

RESOURCES

ALL YOU NEED TO KNOW

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PRACTICAL EXPERIENCE REQUIREMENT

Visit www.accaglobal.com/students/acca/per for more information

TUITION PROVIDERS

Subscribers to ACCA's Tuition Provider Directory are not currently approved by ACCA. Visit www.accaglobal.com/students to find out more





ACCA CONNECT

Visit ACCA's website or access your *myACCA* account to administer your ACCA details and find answers to frequently-asked questions. For other enquiries, contact *ACCA Connect* – our global customer service centre. However you want to contact us – by phone, fax, email or post – one of our expert advisers will be happy to assist you.

ACCA CONNECT OPENING HOURS

MONDAY TO THURSDAY

Open 21 hours (closed 20.00 to 23.00)

FRIDAY

Open 20 hours (closed 20.00 to midnight)

SATURDAY

Closed

SUNDAY

Open 09.00 to 17.00 and 23.00 to midnight
(all times based on GMT/BST as appropriate)

Website: www.accaglobal.com
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FEES

Annual subscription – 2011

Please note that, as a student, you are required to pay an annual subscription for each year you are registered with ACCA.

This is a separate fee to your initial registration fee. Your annual subscription is due on 1 January – irrespective of the month you registered.

For example, if you registered in December, you will still be required to pay an annual subscription by 1 January.

The payment enables ACCA to provide you with services and support to assist you with your studies and training as you work towards gaining your qualification.

Students who fail to pay fees when due (including exam/exemption fees) will have their names removed from the ACCA register. Students wishing to re-register are required to submit any amounts unpaid at the time of their removal in addition to the re-registration fee. No penalty fee will be charged. Confirmation of your unpaid fees can be obtained from your national ACCA office or *ACCA Connect*.

The following fees and subscriptions apply:

ACCA Qualification students

| | |
|----------------------|------|
| Initial registration | £72 |
| Re-registration | *£72 |
| Annual subscription | £72 |
| *plus unpaid fee(s) | |

Foundations in Accountancy students

| | |
|----------------------|-----|
| Initial registration | £72 |
| Subscription | £72 |

Don't forget to pay your fees on time. Dates by which fees and subscriptions must be paid, and arrangements for how payment must be made, are included in your ACCA welcome pack.

Read page 30 for important information on changes to exam entry and page 29 for the new December 2011 exam timetables.



Are your contact details up to date?
<https://www.acca-business.org>

EXAM TIMETABLE



The following dates have been confirmed for the next exam session for ACCA Qualification and Foundations in Accountancy papers:

DECEMBER 2011

Week 1 5 to 9 December

Week 2 12 to 14 December

Exams will take place over an eight-day period with one session of exams each day.

The exams will be held concurrently in five different time zones. The base starting times in each of these time zones will be:

- ▣ Zone 1 (Caribbean) – 08.00
- ▣ Zone 2 (UK) – 10.00
- ▣ Zone 3 (Pakistan and South Asia) – 14.00
- ▣ Zone 4 (Asia Pacific) – 15.00
- ▣ Zone 5 (Australasia) – 17.00.

Local starting times will be set falling out from these base start times for every centre. Details of local start times can be found against each centre on the *Examination Centre List* accompanying your *Examination Entry Form*.

Papers F1 to F3 are two-hour exams, and Papers F4 to F9 and P1 to P7 are three-hour exams.

Monday 5 December

- FTX** Foundations in Taxation
- F5** Performance Management
- P7** Advanced Audit and Assurance

Tuesday 6 December

- MA2** Managing Costs and Finance
- FFM** Foundations in Financial Management
- F6** Taxation
- P4** Advanced Financial Management

Wednesday

7 December

- FA2** Maintaining Financial Records
- F7** Financial Reporting

Thursday 8 December

- MA1** Management Information
- F8** Audit and Assurance
- P5** Advanced Performance Management

Friday 9 December

- FAB** Accountant in Business
- F1** Accountant in Business
- F9** Financial Management
- P6** Advanced Taxation

Monday 12 December

- FAU** Foundations in Audit
- F4** Corporate and Business Law
- P3** Business Analysis

Tuesday 13 December

- FFA** Financial Accounting
- F3** Financial Accounting
- P2** Corporate Reporting

Wednesday 14 December

- FA1** Recording Financial Transactions
- FMA** Management Accounting
- F2** Management Accounting
- P1** Governance, Risk and Ethics

DETAILS OF LOCAL START TIMES CAN BE FOUND AGAINST EACH CENTRE ON THE EXAMINATION CENTRE LIST ACCOMPANYING YOUR EXAMINATION ENTRY FORM.

