



AIA
THE ASSOCIATION
OF INTERNATIONAL
ACCOUNTANTS

STUDENT GUIDE

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WELCOME

Thank you for choosing AIA and congratulations for taking your first step to becoming a qualified, professional accountant.

The global demand for accountancy professionals offers an abundance of opportunities, and finance work has never been more varied, more interesting or more challenging.

Accountancy is a diverse profession and each individual student will have different requirements; AIA provide the tools, resources and learning environment for you to succeed and quickly enjoy the benefits of your expanding knowledge base.

As an AIA student you are part of a global network of accountants working throughout the full spectrum of accountancy, audit, business, finance, and economics.

Many AIA members are at the top of their industry, from senior management to director level, representing some of the most important and profitable firms in the world. With a select membership demographic including high numbers of these influential decision makers, AIA is a truly prestigious organisation.

HOW TO USE THIS GUIDE

This Student Guide acts as a point of reference for all aspects of your study, exams, work experience and subsequent application to full membership and should be kept in a safe place.

The Student Guide is intended as a general guide for AIA students, regardless of which qualification route that you are following. However, you should also refer to the Ofqual Guide or the Guide to Becoming a Statutory Auditor for the most relevant information to you.

WHAT NOW?

1.0 MAINTAIN YOUR STUDENT STATUS

To maintain your status as an AIA student member – to be able to enter the exams, receive your membership benefits and call yourself an AIA student – you must pay an annual subscription fee. The subscription is due on 1 October each year.



Details of the current fees and access to the fee payment form can be found on the Student page on the AIA website

2.0 READ THE CODE OF ETHICS

Professional ethics is concerned with the principles used to judge the right and wrong of behaviour and actions. It is essential that as a professional accountant you are not only well qualified, but also that you possess a high degree of professional integrity to uphold your professional reputation and ensure public confidence in the accountancy profession. As a professional accountant, you accept the responsibility to fulfil the needs of an individual client or employer and also to act in the public interest.

Registration with a professional accountancy body, such as the AIA, and familiarity with its Code of Ethics are essential attributes for all accountants aiming to meet the high expectations demanded by an expanding and ever-changing profession.

AIA offers you a programme of education and training designed to encourage the acquisition of in-depth ethical knowledge, ethical sensitivity and the ethical judgement necessary for you to demonstrate with confidence, the application of the principles, values and reasoning underpinning current accounting regulation.

AIA has adopted the International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants, and in agreement with IFAC, all AIA students and members are given access to the Code and are bound by the AIA constitution to observe the Code.

Copies of the Code of Ethics, the AIA Constitution and the AIA Malpractice and Maladministration policy can be downloaded from the About AIA page of the website.

3.0 PLAN WHEN YOU ARE GOING TO TAKE THE EXAMS

Your first step as an AIA student should be to see which exams you are eligible to take and decide when you are going to sit them, then you can plan your study and have a goal to work towards.

3.1 WHAT EXAMS DO YOU HAVE TO TAKE?

The AIA Professional Accountancy Qualification is made up of 16 exam papers, which are split into three levels; Foundation, Professional 1 and Professional 2.

FOUNDATION LEVEL

The exams at the Foundation Level ensure that you have a practical understanding of the techniques, principles and knowledge that will form the basis for your further study.

PROFESSIONAL LEVEL 1

Significant technical development of professional knowledge and skills are acquired at this stage, which this is set within an analytical and critical framework. The exam questions are case study or scenario based.

