

# ACCA/OXFORD BROOKES UNIVERSITY

BSc (HONOURS) IN APPLIED ACCOUNTING



JULY 2010 INTAKE  
FOR NOVEMBER 2010 PROJECT SUBMISSION



- Dedicated full-time Oxford Brookes University programme lecturer and mentor
- Join Kaplan Financial - The Research and Analysis Report Experts!
- Be The Next Graduate with a Degree!

# ACCA/OXFORD BROOKES UNIVERSITY BSc (Honours) In Applied Accounting

Students studying for their ACCA qualifications now have the opportunity to obtain a degree from Oxford Brookes University, a recognised and highly respected UK university. This programme enables ACCA students to obtain an Oxford Brookes degree, BSc (Honours) in Applied Accounting, upon the successful completion of the ACCA Fundamental Level examinations.

## Eligibility

An ACCA student is automatically opted into the BSc Scheme when they register for the ACCA qualification. If a student chooses to opt out of the revised degree scheme during registration, they can opt back in before they have attempted either, or all, of Papers F7, F8 & F9. If you have passed any of these 3 subjects, you cannot register onto the BSc degree.

To be awarded the BSc (Hons) in Applied Accounting, you must:

- Opt in to do the BSc with ACCA UK before passing any of the 3 ACCA Fundamental papers F7, F8 and F9
- Pass the three ACCA Fundamentals papers F7, F8 & F9 & pass other papers as required to successfully complete all nine Fundamentals Level papers
- Complete the ACCA Professional Ethics Module by 15 October 2010, before submission of project on 30 November 2010.
- Complete and pass the Oxford Brookes University Research and Analysis Project
- Complete the BSc degree scheme within 10 years of your initial registration onto the ACCA's professional qualification, even if you convert from one ACCA qualification to another during that 10-year period

You must successfully complete the Fundamental level exam papers F1-F9 and complete the Professional Ethics module before submitting a Research and Analysis Project to Oxford Brookes University. You are required to pay a project submission fee of £90 (Period 21) to Oxford Brookes University with your project submission.

You will gain access to the Professional Ethics module via myACCA as soon as you become eligible to take Paper P1, Professional Accountant.

## Admission

The minimum academic entry requirements for registering on the BSc degree are:

- 2 'A' Levels and 3 GCE 'O' Levels including Mathematics and English
- Oxford Brookes University recognises a number of other qualifications which satisfy the minimum English language requirement, including a pass in Paper F4 Corporate & Business Law prior to attempting Papers F7, F8 & F9
- MSER students who do not have an acceptable English language qualification, will be permitted to register for the BSc degree only after they have passed Paper 4 Corporate & Business Law
- If you are a CAT student who has passed the CAT Advanced Level exam papers, you meet all the entry requirements for the BSc degree

## Exemptions

As a registered student, you may be given exemptions from one or more of the 9 ACCA specified exam papers. Oxford Brookes University will give credits for exemptions by ACCA for any of Papers F1-F6. However, if you wish to achieve the BSc degree you must sit and pass all of the 3 ACCA subjects F7, F8 & F9.

No exemptions can be given from the Professional Ethics Module or from the Oxford Brookes University Research and Analysis Project.



## Program Structure

### TUTORIALS

These tutorials will equip you with the necessary skills required to complete both your Research Report and Skills & Learning Statement. They will cover:

- Choosing your topic
- Research & analysis methods
- Writing your report
- Communicating with your Mentor
- Presentation skills
- Preparing your Skills & Learning Statement
- Submission procedures

### ONLINE MENTORING

To provide guidance and support in preparation for your Skills & Learning Statement. This online support is provided by Kaplan Financial mentor. However, should you require additional support, you can book meetings with our mentor to discuss the challenges which you are facing.

### GROUP PRESENTATION

You will be given the opportunity to deliver a 15-minute presentation on your Report to your peers in accordance with the Oxford Brookes University's requirements.

### E-LEARNING WEBSITE

Kaplan Financial provides students with an online tool to help you track your progression. Our mentor will monitor your progress to ensure that you are kept on track towards your project submission.