IMPORTANT CHANGES TO EXAM ENTRY

Exciting changes are happening at

ACCA. You can now:

- ▣ submit an exam entry at any time of the year
- ▣ enter for exams early and save money
- ▣ enter for one of the next two exam sessions – December or June
- ▣ make amendments to existing exam entries – including changing exam centre, variant papers or entering for other exams.

ALL OF THESE NEW BENEFITS ARE EXCLUSIVELY AVAILABLE FOR EXAM ENTRIES MADE ONLINE

We are also making changes to the standard exam entry closing date for online and paper exam entries and we are keeping the online late exam entry period for those last minute exam entry emergencies. The dates to remember are illustrated in **Table 1** (December 2011) and **Table 2** (June 2012).

KEEPING YOU INFORMED

The quickest way for us to send you important information such as changes to exam entry is by e-communication (such as email and SMS) but we need

TABLE 1: CLOSING DATES TO REMEMBER FOR DECEMBER 2011 EXAM ENTRY

| | |
|------------------|---|
| 8 September 2011 | Early exam entry (online only) |
| 8 October 2011 | Standard exam entry (online and paper) |
| 8 November 2011 | Late exam entry |

TABLE 2: CLOSING DATES TO REMEMBER FOR JUNE 2012 EXAM ENTRY

| | |
|--------------|---|
| 8 March 2012 | Early exam entry (online only) |
| 8 April 2012 | Standard exam entry (online and paper) |
| 8 May 2012 | Late exam entry |

THE QUICKEST WAY FOR US TO SEND YOU IMPORTANT INFORMATION SUCH AS CHANGES TO EXAM ENTRY IS BY E-COMMUNICATION (SUCH AS EMAIL AND SMS). UPDATE YOUR DETAILS AT MYACCA.

you to give us your permission – it's the law! To check and update your details to ensure we use your preferred

method of communication, please visit our website at www2.accaglobal.com/consent for further information.



RULES AND REGULATIONS

ACCA's 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. 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. Further enquiries about matters which may be subject to disciplinary procedures, can be directed to the Professional Conduct Department at our London office in the UK. ACCA's *Rulebook* is available for reading online, or at ACCA offices. Visit www2.accaglobal.com/students/rules/ for more information.

Find out about practical experience requirements
www2.accaglobal.com/students/acca/per

IMPORTANT INFORMATION

STUDENT ACCOUNTANT

All registered students with valid email addresses receive an alert every two weeks to inform them that a new digital issue of *Student Accountant* is available. Each digital issue contains a range of technical articles, as well as careers-related features and advice. The digital magazine is a Flash-based platform, and we also provide PDF downloads for students who want to read the magazine offline.

In addition, each month (generally the third week of the month) we email *Student Accountant Direct*, which contains jobs in your region, news you can use, country/region-specific information, reminders, ACCA news, surveys and calls to action for future articles in *Student Accountant*.

Further developments include regional *Student Accountant Direct* e-magazines for students in the Middle East, the Caribbean, Pakistan and Europe. We also produced paper specific microsites for Papers F5, F7 and F8 and will develop microsites for more papers during 2011.

We no longer produce a monthly printed *Student Accountant* magazine. However, in addition to the range of digital products delivered by the *Student Accountant* team, we also produce a printed *Essential Guide* magazine in April and October that is completely focused on the next exam session.

If you have any queries about the *Student Accountant* range of products, please email the editorial team at studentaccountant@accaglobal.com

For queries relating to your ACCA administration, exams, application process and fees, please contact *ACCA Connect* at students@accaglobal.com or

telephone +44 (0)141 582 2000. You can access your records by logging into your *myACCA* account, and in addition the ACCA website (www.accaglobal.com) also contains a host of information that could help you with your queries.

ALL REGISTERED STUDENTS RECEIVE AN ALERT EVERY TWO WEEKS TO INFORM THEM THAT A NEW DIGITAL ISSUE OF STUDENT ACCOUNTANT IS AVAILABLE. EACH DIGITAL ISSUE CONTAINS A RANGE OF TECHNICAL ARTICLES, AS WELL AS FEATURES AND ADVICE.

OXFORD BROOKES BSc (HONS)

Students completing certain papers of the ACCA Qualification are eligible to apply for a BSc (Hons) in Applied Accounting from Oxford Brookes University.

