

# Grey Matter Academics (P) Ltd



# STUDENT HANDBOOK 2020

Dear Students of GMA,

As a student of FINTEGRATED or FINACCA you have chosen to study towards your ACCA qualification with Grey Matter Academics (GMA). We are pleased to present our courses, tutors, and study options.

You are aware that GMA provides integrated programs covering ACCA along with other finance course to ensure that when you finish the program you step into the world as a Globally recognised Finance professional.

GMA is a learning centre and ACCA exams are conducted by ACCA (the global body for professional accountants registered in the UK). The certificates are issued by ACCA on the student completing the relevant examinations and training. GMA does not award any certificate.

GMA strongly believes that a committed, disciplined and hard working student can complete ACCA within the stipulated time schedule. GMA will provide facilities, training and academic support to the students. The student should remain committed and disciplined during the entire program which, upon completion will see him evolve into a True Global Finance Professional.

This handbook will provide you with the necessary information and guidance you will need specifically for the ACCA programme at GMA.

Best of luck with your studies!

U N Shankar Ram  
Director

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## Introduction to the ACCA qualification

### ACCA Exams

The ACCA exams are divided into two levels; Fundamentals and Professional. The Fundamentals level is further divided into two modules Knowledge and Skills.

The Knowledge module consisting of three papers introduces you to the main areas of financial and management accounting. You will study the other technical accountancy areas after you study this. There are six papers subjects in the Skills module which cover the main technical areas that accountants are expected to know.

<b>Fundamentals (nine papers in total)</b>	
<b>Knowledge</b>	<b>Skills</b>
AB Accountant in Business (Old name F1)	LW Corporate and Business Law (F4)
MA Management Accounting (F2)	PM Performance Management (F5)
FA Financial Accounting (F3)	TX Taxation (F6)
	FR Financial Reporting (F7)
	AA Audit and Assurance (F8)
	FM Financial Management (F9)

The Professional level is divided into two modules; Essentials and Options. Both of the modules at Professional level have been set at the same ability level as a Masters degree.

This level builds on the technical knowledge you will already have. It will also explore more advanced professional skills, techniques and values. These are required at a senior level by accountants working in an advisory or consultancy role.

All students have to pass the two papers in the Essentials module. The Options module contains four papers, but you only need to complete two.

<b>Professional (four papers in total)</b>	
<b>Essentials</b>	<b>Options (Any Two)</b>
SBL Strategic Business Leader	AFM Advanced Financial Management (P4)
SBR Strategic Business Reporting	APM Advanced Performance Management (P5)
	ATX Advanced Taxation (P6)
	AAA Advanced Audit and Assurance (P7)

### **Ethics and Professional Skills module (EPSM)**

Finance professionals need to demonstrate that they understand and can apply ethical and professional behaviour in real-world work situations. The EPSM helps you develop these practical real-world skills so you can make an impact from day one in organisations.

The module has 10 units, with 7 learning units and 3 assessment and support units. For more information on the syllabus and structure read our [EPSM syllabus guide](#).

The module will also support you to exam success at Strategic Professional. We therefore recommend you complete the module towards the end of completing your Applied Skills exams and before attempting any Strategic Professional exams.

### **Practical Experience Requirement (PER)**

Becoming an ACCA-qualified accountant does not just involve passing your exams and the professional ethics module, you also need to complete the Practical Experience Requirement (PER). It is not just accountants who must gain relevant practical experience, many other professions, such as doctors and lawyers, also have to gain experience to show that they are fit to practise.

You can gain your practical experience before, during or after you complete the exams.

### **WHAT IS PER?**

PER provides a structure for you to follow by setting you a range of performance objectives. The performance objectives ensure you gain the experience to demonstrate that you have the abilities required to become an Associate Member of the Institute.

Completing the performance objectives will allow you to:

- Apply in practice the knowledge and techniques gained through your studies towards the ACCA exams
- Observe and be involved in real-life work situations that help you to develop the skills, attitudes and behaviours you will need as a qualified accountant
- Develop your judgement, encouraging you to reflect on the quality of your work and how you may improve your work performance in the future.

The performance objectives are closely linked to the exam syllabus and it is recommended that you co-ordinate your study and practical experience achievement to gain the most from both.

