



Student Info Pack ACCA

Limassol Centre



Get to know our ACCA courses plus the most important Globaltraining & ACCA insights!

January ————— June
2024

STUDENT PACK

JANUARY – JUNE 2024

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Why ACCA

Enhance your career potentials and discover a world of opportunities

When you study with ACCA, you can take your career in any direction. You open doors to the best and most interesting roles all over the world, and you become one of the sought-after finance professionals our fast-changing world needs.

ACCA equips you not only with finance and accountancy skills but also the entire range of competences required to enhance your career potentials. ACCA provides each of their members the strategic thinking, technical skills and professional values to drive their organisations forward. As such, your career potentials are maximized as it prepares you for your professional development and escalation to senior management for a wide range of organisations.

Join a global network, work anywhere in the world

The ACCA has a worldwide reputation for excellence and this rigorous qualification is recognized and respected across the globe. Furthermore, by joining the ACCA, you become part of a diverse body of more than 219,000 members and 527,000 students in 179 countries, connecting you with thousands of like-minded finance professionals across the globe. Building a strong professional network is essential in today's fast-paced business world. By studying for the ACCA, you can meet valuable contacts at networking events and chat to fellow students on the ACCA's virtual learning community.



Why Globaltraining

Extensive Experience

We have **more than 30 years of successful track record in the training industry**. Our reliability and professionalism have been established in delivering relevant and impactful learning experience. This is proven through the strategic collaborations we have with most of the professional financial services firms, the multiple awards that our students and our organisation has obtained during these years but also the success stories of our alumni students who are now leaders not only in Cyprus but worldwide.

Our People - Tutors and Support Staff

Perhaps the most important and distinctive characteristic is our people; from directors to faculty members and student support staff, we all share the same objective; providing you with the most relevant, inspiring, and impactful learning experience. Our tutors have been carefully selected and their priority is not only to get you to pass your exams but also to provide you with insightful information that is vital in your professional and career development since they all have extensive experience in the industry, either in the past or present. Our student support staff team are all dedicated, trained, and fully committed in answering any of your queries and providing you with any assistance you need during your ACCA path and journey.

Flexibility and Options offered

We have the infrastructure and resources available to be able to create solutions to fit every need and budget. Our students and clients can opt for courses that run either ground based or online (live-online or pre-recorded).

Our Strategic Collaborations with Top Employers

By joining our courses, you also are given access to top employers that seek out ACCA-trained professionals. So, by proving your diligence, commitment, and successful track record in your exams we may also be able to refer unemployed students to our close collaborators and elite corporations who request from us student referrals on a continuous basis.

Platinum Providers

ACCA has recognised our work and our courses over the years and as such, our learning methods, materials, students' performance, feedback, and success rates are closely monitored by the ACCA. To become a Platinum provider, you need to demonstrate excellence in student expectation and policy, invaluable student experience and seek for continuous improvement. At least 75% of your courses delivered should be exceeding worldwide pass rates over at least two consecutive, combined exam sessions and continuously receive positive student feedback. As such, when we state we have a proven successful track record, this is a fact, backed up by the ACCA and has been the case for an extensive number of years.



Online Technologies, Infrastructure, and our Approach

In today's world where online technologies have utmost importance in minimizing disruptions, we are proud that we were the only training organisation in Cyprus in 2020, that had immediately responded to the global pandemic and this is because as leaders in this profession we have proved our resilience and flexibility in adapting to crisis situations.

Through the immediate conversion of our ground-based courses as live online courses, our students did not have any disruption in any way in their studies in preparing for their ACCA exams, whilst at the same time ensuring their health and safety.

Our online technologies ensure smooth running of the courses, whilst keeping the live interaction with the lecturer. Students are always recommended to join the lessons either face-to-face or live online, but in case they are unable to do so they can access the recorded lectures at a later stage through our customized learning platform which each student has access to for a specified period. This also allows students to have access to further study materials, exam tips which each lecturer uploads on the platform accordingly.