The degree must be completed within 10 years of your initial registration on to ACCA's professional qualification; otherwise, your eligibility will be withdrawn. Check your eligibility status at www2.accaglobal.com/students/bsc/. The dates below outline the forthcoming deadlines for completing the qualifying exams and the last opportunity to submit your *Research and Analysis Project (RAP)*:

| First session (1) | Final session for completing the qualifying exams (2) | Final date for submission of RAP |
|----------------------------|---|----------------------------------|
| December 2001 June 2002 | June 2011 December 2011 | November 2011* May 2012* |

Notes

- 1 First applicable exam session as confirmed at the time of your initial registration with ACCA.
- 2 Completion of Fundamentals level exams.

Professional Ethics module

Students wishing to submit their *Research and Analysis Project (RAP)* must complete the Professional Ethics module. For more information visit www2.accaglobal.com/students/bsc/

* Please note that the dates included in the April 2011 issue of *Student Accountant Essential Guide* were incorrect. The final dates for submission of the RAP for students with first sessions in 2000 were May 2010 and November 2010.



EXAM EXEMPTIONS

If you already have some qualifications you may not have to take all of the exams in the ACCA Qualification or Foundations in Accountancy awards. These are called exemptions and mean that you will start your studies at the right level for your knowledge and skill. You can also claim exemptions on the basis of practical experience if you wish to complete the CAT Qualification.

SHOULD I CLAIM MY EXEMPTIONS?

By claiming exemptions you can avoid studying the same topics that you have studied previously. This is a good idea if you have studied for a related qualification recently. However, if you are thinking of claiming exemptions based on qualifications you gained a number of years ago, or if you have been working in a field other than accountancy for some time, it may make more sense to take the exam.

Studying for the exam will allow you to refresh your knowledge of the topic and will ensure you are sufficiently prepared for the Professional level papers, which go into topics in greater depth.

If you are not sure whether to apply for an exemption, why not have a look through our past exam papers? You can access past papers on the ACCA website. If you are not confident you could pass the exam right now, consider studying for the paper.

HOW TO CLAIM EXEMPTIONS

Follow our short guide *How to check your exemptions* (download here) to find out how to check which exemptions you may be eligible to claim and if you could be entitled to claim any exemptions online. Please note:

- ❑ You must send official proof of any qualifications you already have or are studying for along with your registration form so that we can assess if you are eligible for exemptions. Please submit copies of academic transcripts or award certificates as evidence.
- ❑ Online printouts of academic transcripts are not acceptable for the purposes of claiming exemptions. Only copies of official documentation, signed and stamped by the awarding body, can be accepted.

- ❑ Any documents not in English must be officially translated before they are sent to ACCA.
- ❑ You will need to pay an exemption fee for each exemption you are awarded. Exemption fees are charged at the early exam entry rate.
- ❑ ACCA can only award exemptions for qualifications from recognised institutions (those recognised by the local Ministry of Education). If your institution is not listed on the exemption enquiry database, then please ask employees at or representatives of your institution to send copies of their documents to *ACCA Connect* for review.
- ❑ If ACCA has not been given the opportunity to fully assess a qualification by an awarding body, then that qualification may not be accredited.
In this case, fewer exemptions may be available. Unfortunately ACCA does not consider applications from students for further exemptions in these circumstances.

SELF-CHECK MODULES

Are you part way through your studies but struggling to pass your exams? Be honest with yourself – could your English and/or maths skills be a reason?

Why not complete ACCA's self-check modules to get a realistic assessment of your proficiency in English and maths? If you're struggling, there are some suggested interventions to help you improve.

ACCA's self-check modules in English and maths are optional to complete, free of charge and anonymous, so any results won't be recorded on your student record and only you will know the results and feedback. It could help give you the confidence and reassurance you need to feel ready to tackle your exams at the next exam session. And if your English and maths skills could do with

some improvement, don't worry. There are e-learning modules that are free of charge which you can opt to complete to help improve your maths skills as well as links to learning materials offered by other providers to help you improve your English skills.

So what are you waiting for? You have nothing to lose and everything to gain and you may just amaze yourself at how well you perform. Visit ACCA's Virtual Learning Centre (<http://studentvirtualearn.accaglobal.com/>) to access the English and maths self-check modules.