PROFESSIONAL LEVEL 2

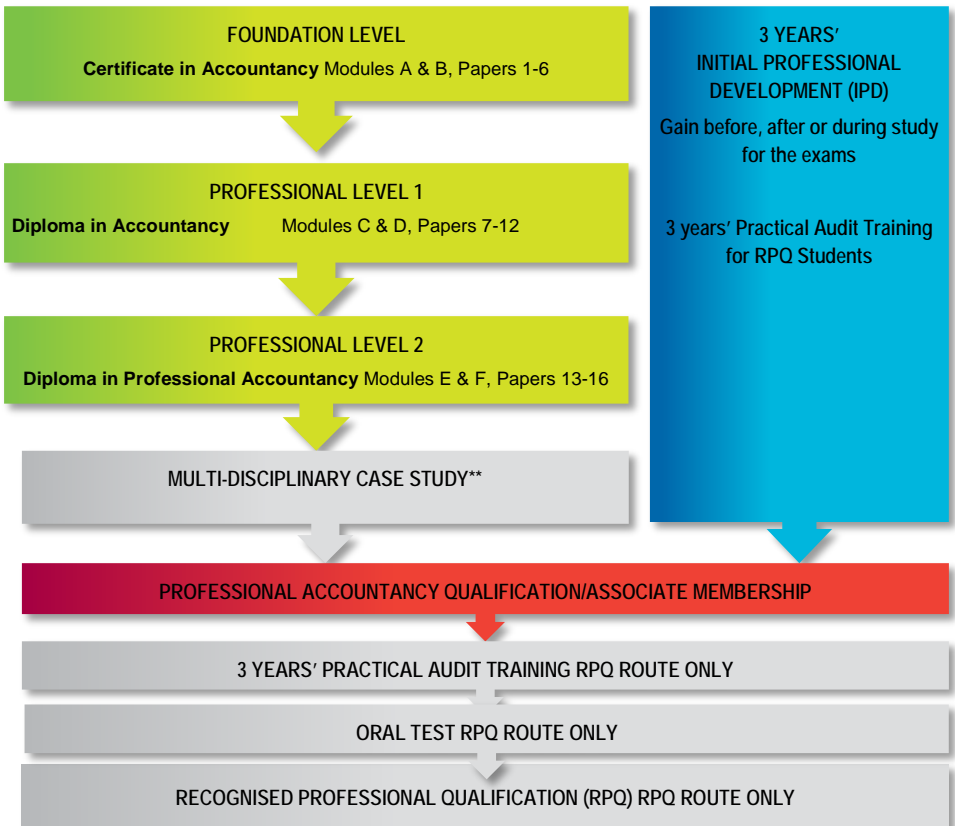
Professional ability is the key to this level. Current professional issues and an ability to deal with complex and demanding situations are developed. This is set within a framework, testing application and evaluative skills.

3.2 EXEMPTIONS

Whole or part exemption from the Foundation and Professional Level 1 exams may be granted for relevant accountancy and business qualifications gained prior to student registration. No exemptions are allowed from the Professional Level 2 exams.

There is an extensive exemptions database on the Join AIA/Exemptions page of the website. You can use the database to search for your qualifications. Qualifications that are not listed are assessed on an individual basis.

3.3 EXAM STRUCTURE



RPQ EXAM STRUCTURE

In addition to the 16 exams, RPQ students are required to sit a multi-disciplinary case study and oral test.

Full details of the RPQ Exam structure and requirements can be found on

The Join AIA/Qualifications/Audit page of the website

OFQUAL REGULATED QUALIFICATIONS EXAM STRUCTURE

Students who wish to register for an Ofqual Regulated Qualification should refer to the AIA website to view the relevant exam structure and equivalent qualifications offered by AIA.

3.4 EXAM PROGRESSION

AIA offer a flexible learning structure and allow you up to ten years to complete the exams.

At the Foundation Level and Professional Level 1, you must take all subjects in a module together at your first attempt and you are required to attend all of the exams.

You will be credited Individual passes in the Foundation Level exams and after successfully completing Module A, you can proceed onto Module B. Individual passes in the Professional Level 1 exams will also be credited and on successful completion of Module C you can proceed to Module D.

At Professional Level 2, you must enter at least two exams out of the four available papers; these can be taken in any order, and you can choose to take more than two papers if you wish.

Any passes awarded will be retained. At any subsequent exam session, you will be required to take a minimum of two papers, which can include any previously failed paper(s), unless you have only one exam paper remaining outstanding.

EXAMPLE 1

PAPER	NOV EXAMS	MAY EXAMS
13 Financial Accounting 3	Pass	Pass retained
14 Financial Management	Pass	Pass retained
15 Professional Practice (Auditing)	Pass	Pass retained
16 Taxation & Tax Planning	Fail	Resit

EXAMPLE 2

PAPER	NOV EXAMS	MAY EXAMS
13 Financial Accounting 3	Pass	Pass retained
14 Financial Management	Pass	Pass retained
15 Professional Practice (Auditing)	Fail	Resit
16 Taxation & Tax Planning	Fail	Resit

3.5 EXAM TIMETABLE

The AIA exams take place twice a year in May and November, over four days. The exam entry deadline is 1 April and 1 October respectively. Each exam is three hours, plus an additional 15 minute reading period, is closed book, and is in English.