Lecturing Team, Mode of Delivery & Fees – June sitting

| ACCA Module | Lecturer | Delivery Mode | Tuition Fees | | |
|--|--|----------------------|---------------|---------------|-----------------|
| | | | Normal Course | Repeat Course | Revision Course |
| Applied Knowledge Papers | | | € | € | € |
| (BT) Business and Technology | Helen Papatheocharous | Evening/Live Online* | 650 | 300 | 150 |
| (MA) Management Accounting | Adela Sova | Evening/Live Online* | 790 | 350 | 200 |
| (FA) Financial Accounting | Constantinos Papantoniou | Evening/Live Online* | 790 | 350 | 200 |
| Applied Skills Papers | | | | | |
| (LW – CY) Corporate & Business Law | Thanos Christou | Evening/Live Online* | 790 | 350 | 275 |
| (PM) Performance Management | Maria Giakoupidou | Evening | 950 | 375 | 225 |
| (TX – CY) Taxation | Odysseus Tavros | Evening | 950 | 375 | 275 |
| (FR) Financial Reporting | Eleftherios Charalambous | Evening | 950 | 375 | 225 |
| (AA) Audit and Assurance | Andreas Adamou | Evening | 950 | 375 | 225 |
| (FM) Financial Management | Michalis Elpidorou | Evening | 950 | 375 | 225 |
| Strategic Professional Papers | | | | | |
| (SBL) Strategic Business Leader | Andreas Tsangaris | Evening | 1,200 | 445 | 275 |
| (SBR-INT) Strategic Business Reporting | Eliana Papachristoforou/ Aris Dionysiou | Evening | 1,200 | 445 | 275 |
| (ATX -CY) Advanced Taxation | Nicolas Papapanayiotou | Evening | 1,150 | 425 | 275 |
| (AAA-INT) Advanced Audit & Assurance | Andreas Adamou | Evening | 1,150 | 425 | 275 |

*This course will be offered live online only. All other papers will be both classroom and live online.

Lecturing Hours

For all courses, the following lecturing hours apply:

| | |
|--------------------------|---|
| Single Lecture – Weekday | 18:15 – 21:15 (unless otherwise stated) |
| Single Lecture – Weekend | 09:00 – 12:00 (unless otherwise stated) |
| Double Lecture – Weekday | 15:30 – 21:30 (unless otherwise stated) |
| Double Lecture – Weekend | 09:00 – 15:00 (unless otherwise stated) |

Contact Us

KBUSINESS CENTER, 1st floor, Spyrou Kyprianou Ave. 48, 4154, Kato Polemidia



Administration and Support Team:

| | | | |
|-------------------|-------------------------|-----------|--|
| Aliki Ioannou | Head of ACCA & ADIT | 25 722600 | ioannou.a@globaltraining.org |
| Koulla Michael | Student Support Officer | 25 722600 | michael.k@globaltraining.org |
| Elisavet Antoniou | Student Support Officer | 25722600 | Antoniou.e@globaltraining.org |
| Boyana Olovanova | Student Support Officer | 25 722600 | olovanova.b@globaltraining.org |
| Mustafa Jweed | IT Support Officer | 22841548 | jweed.m@globaltraining.org |

Course Structure

For all papers offered by Globaltraining, lectures are organised in two main phases.

Phase One – Tuition Sessions

Primary aim will be to cover the syllabus, as well as to explain and apply through questions, the exam technique required to excel in the ACCA exams.

Phase Two – Revision Sessions

The primary aim will be to concentrate on practicing past exam questions by applying knowledge, exam techniques and critical thinking.

Upon completion of the tuition session, an Interim assessment will take place. Another mock will follow upon completion of the revision phase.

Interim assessments and mocks are a **mandatory part of our courses** and are normally marked and returned within 7 days to students together with detailed feedback and valuable comments.

Mode of Delivery

The January – June 2024 semester will aim to run most papers as Hybrid, that is Face to face lectures, with live online element thus giving the option to students to opt for the mode of delivery that suits them best. Some papers will be offered as live online courses only as indicated on page 6.

