount that was outstanding when your registration lapsed.

If you registered via the Mature Student Entry Route (MSER) and were removed from the register because your time limit expired, you cannot re-join as an MSER student. You can re-register on the ACCA Qualification if you have since gained qualifications which meet our minimum entry requirements or you can register to take the Certified Accounting Technician (CAT) qualification. If you have obtained any additional qualifications since leaving the register, please submit full details to us for assessment. Any exemption award is based on the policy in place at the time of your re-registration. Your exemption status will not be reviewed unless you have gained additional qualifications since leaving the register.

# EXEMPTIONS

## HOW DO I CLAIM EXEMPTIONS?

If you have obtained any additional qualifications since registering as a student and wish to check your exemption eligibility, you can visit the online exemption enquiry database on the ACCA website. If you would like to claim an exemption, you should visit [www.accaglobal.com](http://www.accaglobal.com) and complete the special exemption claim form. To support your application please include photocopies (not originals) of all transcripts and completion certificates issued by the awarding body. You will also need to provide official translations into English where documentation is in any other language. Please note that exemptions are awarded only for relevant qualifications and there are no exemptions from the Professional-level papers. If you are taking an internally-examined ACCA course, you should ask your course tutor for details of how to apply for exemptions.

## WHAT ARE THE FEES FOR EXEMPTIONS?

The exemption fee is the same as the exam fee for the individual paper(s) concerned. A notification and an invoice will be sent to you. Please ensure that you make immediate payment as failure to pay promptly may result in your removal from the register. In addition, if you enter for a paper and are subsequently awarded an exemption, or are awarded an exemption and subsequently enter for that paper, you will be liable for payment of both fees. We strongly recommend that you wait for official confirmation of your exemptions from ACCA before entering for exams. Please visit [www.accaglobal.com](http://www.accaglobal.com) for details about exam fees.

## WHEN WILL I BE NOTIFIED IF I AM AWARDED ADDITIONAL EXEMPTIONS?

An exemption notification will be issued to you if exemptions have been awarded. Your next exam entry form will reflect any additional exemptions you have been awarded since the last statement was produced, provided your exemption application was received by the appropriate date – 31 January for the June sitting and 31 July for the December sitting. You can view this information through *myACCA*.



# EXAMS

Everything you need to know about the exam process.

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# ENTERING FOR EXAMS

## WHEN ARE PAPER-BASED EXAMS HELD?

Exams are normally held in June and December over an eight-day period with one exam scheduled each day. Our exams are held at the same time throughout the world to ensure maximum security. This involves operating over five separate time zones. We also take into account local time differences. You will be automatically sent a list of exam centres including the start times along with your exam entry form. The timetable for paper-based exam sessions is outlined below. Specific dates for exam sessions can be viewed at [www.accaglobal.com](http://www.accaglobal.com)

WEEK ONE
<b>MONDAY</b>
F6 – Taxation (Three-hour assessment) or P6 – Advanced Taxation (Three-hour assessment)
<b>TUESDAY</b>
F4 – Corporate and Business Law (Three-hour assessment) or P7 – Advanced Audit and Assurance (Three-hour assessment)
<b>WEDNESDAY</b>
F3 (MFA) – *Financial Accounting (Two-hour assessment) or F8 – Audit and Assurance (Three-hour assessment)
<b>THURSDAY</b>
F9 – Financial Management (Three-hour assessment) or P4 – Advanced Financial Management (Three-hour assessment)
<b>FRIDAY</b>
F2 (MMA)* – Management Accounting (Two-hour assessment) or P5 – Advanced Performance Management (Three-hour assessment)

WEEK TWO
<b>MONDAY</b>
F5 – Performance Management (Three-hour assessment) or P1 – Professional Accountant (Three-hour assessment)
<b>TUESDAY</b>
F7 – Financial Reporting (Three-hour assessment) or P2 – Corporate Reporting (Three-hour assessment)
<b>WEDNESDAY</b>
F1 – Accountant in Business (Two-hour assessment) or P3 – Business Analysis (Three-hour assessment)

\* Refers to papers that students registered under the Mature Student Entry Route (MSER) will need to complete before being transferred to the main student register. These are papers *Management Accounting* (MMA) and *Financial Accounting* (MFA).

## WHAT ARE COMPUTER-BASED EXAMS (CBEs)?

Computer-based exams are available for papers F1, F2 and F3 (and also for MSER papers MMA and MFA) and allow even greater flexibility by allowing you to sit these exams outside the set paper-based exam sessions of June and December. In addition, you will receive your results instantly after completing each exam. If you choose to sit CBEs, then you must be a registered student and in possession of your student registration number. CBEs must be taken at an ACCA Approved Licensed Centre – please visit [www.accaglobal.com](http://www.accaglobal.com) for details.

If you decide to take any CBEs within an exam cycle you will need to indicate this on your *Examination Entry Form* eg it is possible to sit papers F1, F2 and F3 by CBEs which will allow you to enter for one paper-based exam from papers F4–F9.

Please note that you will have to make your own arrangements to sit CBEs at an ACCA Approved Licensed Centre – details can be found on the ACCA website. You will not be allowed to sit CBEs at ACCA exam centres – only paper-based exams are held at ACCA exam centres.

## WHERE CAN I TAKE EXAMS?

You have the choice of sitting paper-based exams in any one of over 350 exam centres around the world. Please visit [www.accaglobal.com](http://www.accaglobal.com) to access ACCA's exam centre database.

Any changes to the available centres will be detailed on the website and in *Student Accountant*. Please note that, due to limited facilities being available at some centres, we reserve the right to transfer candidates to alternative centres. We also reserve the right, in exceptional circumstances, to hold exams at times and places other than those listed.

## HOW DO I ARRANGE A SPECIAL EXAM CENTRE?

It is possible to arrange paper-based exams at centres other than those listed – referred to as special centres. Requests for special centres should be sent to ACCA's exams department by 15 March for June exams and by 15 September for December exams. It is only possible for us to arrange special centres if we are satisfied that the same standards of facilities and invigilation that exist at our regular centres will be available.

If you are taking the exams at a special centre, you will be required to pay any additional local invigilation and accommodation fees involved which are normally paid direct to the exam supervisor in advance of the exam date.

## WHAT CAN I DO IF I NEED TO MAKE SPECIAL ARRANGEMENTS IN ORDER TO SIT THE EXAMS?

As part of ACCA's Equal Opportunities Policy we can also make special arrangements for you if you are disabled or have special requirements. As part of this policy – and in accordance with the UK Disability Discrimination Act 1995 – we actively strive to ensure that no individual will be disadvantaged due to a disability when they access our exams.

ACCA is committed to ensuring that every student has the opportunity to benefit from suitable exam conditions in accordance with their specific requirements.

Our dedicated team of exam administrators work continuously with both students and exam centres to ensure that the appropriate exam conditions are in place to help all candidates demonstrate their competence in the disciplines being assessed in our exams.

In many instances additional time to complete exams, provision of a scribe or reader, enlarged text on question papers and many other 'reasonable adjustments' are arranged in order to achieve this.

Each and every request is dealt with on an individual basis by our experienced team, focused on ensuring that no candidate is disadvantaged during the exam process.

ACCA also provides a clear grievance procedure – in line with the requirements of the UK Disability Discrimination Act 1995 – to ensure any issue raised by a student is resolved fairly and without unnecessary delay.

ACCA continually monitors the effectiveness of these policies and procedures to ensure that our disability awareness is of the highest standard and that our students benefit accordingly.

You may have submitted information regarding a disability on your Initial Registration form and if so, we will already have a record of your requirements.

However, if your circumstances have changed since the time of your registration, it may be possible for special arrangements to be made for you. If you need special facilities then please notify the exams department in Glasgow. In such cases, medical evidence of the nature of the disability must also be submitted.

ACCA Exams Department  
2 Central Quay, 89 Hydepark Street,  
Glasgow G3 8BW, United Kingdom  
tel: +44 (0) 141 582 2000  
fax: +44 (0) 141 582 2222  
email: [students@accaglobal.com](mailto:students@accaglobal.com)

## HOW DO I REGISTER FOR EXAMS?

The quickest and easiest way to register for paper-based exams is online at *myACCA*. You will receive automatic confirmation of receipt of entry of your exams and you will be able to change your exam centre any time before the exam entry closing date.

You can also register for paper-based exams by post or through your national accountancy body if you are a student that has registered under a Joint Examination Scheme.

We will automatically send you an *Examination Entry Form* in mid-February and mid-August. Your *Examination Entry Form* is sent to the mailing address held on your ACCA student file, so it is important that we have your correct address.

# ENTERING FOR EXAMS

If you change your address, you should notify *ACCA Connect* or login to *myACCA* and update your contact details as soon as possible. Alternatively, you can notify your national accountancy body if you have registered as a Joint Examination Scheme student. Please ensure your completed forms and payment reach us by 15 April for June exams and by 15 October for December exams. There is no need to return the form if you decide not to sit exams at a particular session. If you do not receive your *Examination Entry Form* around mid-February or mid-August, please contact *ACCA Connect* for a duplicate.

## WHEN DO I HAVE TO PAY FOR MY EXAMS?

When paying for paper-based exams, remember to submit your fees with your completed *Examination Entry Form*. Failure to do so will delay the acceptance and processing of your entry and may invalidate it. Also, if you have any other fees outstanding, these will be indicated on your *Examination Entry Form*. Your *Examination Entry Form* will be processed only if your fees are paid in full, by the time your completed form is returned to us.

You will receive acknowledgement of your exam entry once your *Examination Entry Form* and fees have been received, this will confirm the exam centre you have selected and the papers to be attempted. Please check these details carefully and advise *ACCA Connect* immediately if they are not correct. If we have your email address, we will send this acknowledgement by email, if not, one will be posted to you. If you have not received acknowledgement seven days before the exam closing date, you must confirm that your exam entry has been received by contacting *ACCA Connect* or you can check through *myACCA*.

If you are attempting computer-based exams, these must be taken at an ACCA Approved Licence Centre and payment for exams should be arranged directly with your chosen centre. Visit [www.accaglobal.com](http://www.accaglobal.com) for full details of ACCA's Approved Licensed Centres.

## WHEN WILL I RECEIVE MY EXAM ATTENDANCE DOCKET?

An *Examination Attendance Docket* will be sent to you approximately three weeks prior to the exam detailing the centre you have been allocated, full address of the venue, papers for which you have been entered, your allocated desk number, exam dates and exam start times. Please ensure that your address is kept up to date so that you receive this information. Your *Examination Attendance Docket* also confirms the regulations for the exam and you should sign this on receipt to show that you agree to the terms and conditions of attempting exams. Please ensure that you take your *Examination Attendance Docket* with you each time you attend an exam. It will be retained by the centre supervisor after you attempt your final paper at each exam session.

## WHAT HAPPENS IF I AM ABSENT FROM AN EXAM?

Due to the large volume of *Examination Entry Forms* we have to process prior to each exam session, we regret that it is not possible to offer students the option of withdrawing an exam entry once it has been submitted. Also, it is not possible to refund exam fees or transfer fees to subsequent exam fees if you are unable to attend the exams for any reason.

If you are unable to attend a particular exam that you have registered to sit, you will be marked absent. This will not affect the marks of other exams you may take at the same exam session. You will be given the opportunity to take the exam you were absent from in paper-based format at the next exam session. Alternatively, if the paper is available in computer-based format (available for papers F1, F2 and F3) you may sit these papers at any time at an ACCA Approved Licensed Centre – please visit [www.accaglobal.com](http://www.accaglobal.com) for details.

# TAKING EXAMS

## WHAT ARE THE EXAM REGULATIONS?

Please visit the section on 'Rules and regulations' on page 65 in this booklet for details on exam regulations.

## WHAT DO I NEED TO TAKE TO THE EXAM CENTRE?

Remember to take your student registration ID card and *Examination Attendance Docket* with you to the exam centre and keep it with you as we will need to check it during the course of the exam.

You are allowed to take your own rulers, pencils, pens, erasers and/or correction fluid, geometrical instruments, slide-rules, logarithm tables and charting templates. You are allowed to use only a noiseless, cordless pocket calculator, which may be programmable but which may not have a printout or graphic/word display facility. If you use a calculator you must show all workings.

## WHAT CAN I EXPECT WHEN I ARRIVE AT THE EXAM CENTRE?

It is advisable to arrive at your chosen exam centre (as indicated on your *Examination Attendance Docket*) at least 20 minutes prior to the scheduled start time of your exam. You will be allowed to enter the exam hall only on the instruction of the supervising staff. On entering the hall you should proceed to your allocated desk immediately without delay. Any bags or other equipment not permitted at your desk should be placed in the allotted areas.

On your desk you will find your question paper, answer booklet and candidate registration sheet. You must not open your question paper until instructed to do so. You can, however, complete your details on your candidate registration sheet.