	DAY 1		DAY 3
A	1 Financial Accounting 1	A	3 Management Accounting 1
B	4 Law	B	6 Information Processing
C	7 Auditing	C	9 Management Information
D	10 Business Management	D	12 Management Accounting 2
E	13 Financial Accounting 3	F	15 Professional Practice (Auditing)
		F	15 Islamic Accounting, Auditing & Banking Practice
	DAY 2		DAY 4
A	2 Business Economics	F	16 Taxation & Tax Planning
B	5 Auditing & Taxation		
C	8 Company Law		
D	11 Financial Accounting 2		
E	14 Financial Management		

Exam dates are published on the AIA website on the Students/Exams/Key dates page of the website

RPQ EXAM TIMETABLE

RPQ students are required to sit the multi-disciplinary case study on day one (Monday). The exam is four hours, commencing at the local start times listed. The oral test is conducted over a two hour period and is arranged on an individual basis.

OFQUAL REGULATED QUALIFICATIONS EXAM TIMETABLE

The Ofqual regulated exam timetable is the same as that for the professional qualifications.

3.6 EXAM VENUES

The exams are held in sync around the world, and all of the start times are local. If you wish to sit an exam at a venue which is not listed, please email the exams department and every effort will be made to arrange a venue for you. Please note however, there may be additional costs incurred, which would be payable by you.

VENUES AND START TIMES

Antigua	09:00	India	15:00	Russia	12:00
Australia	17:00	Italy	10:00	Sierra Leone	09:00
Austria	10:00	Jamaica	09:00	Singapore	15:00
Bahamas	09:00	Kenya	12:00	Slovakia	10:00
Barbados	09:00	Latvia	10:00	Slovenia	10:00
Belgium	10:00	Liechtenstein	10:00	South Africa	12:00
Canada	09:00	Lithuania	10:00	Spain	10:00
China	15:00	Luxembourg	10:00	Sri Lanka	15:00
Cyprus	10:00	Macau	15:00	St Lucia	09:00
Czech Republic	10:00	Malawi	12:00	Sweden	10:00
Denmark	10:00	Malaysia	14:45	Switzerland	10:00
Estonia	10:00	Maldives	15:00	Tanzania	12:00
Finland	10:00	Malta	10:00	Trinidad & Tobago	09:00
France	10:00	Mauritius	12:00	Uganda	12:00
Germany	10:00	Netherlands	10:00	UAE	12:00
Ghana	12:00	Nigeria	10:00	UK	10:00
Greece	10:00	Norway	10:00	USA	09:00
Guyana	09:00	Pakistan	15:00	West Indies	09:00
Hong Kong	17:30	Poland	10:00	Zambia	12:00
Hungary	10:00	Portugal	10:00	Zimbabwe	12:00
Iceland	10:00	ROI	10:00		

4.0 DECIDE HOW YOU ARE GOING TO STUDY

Once you have entered the exams, you need to plan how you are going to study. AIA offers an extensive range of study materials and resources for you to choose from.

4.1 AIA ACHIEVE

AIA Achieve is an interactive distance learning course guiding your learning in preparation for the exams, and giving you access to a dedicated Study Support Team, feedback, advice and support from a specialist team of e-Tutors; ensuring that you get the maximum benefit from your study.



Achieve has been created in collaboration with BPP Learning Media, who have extensive experience of publishing study materials for professional exams and have a direct understanding of the AIA syllabus through publishing our study texts and e-Books.

Achieve can be purchased as single courses which correspond to each exam paper, or as a bundle if you are taking more than one exam at a session. Each course has been created to be completed over a minimum of three months in preparation for the following exam session.

On enrolment on an Achieve course you will receive:

- Study Text e-Book
- Course e-Book
- User Guide
- Personal Study Planner
- Syllabus
- Online learning resources (webinars, podcasts)
- Access to a dedicated Study Support Team

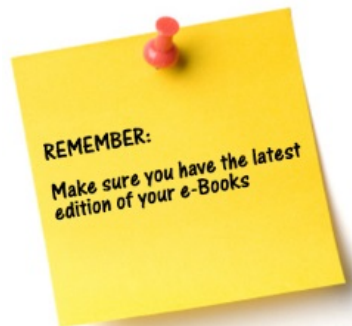
Full details including the Achieve enrolment form and access links to the study support team can be found on the Achieve page of the website.