### WHAT DO I HAVE TO DO?

To begin achieving your PER, you need to be working in an accounting or finance-related role. You will need to:

- Find a workplace mentor
- Complete 36 months' employment in an accounting or finance-related role(s)
- Achieve 13 performance objectives. (Please see Annexure I)
- Record your progress using the online My Experience record

If you think the opportunities to achieve your PER in your current role are limited, consider other options available to you before you choose to find alternative employment. Aim to get your employer's support to help you gain your PER; consider work shadowing, secondment or an internship; and work closely with your workplace mentor.

If you are a full-time student or you are not working in a relevant role, start thinking about what steps you will need to take in the future to gain the practical experience you need in order to become a member.

### ACCA Entry Requirements

Anyone is eligible to pursue the ACCA qualification but depending on their existent qualifications will start on a certain entry level:

Non-graduates need to have two A Levels and three GCSEs in five separate subjects (including English and Maths) so they can start at F1-F2-F3 level of the professional qualification.

Graduates may be eligible to claim some exemptions if holding a relevant degree. Exemptions can be checked online at [www.accaglobal.com](http://www.accaglobal.com) on the ACCA exemptions enquiry database. No exemptions will be given for the Professional level of the professional qualification.

Students who do not meet any of the above conditions will have to start with "[Foundations in Accountancy](#)" (FIA) prior to the professional qualification.

## Exam Progression Rules

At professional qualification level, students can attempt up to a maximum of 4 papers per examination cycle and subject to ACCA progression rules.

Examinations for F1 to F4 can be taken anytime at one's convenience as these are online exams. All others are conducted four times during the year in March, June, September and December.

As to progression rules, papers must be taken in accordance with the order of modules (Knowledge / Skills / Essentials / Options) but papers within the same module can be attempted in any order. When entering for papers across modules (say papers from previous module still to be completed or re-taken), students need to register for the papers still left in a previous module along with any papers from next module.

## ACCA Registration

Students need to register with ACCA in order to be eligible to sit the exams. Registration can be done online at [www.accaglobal.com](http://www.accaglobal.com) or by submitting a paper application form that can be obtained from ACCA Connect. GMA will assist students in online registration.

Supporting documentation which you will need to provide with your application includes:

- Proof of any relevant qualifications
- Proof of identity
- Photograph

Please check the types of files that are acceptable for upload.

For online applications fees must be made by credit card. For postal applications fees can be paid by credit card, cheque, bank draft or postal order.

## Scheme of FINACCA Program

FINACCA is a unique and a first of its kind program for the benefit of students who have completed XII Board exams. Classes for ACCA commence every year in June. Students undergo intense full-time classroom sessions for first six months during which time efforts will be taken for the student to take the first 4 papers of ACCA. Thereafter, classes will be held every quarter to facilitate students to take one subject every quarter commencing from March of the subsequent year. Students will also be in basic MS office and typewriting skills as a part of this 36 month program. Detailed schedule for FINACCA 2015 is given below:

## FINACCA – ACCA TIMELINES

Month / Year	6 months of First year	Second Year	Third Year	6 months of fourth year
January		Classes for fifth paper Continue	Classes for ninth paper Continue	Classes for fourth P Level paper Continue
February		Preparation for Fifth paper followed by Mock Exams	Preparation for ninth paper followed by Mock Exams	Preparation for fourth P level paper followed by Mock Exams
March		Actual Exam for Fifth Paper Classes for sixth paper Begin	Actual Exam for ninth Paper Classes for first P Level paper Begin	Actual Exam for fourth P level Paper
April		Classes for the sixth paper Continue	Classes for first P Level paper Continue	Preparation for B com fifth and sixth semester
May		Preparation for sixth paper followed by Mock Exams	Preparation for first P level paper followed by Mock Exams	Preparation for B com fifth and sixth semester
June	Course Commencement Classes for AB and FA Begin	Actual Exam for sixth Paper Classes for seventh paper Begin B Com Second Semester exams	Actual Exam for first P level Paper Classes for second P level paper Begin B Com fourth Semester exams	
July	Classes for AB and FA Continue	Classes for seventh paper Continue	Classes for second P Level paper Continue	
August	Classes for AB and FA Continue followed by Mocks and actual Exams	Preparation for seventh paper followed by Mock Exams	Preparation for second P level paper followed by Mock Exams	
September	Classes for MA and LW Begin	Actual Exam for seventh Paper Classes for Eighth paper Begin	Actual Exam for second P level Paper Classes for third P level paper Begin	
October	Classes for MA and LW Continue	Classes for eighth paper Continue	Classes for third P Level paper Continue	
November	Classes for MA and LW followed by Mocks and actual exams	Preparation for eighth paper followed by Mock Exams	Preparation for third P level paper followed by Mock Exams	
December	Classes for the fifth paper Begin B Com First Semester exams	Actual Exam for eighth Paper Classes for ninth paper Begin B Com third Semester exams	Actual Exam for third P level Paper Classes for fourth P level paper Begin	