When instructed, you may open your question paper. If you are sitting a three-hour exam, you will be given an additional 15 minutes reading and planning time before being instructed to begin the exam. During the reading and planning time only the question paper may be annotated. You must NOT write in your answer booklet until instructed by the supervisor.

For security reasons, students are not able to leave the exam hall permanently from the time when the question papers are opened until the end of the exam. On completion of the exam, the question paper must not be removed from the exam hall.

## WHAT WILL HAPPEN IF AN EXAM IS CANCELLED?

If an exam paper(s) attempt is suspended, cancelled or otherwise nullified by the examining board (at any stage, whether before or after the exam sitting itself) ACCA will waive the fee (or part thereof) for the next attempt at the paper(s) unless such suspension, cancellation or otherwise is caused by an epidemic, pandemic or any other event against which ACCA is unable to obtain insurance on reasonable commercial terms.

Due to the nature and complexity of operating professional examinations, ACCA reserves the right not to reschedule any examination or offer any compensation other than as specified above.

## WHAT HAPPENS IF I'M NOT HAPPY WITH THE CONDITIONS AT MY EXAM CENTRE?

We make every effort to ensure you sit the exams in the best conditions possible. However, should you need to make a complaint about the centre operation, please notify the exam supervisor in the first instance. The supervisor will do everything possible to resolve the matter to your satisfaction immediately. If the complaint is proven, we will take whatever further remedial action is considered appropriate in the circumstances.

## WHAT HAPPENS IF CIRCUMSTANCES AFFECT MY EXAM PERFORMANCE?

With a candidate entry of over 150,000 at certain exam sessions, we recognise that some of you may sit exams in difficult personal circumstances, which may include:

- your own ill health or that of close family members
- bereavement within your close circle of family/friends
- some other material irregularity during the exam that might affect your exam result to such a degree that it would have been different had the error or irregularity not occurred.

If you feel that your exam performance has been adversely affected by circumstances of this kind, please write to our exams department in Glasgow immediately after the exams in question (but certainly no later than four weeks after the exams) and include documentary evidence and certification to support your case. We will consider your case and may take appropriate action.

Contact the exams department at:  
ACCA Exams Department  
2 Central Quay, 89 Hydepark Street,  
Glasgow G3 8BW, United Kingdom  
tel: +44 (0) 141 582 2000  
fax: +44 (0) 141 582 2222  
email: [students@accaglobal.com](mailto:students@accaglobal.com)

On receipt of your letter and supporting evidence, we will send an acknowledgement to confirm that your circumstances will be considered by the exam panel prior to the exam result release date. If there are good reasons why notification of these circumstances cannot take place within this four-week period, then you should make a request for special consideration detailing the reasons why this information was not communicated within the normal four-week period.

**You must remember to do this before exam results are published.**

# TAKING EXAMS

Any information you submit during the period before exam results are published will be treated as private and confidential. If you have not received an acknowledgement 10-days' prior to the exam results release date, please contact ACCA as we will not be able to take mitigating circumstances into account after the exam panel has met.

## WHAT IS THE PASS MARK FOR THE EXAMS?

The pass mark for all papers is 50%.

## HOW ARE THE EXAMS SET?

ACCA goes to great lengths to ensure that each exam paper is rigorously checked and tested so that it fairly and accurately tests the abilities of well-prepared students.

ACCA's exam papers are set by a team of examiners and subsequently checked by a panel comprising the examiner, an assessor, subject co-ordinator and exam sifter. Each examiner is responsible for setting the question paper, writing the suggested published answers and producing a marking scheme. No member of the team is permitted to teach students who may be sitting any of the papers for which he/she is responsible. Examiners are required to report to us any attempt made by a student to discuss future papers with them.

Once an exam paper has been drafted, it is reviewed by an assessor whose job it is to ensure that the questions are relevant to the syllabus and that the paper is fair and balanced throughout. The assessor also ensures that the suggested answers and marking schemes are suitable for publication. Next, a subject co-ordinator examines the agreed version of the question paper, suggested answers and marking scheme to ensure that they have been set in accordance with the standards required for that level of the exams. The subject coordinator also checks to see that the exams are consistent with previous exam sessions, avoid unnecessary overlap with other papers and ensure progression.

Once the paper has been fully considered, it is attempted by the exam sifter. The purpose of this is to ensure that the paper can be completed by an average student in the time available. The exam sifter then produces a report outlining in detail any problems encountered sitting the question paper.

At all stages, the examiner, assessor and subject co-ordinator for each paper works with ACCA's full-time team of education advisers who co-ordinate and monitor the papers throughout the process, providing an additional level of quality assurance.

## HOW ARE THE EXAM SCRIPTS MARKED?

Each examiner co-ordinates a team of markers responsible for marking candidates' scripts. Markers' meetings are held as soon as possible after the final paper for each exam session to discuss potential problems and establish a clear marking

strategy. To ensure fairness in the marking of scripts, the marking team does not know the identity of the candidates.

We do not set a target percentage of candidates to be successful at each exam sitting. Your results in each and any paper are totally uninfluenced by any previous exam record, or the performance of other candidates. Examiners and markers pay particular attention to borderline scripts and the need to ensure consistency between exam markers.

## WHEN WILL I RECEIVE MY RESULTS?

You will normally receive notification of your results approximately nine weeks after the exams. Your results will indicate the overall exam mark for each paper and whether you have passed or failed.

## HOW WILL I RECEIVE MY EXAM RESULTS?

On results release date, results notifications are posted to all students along with an *Examination Entry Form* for the next exam session. You can also choose to have your result emailed to you. Visit [www.accaglobal.com/students/results](http://www.accaglobal.com/students/results) if you have not already opted for this service and would like to do so. Results can also be viewed at *myACCA*.

Following the release of exam results in February for December exams and August for June exams, the names of affiliates (students who have completed all the ACCA exams but have yet to complete their practical experience requirements (PER) and/or Professional Ethics module and apply for ACCA membership) will be published on our website. In addition, we will normally publish the names of affiliates in national newspapers.

You indicated on your initial registration form whether or not you wished your name to be published in this respect. If you wish to change the decision made on the initial registration form, then please submit a request in writing to this effect to *ACCA Connect* no later than 31 July if you sat exams at the June session and 31 January if you sat exams at the December session. We will confirm receipt of your request in writing in advance of the results release date.

## IF I REGISTERED UNDER THE MATURE STUDENT ENTRY ROUTE (MSER) AND PASSED MY FIRST EXAMS, WHAT SHOULD I DO NEXT?

If you registered as an MSER student, you will be transferred automatically to the ACCA Qualification main student register on successful completion of papers *Management Accounting* and *Financial Accounting* – referred to as papers MMA and MFA. At this time you will be awarded exemption from papers F2, *Management Accounting* and F3, *Financial Accounting* in the Knowledge module of the Fundamentals level, but will not have to pay any exemption or registration/transfer fees. You will then have 10 years to complete the remaining 12 exams in the syllabus.

If you do not pass MFA and MMA within the given time period, you will be removed from the MSER register. You will not be able to continue with your ACCA Qualification until you obtain qualifications that meet our minimum entry requirements. However, you will be automatically transferred to the ACCA Certified Accounting Technician (CAT) register.

If during your time on the MSER register you successfully completed either paper MMA or MFA, you will be credited with exemptions from the CAT qualification as follows:

Completed paper MMA *Management Accounting* – exemption from papers 2, 4 and 7 on the CAT qualification.

Completed paper MFA *Financial Accounting* – exemption from papers 1, 3 and 6 on the CAT qualification.

### WHAT CAN I DO IF I DISAGREE WITH MY EXAM RESULTS?

ACCA has a range of procedures in place which reviews the academic judgements made by examiners and these ensure that the final results are robust. However, following the publication of results, if you do not feel that your result reflects your perceived performance you may request an administrative review under the following circumstances:

- you receive an absent mark but you were present at the exam and submitted an exam paper
- you were not present at an exam but received a mark for your paper
- ACCA's procedures have not been properly applied in arriving at your mark.

If you wish to request an administrative review, please complete the administrative review form which you can find in copies of *Student Accountant* and submit it to ACCA's exams department enclosing the appropriate fee. This must be received within 15 working days from the release of the results.

To request an administrative review, please contact:

ACCA Exams Department  
2 Central Quay, 89 Hydepark Street,  
Glasgow G3 8BW, United Kingdom  
tel: +44 (0) 141 582 2000  
fax: +44 (0) 141 582 2222  
email: [students@accaglobal.com](mailto:students@accaglobal.com)

As part of this service you will receive information on whether or not you reached the pass standard in each question attempted. This will take the form of P (Pass) or F (Fail) – actual marks will not be disclosed.

If, on receipt of the result of your administrative review, you believe that ACCA did not apply its procedures properly, you may appeal to ACCA's Exam Appeals Committee by

submitting your appeal in writing to ACCA's head of exams (Glasgow office) within eight working days of the issue of your administrative review by ACCA. Your appeal will be forwarded to the Committee for consideration. ACCA accepts no liability for any losses incurred as a result of the operation of its administrative review service.

### DOES ACCA AWARD PRIZES FOR EXAM ACHIEVEMENT?

At ACCA we believe outstanding exam achievement deserves recognition. Students who achieve 85% or above for papers in the Knowledge module (F1–F3) will be issued with a Certificate of Achievement in recognition of their success. Cash prizes sponsored by major employers and educational institutions will be awarded to candidates attaining the highest mark worldwide under the Skills module of the Fundamentals level and Professional level. Medals will be awarded to candidates who achieve Affiliate status and have attained the highest aggregate marks worldwide for papers in the Professional level – Essentials and Options module papers (P1–P7).

The above awards will only be given to those candidates who achieve the highest marks on their first attempt.

Prize-winning students will normally be notified about three weeks after the publication of results. In countries where ACCA has offices, branches and student societies, or Joint Examination Scheme arrangements with the national accountancy body, additional local prizes may be awarded. In addition, a number of prizes are awarded from trust funds each year to specific categories of students.

# TAX AND LAW VARIANTS

## WHAT ARE VARIANT PAPERS?

In a number of countries, you have the opportunity of taking exams based on national tax and law – referred to as variant papers – which are relevant to papers F4, *Corporate and Business Law*, F6, *Taxation* and P6, *Advanced Taxation*. You will have chosen your variant papers when you completed your initial registration form and you will not incur additional fees for choosing to take a variant paper. Due to national requirements, variant papers are not offered for all Joint Examination Schemes. In such cases where the variant is not available, the UK variant will be offered for tax papers and the English or global variant for the law paper.

## WHERE ARE VARIANT PAPERS AVAILABLE?

Variant papers are available in the following countries: Botswana, China, Cyprus, Czech Republic (tax only), England (law only), Global (law only), Hong Kong, Hungary (tax only), India (tax only), Ireland, Lesotho, Malawi (tax only), Malaysia, Malta, Pakistan, Poland (tax only), Russia, Scotland (law only), Singapore, South Africa, UK (tax only), Vietnam and Zimbabwe. It is not always the case that the higher level tax paper P6, *Advanced Taxation* is available as a variant paper, so please check the table overleaf.

## WHAT IS THE GLOBAL LAW VARIANT?

ACCA has a variant paper covering global corporate and business law. You should choose this option if you intend to work in a region where ACCA does not offer a national law paper.

## HOW DO I CHANGE MY TAX AND LAW VARIANT PAPERS?

If you wish to change your tax and law variant papers please remember to do so by 15 April if you are sitting exams in June and 15 October if you are sitting exams in December. You can change your variant papers through *myACCA*, your Joint Examination Scheme national body or by contacting *ACCA Connect*. Please note that your choice of tax variant will determine the choice of accounting and auditing standards available to you. Any changes to the current variant papers will be detailed in *Student Accountant* and through the ACCA website.

	<b>Paper designation</b>	<b>F4 Corp &amp; Bus Law</b>	<b>F6 Taxation</b>	<b>P6 Advanced Taxation</b>
Botswana	BWA	✓	✓	
China	CHN	✓	✓	✓
Cyprus	CYP	✓	✓	✓
Czech Republic	CZE	<i>see GLO</i>	✓	
England	ENG	✓	<i>see UK</i>	<i>see UK</i>
Global	GLO	✓		
HK	HKG	✓	✓	✓
Hungary	HUN	<i>see GLO</i>	✓	
India	IND	<i>see GLO</i>	✓	
Ireland	IRL	✓	✓	✓
Lesotho	LSO	✓	✓	
Malawi	MWI	<i>see GLO</i>	✓	
Malaysia	MYS	✓	✓	✓
Malta	MLA	✓	✓	✓
Pakistan	PKN	✓	✓	
Poland	POL	<i>see GLO</i>	✓	
Russia	RUS	✓	✓	
Scotland	SCT	✓	<i>see UK</i>	<i>see UK</i>
Singapore	SGP	✓	✓	✓
South Africa	ZAF	✓	✓	✓
UK	UK	<i>see ENG or SCT</i>	✓	✓
Vietnam	VNM	✓	✓	
Zimbabwe	ZWE	✓	✓	✓

# ACCOUNTING AND AUDITING STANDARDS

ACCA's syllabus offers flexibility by allowing you the option of taking exams based on International Financial Reporting Standards (IFRS) and International Standards of Auditing (ISA), which means you will have a portable qualification with a global perspective. In certain countries, you will also have the option of taking papers based on national standards so it's up to you whether you wish to tailor your qualification to meet local or global business needs.