RPQ STUDENTS ONLY

If you are registered on the audit route for the RPQ, you will be provided with AIA Achieve as part of the Audit Scholarship, and offered unlimited access to your e-Tutors for the subjects you are currently studying.

4.2 E-BOOKS

Published by BPP Learning Media e-Books will revolutionise the way that you study; they are quick and easy, giving you instant access to the study material you need. E-Books are portable, space-saving and can be downloaded in minutes from any location. They are readable on PCs, laptops, certain phones (Mac, Windows, Linux, Android), and will also work on Apple devices (iPhone, iPad).



E-Books are available for all papers and are essential reading. It is mandatory for you to have either an e-Book or a printed study text for the papers you are studying. It is your responsibility to ensure you have the most recent copy of each e-Book.

Please visit the Students/Study page of the website for detailed information and how to order.

4.3 STUDY TEXTS

If you would prefer a print edition rather than an e-Book, study texts can be purchased online through the secure area of the website or by contacting Membership Services on membership.services@aiaworldwide.com

4.4 RECOMMENDED READING

AIA provides a recommended reading list which is tailored to the syllabus and is compiled by examiners. You must read as widely as possible in preparation for your exams and you should include reading these texts in your study plan. You can access the list on the Students/Study page of the website

4.5 EXAM FEEDBACK & GUIDANCE

AIA Examiners regularly provide guidance and feedback for students to assist them in successfully completing the exams. This is sent out through the secure area of the website and you will be notified by email when it is available.

4.6 SYLLABUS

Familiarity with the AIA syllabus is absolutely essential and you should read and refer to it regularly as part of your study. The exams progressively test knowledge in practical situations, and questions at Professional 1 or Professional 2 may assume knowledge of topics covered at the Foundation Level. Make sure you review the current version of the syllabus for the year in which you are taking your exams.

Copies of the syllabus can be downloaded from the Students/Exams page of the website.

4.7 TEACHING & LEARNING GUIDE

The Teaching and Learning Guide is a must-read before and during your study. The guide is designed to facilitate a standardised approach to the exams through the provision of guidance and advice to AIA study providers, examiners and exam candidates.

The guide focuses on the exam process, the AIA approach to exams, studying, sitting an exam and the awarding of exam results, and provides invaluable advice on how to study and strategy in the exams.

The Teaching and Learning guide is available for you to download from the Students/Exams page of the website.

4.8 OTHER RESOURCES

AIA provides a number of other resources which have not yet been referenced in this guide, and which you should look at in preparation for the exams. Please refer to the Students/Exams page for further details.

A LinkedIn student group can be accessed via the link below.



[AIA LinkedIn Student Group](#)

4.9 APPROVED STUDY PROVIDERS

The AIA study course is available through a number of private education institutions, when choosing a course provider you should make sure they are an AIA Approved Study Provider.



Approved study providers are of an appropriately high standard to teach the AIA professional qualification and are required to adhere to AIA's quality control procedures to maintain approved status. A list of current providers is on the Students/Study/Approved Study Providers page of the website.

STUDY PROVIDER MONITORING

Each approved study provider is monitored to ensure that they are maintaining our requirements in teaching, student support, facilities and training. When a study provider does not meet the expected standard AIA will take action; for example, providing details of the underperformance and allowing the provider time to implement changes. In more serious circumstances, we may activate sanctions



against the study provider until such time as the requirements have been met or we may remove Approved Study Provider status.

Students have a right to appeal against any decision that AIA places on a study provider. To do this you should complete the Student Support for a Study Provider Form, available on request from the Membership Department.



<mailto:membership@aiaworldwide.com>

COMPLAINTS AGAINST A STUDY PROVIDER

AIA will investigate any complaint made by a student against an Approved Study Provider as outlined in the Study Provider Complaint Procedure. If you wish to make a complaint, you must complete a Study Provider Complaint Form outlining your grievance, which will be discussed with the study provider.

If your complaint is in relation to facilities, the study provider will be required to provide a report stating what action has been taken. If it is more serious, then AIA will advise on the remedial action required.

