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:  
Name and address of employer:  
University attended:  
Degree awarded:  
Year awarded:  
Class of degree:  

Financial Accounting  
Business Law  
Business Acumen (formerly Business Management)  
Principles of Auditing & Reporting  
Finance

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

1The 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.
Edinburgh Napier University: Exemption Grid 2019 Graduates

The following degrees have been accredited by ICAS:

- BA (Hons) Accounting
- BA (Hons) Accounting with Law
- BA (Hons) Accounting with Economics
- BA (Hons) Accounting with Entrepreneurship
- BA (Hons) Accounting with Corporate Finance
- BA (Hons) Accounting with Marketing Management
- BA (Hons) Accounting with Human Resource Management

On successful completion of the modules and requirements agreed by ICAS and Edinburgh Napier 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 Edinburgh Napier University.

### Financial Accounting:
The exemption for Financial Accounting is available on successful completion of the following modules. A mark 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>
</tr>
</thead>
<tbody>
<tr>
<td>ACC07102 Financial Accounting</td>
<td></td>
<td></td>
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<tr>
<td>ACC07103 Accounting Information Systems</td>
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<td></td>
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<tr>
<td>ACC08104 Corporate Accounting</td>
<td></td>
<td></td>
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<tr>
<td>ACC09105 Advanced Corporate Reporting</td>
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<td></td>
</tr>
</tbody>
</table>

### Business Acumen
(formerly Business Management)
The exemption for Business Acumen is available on successful completion of management accounting modules in two years of the degree and the successful completion of a business studies module and a statistics module. A mark 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>
</tr>
</thead>
<tbody>
<tr>
<td>ACC07101 Management Accounting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC07103 Accounting Information Systems</td>
<td></td>
<td></td>
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<tr>
<td>S0E08101 Business and Management Challenges</td>
<td></td>
<td></td>
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<tr>
<td>FIN08107 Management Science and Statistics</td>
<td></td>
<td></td>
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<tr>
<td>ACC08105 Financial Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC09102 Advanced Management Accounting</td>
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</tr>
</tbody>
</table>

1The Business Management requirements will give an exemption from Business Acumen in 2019.
**Business Law:** The exemption for Business Law is available on successful completion of the following modules. A mark 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>
</tr>
</thead>
<tbody>
<tr>
<td>LAW08102 Business and Corporate Law</td>
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</table>

**Auditing:** The exemption for Auditing is available on successful completion of the following modules. A mark of at least 50% must be achieved in ACC08104 Corporate Accounting and ACC09105 Advanced Corporate Reporting and a mark of at least 60% must be achieved in ACC09109 Auditing.

<table>
<thead>
<tr>
<th>Modules required</th>
<th>Mark Achieved</th>
<th>Academic Year Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC08104 Corporate Accounting</td>
<td></td>
<td></td>
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<tr>
<td>ACC09105 Advanced Corporate Reporting</td>
<td></td>
<td></td>
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<tr>
<td>ACC09109 Auditing</td>
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</tr>
</tbody>
</table>

**Finance:** The exemption for Finance is available on successful completion of 2 Finance modules (one module in 3rd year of the degree) and successful completion of an economics module. A mark 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>
</tr>
</thead>
<tbody>
<tr>
<td>S0E07013 Principles of Economics</td>
<td></td>
<td></td>
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<tr>
<td>ACC07103 Accounting Information Systems</td>
<td></td>
<td></td>
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<tr>
<td>ACC08105 Financial Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC09101 Corporate Financial Management</td>
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</tr>
</tbody>
</table>

Name ______________________ Signature ______________________ Date ________________

Please note: Your employer has the final decision over which exemptions you may take up.