## WHICH PAPERS ARE BASED ON INTERNATIONAL STANDARDS?

The following papers are based on International standards for financial reporting and auditing:

Paper F3, Financial Accounting (or MFA for students registered under the MSER)

Paper F7, Financial Reporting

Paper F8, Audit and Assurance

Paper P2, Corporate Reporting

Paper P7, Advanced Audit and Assurance.

In Hong Kong, Ireland, Malaysia, Singapore and the UK, these papers have been adapted for national accountancy practices.

Students resident in these countries will need to decide whether they prefer to take papers based on International or national accounting and/or auditing standards.

## HOW DO I SELECT THE ACCOUNTING AND AUDITING STANDARDS I WISH TO FOLLOW?

If you live in a country where there are no adapted national standards then you should choose either the International or UK standards. If you live in a country where adapted national standards are available, you should choose between International or the national adapted standard.

The tax variant you chose at the time of registration will be used to determine the accounting and auditing standards you can attempt. You will need to select which accounting and auditing standards you wish to be examined on when you enter for any of the accounting and auditing papers by completing the *Examination Entry Form*.

The table opposite shows the standards you will be offered, based on the tax variant you selected.

## CAN I SIT PAPERS UNDER DIFFERENT ACCOUNTING AND AUDITING STANDARDS?

Yes. When you complete your *Examination Entry Form* you can select which standards you wish to follow for each individual accounting and auditing paper.

For example, you may wish to study UK accounting standards and International standards of auditing.

## HOW DO I CHOOSE WHICH ACCOUNTING AND AUDITING STANDARDS AND VARIANT PAPERS I SHOULD TAKE?

It is important to sit the exams that are relevant to you and your career and you should therefore consider:

- the country where you currently work or study
- where you hope to work in the future
- who you work for or the type of company you hope to work for (eg local or multinational company)
- what tuition is available locally
- the rules regarding recognition to become a registered auditor in your country.

# ACCOUNTING AND AUDITING STANDARDS

<b>Tax variant selected</b>	<b>Standard</b>		
Botswana	International	or	UK
China	International	or	UK
Cyprus	International	or	UK
Czech	International	or	UK
Hong Kong, SAR	International	or	HK, SAR
Hungary	International	or	UK
India	International	or	UK
Ireland	International	or	Ireland
Lesotho	International	or	UK
Malawi	International	or	UK
Malaysia	International	or	Malaysia
Malta	International	or	UK
Pakistan	International	or	UK
Poland	International	or	UK
Russia	International	or	UK
Singapore	International	or	Singapore
South Africa	International	or	UK
UK	International	or	UK
Vietnam	International	or	UK
Zimbabwe	International	or	UK

# JOINT EXAMINATION SCHEMES

## WHAT IS A JOINT EXAMINATION SCHEME?

A Joint Examination Scheme is a partnership between a national accountancy body and ACCA to provide access to ACCA's internationally-accepted scheme of exams. Local accountancy students register with both bodies and are thereby able to satisfy the exam criteria for membership of both bodies simultaneously.

## JOINT EXAMINATION SCHEME LOCAL SERVICES

If you are a Joint Examination Scheme student, you can make changes of address, register for exams etc directly at the Joint Examination Scheme office. Please ensure that any changes are made at least two weeks prior to any published ACCA closing date. Please visit [www.accaglobal.com](http://www.accaglobal.com) to access contact details of Joint Examination Schemes.

## ARE THERE ADDITIONAL FEES IF THERE IS A JOINT EXAMINATION SCHEME IN MY COUNTRY?

You may be required to pay subscription fees to both ACCA and your national body. Failure to pay either fee could result in removal from the register. There are no additional fees if you choose to take national variant papers or papers under national accounting and auditing standards.

## WHERE DOES ACCA OPERATE JOINT EXAMINATION SCHEMES?

ACCA operates Joint Examination Schemes with national professional bodies in the countries listed below.

If you are resident in one of these countries, you must be registered with both ACCA and the national body. You should have received a Joint Examination Scheme student registration (ID) card with this booklet. If you have not, please contact *ACCA Connect* immediately.

### **Barbados with the Institute of Chartered Accountants of Barbados (ICAB)**

There are no variant papers covering Barbados law and/or tax. Your registration under the Joint Examination Scheme requires that you are allocated the UK variant for tax and the choice of English or global for the law paper as these are the most appropriate variants for students intending to work in Barbados. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA Exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

### **Belize with the Institute of Chartered Accountants of Belize (ICA Belize)**

There are no variant papers covering Belize law and/or tax. Your registration under the Joint Examination Scheme requires that you are allocated the UK variant for tax and the choice of English or global for the law paper as these are the most appropriate variants for students intending to work in Belize. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA Exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

### **Botswana with the Botswana Institute of Accountants (BIA)**

Your registration under the Joint Examination Scheme allows you to choose whether to follow the Botswana or UK variant for Paper F6, *Taxation* and the Botswana or English variant for Paper F4, *Corporate and Business Law*.

BIA recommends that students planning to work in Botswana once they have completed their exams should sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA Exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

### **Cambodia with the Kampuchea Institute of Certified Public Accountants and Auditors (KICPAA)**

There are no variant papers covering Cambodia law and/or tax. Your registration under the Joint Examination Scheme requires that you are allocated the UK or Singapore variant for tax papers F6, *Taxation* and P6, *Advanced Taxation* and the English or Singapore variant for Paper F4, *Corporate and Business Law* as these are the most appropriate variant for students intending to work in Cambodia. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Cyprus with the Institute of Certified Public Accountants of Cyprus (ICPAC)**

Your registration under the Joint Examination Scheme allows you to choose whether to follow the Cyprus or UK variant for papers F6, *Taxation* and P6, *Advanced Taxation* and the Cyprus or English variant for F4, *Corporate and Business Law*.

ICPAC recommends that students planning to work in Cyprus once they have completed their exams should sit accounting and auditing papers based on International standards and Cyprus variant papers for law and tax.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Greece with the The Institute of Certified Public Accountants of Greece (SOEL)\***

Your registration under the Joint Examination Scheme allows you to choose whether to follow the UK variant for paper F6, *Taxation* and the English variant for F4, *Corporate and Business Law* or to take SOEL's Greek tax and law papers. Accounting and Auditing Oversight Board (Epitropi Logistikis Tippiis kai Eleghon (ELTE)) require that students planning to work as auditors in Greece once they have completed their exams, sit the Greek papers for tax and law.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam entry deadline or by contacting your national body.

\* not available until June 2010

## **Guyana with the Institute of Chartered Accountants of Guyana (ICAG)**

There are no variant papers covering Guyana law and/or tax. Your registration under the Joint Examination Scheme requires that you are allocated the UK variant for tax and the choice of English or global for the law paper as these are the most appropriate variants for students intending to work in Guyana. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances.

To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Jamaica with the Institute of Chartered Accountants of Jamaica (ICAJ)**

There are no variant papers covering Jamaica law and/or tax. Your registration under the Joint Examination Scheme requires that you are allocated the UK variant for tax and the choice of English or global for the law paper as these are the most appropriate variants for students intending to work in Jamaica. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Lesotho with the Lesotho Institute of Accountants (LIA)**

Your registration under the Joint Examination Scheme allows you to choose whether to follow the Lesotho or UK variant for Paper F6, *Taxation* and the Lesotho or English variant for Paper F4, *Corporate and Business Law*. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Malawi with the Public Accountants Examination Council of Malawi (PAECM)**

Your registration under the Joint Scheme allows you to choose whether to follow the Malawi or UK variant for Paper F6, *Taxation* and the English or global variant for Paper F4, *Corporate and Business Law*. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

You can submit your ACCA subscription, exemption and exam fees, which are payable to ACCA, to PAECM in local currency. PAECM will arrange for this to be converted to GBP and sent to ACCA. You are advised to opt for this method of payment in order to avoid problems and delays in processing personal applications for exchange control. The rate of exchange can be obtained in advance and any fees submitted must be accompanied by the appropriate remittance/application form.

## **Malta with the Malta Institute of Accountants (MIA)**

Your registration under the Joint Examination Scheme allows you to choose whether to follow the Malta or UK variant for papers F6, *Taxation* and P6, *Advanced Taxation* and the Malta or English variant for Paper F4, *Corporate and Business Law*. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Sierra Leone with the Institute of Chartered Accountants of Sierra Leone (ICASL)**

There are no variant papers covering Sierra Leone law and/or tax. Your registration under the Joint Examination Scheme requires that you are allocated the UK variant for tax and the choice of English or global for the law paper as these are the most appropriate variants for students intending to work in Sierra Leone. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Singapore with the Institute of Certified Public Accountants of Singapore (ICPAS)**

Your registration under the Joint Examination Scheme allows you to choose whether to follow the Singapore, UK or Malaysia variant for papers F6, *Taxation* and P6, *Advanced Taxation*; and the Singapore, Malaysia or English variant for Paper F4, *Corporate and Business Law*. In addition, ACCA offers Singapore adapted papers for P1, *Professional Accountant* and P4, *Advanced Financial Management*. ICPAS strongly recommends that students planning to work in Singapore once they have completed their exams should follow the Singapore variant and adapted papers.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Swaziland with the Swaziland Institute of Accountants (SIA)**

There are no variant papers covering Swaziland law and/or tax. Your registration under the Joint Examination Scheme allows you to choose whether to follow the South Africa or UK variant for papers F6, *Taxation* and P6, *Advanced Taxation*; and the South Africa or English law variant for Paper F4, *Corporate and Business Law*. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Trinidad and Tobago with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT)**

There are no variant papers covering Trinidad and Tobago law and/or tax. Your registration under the Joint Examination Scheme requires that you are allocated the UK variant for tax and the choice of English or global for the law paper as these are the most appropriate variants for students intending to work in Trinidad and Tobago. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Vietnam with the Ministry of Finance (MOF)**

Your registration under the Joint Examination Scheme allows you to choose whether to follow the Vietnam variant for F6, *Taxation* and the Vietnam variant for Paper F4, *Corporate and Business Law*.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances.

To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

## **Zambia with the Zambia Institute of Chartered Accountants (ZICA)**

There are no variant papers covering Zambia law and/or tax. Your registration under the Joint Examination Scheme requires that you are allocated the UK variant for tax and the choice of English or global for the law paper as these are the most appropriate variants for students intending to work in Zambia. It is recommended that you sit accounting and auditing papers based on International standards.

Please check your registration details to ensure you have been allocated the most appropriate variant for your circumstances. To amend your variant, simply submit your request to ACCA exams, by 15 April if you are taking exams in June or 15 October if you are taking exams in December. You can also change your variant online through *myACCA* up until the exam-entry deadline or by contacting your national body.

You can submit your ACCA subscription, exemption and exam fees to ZICA in local currency. ZICA will arrange for this to be converted to GBP and sent to ACCA. You are advised to opt for this method of payment in order to avoid problems and delays in processing personal applications for exchange control. The rate of exchange can be obtained in advance and any fees submitted must be accompanied by the appropriate remittance/application form.





# HOW TO STUDY

**Full time, part time, day release, evening classes, e-learning, distance learning or self study.**

It's your choice. But we will give you advice on how to find a tuition provider and what you need to study.

Step-by-step guide to the exams	34
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Study materials	36
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Develop your financial English skills	40

# STEP-BY-STEP GUIDE TO THE EXAMS

## HOW MANY EXAMS CAN I TAKE AT EACH EXAM SESSION?

Students can take a maximum of four papers in a six-month cycle – this includes both paper-based and computer-based exams. The following six-month cycles have been defined:

**June cycle** – 1 February to 31 July (including the June paper-based exam session)

**December cycle** – 1 August to 31 January (including the December paper-based exam session).

## CAN I TAKE THE EXAMS IN ANY ORDER?

You must sit exam modules in order – Knowledge, Skills, Essentials then Options – but you can attempt papers within a module in any order. However, as the syllabus has been developed to progress educationally in the order presented, ACCA recommends that papers within a module are taken in order.

Papers may be attempted from different modules at the same sitting as long as the modules are attempted in order.