Recordings will also be made **available for one week only after the delivery of the session.**

Timetable



The timetable for the semester January – June 2024 is presented in Appendix I. Students are advised to read the instructions carefully and refer to the website for the most up to date version of the timetable, as the semester proceeds <https://globaltraining.org/limassol/acca-limassol/>

Should you have any questions regarding the combination of courses you should enrol for, do not hesitate to contact our team for support and advice.

Study Material

Upon enrolment, students will receive without any extra charge, the following material:

- Lecturer's study plan
- Lecturer's notes
- Lecturer's practice questions (where relevant)
- An Interim Assessment and a Final Mock Exam ¹
- Kaplan Exam Kit for all papers (except the Cyprus Variant modules) ²
- Cyprus Variant Study Text (i.e LW – CY, TX – CY, ATX – CY) and Exam Kits (i.e. TX – CY, ATX – CY)



For all papers (except the Cyprus Variant modules), students can buy the Kaplan Study Text from our Administrative team.

Terms of Enrolment

Course registrations for January – June 2024 semester have officially started.

1. Terms of Enrolment

To be eligible to attend the Globaltraining ACCA courses and granted access to the Moodle Platform, students must complete the enrolment form (provide their ACCA registration number) and ensure that fees from previous term(s) are fully settled.

Students joining any course late (whether Evening or Block), will be allowed to have access to the Live Online sessions, through the Globaltraining Moodle Platform.

2. Drop Forms

A student/participant wishing to withdraw from any course(s) must complete the online drop form (which can be found on our website under the "[Useful Links](#)"). The date on which the Drop Form is completed by the student will be the date of withdrawal.

Students dropping a course, after its commencement, will be charged a fee based on a pro-rata basis, subject to a minimum administrative charge of €100. Students cannot drop a paper eight weeks before the end of the course.

3. Access to recorded sessions

Recorded sessions will be available within the semester **for one week after each session delivery**. Enrolment to Globaltraining courses will be valid until the end of the semester, after which any access to recorded sessions will be unavailable.

Further details on Terms & Conditions (refunds, course transfers) can be found [here](#). Please contact the administration team for any required clarifications.

Terms of Payment

The following terms of payment apply to those students who will not opt to benefit from the special discount scheme (see below)

| Evening Modules | Block Modules |
|----------------------------|-------------------------|
| 25% upon enrolment | 50% upon enrolment |
| 25% by the end of February | |
| 25% by the end of March | |
| 25% by the end of April | 50% by the end of April |

- Students registered for a Repeat/Revision course should settle their fees in full, upon enrolment.
- Students whose fees are partly covered by their employers and get a discount on their share of fees must settle their share upon enrolment. If students are fully sponsored, should submit upon enrolment their sponsorship letter.
- Students who need to vary their terms of payments should contact the finance department

| | | |
|--------------------|-----------|--|
| Kyriaki Assioti | 22 841665 | Assioti.k@globaltraining.org |
| Maria Papazacharia | 22 841614 | Papazacharia.m@globaltraining.org |

Special Discount Schemes

The following special discount schemes apply:

- **8 % discount for students** who will settle their fees before or on date of the commencement of the course.
- Where a student is eligible for more than one discount, the highest discount rate will be allowed.

Note: The 8% discount does not apply to revision courses.

Exempted papers:

Students who are granted exemptions and wish to attend the exempted module will be charged for the exempted course with the respective **Repeat fee** subject to submission of relevant documentation.

Guaranteed Pass Scheme (GPS)

The Guaranteed Pass Scheme concerns students that have failed the previous semester and wish to attend the specific module again from the beginning of the semester.

Should that be the case and the below conditions are met, then the student will be entitled to attend free of charge the same course in the following semester:

- attended at least 85% of the lectures (ground-based or Live-Online) *
- achieved at least 45% in the Interim Assessment and Mock Exam **
- attempted the Interim Assessment and the Mock as per Globaltraining's policies **

**Recorded lectures do not qualify for this scheme; students should attend the courses LIVE (either in class or join the Live-Online session upon the scheduled timing of the lecture)*

*** Students must attempt all type of tests/Mocks under Exams conditions (even if Live-Online)*

Note: Students are informed should they wish to take GPS policy they still need to complete the enrolment for the retake module and have the fees of the previous semester fully settled.

