Instructions for applying for Exemptions:
– ICAS Accredited Degrees

These are degrees which have been accredited by ICAS and with the appropriate module choices may attract up to a maximum of five exemptions. The following Universities have accredited degrees. The specific degrees that are accredited are detailed on the exemption grid for each University and are also on the website.

- University of Aberdeen
- Birmingham City University
- University of Birmingham
- University of Bolton
- City University London
- University of Dundee
- The University of Edinburgh
- Edinburgh Napier University
- University of Exeter
- Glasgow Caledonian University
- University of Glasgow
- Heriot-Watt University
- Lancaster University
- Liverpool University
- Manchester Metropolitan University
- Robert Gordon University
- University of Stirling
- University of Strathclyde
- University of Surrey
- University of the West of Scotland

How to apply for exemptions with an accredited degree
If you hold an ICAS accredited degree you must submit a full Academic Transcript detailing all the courses completed at University, complete the Exemption Application Form and the Exemption Grid for the degree you hold.

Please note:
- Exemptions can only be claimed if the degree is less than 3 years old at the time of commencing CA training with ICAS.
- The exemption request cannot be progressed without a copy of your full Academic Transcript being submitted at the time of application (these transcripts cannot be returned).
- Exemption applications will not be accepted by email.
- The deadline for submitting applications for exemptions is Friday, 26th July 2019.

Preparation for Test of Professional Skills (TPS)
You are applying for exemptions from Test of Competence (TC) subjects. This knowledge will be developed further at Test of Professional Skills (TPS). As you may have covered topics some years ago, it is your responsibility to ensure this knowledge is refreshed and up-to-date. It is essential to complete some revision before starting classes to ensure you can keep up with the new material at TPS. You will be required to sit an Assumed Knowledge Test before classes start.

We recommend that you start this revision as soon as possible, using either your University notes or the TC notes on the website. A summary of the key topics covered at TPS by subject can be found as pre-course information on the ICAS website. Once you are enrolled as a student you will receive a student number and password to access the ICAS website.

Please ensure that all the information you submit is secured together (e.g., stapled, treasury tagged) and is easily identifiable to your application.

Any other queries regarding exemptions should be directed to the Exemptions Administrator who can be contacted at educationsupport@icas.com
Full name: 

Contact address: 

Email address: 

Daytime telephone number: 

Mobile number: 

Name and address of employer: 

University attended: 

Degree awarded: 

Year awarded: 

Class of degree: 

I wish to claim exemption from the following class and examination subject(s):

<table>
<thead>
<tr>
<th>Subject title</th>
<th>Tick here</th>
<th>For office use only</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
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<tr>
<td>Business Law</td>
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<tr>
<td>Business Acumen (formerly Business Management)</td>
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<tr>
<td>Principles of Auditing &amp; Reporting</td>
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<tr>
<td>Finance</td>
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1 The Business Management requirements will give an exemption from Business Acumen in 2019.

Please tick to confirm that you have enclosed:

A copy of your full Academic transcript

This is an official letter from the University, normally the Registrar, detailing all the courses taken at University and the marks obtained. Please note that results notices are not acceptable.

completed exemption grid for relevant degree

Please note that to process your exemption request you must submit all relevant information in hard copy at the time of application. Email applications will not be accepted.

The deadline for submitting applications for exemptions is Friday, 26th July 2019.

Completed applications for exemptions should be returned to:

EXEMPTIONS ADMINISTRATOR
ICAS
CA HOUSE
21 HAYMARKET YARDS
EDINBURGH
EH12 5BH

Exemption applications will not be accepted by email.
The following degrees have been accredited by ICAS:

- BA(HONS) Accounting and Finance
- BA(HONS) Accounting and Finance (Ras Al Khaimah Campus, UAE)

On successful completion of the modules and requirements agreed by ICAS and Bolton University these offer exemptions from certain Test of Competence classes and examinations. The modules and requirements relating to each of the Test of Competence subjects are detailed below.

On applying to ICAS for exemptions, you are required to complete the following tables and submit this to ICAS with a completed Exemption Application Form and Academic Transcript from Bolton University. An internal academic transcript showing examination results will be required to support a request for exemption from Business Law. There is no requirement to submit module outlines.

### Financial Accounting:
The exemption for Financial Accounting is available on successful completion of the following modules. A grade of at least 50% must be achieved in all modules.

<table>
<thead>
<tr>
<th>Modules required</th>
<th>Mark Achieved</th>
<th>Academic Year Taken</th>
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</thead>
<tbody>
<tr>
<td>ACC4013 Financial Accounting Fundamentals</td>
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<tr>
<td>ACC4017 Accountant in the Business Environment</td>
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<tr>
<td>ACC5001 Financial Accounting and Reporting</td>
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<td></td>
</tr>
<tr>
<td>ACC6001 Advanced Financial Accounting and Reporting</td>
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</table>

### Business Law:
The exemption for Business Law is available on successful completion of the following module. A grade of at least 50% must be achieved in ACC4014 Introduction to Law for Accountants and a grade of at least 50% must be achieved in the examination element of ACC5005 Professional Accountant in Practice.

<table>
<thead>
<tr>
<th>Modules required</th>
<th>Mark Achieved</th>
<th>Academic Year Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC4014 Introduction to Law for Accountants</td>
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<tr>
<td>ACC5005 Professional Accountant in Practice</td>
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</table>
Business Acumen (formerly Business Management):
The exemption for Business Acumen is available on successful completion of the following modules. A grade of at least 50% must be achieved in all modules.

<table>
<thead>
<tr>
<th>Modules required</th>
<th>Mark Achieved</th>
<th>Academic Year Taken</th>
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</thead>
<tbody>
<tr>
<td>ACC4016 Management Accounting Fundamentals</td>
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<td>ACC4018 Quantitative Methods for Accountants</td>
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<tr>
<td>ACC5002 Management Accounting and Decision Making</td>
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<td>ACC5006 Contemporary Business Management</td>
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<tr>
<td>ACC6005 Strategic Management Accounting</td>
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</table>

The Business Management requirements will give an exemption from Business Acumen in 2019.

Auditing:
The exemption for Auditing is available on successful completion of the following modules. Either a grade of at least 60% must be achieved in ACC5004 or a grade of at least 50% in both ACC5004 and ACC6006.

<table>
<thead>
<tr>
<th>Modules required</th>
<th>Mark Achieved</th>
<th>Academic Year Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC5004 Auditing and Assurance</td>
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<tr>
<td>ACC6006 Advanced Auditing Practice</td>
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Please note: Your employer has the final decision over which exemptions you may take up.