The exam paper options available to you at each exam session will be clearly indicated on your *Examination Entry Form* which will be sent to you in mid-February and mid-August and can also be checked at *myACCA*.

## WHICH OPTIONS PAPERS SHOULD I CHOOSE?

It's up to you. The element of choice provided by the Options papers allows you to focus on technical areas which are particularly relevant to your chosen or anticipated field of employment. However, if you would like to obtain UK Registered Auditor status then you will need to take Paper P7, *Advanced Audit and Assurance* as one of your two Options papers.

## HOW LONG DO I HAVE TO COMPLETE THE EXAMS?

You have ten years to complete all the exams – which starts from the date you registered as a student, not the date when you start taking exams.

After ten years, if you have not completed all of the exams, you will be offered the opportunity of moving to Linked status – which will give you access to resources such as *Student Accountant*, but will remove you from the exam process.

If you have registered under the Mature Student Entry Route (MSER), you have four consecutive exam cycles to pass MMA, *Management Accounting* and MFA, *Financial Accounting* ie you must pass these papers within two years of registering. If you are unsuccessful, you will not be able to continue with your ACCA Qualification until you obtain qualifications that meet our minimum entry requirements. However, you will be automatically transferred to the ACCA Certified Accounting Technician (CAT) register. Please visit the 'Taking exams' section on page 21 of this booklet for further information.

## WHAT WILL BE EXAMINED?

ACCA has an annual cut off rule when deciding what comprises an examinable document which could be used as part of an exam paper. An examinable document is legislation, standards, regulation or guidance and may be examinable even if the effective date is in the future. In most regions, the cut off date is 30 September. Therefore any document listed as examinable issued prior to this date is potentially examinable within the exam sessions in the following calendar year.

For further details including any exceptions to this rule please refer to the specific exam session paper syllabus guide and list of examinable documents which can be found on the ACCA website.

## IF I WANT TO ACHIEVE UK REGISTERED AUDITOR STATUS, DO I HAVE TO TAKE ANY PARTICULAR PAPERS?

If you would like to obtain UK Registered Auditor status then you will need to take Paper P7, *Advanced Audit and Assurance* as one of your two Options papers.

If you wish to become a registered auditor but did not have sufficient experience at the time of selecting your Options papers, or if you decide at later stage in your career to become a registered auditor, you can take Paper P7 at a later date.

# DETAILED SYLLABUS, STUDY GUIDES AND EXAM PAPERS

An outline of the syllabus is listed below. Please visit [www.accaglobal.com](http://www.accaglobal.com) to view the detailed syllabus, study guide, pilot and past exam papers.

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## FUNDAMENTALS (nine papers in total)

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### Knowledge

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

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### 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)

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## PROFESSIONAL (five papers in total)

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### Essentials

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

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### Options (two to be completed)

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

---

# STUDY MATERIALS

BPP Learning Media and Kaplan Publishing are the official publishers of textbooks for the ACCA Qualification.

## BPP Learning Media at a glance

The facts:

- We are an official ACCA publisher
- Our study materials are prepared by in-house subject experts
- Our reputation is based on exam success.

### Our mission:

To support you from start to finish with a range of innovative study materials, adaptable to different learning styles and study time to ensure exam success in your ACCA studies.



THE THREE STEPS TO SUCCESS		
1 Learn and understand	2 Practise and apply	3 Revise and retain
<b>Study texts</b> Our core learning product designed to cover the syllabus clearly and comprehensively.	<b>Practice and revision kit</b> Focuses on exam technique, with revision guidance and past ACCA exam papers.	<b>Audio success CDs</b> Use in the gym or car they cover the most vital elements of the syllabus.
<b>i-Learn</b> An interactive learning tool that takes a fresh and innovative approach to studying.	<b>i-Pass</b> Test your knowledge and understanding with approximately 300 questions.	<b>Passcards</b> Portable, concise and ideal for last minute revision on the move.

### Supporting YOU all the way

Contact customer services to place an order or for details of your local distributor.

#### BPP Learning Media customer services

Tel: 0845 075 1100 (UK)

Tel: +44(0)20 8740 2211 (overseas)

Email: [learningmedia@bpp.com](mailto:learningmedia@bpp.com)

Website: [www.bpp.com/learningmedia](http://www.bpp.com/learningmedia)

**Think smart! Think success! Think BPP Learning Media!**



Kaplan Publishing works closely with ACCA and students to provide you with high quality study materials, all designed by experts and regularly updated to give you the most relevant and updated content, for the best possible chance of exam success.

With over 100 years experience of producing accountancy training material and, as one of ACCA's two official publishers, Kaplan Publishing (formerly Kaplan Publishing Foulks Lynch) is well placed to support the studies of students worldwide. As an official publisher, every text we produce benefits from great insight and is paired with examiner-reviewed publications.

Our content specialists are among some of the most experienced in the UK and produce relevant, consistently successful and exam-focused publications which are used by training institutions across the globe, among many of which are Platinum Approved Learning Partners.

We are proud of our commitment to producing targeted exam-focused study material and continuing to research new trends, revise and refresh our topics and to generate innovative ways to support you, the student.

Our EN-gage learning system is created in collaboration with our content specialist tutors, offering an integrated approach to learning, combining our text and course notes whilst mapping the syllabus into bite size chunks for ease of use and understanding. EN-gage incorporates diagrams and icons to make the content visually memorable and dyslexia friendly. All students have the opportunity to test their understanding at the end of each chapter with mini tests and end of chapter exam standard questions. This is a revolutionary new way to study, allowing access to the learning package anywhere, anytime and designed with your needs in mind.

Our ability, history and continual research and development is combined to give you dynamic, versatile and easy-to-use study materials ensuring Kaplan Publishing continues to be regarded as integral to the success of ACCA students, lecturers, booksellers and corporate customers worldwide.

**For more information on Kaplan Publishing and our products, visit**

[www.kaplanpublishing.co.uk](http://www.kaplanpublishing.co.uk) or call +44 (0)118 989 0629 or email [publishing@kaplan.co.uk](mailto:publishing@kaplan.co.uk)

Additional study support is provided by BPP Learning Media and Kaplan Publishing via *myACCA*. Please visit this section of the ACCA website to access video presentations on topics which cover course preparation, effective study and advice on how to prepare for exams.

# FINDING A TUITION PROVIDER

## HOW CAN I FIND A TUITION PROVIDER?

ACCA's Tuition Provider List is an online directory of tuition providers who teach any of ACCA's qualifications. You can access ACCA's Tuition Provider List online at [www.accaglobal.com](http://www.accaglobal.com), where you can search by tuition provider name, location, qualification, course type or any combination of these criteria.

## WHICH TUITION PROVIDERS ARE INCLUDED ON THE TUITION PROVIDER LIST?

The tuition providers you will find on the Tuition Provider List include:

- **Approved Learning Partners – Student Tuition (Platinum/Gold)**  
ACCA's Approved Learning Partners are tuition providers who have demonstrated that they can meet a range of challenging performance targets set by ACCA. Gold and Platinum approvals are granted only to high-quality tuition providers whom ACCA is confident to recommend to students.
- **Subscribers to ACCA's Tuition Provider List**  
These tuition providers do not hold formal approval from ACCA. They have not been formally assessed by ACCA, and the quality of tuition that students may receive from these tuition providers therefore cannot be guaranteed by ACCA.

The inclusion of tuition providers who have not been formally assessed alongside ACCA's Approved Learning Partners on the Tuition Provider List gives students the opportunity to make a fully informed decision about their choice of tuition provider.

To guarantee a quality learning experience, ACCA strongly recommends that you choose to study with one of our Approved Learning Partners – Student Tuition. These can clearly be identified by the Approved Learning Partner – Student Tuition Platinum/Gold logo.

## WHAT CAN I EXPECT FROM STUDYING WITH AN APPROVED LEARNING PARTNER?

Studying with an Approved Learning Partner means you can expect to receive high quality tuition and excellent student support in a comfortable environment, conducive to study.

All of our Approved Learning Partners receive regular visits from ACCA to ensure that they are up to date on developments and continue to keep their standards high. Visits include private meetings with students to get their feedback on what it is like to study with the tuition provider.

## WHAT ARE THE DIFFERENCES BETWEEN GOLD AND PLATINUM APPROVED LEARNING PARTNERS?

Gold Approved Learning Partners have to demonstrate to ACCA that they meet certain performance targets around the way they manage their institution – such as the provision of comfortable premises and adequate facilities, carefully monitored attendance and retention, and financial viability – and the way they manage and deliver their ACCA courses – such as having a knowledgeable and experienced teaching team, a structured teaching programme and provide students with advice on study options and tutorial support.

Platinum Approved Learning Partners adhere to the highest standards to provide students with the best possible chance of success. In addition to meeting the Gold performance targets, Platinum Approved Learning Partners have to provide evidence of continual improvement and innovation, and must consistently meet exam results targets, set by meeting or exceeding ACCA's worldwide pass rates.

## WHAT ARE THE BENEFITS OF CHOOSING TO STUDY WITH AN APPROVED LEARNING PARTNER?

The approval programme has three major benefits for students:

- 1 Best practice assurance**  
In becoming an Approved Learning Partner your tuition provider will have been assessed against ACCA's widely recognised and highly-regarded global best practice benchmarks. This provides you with assurance of the high-quality ACCA tuition and student support you will receive.
- 2 Improvements in the quality of tuition and student performance**  
Your tuition provider will have access to a range of development opportunities and tools, provided by ACCA to help in the continuous improvement of their tuition and your performance.
- 3 Investigation of student complaints against tuition providers**  
ACCA investigates any student complaint made against an Approved Learning Partner. If you are unsatisfied with the way your Approved Learning Partner has dealt with your complaint, ACCA can step in and request a report from the institution on how the complaint was dealt with through their complaints procedure. ACCA may conduct a visit to the Approved Learning Partner to investigate further, and upheld complaint may be grounds for removal of the tuition provider from the Approved Learning Partner programme and the Tuition Provider List. If you have a complaint against an Approved Learning Partner, you should make this in writing to:

Approved Learning Partner – Student Tuition  
Learning Partnerships Department  
ACCA  
2 Central Quay  
89 Hydepark Street  
Glasgow G3 8BW  
United Kingdom

## WHAT SHOULD I CONSIDER WHEN I'M CHOOSING A TUITION PROVIDER?

Regardless of whether or not you choose to study with one of ACCA's Approved Learning Partners, there are a number of factors that you may wish to take into consideration when choosing a tuition provider.

- **Location:** is there a choice of tuition providers in your local area? If not, you may want to consider a tuition provider who offers a distance learning package.
- **Qualifications and courses offered:** does the tuition provider run a course for the qualification and paper(s) that you are studying for? Will you be able to take subsequent papers with the same tuition provider?
- **Modes of study offered:** are you looking for a full time, part time or revision course? Do you want to attend a tuition provider who offers face-to-face tuition, or would a distance learning package be more suited to your needs?
- **Variants and adapted papers:** does the tuition provider offer tuition for the variant or adapted paper that you are studying for?
- **Computer-based examinations:** if you are studying towards the Knowledge module of the ACCA Qualification, will you be able to take computer-based exams with the same tuition provider?
- **Facilities:** if you intend to drive to your chosen tuition provider, are there car parking facilities available? If you do not have access to a computer or the Internet, does the tuition provider have computers available for students' use? Do you require disabled access?

# DEVELOP YOUR FINANCIAL ENGLISH SKILLS

## WHY IS IT IMPORTANT TO DEVELOP FINANCIAL ENGLISH LANGUAGE SKILLS?

English is the international language of finance and accountancy. So it makes good business sense for anyone who wishes to succeed in the global business arena to be able to demonstrate that they have first-rate English language skills, and have the ability to converse with accountancy and finance professionals throughout the international business community.

## WHAT SUPPORT DOES ACCA OFFER TO STUDENTS WHO WISH TO DEVELOP THEIR FINANCIAL ENGLISH SKILLS?

To meet the demand for helping business professionals to show that they have the financial English skills they need, ACCA and University of Cambridge ESOL (English for Speakers of Other Languages) have combined their areas of expertise to develop the International Certificate in Financial English (Cambridge ICFE). Cambridge ICFE is an ideal qualification for anyone pursuing a career in accountancy or finance and will be a valuable addition to the CV of anyone starting their career in finance.

Successful candidates will be able to use the language skills they develop through Cambridge ICFE in practical situations, to participate in meetings and discussions of a financial nature and to express opinions clearly. They will be capable of understanding financial documents including statements, journal articles, letters, reports and proposals.