ACCA information

We highly advise our students to visit the **ACCA student portal**, as important information is available: <https://www.accaglobal.com/gb/en.html>

Please note to contact the ACCA direct:

ACCA Connect

110 Queen Street

Glasgow G1 3BX

United Kingdom

T: +44 (0)141 582 2000

E: info@accaglobal.com

Study material and support, important dates and fees, syllabus, study guides, past papers, and Examiners' reports along with other helpful resources for each ACCA paper, should be used by students to enhance their study and Exam preparation.

Please note that the relevant correspondence with ACCA & ICPAC should be regularly reviewed for any relevant updates.



ACCA Exam Deadlines & Fees

Exam Entry Registrations Deadlines & Fees:

Exam entry rules:

- All deadlines for exam entry are midnight UK TIME
- Exam changes can only be made before the standard entry
- Additional support may be requested before the standard entry
- Exam dockets will be made available 2 weeks after standard entry (myACCA).

| PAPER | CLOSING DATE FOR MARCH EXAMS | FEE (STERLING) |
|--------------------------------------|--|----------------|
| PM, FR, AA & FM (NOT CYP LW & TX) | Opening date → From 7 November 2023 | |
| | Standard Entry → Closes 29 January 2024 at 23:59 GMT | £142 |
| | Late Entry → Closes 5 February 2024 at 23:59 GMT | £364 |
| SBL | Opening date → From 7 November 2023 | |
| | Standard Entry → Closes 29 January 2024 at 23:59 GMT | £252 |
| | Late Entry → Closes 5 February 2024 at 23:59 GMT | £406 |
| SBR & AAA (NOT CYP ATX) | Opening date → From 7 November 2023 | |
| | Standard Entry → Closes 29 January 2024 at 23:59 GMT | £185 |
| | Late Entry → Closes 5 February 2024 at 23:59 GMT | £406 |

- ➔ Exam centre complaints closing date | **12 March 2024**
- ➔ Exam Results will be released | on **15 April 2024**
- ➔ Please refer to the [ACCA website](#) for more information and updates

| PAPER | CLOSING DATE FOR JUNE EXAMS | FEE (STERLING)* |
|-----------|--|-----------------|
| LW-FM | Opening date → From 6 February 2024 | |
| | Standard Entry → Closes 29 April 2024 at 23:59 GMT | TBA |
| | Late Entry → Closes 6 May 2024 at 23:59 GMT | TBA |
| SBL | Opening date → From 6 February 2024 | |
| | Standard Entry → Closes 29 April 2024 at 23:59 GMT | TBA |
| | Late Entry → Closes 6 May 2024 at 23:59 GMT | TBA |
| SBR - AAA | Opening date → From 6 February 2024 | |
| | Standard Entry → Closes 29 April 2024 at 23:59 GMT | TBA |
| | Late Entry → Closes 6 May 2024 at 23:59 GMT | TBA |

- ➔ Exam centre complaints closing date | **11 June 2024**
- ➔ Exam Results will be released | on **15 July 2024**
- ➔ Please refer to the [ACCA website](#) for more information and updates

Exam Dates:
March 2024 Exam sitting (4-8 March 2024/ 11-15 March 2024)


| Applied Skills Papers & Strategic Skills Papers | | | | |
|---|--|---|---|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 4.03.2024 | 5.03.2024 | 6.03.2024 | 7.03.2024 | 8.03.2024 |
| Financial Reporting - FR | Strategic Business Leader - SBL | Performance Management - PM | Audit and Assurance - AA | Financial Management - FM |
| Strategic Business Reporting - SBR | | Advanced Performance Management - APM | Advanced Audit and Assurance - AAA | Advanced Financial Management - AFM |

June 2024 Exam sitting (3-7 June 2024 & 10-14 June 2024)

| Applied Skills Papers & Strategic Skills Papers | | | | |
|---|--|---|---|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 3.06.2024 | 4.06.2024 | 5.06.2024 | 6.06.2024 | 7.06.2024 |
| Audit and Assurance - AA | Taxation CYP - TX CYP | Performance Management - PM | Financial Reporting - FR | Corporate & Business Law - LW CYP |
| Advanced Audit and Assurance (INT) - AAA | Strategic Business Leader - SBL | Advanced Taxation CYP - ATX CYP | Strategic Business Reporting (INT) - SBR INT | Financial Management - FM |
| | | Advanced Performance Management - APM | | Advanced Financial Management - AFM |