### ACCA/OXFORD BROOKES UNIVERSITY APPROVED RESEARCH AND ANALYSIS PROJECT GUIDE

In addition, students will receive an ACCA/Oxford Brookes University Approved Research and Analysis Project Guide from Kaplan Publishing, which includes a list of recommended topics for your report and extensive guidance notes on how to conduct your research.

## Project Schedule

Project Timetable	Project Schedule	Program Fee
Part 1 Tutorial 1 - Getting Started	10 July 2010	S\$700
Part 2 Online Mentoring	July to November 2010	
Part 3 Tutorial 2 - Writing Your Research Report	14 August 2010	
Part 4 OBU Face-to-Face Mentor Meeting	1-9 September 2010	
Part 5 Tutorial 3 - Completing Your Project	18 September 2010	
Part 6 Presentation	Early October 2010	
Professional Ethics Module Deadline	15 October 2010	
Submission deadline	30 November 2010	

Students will receive their OBU results in March or September of each year.

All information contained in this course brochure is accurate at time of print. Kaplan Learning Institute reserves the right to vary this information should the circumstances so require.

## Assessment

The Research and Analysis Project (RAP) is the final component of the BSc degree and consists of two separate documents:

- 6,500 word Research Report (RR) and a
- 2,000 word Skills and Learning Statement (SLS)

You are also required to present your project to your mentor.

You have 3 attempts to pass the RAP. Unfortunately, if you fail the RAP on three separate occasions, you will no longer be eligible to complete the BSc degree.

Please note that you can either submit the same project topic 3 times or 3 different RAPs.

## Determination of Class of Degree

The BSc degree will be based on both:

- The ACCA average mark determined from the exam marks in the Fundamental Skills Papers (F4-F9)
- The grade achieved for the Research and Analysis Project (RAP)

You will be given one of three passing grades (A, B or C) or a fail grade (F) for the performance in the RR. You will be given either a 'Pass' or 'Fail' grade for the performance in the SLS.

### CLASS OF DEGREE

ACCA Average Mark	First	Upper Second	Lower Second	Third
68 or more	A, B, C	-	-	-
67	A, B	C	-	-
66	A	B, C	-	-
60-65	-	A, B, C	-	-
59	-	A, B	C	-
58	-	A	B, C	-
54-57	-	-	A, B, C	-
53	-	-	A, B	C
50-52	-	-	-	A, B, C

## Submission Period 21

Latest date to complete the Professional Ethics module	15 October 2010
Earliest receipt of RAP by Oxford Brookes University	1 November 2010
Latest receipt of RAP by Oxford Brookes University	30 November 2010
Oxford Brookes University BSc Examination Board	March 2011
RAP and BSc degree results despatched	Wed, 30 March 2011

Please note that projects must arrive at the ACCA Office in Oxford Brookes University by the date of latest receipt. Any projects received after the date of latest receipt will be returned to students unmarked.

Students should make appropriate arrangements with postal services to ensure that their project arrives by the submission deadline.

## Our Faculty

### LECTURER AND MENTOR



#### Joanna Cheong

Joanna Cheong is an ACCA graduate and has a Bachelor of Science (1st Class Honours) degree from Oxford Brookes University, UK. In addition, she holds a Mechanical and Production Engineering (Hons) degree from Nanyang Technological University. She gained auditing experience in a public accounting firm before

joining a local listed banking/finance company. Prior to entering the finance sector, she was a senior system engineer in a Japanese multi-national company. As a believer in continuous education, she is enthusiastic about helping students achieve their learning objectives. Having started her career as an engineer and now working in the finance industry after obtaining the ACCA qualification within 3 years studying part-time, she earnestly feels that nothing is impossible to achieve if one is willing to persevere. She has been guiding students in the ACCA/OBU degree programme since the beginning of 2008. Under her guidance, numerous students have achieved 1<sup>st</sup> Class Honours and 2<sup>nd</sup> Class Honours degree.



### FREE Preview Talks

Date	Time	Venue
23 Jun (Wed)	6.30pm	Room 403
3 Jul (Sat)	2pm	Room 309

Please call **6733 1877** or email **info.sg@kaplan.com** to reserve a seat.