## AT WHAT LEVEL IS CAMBRIDGE ICFE SET?

Cambridge ICFE is a high-level exam set at levels B2 and C1 of the Common European Framework of Reference for Languages, published by the Council of Europe. Like other Cambridge ESOL exams, this qualification tests English in real finance-related contexts, not simply a range of vocabulary and grammatical structures in general situations. This means that successful performance in the exam demonstrates the ability to use English effectively in a business and finance-related setting, and is not simply a reflection of good exam technique and an ability to pass language exams.

Cambridge ICFE covers the levels of the Cambridge First Certificate in English and the Certificate in Advanced English, and to bands 5.5–6.5 of IELTS (International English Language Testing System).

## WHAT DO I NEED TO DO TO COMPLETE CAMBRIDGE ICFE?

The exam consists of four papers – Reading, Writing, Listening and Speaking – providing a comprehensive approach to developing financial English language skills.

The Test of Listening assesses the ability to understand spoken language including presentations, lectures, news broadcasts, discussions and interviews on finance-related issues. The Test of Speaking assesses the use of spoken English, including the candidates' ability to respond to questions and express themselves coherently on finance-related topics using appropriate language. These tests are conducted by trained oral examiners.

The Test of Reading and Test of Writing papers assess the ability to understand written texts such as international accounting and auditing standards, corporate documentation, financial reports and sets of financial accounts, and to write letters, reports and proposals in an accountancy and finance context.

## WHAT MATERIALS ARE AVAILABLE TO HELP ME PREPARE FOR CAMBRIDGE ICFE?

Cambridge ICFE is enhanced by an extensive range of services and support available which includes sample papers and teaching resources, as well as a list of appropriate textbooks and other materials published by Cambridge University Press and other publishers.

ACCA and Cambridge ESOL have an extensive support network of learning providers and exam centres to help you prepare for the exams, wherever you are in the world.

## WHERE CAN I FIND MORE INFORMATION ABOUT CAMBRIDGE ICFE?

Please visit [www.FinancialEnglish.org](http://www.FinancialEnglish.org) for more information.







# PRACTICAL EXPERIENCE

**Practical experience is a vital part of the ACCA Qualification.**

Without this, you can't become a member. It's important you can demonstrate your effectiveness in the workplace. Show employers what you're made of.

The basics	44
Meeting the requirements	45
Getting started	48
Links between exams and practical experience	49

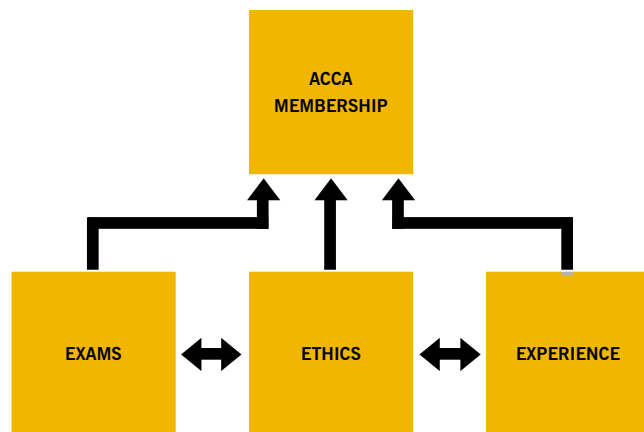
# THE BASICS

## WHAT IS ACCA'S PRACTICAL EXPERIENCE REQUIREMENT (PER)?

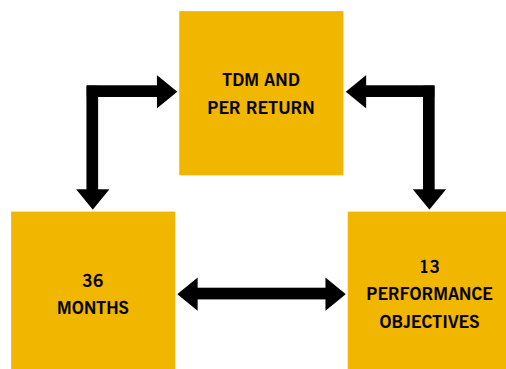
ACCA's practical experience requirement (PER) is a key component of the ACCA Qualification. To become an ACCA member all trainees – students and affiliates – must successfully complete:

- the ACCA exams
- the Professional Ethics Module\*
- the practical experience requirement.

\* Trainees registered with ACCA before 1 January 2007 are not required to complete the Professional Ethics Module, although completion of the module is recommended.



ACCA's PER develops trainees' professional knowledge and values, ethics and attitudes required to perform their work with professional competence.



## WHAT DO I HAVE TO DO?

There are four components to the PER:

- achieve nine (9) Essentials and at least four (4) Options performance objectives (making a total of 13 or more) to the satisfaction of your workplace mentor
- record and report your PER progress through the trainee development matrix (TDM)\*
- complete 36 months' experience in one or more accounting or finance-related roles
- make a PER return each year.

Performance objectives are indicators of effective performance in your work activities as a trainee accountant. They also outline the values and attitudes you should demonstrate as you fulfil your PER.

Use the trainee development matrix (TDM) to track and record your achievement of the performance objectives\*. This can be accessed via *myACCA*.

\* Unless your employer is a Gold or Platinum Approved Employer and they have taken advantage of the TDM exemption.

## WHY IS THE PER IMPORTANT?

In order to perform effectively as an ACCA-qualified accountant, and to help you meet future career challenges, you need to develop your skills in the workplace as well as passing the exams. The PER helps you to:

- apply in practice the knowledge and techniques gained through your studies towards the ACCA exams
- observe and be involved in real-life work situations that help you to develop the skills, attitudes and behaviours that a qualified accountant needs
- develop your judgment, encouraging you to reflect on the quality of your work and how you may improve your work performance in the future.

The PER helps you to prove that you have the relevant professional skills, knowledge, attitudes and behaviours required of a qualified accountant. It sets you a range of performance objectives to achieve and ensures you gain enough experience in one or more relevant roles to show that you have the abilities and maturity required to become a member.

Employers expect ACCA members to show high levels of knowledge and ability in the workplace, and to behave ethically. PER enables you to confirm your effective and sustained high-quality workplace performance, making you a more valuable employee.

# MEETING THE REQUIREMENTS

## HOW DO I GET THE RIGHT TYPE OF EXPERIENCE?

ACCA trainees work in every sector and size of organisation. Wherever you work, it is important to look for the opportunities to help you meet your PER and to obtain 36 months' experience in a relevant role, or roles. Ideally, you should have a job where most of your time is spent on activities and tasks related to accounting, finance, audit and assurance, or in other related technical areas such as taxation, insolvency, and forensic accounting.

Even so, if your job includes only a small amount of accountancy and finance work it can count as long as you record pro rata the time you spend on these activities. For example, if only a quarter of your working time during the year is spent working on accounting or finance tasks, you may only claim three months as relevant time in your PER annual return.

You can use experience from previous roles to help you claim a performance objective, including experience gained before registering with ACCA. The person who supervised your work at that time must be able to review and sign off the answers to your challenge questions. To do this, he or she will need to be registered as a workplace mentor on the TDM. You can also use experience gained before registration to count towards the 36-month requirement.

## WHAT ARE PERFORMANCE OBJECTIVES?

Performance objectives are ACCA's indicators of effective performance, and set the minimum standard of work that you are expected to achieve and demonstrate in the workplace. They describe the kinds of work activity you may carry out and the values and attitudes you are expected to have and to demonstrate as a trainee accountant. They also include information about

## PERFORMANCE OBJECTIVES

ESSENTIALS PERFORMANCE OBJECTIVES – COMPLETE ALL NINE	
<b>Professionalism, ethics and governance</b>	
1	Demonstrate the application of professional ethics, values and judgement
2	Contribute to the effective governance of an organisation
3	Raise awareness of non-financial risk
<b>Personal effectiveness</b>	
4	Manage self
5	Communicate effectively
6	Use information and communications technology
<b>Business management</b>	
7	Manage ongoing activities in your area of responsibility
8	Improve departmental performance
9	Manage an assignment

OPTIONS PERFORMANCE OBJECTIVES – CHOOSE ANY FOUR	
<b>Financial accounting and reporting</b>	
10	Prepare financial statements for external purposes
11	Interpret financial transactions and financial statements
<b>Performance measurement and management accounting</b>	
12	Prepare financial information for management
13	Contribute to budget planning and production
14	Monitor and control budgets
<b>Finance and financial management</b>	
15	Evaluate potential business/investment opportunities and the required finance options
16	Manage cash using active cash management and treasury systems
<b>Audit and assurance</b>	
17	Prepare for and collect evidence for audit
18	Evaluate and report on audit
<b>Taxation</b>	
19	Evaluate and compute taxes payable
20	Assist with tax planning

The TDM includes detailed information on each performance objective.

# MEETING THE REQUIREMENTS

the work outcomes you must produce and the quality of your work. For example, you may be asked to develop a project plan that meets your organisation's standards.

You are required to achieve at least 13 performance objectives in total – all nine Essentials performance objectives, a minimum of any four Options performance objectives, to the satisfaction of your workplace mentor.

To demonstrate your achievement to your workplace mentor, you will need to answer challenge questions for each objective.

### WHAT ARE THE CHALLENGE QUESTIONS?

The PER is intended to help you develop your judgment and reflect on the quality of your work and what you might need to do to improve your work performance in the future.

The challenge questions are there to help you do this by showing that you can analyse the quality and value of your work, and see where you may continue to improve. They also help you to summarise your work activity so that your workplace mentor can evaluate whether you have achieved the standard required by the individual performance objective.

Each performance objective has three unique challenge questions attached to it and these are changed periodically, so some trainees will answer different challenge questions from your own.

### WHAT IS A WORKPLACE MENTOR?

A workplace mentor is a person who supports your development in the workplace and reviews your progress and achievements at work, and so plays an important role in the achievement of your PER.

The mentor will also review your answers to your challenge questions and sign off your experience and the performance objective as soon as you both agree that you have met the standard required.

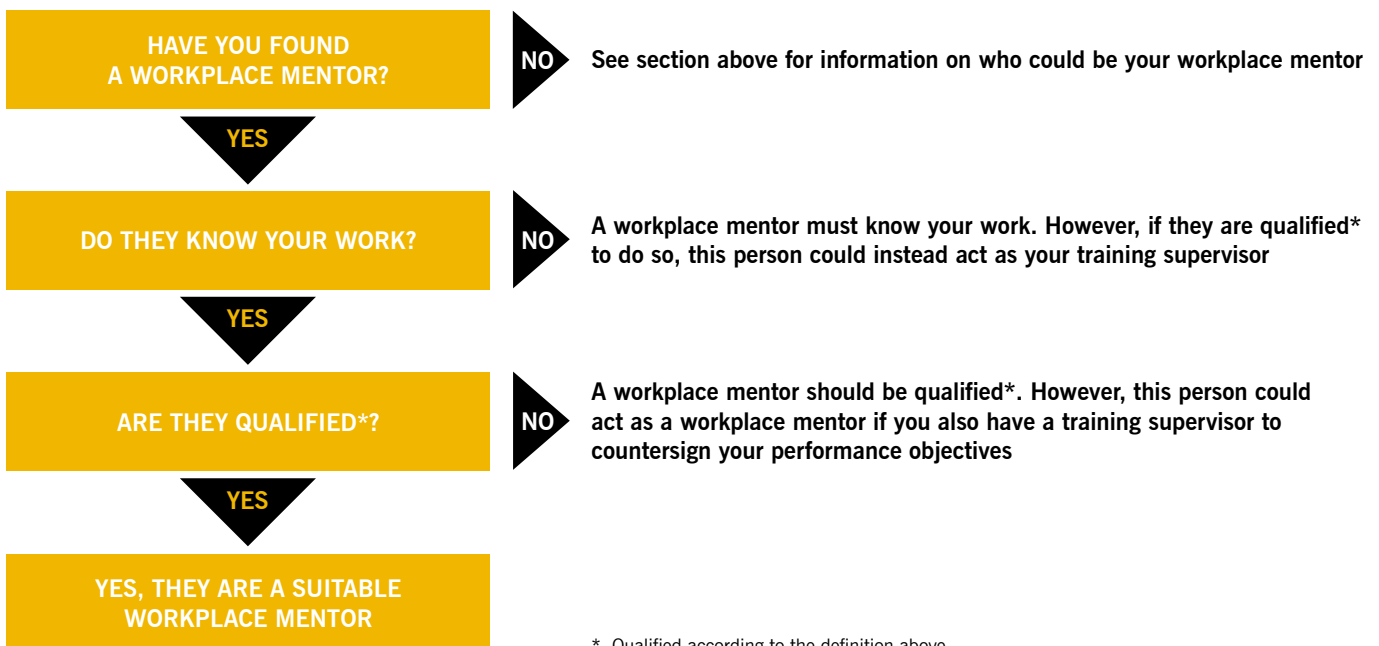
It is your responsibility to find a workplace mentor.