Appendix I: Timetable

- The timetable attached below (last edited on **2nd January 2024**) could be subject to minor changes, please ensure you are aware of the most up to date version, by checking the website. **<https://globaltraining.org/limassol/acca-limassol/>**
- The online version of the timetable (in an excel format), can be **downloaded, filtered, and printed** by students, based on their individual course combinations.
- Globaltraining reserves the right that in case a class size is small, Block release & evening classes may be merged and follow one common stream accordingly.

January 2024

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|--|---|--|---|-----------------------------------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 ATX (1) | 17 FA (1) FM (1) SBL (1) | 18 MA (1) AA (1) SBR (1) ATX (2) | 19 FA (2) TX (1) SBL (2) | 20 PM (1) FR (1) AAA (1) | 21 |
| 22 BT (1) LW (1) PM (2) FR (2) AAA (2) | 23 AA (2) SBR (2) ATX (3) | 24 FA (3) TX (2) FM (2) SBL (3) | 25 MA (2) AA (3) SBR (3) ATX (4) | 26 BT (2) PM (3) FR (3) AAA (3) | 27 FM (3) SBL (4&5) | 28 |
| 29 BT (3) LW (2) PM (4) FR (4) AAA (4) | 30 MA (3) AA (4) SBR (4) ATX (5) | 31 FA (4) TX (3) FM (4) SBL (6) | | | | |

February 2024

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|--|---|---|---------------------------------|--------|
| | | | 1 BT (4) LW (3) PM (5) AAA (5) | 2 FA (5) TX (4) SBL (7) | 3 SBR (5&6) | 4 |
| 5 BT (5) PM (6) LW (4) FR (5) AAA (6) | 6 MA (4) AA (5) SBR (7) ATX (6) | 7 FA (6) TX (5) FM (5) SBL (8) | 8 MA (5) AA (6) SBR (8) ATX (7) | 9 FA (7) TX (6) FM (6) SBL (9) | 10 PM (7) FR (6) | 11 |
| 12 BT (6) LW (5) PM (8) FR (7), AAA (7) | 13 MA (6) AA (7) SBR (9) ATX (8) | 14 FA (8) FM (7) SBL (10) | 15 MA (7) AA (8) SBR (10) ATX (9) | 16 BT (7) PM (9) FR (8) AAA (8) | 17 FM (8) SBL (11) | 18 |
| 19 BT (8) LW (6) PM (10) FR (9), AAA (9) | 20 AA (9) SBR (11) ATX (10) | 21 FA (9) FM (9) SBL (12) | 22 BT (9) LW (7) PM (11) AAA (10) | 23 TX (7) SBL (13) | 24 SBR (12) ATX (11 & 12) | 25 |
| 26 BT (10) LW (8) PM (12) FR (10), AAA (11) | 27 MA (8) AA (10) SBR (13) ATX (13) | 28 FA (10) TX (8) FM (10) | 29 MA (9) AA (11) SBR (14) ATX (14) | | | |

March 2024

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|--|---|--|--|--|--------|
| | | | | 1 FA (11) TX (9) SBL (14) | 2 PM (13) FR (11&12) AAA (12) | 3 |
| 4 | 5 MA (10) | 6 | 7 MA (11) | 8 BT (11) LW (9) PM (14) FR (13) AAA (13) | 9 TX (10) FM (11) SBL (15 & 16) | 10 |
| 11 BT (12) LW (10) PM (15) FR (14), AAA (14) | 12 MA (12) AA (12) SBR (15) ATX (15) | 13 FA (12) TX (11) FM (12) SBL (17) | 14 BT (13) LW (11) PM (16) AAA (15) | 15 TX (12) SBL (18) | 16 SBR (16) | 17 |
| 18 GREEN MONDAY | 19 MA (13) AA (13) SBR (17) ATX (16) | 20 FA (13) TX (13) FM (13) SBL (19) | 21 MA (14) AA (14) SBR (18) ATX (17) | 22 TX (14) SBL (20) | 23 PM (17) FR (15) AAA (16) | 24 |
| 25 GREEK INDEPENDENCE DAY | 26 MA (15) AA (15) SBR (19) ATX (18) | 27 FA (14) TX (15) FM (14) SBL (21) | 28 MA (16) AA (16) SBR (20) ATX (19) | 29 BT (14) LW (12) PM (18) FR (16), AAA (17) | 30 TX (16) | 31 |

