



# Enrolment Instructions

## CPA UNITS: SESSION 1, 2018

This guide is for students enrolled in Master of Accounting (CPA Extension/CPA Program)) 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 12 October, 2017	Students attend the CPA Information Session.
From Thursday 12 October, 2017	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 12 October, 2017	Master of Accounting (CPA Extension/CPA Program) 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 11 December, 2017	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, 2017	MQ exam results released via eStudent. Master of Accounting (CPA Extension/CPA Program)) 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 January 2018	Students complete Class registrations for Macquarie CPA units via eStudent.
Wednesday 17 January, 2018	CPA Australia early bird enrolment closing date.
Monday 29 January, 2018	CPA unit Classes begin (4 weeks before standard Macquarie session).
Tuesday 30 January, 2018	CPA Australia final enrolment closing date.

# FAQ: CPA Enrolment in Session 1, 2018

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, 2017. IS THIS POSSIBLE?

Students who are admitted to the Master of Accounting (CPA Extension) pre- 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) post-2015 and would like to transfer to 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](http://be.mq.edu.au/advising)

I AM ENROLLED IN MASTER OF ACCOUNTING (CPA EXTENSION/CPA PROGRAM), MASTER OF ADVANCED PROFESSIONAL ACCOUNTING , MASTER OF ACCOUNTING (CPA PROGRAM ) 2017 OR MASTER OF ACCOUNTING (ADVANCED) CPA PROGRAM- 2017 AND WOULD LIKE TO COMMENCE MY CPA STUDIES IN SESSION 1, 2018, HOW CAN I DO THIS?

Students will need to enrol in CPA units with both Macquarie University and CPA Australia. CPA only permits to enrol 3 CPA units in a session.

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.

*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 enrolment. The remainder of the CPA units may depend on the degree and curriculum that you are following, therefore you are advised to check the 2017 Program Guides if you commenced your studies in 2017; and seek program advice from FBE Student Admin (BESS) in E4B 106.

Please refer to the 2017 Program Guides available here: <https://www.mq.edu.au/study/admissions/accept-and-enrol/fbe-program-guides>

Please note that if you have completed ACCG925 then you must enrol in ACCG909. If you have completed ACCG924 then you must enrol into ACCG904. This is to ensure that you have completed both an auditing and taxation component for accreditation purposes.

Please note that if you are expected to commence CPA units in Session 2 2018, you must complete ACCG924 before you can enrol. This is due to a new change made by CPA Australia for the requirements of associate membership.

If a student passes MQ component but fails the external CPA exam, an Incomplete (UL) grade will be given. Students 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](http://www.cpaaustralia.com.au)

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

# 2018 CPA Timetable

## Session 1

**Start date 29 January 2018 (CPA start date) – Four weeks before standard MQ session**

Class 1	week commencing 29 January
Class 2	week commencing 5 February
Class 3	week commencing 12 February
Class 4	week commencing 19 February
Class 5	week commencing 26 February
Class 6	week commencing 5 March
Class 7	week commencing 12 March
Class 8	week commencing 19 March
Class 9	week commencing 26 March
Class 10	week commencing 3 April*
Class 11	week commencing 9 April*
CPA exam week commencing Saturday 14 April to Sunday 29 April - no Class	
Class 12	week commencing 30 April
Class 13	week commencing 7 May
End date 11 May 2018	

\* 2 April is Easter Monday

## Session 2

**Start date 23 July 2018 (CPA start date) - One week before standard MQ session**

Class 1	week commencing 23 July
Class 2	week commencing 30 July
Class 3	week commencing 6 August
Class 4	week commencing 13 August
Class 5	week commencing 20 August
Class 6	week commencing 27 August
Class 7	week commencing 3 September
Class 8	week commencing 10 September
Class 9	week commencing 17 September
Class 10	week commencing 24 September
CPA exam week commencing Sat 29 September to Sunday 14 October- no Class	
Class 11	week commencing 15 October
Class 12	week commencing 22 October
Class 13	week commencing 29 October
End date 2 November	

### 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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