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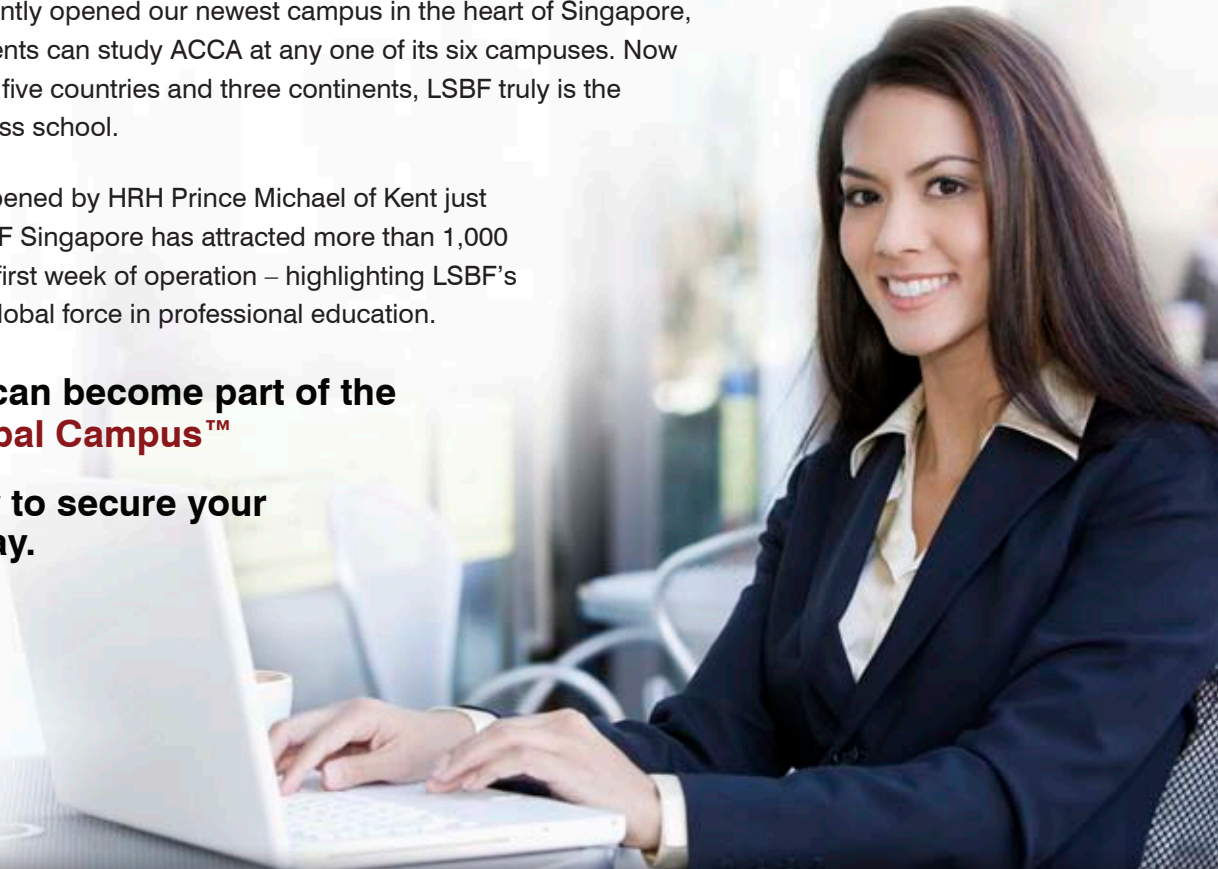
LSBF now offers ACCA courses worldwide in Europe, the Asia-Pacific and North America!

LSBF has recently opened our newest campus in the heart of Singapore, meaning students can study ACCA at any one of its six campuses. Now spread across five countries and three continents, LSBF truly is the world's business school.

Since it was opened by HRH Prince Michael of Kent just last week, LSBF Singapore has attracted more than 1,000 students in its first week of operation – highlighting LSBF's position as a global force in professional education.

Now you can become part of the
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Enrol now to secure your
place today.



WATCH OUR
TUTORS
in ACTION

FOR MORE INFORMATION VISIT
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PRAGUE +420 775 117 894 • **SINGAPORE** +65 6580 7700, CPE REGISTRATION NO: 201008079C, PERIOD: 07 MARCH 2011 - 06 MARCH 2012

T&Cs apply, call for details. E&OE.

A CAREER THAT'S AS FLEXIBLE AS YOU WANT TO BE

ACCA trainees can combine work with their studies or focus full time on studying. It's up to you. Because we believe in providing students with opportunity, whatever their circumstances. The ACCA Qualification prepares you to work in any employment sector. And it's a qualification and career that can travel with you wherever life takes you. Because ACCA is as relevant internationally as it is at home.



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