**Terms & Conditions**

- Kaplan Learning Institute has in place a Student Fee Protection Scheme and Medical Insurance Coverage under the EduTrust Certification Scheme regulated by the Council of Private Education, by way of insurance coverage for all full-time and part-time students. It is mandatory for all students to apply for FPS and sign a student contract when they enroll for courses with any Private Education Institution (PEI) with EduTrust Certification. It is compulsory for ALL students to have medical insurance coverage for hospitalisation and related medical treatment for the entire course duration.
- Enrolment will only be confirmed upon receipt of payment.
- Course fees include lecture notes and OBU Study Text. No rebate will be given for materials not collected.
- No course deferment is allowed.
- All bona-fide students must apply for Kaplan Student Access Card and pay a non-refundable fee of S\$10.
- All fees quoted are inclusive of GST unless otherwise stated.
- Kaplan Learning Institute offers a cooling period for students who withdraw within 7 days from course enrolment, upon fulfilment of the following conditions and also upon receipt of a written notice of cancellation to Kaplan Learning Institute.
  - 100% refund of course fees (less \$200 administrative fee) - before course commencement date
  - 100% refund of course fees (less \$300 administrative fee) - after course commencement date
- Upon the expiry of the 7-day cooling period, the following refund policy will apply for any withdrawal upon receipt of a written notice of cancellation (less any bank administrative charges).
  - 100% (less \$200 administrative fee) - 45 days or more before the commencement date of the course
  - 80% - 30 days or more before the commencement date of the course
  - 50% - 29 days or less before the commencement date of the course
  - 0% - After commencement date of the course
- Procedures on course withdrawal, transfer and refund policy can be found in Kaplan Learning Institute Student Handbook.
- Kaplan Learning Institute shall treat all students' particulars with the strictest confidence for legitimate purpose and will not disclose to external parties.
- Kaplan Learning Institute reserves the right to vary, amend or discontinue any or all of the discounts as it deems appropriate.
- Kaplan Learning Institute reserves the right to vary or cancel any of the courses described or alter the composition of the relevant lecturing team, as well as the venue for lectures should the circumstances so require.

**ACCA/Oxford Brookes University**

**July 2010 Intake Enrolment Form**

Are you a ACCA/ICPAS registered student?  Yes  No Gender:  M  F

Have you completed all 9 subjects in the 'Fundamental Level' program?  Yes  No

ACCA Registration No.:

Name (Mr/Mrs/Miss)   
as in NRIC/Passport:

Date of Birth:

Local Address:

Postal Code:

NRIC/Passport No.:

Nationality:

Tel: (H)  Tel: (HP)

Email:

Mode of Payment:  Cash  Nets  Visa/Mastercard

Cheque No.:

Payable to "Kaplan Learning Institute Pte Ltd"

**Where did you hear about us?**

Newspaper: \_\_\_\_\_ (please state)  Magazine  Internet

Referral from a friend/colleague  Others: \_\_\_\_\_ (please state)

**ACCA/Oxford Brookes Course Fee - S\$700**

**Lecturer: Joanna Cheong**

Program	Date	Day	Time
Tutorial 1 - Getting Started	10 July	Sat	2-5pm
Mentor Meeting Session	1 - 9 September		
Online Mentoring	July - November		
Tutorial 2 - Writing Your Research Report	14 August	Sat	2-5pm
Tutorial 3 - Completing Your Project	18 September	Sat	2-5pm
Presentation	<input type="checkbox"/> 2 Oct (Sat-pm) <input type="checkbox"/> 4 Oct (Mon-eve) <input type="checkbox"/> 5 Oct (Tue-eve) <input type="checkbox"/> 11 Oct (Mon-eve) <input type="checkbox"/> 12 Oct (Tue-eve)		

I agree to the terms and conditions stipulated.

Signature: \_\_\_\_\_ Date:

**FOR OFFICIAL USE ONLY**

Receipt No.:

Date:

Kaplan Learning Institute is the registered PEI name of Kaplan Learning Institute Pte Ltd.

Distribution of this document does not imply any endorsement or responsibility on the part of ACCA. Responsibility of the accuracy of any statement or information contained in this document is solely the responsibility of the publisher.