



Enrolment Instructions

CPA UNITS: SESSION 1, 2017

This guide is for students enrolled in Master of Accounting (CPA Extension) or Master of Advanced Professional Accounting and contains a timeline of important dates and information to assist with your enrolment in CPA units with Macquarie University and CPA Australia.

IMPORTANT NOTES

- Students need to enrol with both Macquarie University *and* CPA Australia;
- To enrol at Macquarie University, please submit a CPA Unit Enrolment Form via AskMQ (ask.mq.edu.au);
- Please contact CPA Australia directly to arrange enrolment in the CPA Program (Professional);
- Always refer to the CPA Australia website (www.cpaaustralia.com.au) to confirm important dates;
- Enrolment fees will be payable to Macquarie University and CPA Australia separately.

Important Dates

Date	Task to Complete
Thursday 20 October, 2016	Students attend the CPA Information Session.
From Thursday 20 October, 2016	Students submit a 'CPA Unit Enrolment Form' via AskMQ (ask.mq.edu.au) to request enrolment in CPA units at Macquarie University.
From Thursday 20 October, 2016	Master of Accounting (CPA Extension) students who have <u>not</u> had a CPA assessment should apply for membership online: https://www.cpaaustralia.com.au/become-a-cpa/how-to-apply
Monday 12 December, 2016	CPA Australia enrolment and exam scheduling opens. Master of Advanced Professional Accounting students contact CPA Australia to enrol in CPA Program (Professional).
Friday 15 December, 2016	MQ exam results released via eStudent. Master of Accounting (CPA Extension) students should contact CPA Australia to update their academic status and arrange for enrolment. (Submit unofficial transcript to CPA Australia first so that you do not miss out on the early bird enrolment, and then provide official transcript for review) <i>*Go to 'My Results and Graduation' on your eStudent account, and click on 'Email my Unofficial Transcript' to obtain an unofficial transcript.</i> <i>*For instructions on how to apply for an official academic transcript, please refer to the University website. http://www.students.mq.edu.au/student_admin/student_connect/transcript_request</i>
From mid of January 2017	Students complete class registrations for Macquarie CPA units via eStudent.
Wednesday 18 January, 2017	CPA Australia early bird enrolment closing date
Tuesday 31 January, 2017	CPA Australia final enrolment closing date.
Monday 6 February, 2017	CPA unit classes begin (3 week before standard Macquarie session)

FAQ: CPA Enrolment in Session 1, 2017

I AM ENROLLED IN MASTER OF ACCOUNTING (CPA EXTENSION) BUT WOULD LIKE TO GRADUATE WITH MASTER OF ACCOUNTING (PROFESSIONAL) AT THE END OF SESSION 2, 2016, IS THIS POSSIBLE?

Students who are admitted to the Master of Accounting (CPA Extension) before 2015 can request to graduate with Master of Accounting (Professional) if they complete all units as stated in the 2014 curriculum. An 'I Expect to Complete' form should be submitted online via AskMQ (ask.mq.edu.au).

Students who are admitted to Master of Accounting (CPA Extension) post-2015 and would like to transfer or exit with the Master of Accounting (Professional Practice), please make an appointment to see with one of our Student Advisers. You can make an appointment by registering on our website: be.mq.edu.au/advising

I AM ENROLLED IN MASTER OF ACCOUNTING (CPA EXTENSION) (OR MASTER OF ADVANCED PROFESSIONAL ACCOUNTING) AND WOULD LIKE TO COMMENCE MY CPA STUDIES IN SESSION 1, 2017, HOW CAN I DO THIS?

Students will need to enrol in CPA units with both Macquarie University and CPA Australia.

To enrol with Macquarie University, please submit a CPA Unit Enrolment form via AskMQ (ask.mq.edu.au).

To enrol with CPA Australia, please follow the Enrolment Instructions to have your academic qualification assessed and to enrol in the CPA segments with CPA Australia.

Master of Advanced Professional Accounting students should have already received confirmation from CPA Australia about their eligibility to start the CPA program (Professional). If you have not had your previous qualifications assessed by CPA Australia, please contact them immediately to arrange for an assessment and enrolment.

WHAT ARE THE RECOMMENDED STUDY PLAN FOR CPA UNITS?

Students are recommended to study ACCG907, ACCG908 and ACCG913 in the first session of their CPA program (Professional), followed by ACCG903 and 2 CPA electives (chosen from ACCG904, ACCG905 and ACCG909). This is because ACCG903 is a capstone segment as required by CPA Australia, and students must have successfully completed all other compulsory segments (ACCG907, ACCG908 and ACCG913) before enrolling.

If a student passes MQ component but fails the external CPA exam, an Incomplete grade will be given. Student must re-enrol in the failed segment with CPA Australia in the following session. (CPA Australia allows students to enrol in a maximum of 3 segments per session.)

If the failed CPA exam is an elective, student has the option to change to another elective.

International students who fail one (or two) of the compulsory CPA segments (ACCG907, ACCG908, ACCG913) should enrol in the CPA electives (if no other non-CPA units are available) to maintain full-time study load. Special Approval (waiver) request will need to be submitted together with the CPA Unit Enrolment form.

If a student has failed the same external CPA exam twice, the MQ Incomplete grade will be changed to a Fail grade.

IF YOU HAVE ANY ADDITIONAL QUESTIONS, PLEASE SUBMIT AN ENQUIRY VIA ASKMQ OR VISIT US AT BUSINESS AND ECONOMICS STUDENT SERVICES CENTRE (BESS) IN E4B 106 DURING OFFICE HOURS (9 AM TO 5 PM).

CPA AUSTRALIA CONTACT INFORMATION

Phone: 1300 73 73 73 Website: www.cpaaustralia.com.au

CPA Australia Representative – Ms Kim Hwang (kim.hwang@cpaustralia.com.au)

2017 CPA Timetable

Session 1

Start date 06 February 2017 (CPA start date) – Three weeks before standard MQ semester

class 1	week commencing 06 February
class 2	week commencing 13 February
class 3	week commencing 20 February
class 4	week commencing 27 February
class 5	week commencing 06 March
class 6	week commencing 13 March
class 7	week commencing 20 March
class 8	week commencing 27 March
class 9	week commencing 03 April
class 10	week commencing 10 April
class 11	week commencing 18 April*
CPA exam week commencing Saturday 22 April to Sunday 7 May - no class	
class 12	week commencing 08 May
class 13	week commencing 15 May
End date 19 May 2017	

* 17 April is Easter Monday

Session 2

Start date 31 July 2017 Same time as standard MQ semester*

class 1	week commencing 31 July
class 2	week commencing 07 August
class 3	week commencing 14 August
class 4	week commencing 21 August
class 5	week commencing 28 August
class 6	week commencing 04 September
class 7	week commencing 11 September
class 8	week commencing 18 September
class 9	week commencing 25 September
class 10	week commencing 02 October
class 11	week commencing 09 October
CPA exam week commencing Sat 14 October to Sunday 29 October – no class	
class 12	week commencing 30 October
class 13	week commencing 06 November
End date 10 November 2017	

* Please note that CPA semester starts on 7 August but University classes will begin from 31 July.



FIND OUT MORE
 Business and Economics Student Services
 T: +61 (2) 9850 1050
be.mq.edu.au
ask.mq.edu.au
 CRICOS Provider No 00002J



MACQUARIE
 University