### WHO CAN BE MY WORKPLACE MENTOR?

The workplace mentor:

- should ideally be a qualified accountant recognised by law in your country and/ or a member of an IFAC body
- must have knowledge of your work.

### QUICK CHECK



\* Qualified according to the definition above

Your workplace mentor should be someone with whom you work closely, who knows the type of work you are doing now, and who also knows the quality of your work. Ideally this will be your line manager, or the person to whom you report on particular projects or activities.

If your workplace mentor is not qualified you will need to find a training supervisor who is qualified.

### **WHAT IS A TRAINING SUPERVISOR?**

If the workplace mentor is not a professional accountant recognised by law in your country and/or a member of an IFAC body, a training supervisor who is so recognised should countersign the successful attainment of the performance objective.

A training supervisor does not fulfil a mentor's role but will confirm the successful attainment of the performance objective if your workplace mentor is not qualified.

### **WHAT IF I AM STUDYING FULL TIME?**

The PER is essential to achieving your ACCA Qualification. Without it you cannot apply for membership. Although we recommend that you complete your exams while gaining your practical experience, we realise that many trainees prefer to study for their exams on a full-time basis before gaining their relevant experience. If you are studying full time you may not be able to gain any relevant experience or achieve any performance objectives, but you will still need to complete a PER annual return each year. If you have any previous work experience, whether on a part-time or voluntary basis, a work placement or internship – and any of the work undertaken was relevant – then it may be counted towards your PER. You will need to find a workplace mentor, who knew your work at the time, to sign off your performance objectives.

Even if you did not achieve any performance objectives from your previous work, you can count time spent in a previous relevant role towards the 36-months' requirement.

### **WHY DO I NEED TO MAKE AN ANNUAL PER RETURN?**

As part of the PER you are required to complete a PER return each year. The purpose of this annual return is to help you on your way to gaining ACCA membership. It allows ACCA to track your progress and assist you by developing products and services to help support your training and development.

All trainees are required to complete an annual return, including those studying on a full-time basis, those working in a non-relevant role, and those not working for other reasons, such as ill health. Even if you are working for a Gold or

Platinum Approved Employer – trainee development stream and have claimed an exemption from recording your practical experience using the TDM, you will still need to complete an annual return.

### **WHAT IS A PER AUDIT?**

ACCA will conduct PER audits to assure the quality of the PER process and to maintain the standards that are set out in the performance objectives.

# GETTING STARTED

## WHAT IS THE TRAINEE DEVELOPMENT MATRIX (TDM)?

To help you plan and record your PER you can access your personal TDM through myACCA. You will need your registration number and passcode to access myACCA.

The TDM is an online tool developed specifically for ACCA trainees. It will help you through every stage – from planning your development, targeting performance objectives, and writing the answers to your challenge questions – through to having these questions reviewed and signed off. It will also help you maintain a virtual CV, charting your employment and career progress. Finally, you can use it to complete your PER annual return.

The TDM uses a navigation system that you are likely to be familiar with from using other web-based systems and the Internet. There is a separate guide (accessed via myACCA) – The User Guide for the Online TDM – to help you through various functions, such as updating your employment details or adding a workplace mentor.

ACCA has also produced 18 short videos and podcasts to assist trainees and workplace mentors in completing the trainee development matrix (TDM). These provide a step-by-step guide to the functionality of the TDM. Visit the 'PER support' section of [www.accaglobal.com](http://www.accaglobal.com) to find out more.



# LINKS BETWEEN EXAMS AND PRACTICAL EXPERIENCE

Based on international educational standards set out by the International Federation of Accountants (IFAC), ACCA has ensured that there is a clear link between the educational syllabuses and the practical experience requirements in the ACCA Qualification.

This means that you should see very clearly how the knowledge you develop through the exams will translate to the workplace via the performance objectives you achieve.

There are numerous benefits to you if you complete the exams and practical experience requirements simultaneously:

- It will help you to structure your study and work if you achieve the performance objectives that relate to the exam papers you are studying.
- You will be putting into practice in the workplace the techniques and theories you are learning via the exams – applying what you are learning can improve your skills and competence in the workplace and help increase your success in the exams.

- You should be more effective in the workplace if you study and work at the same time which should impress your employer by demonstrating that you quickly learn new skills and that providing support to you in your studies is beneficial to the organisation.
- It can save you and/or your employer time and money – completing the exams and practical experience should improve your performance in the exams and the workplace and mean you progress more quickly towards ACCA membership.


If it's not possible to complete your exams and practical experience requirement simultaneously, then try and gain your relevant experience shortly after completing the exams so that you still understand and can recall the knowledge and skills you have gained and can start applying this knowledge effectively in the workplace.

The table below shows the link between the exam syllabus and the practical work experience.

AREA	EXAM PAPER	PERFORMANCE OBJECTIVES
<b>Professionalism, ethics and governance</b>	P1, Professional Accountant	1* Demonstrate the application of professional ethics, values and judgement 2* Contribute to the effective governance of an organisation 3* Raise awareness of non-financial risk
<b>Personal effectiveness</b>	The whole exam syllabus tests a range of personal effectiveness skills, including time management and communication skills	4* Manage self 5* Communicate effectively 6* Use information and communications technology
<b>Business management</b>	F1, Accountant in Business P3, Business Analysis P5, Advanced Performance Management	7* Manage ongoing activities in your area of responsibility 8* Improve departmental performance 9* Manage an assignment
<b>Financial accounting and reporting</b>	F3, Financial Accounting F7, Financial Reporting P2, Corporate Reporting	10 Prepare financial statements for external purposes 11 Interpret financial transactions and financial statements
<b>Performance measurement and management accounting</b>	F2, Management Accounting F5, Performance Management P5, Advanced Performance Management	12 Prepare financial information for management 13 Contribute to budget planning and production 14 Monitor and control budgets
<b>Finance and financial management</b>	F9, Financial Management P4, Advanced Financial Management	15 Evaluate potential business/investment opportunities and the required finance options 16 Manage cash using active cash management and treasury systems
<b>Audit and assurance</b>	F8, Audit and Assurance P7, Advanced Audit and Assurance	17 Prepare for and collect evidence for audit 18 Evaluate and report on audit
<b>Taxation</b>	F6, Taxation P6, Advanced Taxation	19 Evaluate and compute taxes payable 20 Assist with tax planning
<b>Business and commercial law</b>	F4, Corporate and Business Law	Law, regulation and compliance are integrated through appropriate performance objectives

Essentials performance objectives are marked with '\*' and must be completed by all trainees.





# **PROFESSIONAL ETHICS MODULE**

**Values, ethics and  
governance.**

Essential skills for the finance professional. Not only will we train you to be a good accountant, but also an accountant that's good.

# PROFESSIONAL ETHICS

## WHAT IS THE PROFESSIONAL ETHICS MODULE?

As part of your ethical development, you will be required to complete a Professional Ethics module. The module will give you exposure to a range of ethical perspectives which includes several self-tests which require you to reflect on your own ethical behaviour and values.

## WHY DO I HAVE TO COMPLETE A PROFESSIONAL ETHICS MODULE?

Central to the ACCA Qualification is the prominence of professional values, ethics and governance – essential skills needed for accountancy as it moves towards strengthened codes of conduct, regulation and legislation. Professionalism and ethics is covered in parts of 11 of the 16 exam papers – including all papers at Professional level – and three of the Essentials performance objectives. Underpinning the educational syllabus and the practical experience is the Professional Ethics module. The aim of the Professional Ethics module is to help you develop ethical knowledge, sensitivity and judgement which can then be applied in the exams – particularly P1, *Professional Accountant* – and also in the workplace.

All students are required to complete the Professional Ethics module.

## WHEN DO I HAVE TO COMPLETE THE PROFESSIONAL ETHICS MODULE?

You will be given access to the Professional Ethics module when you become eligible to take Paper P1, *Professional Accountant*. It is recommended that you take the Professional Ethics module at the same time as, or before attempting Paper P1. Although you have the flexibility to take the module at your own convenience, it must be completed before you apply for ACCA membership.

## HOW LONG WILL IT TAKE ME TO COMPLETE THE PROFESSIONAL ETHICS MODULE?

There is no set time allocated to completing the Professional Ethics module. In fact, ACCA encourages you to complete the Professional Ethics module over a period of time to allow you to reflect on what you have learnt and progress through the various stages at your own pace.

## IS THERE A PASS MARK FOR THE PROFESSIONAL ETHICS MODULE?

There is no exam for the Professional Ethics module therefore you cannot fail the course. There are a series of self-tests for you to complete, designed to encourage you to reflect on what you have learnt throughout the module. You will be required to engage with all the activities and tests contained within the module and to reflect on what you have gained from them.

## HOW CAN I ACCESS THE PROFESSIONAL ETHICS MODULE?

The online Professional Ethics module can be accessed via *myACCA*.

The Professional Ethics module is also available for download to an MP3 or MP4 player, mobile phone or Blackberry, using one of the following options:

- **Listen (MP3 player including iPod)** is downloaded as a number of podcasts.
- **Listen/Watch (MP4 including video iPod)** is downloaded as a number of vodcasts which include the case study as a simulation.

You will then need to go online and complete the written statement of learning for Unit 9, to complete the module.

- **Mobile phone/Blackberry** can be downloaded to your mobile phone or Blackberry. Includes interactive quizzes similar to the online version of the ethics module as well as the case study and the Unit 9 written statement of learning which can be submitted like a text message.

Visit *myACCA* to find out more information on the technical specifications and how to download the Professional Ethics module.

If at all possible, we would encourage you to complete the online version of the Professional Ethics module which uses current best practices in online learning and is extremely flexible to use, allowing you to record and note your progress.

If you don't have Internet access, please contact ACCA *Connect* and alternative arrangements will be made for you to access the Professional Ethics module.

# **BSc DEGREE**

## **Your first degree of success.**

Get a BSc degree and your ACCA  
Qualification without doubling  
your workload.

# BENEFITS OF COMPLETING THE BSc DEGREE

ACCA and Oxford Brookes University have worked together to develop a BSc in Applied Accounting, which is available exclusively to ACCA students who wish to obtain a degree while studying towards the ACCA Qualification.

There are numerous benefits to completing the degree. Not least because a degree and a professional accounting qualification are a powerful combination of qualifications to have, putting you in demand with employers and increasing your career prospects. But don't just take our word for it. Visit *myACCA* to view a short video to find out what some of our students and members have to say about their experiences of completing the degree.

## WHY A PARTNERSHIP BETWEEN ACCA AND OXFORD BROOKES UNIVERSITY?

ACCA established a degree partnership with Oxford Brookes University (OBU) for the following reasons:

- Founded in 1865, OBU has consistently maintained a commitment to diversity and equal opportunities in education, which echoes ACCA's policy for student admission which is based upon ability and application
- OBU has been voted the best modern university in the *Sunday Times Good University Guide* for seven years in succession
- OBU shares ACCA's international perspective and has extensive links with educational institutions worldwide
- Like ACCA, OBU is a modern, forward-looking institution, keen to develop new products and services for students.

## WHO CAN OBTAIN THE BSc DEGREE?

The BSc in Applied Accounting is exclusive to you as an ACCA student, irrespective of whether you registered under the main student register or under the Mature Student Entry Route (MSER).

## HOW DO I GAIN THE BSc DEGREE?

To be awarded the BSc degree, you must:

### 1 Be registered with Oxford Brookes University ie opted-in to the BSc degree scheme.

Registration with Oxford Brookes University takes place automatically if you indicated to ACCA that you wished to be opted into the BSc degree programme when you initially registered with ACCA. If you did not opt into the degree scheme when you initially registered, you may do so at any time before attempting any of the Fundamentals level Papers F7–F9.

To register with Oxford Brookes University, you must hold an acceptable English Language qualification. A pass in ACCA Paper F4, *Corporate and Business Law* meets the Oxford Brookes University English Language requirements. However a student who is awarded an exemption in Paper F4 and who does not hold an alternative acceptable English Language qualification will not be eligible for the BSc degree scheme.

### 2 Pass the ACCA Fundamentals level Papers F1–F9.

Oxford Brookes University gives credit for exemptions awarded to ACCA students for any of the Fundamentals level Papers F1–F6, but a student must sit and pass the ACCA Fundamentals level Papers F7–F9 to be eligible for the BSc degree. Oxford Brookes University is not able to give credit for exemptions based on qualifications gained more than 10 years ago.

### 3 Complete the ACCA Professional Ethics module.

You will need to complete the Professional Ethics module by 15 April if you wish to submit a Research and Analysis Project by 31 May, or by 15 October if you wish to submit the project by 30 November.

### 4 Pass the Oxford Brookes University Research and Analysis Project.

You can submit your Research and Analysis Project to Oxford Brookes University as soon as you have received your official ACCA exam results showing that you have successfully completed the ACCA Fundamentals level Papers and the Professional Ethics module.

