



# Enrolment Instructions

## CPA UNITS: SESSION 2, 2016

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](http://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](http://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 26 May, 2016	Students attend the CPA Information Session.
From Thursday 26 May, 2016	Students submit a 'CPA Unit Enrolment Form' via AskMQ ( <a href="http://ask.mq.edu.au">ask.mq.edu.au</a> ) to request enrolment in CPA units at Macquarie University.
From Thursday 26 May, 2016	Master of Accounting (CPA Extension) students who have <u>not</u> had a CPA assessment should apply for membership online: <a href="https://www.cpaaustralia.com.au/become-a-cpa/how-to-apply">https://www.cpaaustralia.com.au/become-a-cpa/how-to-apply</a>
Monday 20 June, 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 July, 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. <b>(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)</b>  <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. <a href="http://www.students.mq.edu.au/student_admin/student_connect/transcript_request">http://www.students.mq.edu.au/student_admin/student_connect/transcript_request</a></i>
From mid of July 2016	Students complete class registrations for Macquarie CPA units via eStudent.
Wednesday 20 July, 2016	CPA Australia early bird enrolment closing date
Monday 1 August, 2016	CPA Australia final enrolment closing date.
Monday 8 August, 2016	CPA unit classes begin (1 week after standard Macquarie session)

# FAQ: CPA Enrolment in Session 2, 2016

**I AM ENROLLED IN MASTER OF ACCOUNTING (CPA EXTENSION) BUT WOULD LIKE TO GRADUATE WITH MASTER OF ACCOUNTING (PROFESSIONAL) AT THE END OF SESSION 1, 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](http://ask.mq.edu.au)).

Students who are admitted to Master of Accounting (CPA Extension) from 2015 will need to apply for admission to Master of Accounting (Professional) for Session 2 2016 and complete extra units as stated in the 2016 curriculum to graduate.

**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 2, 2016, 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](http://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 (BEGC) IN E4A LEVEL 2 DURING OFFICE HOURS.**

## CPA AUSTRALIA CONTACT INFORMATION

Phone: 1300 73 73 73      Website: [www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)

CPA Australia Representative – Ms Kim Hwang ([kim.hwang@cpaaustralia.com.au](mailto:kim.hwang@cpaaustralia.com.au))

# 2016 CPA Timetable

## Session 1

**Start date 8 February 2016 (CPA start date) – three weeks before standard MQ session**

class 1	week commencing 08 February
class 2	week commencing 15 February
class 3	week commencing 22 February
class 4	week commencing 29 February
class 5	week commencing 07 March
class 6	week commencing 14 March
class 7	week commencing 21 March
class 8	week commencing 28 March
class 9	week commencing 04 April
class 10	week commencing 11 April
class 11	week commencing 18 April
CPA exam week commencing Saturday 23 April to Sunday 8 May - no class	
class 12	week commencing 9 May
class 13	week commencing 16 May
End date 20 May 2015	

## Session 2

**Start date 8 August 2016 (CPA start date) – one week after standard MQ session**

class 1	week commencing 8 August
class 2	week commencing 15 August
class 3	week commencing 22 August
class 4	week commencing 29 August
class 5	week commencing 5 September
class 6	week commencing 12 September
class 7	week commencing 19 September
class 8	week commencing 26 September
class 9	week commencing 03 October
class 10	week commencing 10 October
CPA exam week commencing Sat 15 October to Sunday 30 October - no class	
class 11	week commencing 31 October
class 12	week commencing 07 November
class 13	week commencing 14 November
End date 18 November 2016	

### FIND OUT MORE

Business and Economics Student Services

T: +61 (2) 9850 1050

[be.mq.edu.au](http://be.mq.edu.au)

[ask.mq.edu.au](mailto:ask.mq.edu.au)

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