Please contact the AIA Development team for copies of the procedure and the form.



<mailto:development@aiaworldwide.com>



+44 (0)191 493 0262

5.0 THE EXAMS

In addition to your study and revision, you should also ensure that you are familiar with the exam regulations and know what is and isn't expected of you on the day of the exams.

5.1 EXAM REGULATIONS

Please read through and familiarise yourself with the exam regulations. The regulations cover the period before and during the exams and include guidance on the rules of progression, reasonable adjustments, special consideration, the complaints procedure and candidate malpractice policies. Make sure you sit the exams at consecutive exam sessions to comply with the rules.

The regulations and other essential information can be downloaded from the Student/Exams/Exam Regulations page of the AIA website.

If you have any queries please email



exams@aia worldwide.com

5.2 REASONABLE ADJUSTMENT

If you have special needs and require reasonable adjustment to be made to standard exam conditions, or to the format of the exam paper, you must complete a Student with Special Needs Form and submit it no later than three weeks before you are due to sit the exam.

The form can be accessed via the Student/Exams page of the website and submitted to



exams@aia worldwide.com

5.3 EXAM RESULTS

Each exam script is marked on its own merits; AIA do not predetermine how many candidates are successful in any one sitting. Exam results are released online; through the secure area of the website, and are also issued by post at the earliest opportunity.

Logging into the secure area is the quickest way of obtaining your results, and you should make sure that you have successfully accessed it before the results are released.

5.4 APPEALS

As part of our quality assurance procedures, AIA ensures that the exam scripts are marked to the highest standard. If you have received your exam results and a fail has been awarded which you would like to query please refer to the information and guidance on the [Student/Exams/Exam regulations](#) page of the website.

6.0 PROGRESSION TO ASSOCIATE MEMBERSHIP

To qualify as an International Accountant you must prove your academic ability and technical knowledge by passing the AIA exams, and also demonstrate your ability to competently apply this technical knowledge, professional skills and professional ethics, values and attitudes in the workplace. You are therefore required to also complete a minimum of three years' practical work experience or Initial Professional Development (IPD), before becoming a professionally qualified accountant.

LEVELS OF MEMBERSHIP

Student – You are studying for the AIA professional qualification and obtaining your IPD.

Graduate – You have completed your professional exams, but have not yet obtained the required IPD.

Associate (AAIA) – You are a professional, qualified accountant and can refer to yourself as an International Accountant.

Fellow (FAIA) – You are a professional, qualified accountant and have over five years' post-qualification experience in the accountancy profession. You can refer to yourself as an International Accountant.

Member in Practice – An Associate or Fellow member who is authorised by AIA to engage in public practice by means of holding a practising certificate.

7.0 INITIAL PROFESSIONAL DEVELOPMENT (IPD)

IPD is defined as work experience, gained by performing the work of a professional accountant under qualified supervision at progressive levels of responsibility.

7.1 WHERE SHOULD YOU OBTAIN YOUR IPD?

The diverse nature of accountancy work makes it possible to gain your experience in industry, commerce or public practice. You can obtain experience in more than one sector, and you may find that a variety of experience will benefit your career.

The organisation in which you undertake your IPD can be any size and the type of work may vary from one employer to another. It is important for your employer to offer you a varied training environment and facilitate access to guidance and support from a professionally qualified accountant. AIA will contact you and your employer to verify the IPD you have attained.

7.2 WHEN TO BEGIN

Ideally your IPD should mirror your study and you should aim to begin as soon as you register as an AIA student. If this is not possible, IPD undertaken before, during or after passing the exams, or a combination, will be accepted.

Detailed information on the minimum periods of employment that are eligible, how you should plan your IPD and how you should record it is provided in the IPD Guide on the Students/Initial Professional Development page of the website

8.0 IMPORTANT INFORMATION

8.1 YOUR REGISTRATION NUMBER

When you registered as a student you were issued with a reference/registration number, please quote this in all correspondence with us, as it helps us ensure that we provide you with the best service possible.



8.2 ARE YOUR CONTACT DETAILS CORRECT?

It is essential that AIA have accurate and current contact information for you, to ensure that we can maintain communication and deliver core services. You can update your details at any time by logging into the secure area on the About AIA/My AIA page of the website or by contacting membership services.



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