### 5 Complete the BSc degree scheme within 10 years of your initial registration onto the ACCA Qualification.

## HOW MUCH EXTRA WORK IS INVOLVED?

Two key milestones towards achieving the ACCA Qualification are passing all of the nine Fundamentals Papers and completing the Professional Ethics module. Therefore the only extra work that you have to undertake to be awarded the BSc degree is to pass the Oxford Brookes Research and Analysis Project. This allows you to demonstrate a range of academic, professional and transferable skills required by a BSc graduate.

# BENEFITS OF COMPLETING THE BSc DEGREE

The Research and Analysis Project is a business-related research project, which requires you to write a Research Report (maximum 6,500 words) and a Skills and Learning Statement (maximum 2,000 words).

## HOW MUCH EXTRA WILL I HAVE TO PAY?

Oxford Brookes University requires you to pay a Research and Analysis Project assessment when you submit your Research and Analysis Project to the University. This fee may increase from time to time. Check website for details of fees – [www.accaglobal.com/students/bsc/submission/form](http://www.accaglobal.com/students/bsc/submission/form)

## HOW IS MY CLASS OF DEGREE DETERMINED?

Oxford Brookes University awards the BSc degree with First Class, Upper Second Class, Lower Second Class or Third Class Honours.

Your class of degree is determined by combining the average of your marks gained in the six ACCA Fundamentals level Papers, F4–F9 with the grade awarded for your Research and Analysis Project. Visit [www.accaglobal.com/students](http://www.accaglobal.com/students) for full details on the BSc in Applied Accounting degree.

Oxford Brookes University can only include the marks gained by students in ACCA exams validated by Oxford Brookes. If you have been given exemptions in one or more of the three Papers F4–F6, then these Papers will not be included in the determination of your class of degree.

## HOW IS THE BSc DEGREE VALIDATED?

As a UK University, Oxford Brookes University has to comply with the requirements of the UK Quality Assurance Agency (QAA) for the award of any degree.

Oxford Brookes University has a rigorous quality framework which provides assurance that the standards of the ACCA Fundamentals level Papers F1–F9 are consistent with the standards of undergraduate accounting exam papers, and that the standards achieved by ACCA students are consistent with the standards achieved by undergraduate accounting students. The exam procedures and award of marks for the ACCA Fundamentals level Papers are conducted by ACCA in accordance with its regulations.

Oxford Brookes University holds BSc in Applied Accounting Examination Boards twice each calendar year to determine BSc degree awards. These meetings are chaired by the Dean of the Oxford Brookes Business School, or his/her nominee. The BSc Examination Board includes representatives from Oxford Brookes University, ACCA, the BSc degree programme team and two External Examiners who hold senior positions in other UK universities.

## WHAT ARE THE OXFORD BROOKES UNIVERSITY REGULATIONS?

The conduct and preparation of the Oxford Brookes University Research and Analysis Project, including cheating, is covered by the Oxford Brookes University student regulations. Please visit [www.brookes.ac.uk/regulations](http://www.brookes.ac.uk/regulations) to access the regulations.

This also includes regulations on appeals against the decision of the BSc Examination Board, though you are not allowed to ask for a review of the Examination Board's decision based on a disagreement with the academic judgement of the examiners.

## HOW CAN I CONTACT OXFORD BROOKES UNIVERSITY?

If you have any questions about the BSc in Applied Accounting degree scheme please contact the BSc Programme Administrators in the ACCA Office at Oxford Brookes University.

ACCA Office – Business School  
Oxford Brookes University  
Wheatley Campus  
Wheatley  
Oxfordshire OX33 1HX  
United Kingdom  
tel: +44 (0) 1865 485702  
email: [acca@brookes.ac.uk](mailto:acca@brookes.ac.uk)

# RESEARCH AND ANALYSIS PROJECT

## WHAT DOES THE RESEARCH AND ANALYSIS PROJECT INVOLVE?

The Research and Analysis Project is a business-related research project, which requires you to write a Research Report (maximum 6,500 words) and a Skills and Learning Statement (maximum 2,000 words).

You must identify a Project Mentor (usually your employer, college tutor or an ACCA member), who will provide you with guidance during your project and authenticate your work.

You are required to give a short presentation to your Project Mentor to fulfil the requirements of the Skills and Learning Statement.

## WHAT SUPPORT IS AVAILABLE TO HELP ME COMPLETE THE RESEARCH AND ANALYSIS PROJECT?

You can view guidelines for the Research and Analysis Project at [www.accaglobal.com/students](http://www.accaglobal.com/students) or you can purchase a copy from ACCA at a cost of UK £5.

These guidelines should be sufficient for you to fulfil the requirements of the project. However, if you feel after reading the guidelines that you need some instruction in these techniques then you should consider using one/some of the following study methods, if available:

- face-to-face tuition from a college offering courses on how to complete the Research and Analysis Project
- study texts produced by publishers BPP Learning Media and Kaplan Publishing on how to complete the Research and Analysis Project.

## WHEN CAN I SUBMIT MY RESEARCH AND ANALYSIS PROJECT?

You can submit your Research and Analysis Project to Oxford Brookes University as soon as you have received your official ACCA exam results showing that you have successfully completed the ACCA Fundamentals level papers and the Professional Ethics module.

The project submission closing dates are 31 May and 30 November. Please note you will need to complete the Professional Ethics module before submitting your Research and Analysis Project. The deadlines for completing the Professional Ethics module are 15 April and 15 October.

If your project is received after a project submission deadline, or if you submit your project before you have passed all of the ACCA Fundamentals level papers and the Professional Ethics module, your project will be returned to you unmarked.

A student in exceptional circumstances, eg illness, should delay submitting the project until they are sure that their work is of an appropriate standard.

You must pass the Research and Analysis Project within 10 years of initial registration for the ACCA Qualification.

## WHERE DO I SUBMIT MY RESEARCH AND ANALYSIS PROJECT?

You should send your Research and Analysis Project, together with the project assessment fee, to the ACCA Office at Oxford Brookes University. You will receive an acknowledgement of receipt of your Research and Analysis Project and your project assessment fee.

ACCA Office – Business School  
Oxford Brookes University  
Wheatley Campus  
Wheatley  
Oxfordshire OX33 1HX  
United Kingdom



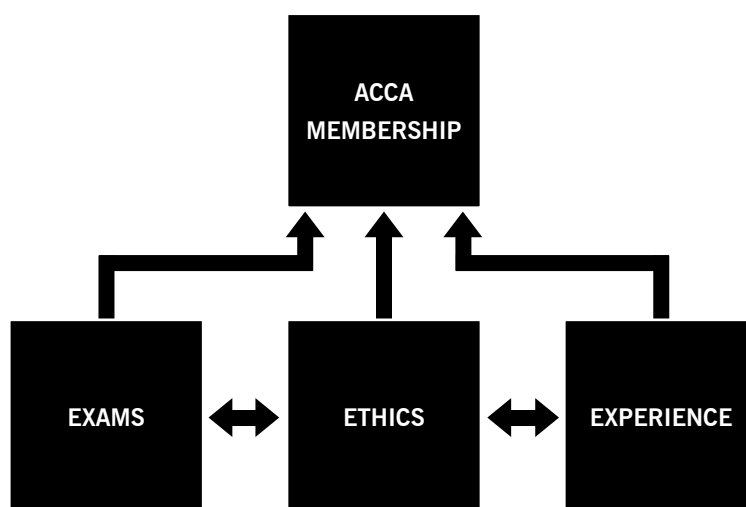
# MEMBERSHIP

**You've passed your exams, gained practical experience and completed your ethics module.**

You're now ready to apply for membership.  
Congratulations, you've made it.

# THE BENEFITS OF MEMBERSHIP

Successful completion of the ACCA exams, practical experience requirements and Professional Ethics module means you are ready to apply for membership.



The combination of these requirements provides evidence of your abilities to future employers and ensures that the reputation and standard of ACCA membership remains as high as ever.

ACCA membership will position you at the leading edge of the profession and demonstrate to employers and your peers your ability to succeed at the highest level. In addition, as an ACCA member you will have access to a range of exclusive benefits including:

- use of the **ACCA letters** after your name
- **career opportunities** – access to the best careers in the world of accounting and business and access to career planning and recruitment resources
- **professional development** – ACCA's leading-edge CPD scheme – *ACCA Realise* – will support your lifelong personal and professional development and ensure you maintain and develop the skills needed to succeed in a dynamic business environment
- **thought leadership** – membership will ensure you are kept up to date with the latest thinking in the profession through a monthly members' magazine – *accounting&business* – and regular publications, debates, consultations, an online knowledge library and a dedicated fortnightly e-zine – *accounting&business direct*
- **networking opportunities** – network with like-minded individuals and business leaders at ACCA social and CPD events
- **international mobility** – ACCA's global reputation presents opportunities for you to cross borders and work almost anywhere you choose
- **opportunity to influence the future agenda** – both locally and globally through involvement with ACCA branches, networks, communities, committees and council
- **technical and ethical support** – online accounting and auditing standards, technical advisory service and ethics resources
- **discounts and benefits** – on a range of services and products offered by specially-selected partners and other external providers.

# MEMBERSHIP ISSUES

## I HAVE PASSED MY EXAMS. DOES THAT MEAN I AM A MEMBER OF ACCA AND CAN USE THE DESIGNATORY LETTERS 'ACCA' AFTER MY NAME?

No. You may only refer to yourself as an Affiliate if you have passed the exams but not yet gained your relevant practical experience and/or Professional Ethics module. You can only refer to yourself as a member of ACCA, and use the designatory letters 'ACCA' after your name, when you have completed the exams, practical experience requirements and Professional Ethics module. Affiliates are not members of ACCA and they may not use the designatory letters 'ACCA' after their name. Once you have completed the exams, satisfied the practical experience requirements and the Professional Ethics module, you will be invited to apply for ACCA membership.

## WHEN I HAVE BECOME AN ACCA MEMBER, CAN I OFFER MY SERVICES DIRECTLY TO THE PUBLIC?

As an ACCA member you may provide payroll, VAT and basic bookkeeping services, record basic accounting data and prepare accounting records to trial balance. However, you are **not** permitted to undertake work that falls within ACCA's definition of public practice\* unless you hold an appropriate practising certificate.

## WHAT TYPES OF ACCA PRACTISING CERTIFICATE ARE THERE?

ACCA issues two types of practising certificate: a practising certificate, and a practising certificate and audit qualification.

Under the terms of ACCA's Global Practising Regulations, it is mandatory for members to hold an appropriate practising certificate in order to carry out work under ACCA's definition of public practice\* or to be partners or directors of a firm that undertakes public practice work.

For full information on what constitutes public practice please visit [www.accaglobal.com](http://www.accaglobal.com) and refer to the *ACCA Rulebook*.

## HOW DO I OBTAIN AN ACCA PRACTISING CERTIFICATE, OR PRACTISING CERTIFICATE AND AUDIT QUALIFICATION?

To obtain an ACCA practising certificate or practising certificate and audit qualification for the first time, individuals must obtain three-years' relevant experience with an ACCA Approved Employer. Two years of this training must be obtained after admission to membership. The experience obtained after admission to membership must be recorded in a Practising Certificate Training Record (PCTR) and verified by an appropriately qualified individual\*\*.

To obtain a globally portable practising certificate, members must meet ACCA's practical training requirements and complete a PCTR. Members who hold a licence to practise

– which is issued by a recognised local body or regulatory authority – can apply for an ACCA practising certificate without meeting the practical experience requirement mentioned. However, the ACCA practising certificate awarded will be valid only in the country where the local licence allows the member to practise and will not be globally portable.

A practising certificate and audit qualification is only available to members who, in addition to providing general accountancy services, wish to undertake audit work in the UK, Republic of Ireland, Cyprus and Zimbabwe where ACCA has specific legislative responsibilities to regulate members providing audit services. The practising certificate and audit qualification also entitles members to transfer the validity of their practising certificate to other countries (subject to any local authorisation requirements also being met). The audit qualification is not generally transferable.

## ELIGIBILITY FOR A PRACTISING CERTIFICATE AND AUDIT QUALIFICATION

Students who are awarded exemptions from all papers in the Fundamentals level of the syllabus are required to complete the Professional level within five years should they wish to subsequently apply for an ACCA practising certificate and audit qualification. Such students must also pass Paper P7, *Advanced Audit and Assurance*, although this exam paper can be taken as CPD post-qualifying rather than when gaining the ACCA Qualification.

Students who fail to meet this requirement will not be eligible to apply for a practising certificate and audit qualification. However, this does not affect the 10 year period allowed to complete the syllabus, which is effective from the initial registration date/date of conversion.

Please visit [www.accaglobal.com](http://www.accaglobal.com) for full information about obtaining a practising certificate.