April 2024

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|--|---|---|---|---|--------|
| 1 CYPRIOT WAR OF INDEPENDENCE | 2 MA (17) AA (17) SBR (21) ATX (20) | 3 FA (15) TX (17) FM (15) SBL (22) | 4 BT (15) LW (13) PM (19) FR (17), AAA (18) | 5 FM (16) SBL (23) | 6 SBR (22) | 7 |
| 8 BT (16) LW (14) PM (20) FR (18), AAA (19) | 9 MA (18) AA (18) SBR (23) ATX (21) | 10 FA (16) TX (18) FM (17) SBL (24) | 11 MA (19) AA (19) ATX (22) | 12 FA (17) SBL (25) | 13 PM (21) FR (19&20) | 14 |
| 15 BT (17) LW (15) PM (22) FR (21), AAA (20) | 16 MA (20) AA (20) SBR (24) ATX (23) | 17 FA (18) TX (19) FM (18) SBL (26) | 18 MA (21) AA (R1) SBR (25) ATX (24) | 19 BT (18) PM (23) FR (22) AAA (21) | 20 TX (20) FM (19) SBL (27&28) | 21 |
| 22 BT (19) LW (16) PM (24) FR (23), AAA (22) | 23 MA (R1) AA (R2) SBR (26) | 24 FA (19) TX (21) FM (20) SBL (29) | 25 BT (20) LW (17) PM (25) AAA (R1) | 26 FA (20) FM (R1) SBL (30) | 27 SBR (27) | 28 |
| 29 BT (R1) LW (18) PM (26) FR (R1), AAA (R2) | 30 AA (R3) SBR (28) | | | | | |

May 2024

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|--|---|---|---|--|-------------------|
| | | 1 LABOUR DAY | 2 | 3 | 4 | 5 GREEK EASTER |
| 6 | 7 | 8 FA (R1) TX (R1) FM (R2) | 9 MA (R2) AA (R4) SBR (R1) ATX (R1) | 10 BT (R2) PM (R1) FR (R2) AAA (R3) | 11 FA (R2) TX (R2&3) SBL (R1&2) | 12 |
| 13 BT (R3) LW (19) PM (R2) FR (R3), AAA (R4) | 14 MA (R3) AA (R5) SBR (R2) ATX (R2) | 15 FA (R3) TX (R4) FM (R3) | 16 BT (R4) LW (20) PM (R3) AAA (R5) | 17 FA (R4) TX (R5) FM (R4) | 18 ATX (R3&4) SBR (R3&4) | 19 |
| 20 BT (R5) LW (R1) PM (R4) FR (R4), AAA (R6) | 21 MA (R4) AA (R6) SBR (R5) ATX (R5) | 22 FA (R5) TX (R6) FM (R5) SBL (R3) | 23 MA (R5) SBR (R6) ATX (R6) | 24 LW (R2&3) FM (R6) SBL (R4) | 25 LW (R4&5) PM (R5) FR (R5&6) | 26 |
| 27 BT (M) LW (M) PM (M) FR (M) AAA (M) | 28 MA (M) AA (M) SBR (M) ATX (M) | 29 FA (M) TX (M) FM (M) SBL (R5&6) | 30 | 31 | 1 | 2 |
| JUNE - EXAM WEEK | | | | | | |
| 3 AA, AAA | 4 TX, SBL | 5 PM, APM, ATX | 6 FR, SBR | 7 FM, LW, AFM | 8 | 9 |