\* ACCA defines public practice, which may be carried on by an individual or a firm (the practitioner) as:

- a accepting an appointment as an auditor; and/or
- b signing or producing any accounts or report or certificate or tax return concerning any person's financial affairs, whether an individual sole-trader, an unincorporated body or a firm, in circumstances where reliance is likely to be placed on such accounts or report or certificate or tax return by any other person (the "third party"), or doing any other thing which may lead the third party to believe that the accounts or report or certificate or tax return concerning the financial affairs of such a person have been prepared, approved or reviewed by the practitioner; and/or
- c holding oneself or itself out, or allowing oneself or itself to be held out, as being available to undertake the activities referred to in (a) and (b) above (and allowing oneself to be known as a, or a firm of "Chartered Certified Accountant(s)", "Certified Accountant(s)", "Chartered Accountant(s)", or "Accountant(s)" or any similar description or designation standing for any such description in the context of the practitioner's business shall be regarded as an example of such a holding out); and/or
- d holding oneself out, or allowing oneself to be held out, as a sole proprietor, partner or director of a firm where public practice is carried on.

\*\* This requirement does not apply to members wishing to practise in Zimbabwe.





# **RULES AND REGULATIONS**

**Being an ACCA student will bring you lots of benefits.**

But with those benefits come certain obligations.

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# REGISTERED STUDENTS' RIGHTS AND OBLIGATIONS

The following information is taken from regulation 8 of the *ACCA Rulebook*. It is important that you read this information as it outlines what activities you are permitted and not permitted to do as an ACCA student.

- 8 (1) Application of the Charter, bye-laws and regulations  
Upon and following admission as a registered student, the Charter, the bye-laws and the regulations made pursuant to the bye-laws for the time being in force shall insofar as applicable to them apply to and bind every person so admitted for so long as he is a registered student and, insofar as the Charter, bye-laws and such regulations so provide, thereafter.
- (2) Permitted activities of ACCA students
- (a) ACCA students of the Association may not claim to be members of the Association, nor may they be, or hold themselves out to be, in public practice, or a partner, director or controller of a firm or a member of a limited liability partnership which carries on public practice. ACCA students are, however, permitted to provide basic book-keeping services for reward, either directly to the public or for an accountant, provided that they do not refer to their studentship or potential membership of the Association. Such service may be provided by the ACCA student acting in a self-employed capacity, or as an employee. Basic book-keeping services are defined as:
    - (i) The recording of basic accounting data up to and including the preparation of accounting records to trial balance stage
      - (aa) bank accounts
      - (bb) cash
      - (cc) sales ledger and purchase ledger
    - (ii) Payroll
      - (aa) wages
      - (bb) PAYE, National Insurance deductions
    - (iii) VAT or its equivalent.
  - (b) Any accountancy services, other than basic book-keeping services, can only be provided for reward by an ACCA student working for, and under the supervision of, a person who, in the opinion of Council, is suitably qualified and/or suitably experienced. The ACCA student may undertake such work either as an employee or as a self-employed person.
  - (c) The provision of basic book-keeping services directly to the public cannot constitute approved accountancy experience, for the purpose of regulation 3(a)(ii). However, basic book-keeping and other accountancy work undertaken under supervision may constitute approved accountancy experience.
  - (d) An ACCA student or affiliate who wishes to provide basic book-keeping services may obtain or seek such work by direct approaches to existing or prospective clients by mail or any other means unless prohibited by law in the country in which the student operates and subject to the requirements in paragraphs (e) and (f) below.
  - (e) An ACCA student may inform the public of his book-keeping services by means of advertising, or other forms of promotion, subject to the general requirement that the medium should not, in the opinion of Council, reflect adversely on the ACCA student, the Association or the accountancy profession, nor should the advertisement or promotion material, in the opinion of Council:
    - (i) as to content or presentation, bring the Association into disrepute or bring discredit to the ACCA student, firm or the accountancy profession;
    - (ii) discredit the services offered by others whether by claiming superiority for the ACCA student's services or otherwise;
    - (iii) contain comparisons with the services offered by others;
    - (iv) be misleading, either directly or by implication;
    - (v) fall short of the requirements of the Advertising Standards Authority as to legality, decency, honesty and truthfulness.
  - (f) Advertisements and other promotional material may refer to the basis on which fees are calculated, or to hourly or other charging rates, provided that the information given is not misleading.
  - (g) Where ACCA students provide services pursuant to the above rules, they are subject to the same rules of professional conduct which apply to members who provide such services.

- (h) Regulations 8(2)(a)–(g) do not apply to ACCA students:
- (i) who are members of one or more of the UK or Irish Institutes of Chartered Accountants, The Chartered Institute of Management Accountants or The Chartered Institute of Public Finance and Accounting and who hold practising certificates or the equivalent status from such bodies; or
  - (ii) who are authorised for appointment as company auditor under Section 25 of the Companies Act 1989; or
  - (iii) who are resident outside the United Kingdom, Jersey, Guernsey and Dependencies, the Isle of Man and the Republic of Ireland, and hold a professional accountancy qualification which confers the right to practise in their country of residence.

ACCA students falling within these categories are permitted to engage in public practice (although, in respect of category (iii), in their country of residence only) provided that they describe themselves only as members of the professional bodies to which they belong (if any) and not as students of the Association.

(3) MSER students

The provisions of regulation 8(2) apply to MSER students in respect of their permitted activities.

# EXAM REGULATIONS

Taking your ACCA exams is part of your journey towards becoming an ACCA member and we therefore expect you to act in a professional manner when taking your exams. The following rules on conduct apply to students completing projects or sitting paper-based and computer-based exams, as well as those taking internally-assessed ACCA courses.

- 1 You are required to comply in all respects with any instructions issued by the registrar, exam supervisor and invigilators before and during an exam.
- 2 You may not attempt to deceive the registrar or the exam supervisor by giving false or misleading information.
- 3 You are not allowed to take to your exam desk, possess, use or intend to use while at that desk, any books, notes or other materials except those authorised by the registrar. If you are found to have taken to your desk, or possessed while at that desk, unauthorised materials which are relevant to the syllabus being examined, it will be assumed that you intended to use them to gain an unfair advantage in the exam. In any subsequent disciplinary proceedings, it shall be for you to prove that you did not intend to use the materials to gain an unfair advantage in the exam.
- 4 You may not assist, attempt to assist, obtain or attempt to obtain assistance by improper means from any other person during your exams.
- 5 You are required to adhere at all times to the Instructions to Candidates, which you receive with your *Examination Attendance Docket*.
- 6 You are required to comply with the exam supervisor's ruling. Supervisors are obliged to report any cases of irregularity or improper conduct to the registrar. The supervisor is empowered to discontinue your exam if you are suspected of misconduct and to exclude you from the exam hall.
- 7 You may not engage in any other unprofessional conduct designed to assist you in your exam attempt.
- 8 You are not permitted to remove either your script booklet or your question paper from the exam hall. All exam scripts remain the property of ACCA.
- 9 Once the exam has started, you are not allowed to leave the exam hall permanently until the end of the session and then only when instructed by the supervisor.

These regulations are reproduced on your *Examination Attendance Docket* – you should take time to familiarise yourself with them. In order to be eligible to sit your exams you must sign your docket confirming your agreement to comply with these regulations.

# STUDENT DISCIPLINARY PROCEDURES

## WHAT ARE DISCIPLINARY PROCEDURES?

ACCA has public interest responsibilities, and we must ensure that our students and members act with integrity and to high standards. Consequently, students, as well as members, come within the jurisdiction of ACCA's disciplinary procedures.

## WHAT DO THE DISCIPLINARY PROCEDURES COVER?

The disciplinary procedures cover matters such as professional misconduct, misconduct in exams and breaches of regulations which include any actions likely to bring discredit to you, ACCA, or the accountancy profession.

## WHAT ARE THE RULES AND REGULATIONS COVERING STUDENTS?

The rules governing disciplinary procedures for students (and members) are set out in ACCA's Bye-laws and Regulations. All registered students are bound by these Bye-laws and Regulations. ACCA's Rulebook, which contains the Bye-laws and Regulations, is available for reading online at [www.accaglobal.com](http://www.accaglobal.com) and at ACCA offices.

Principles related to misconduct in exams are reproduced here for easy reference:

- Misconduct in an examination
- Liability to disciplinary action
- Disciplinary procedures
- Appeal committee
- Costs
- Publication of findings.

### Misconduct in an examination

- a The supervisor is empowered to discontinue the examination of a registered student suspected of misconduct and require him or her to leave the examination room.
- b A registered student found guilty of contravening an examination regulation, or a regulation on cheating may be disqualified from any examinations for which the results have not yet been issued, barred from sitting examinations for a specified period, removed from the student register, and/or be liable to such other penalty as the Disciplinary Committee may determine. A registered student found guilty of a breach of the examination regulations will normally be removed from the register.
- c Publicity will always be given to the Disciplinary Committee's decision and in all but exceptional circumstances the registered student will be named. ACCA reserves the right to withhold the results of a registered student's examination while a complaint against him or her is under investigation or consideration.

- d The Examination Regulations, regulations on cheating and disciplinary procedures also apply to registered students sitting examinations for internally examined courses.

### Liability to disciplinary action

A registered student is liable to disciplinary action, whether or not he or she was a registered student at the time of the offence, if he or she falls within any of the circumstances set out in Bye-law 8. These include being guilty of misconduct in the course of carrying out his or her professional duties or otherwise, or breaching any regulation, in particular, the regulations set out in this handbook. Misconduct includes (but is not limited to) any act likely to bring discredit upon the registered student, ACCA, or the accountancy profession.

### Disciplinary procedures

It is the duty of every member, firm or registered student to co-operate throughout the course of the investigation. If the assessor concludes that there is a case to answer against the registered student, he or she has two alternative courses of action:

- a to refer the matter to the Disciplinary Committee; or
- b to rest the matter on the registered student's file. This option is reserved for complaints which the assessor believes renders the registered student liable to disciplinary action, but which are not serious.

### Disciplinary Committee

When a complaint is referred to the Disciplinary Committee, the professional conduct department will notify the registered student of the date when it proposes to hear the case. The registered student is entitled to be heard before the Committee and is permitted to be represented and to call witnesses and cross-examine witnesses called against him or her.

The disciplinary hearing will normally be held in public. If the Disciplinary Committee is satisfied that the complaint has been proved wholly or in part, it can make any one or more of the following orders:

- i that he or she be removed from the student register;
- ii that the period specified in the order shall not be reckoned as part of the registered student's approved professional experience;
- iii that he or she be declared ineligible for such period as shall respectively be specified in the order to sit such examination or examinations of ACCA (or such part or parts thereof) as shall be specified in the order;
- iv that he or she be disqualified from such examination or examinations of ACCA (or such part or part thereof) as shall be specified in the order not being an examination (or part thereof) the result of which shall have been duly notified to him or her by ACCA prior to the date of the order;

# STUDENT DISCIPLINARY PROCEDURES

- v that he or she be severely reprimanded, reprimanded or admonished. In addition, the registered student may be ordered to pay costs (see later section on costs). Sometimes a registered student's conduct may be investigated under these disciplinary procedures after he or she has taken ACCA examinations, but has not yet received the results. In these situations, the results will be withheld until the case has been concluded. If the registered student is removed from the ACCA student register, the examination results will not be released.

## **Appeal Committee**

If an order is made by the Disciplinary Committee against the member, he/she has 30 days from service of the written statement of the reasons for the Committee's decision in which to apply for permission to appeal. His/her application notice must be in writing, addressed to the committee officer, and must be in the form specified in Appeal Regulation 5(1).

The application notice is considered by the chairman of the Appeal Committee and, if the chairman so directs, by the Appeal Committee. If permission is granted, the Appeal Committee will consider the grounds of appeal at a hearing. It will be for the member to satisfy the Appeal Committee that the grounds of appeal are made out. When the member appeals against one or more of the findings and orders of the Disciplinary Committee, the Appeal Committee may affirm, vary or set aside the decisions of the Disciplinary Committee, or request the Disciplinary Committee to hear the complaint again.

## **Costs**

When the member appeals against the orders of the Disciplinary Committee, but not the findings, the Appeal Committee may affirm, vary or set aside any order of the Disciplinary Committee. In addition, it has the ability to substitute any other order which the Disciplinary Committee could have made.

## **Publication of findings**

The findings and orders of the Disciplinary and Appeal Committees are always published in ACCA's publications *accounting&business* and *student accountant*. Press releases are also sent to local, national and professional press. In all but exceptional circumstances the registered student is named. As these hearings are held in public the press may attend. ACCA has no control over what may be published in the press.

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Contact your local ACCA office – details can be found on our website – or *ACCA Connect*, our global customer service centre, by email or telephone as shown below.

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