### **Equality policy**

GMA follows a principle of Equality. There shall be no discrimination based on religion, faith, sex or on any other grounds. Students can use the complaint procedure if any discrimination is noticed. As far as possible, specific arrangements will be made for students/tutors requiring special needs in case of any physical disabilities.

### **Course enrolment**

Every student will be provided assistance for registering with ACCA. They have to provide their ACCA registration number with GMA. Full tuition fees must be paid before the course commences. The tuition fee does not include course materials. Students will be assisted to procure these materials at their cost from authorised Content providers. They should be in possession of the books when the classes commence.

It is your responsibility to register as a student with the Association of Chartered Certified Accountants.

### **Payment**

Payment for coaching for all papers of ACCA is collected as a part of FINTEGRATED and FINACCA programs. Those students who are not a part of these programs will have to pay the Tuition fees in full before the commencement of classes. Fees are to be paid by cheque or Demand Draft or by Bank transfers. Details of the bank can be obtained from GMA.

### **Refund policy**

Fees once paid will not be refunded. GMA at its discretion and depending on the circumstances and reasons (provided by the student) may consider full or partial refund only if the classes for the concerned program have not commenced. No part of the fees paid will be refunded if the student has attended one or more class.

Course once announced will not be cancelled. Students who are not a part of FINTEGRATED or FINACCA will be refunded the tuition fees in full if the classes do not commence within 15 days of the announced date.

### **Course cancellation**

The class timetable will be displayed in the notice Board at least one week in advance. It is the students' responsibility to take note of the timetable and attend the classes in time. While every effort will be made to conduct classes as per the timetable, there can be circumstances when classes may be cancelled, advanced or postponed. Students will be informed sufficiently in advance of such changes by phone, sms or mail.

### **Faculty**

GMA has a panel of faculty as provided in the website from time to time. The faculty is subject to change depending on their availability. GMA aspires to provide highest quality faculty (subject to their availability) and would monitor their performance closely to ensure appropriate delivery for the benefit of the students.

### **Course Material**

The tuition fee does not include course materials. Students will be assisted to procure these materials at their cost from authorised Content providers. They should be in possession of the books when the classes commence.

### **Attendance**

A manual record of attendance will also be maintained. The attendance will be uploaded daily in the web portal access to which will be provided to the student and parent. The student should give prior intimation in case of his/her inability to attend the classes. Management may not permit students who absent in excess of 25% of the classes from taking their exams.

Up to a maximum of 5 minutes will be permitted for late attendance. Late comers will be considered as absent. After 5 minutes, it is the discretion of the tutor/GMA to permit students into the class.

### **Online Learning Management System:**

GMA has a well designed Learning Management System (LMS) which contains question bank covering questions for F1 to F4. The students will be required to use the LMS for practice. The login details will be made available by GMA to every registered student.

### **Homework and mock examinations**

Tutors will be providing periodic home assignments to be done. Students are expected to complete them as advised by them. The tutor may refuse to permit a student to attend a class if the student has not completed the home assignments.

Students should attend all Mock test/Exams.

### **Extra Support**

In the unfortunate event of a student not clearing an examination, GMA will prepare a revised study plan and mock exam schedule suitable to the student. GMA may permit such students to attend subsequent classes (if held) either free of cost or at a nominal fee not exceeding 20% of the normal fees.

### **Discipline**

GMA will take suitable disciplinary action against the students (with or without informing the parent) for absence and late attendance (to classes, tests and study sessions), resorting to unethical, immoral or illegal practices, involving in misbehaviour, refusing to follow the instructions of Faculty/staff. As the disciplinary action is taken to prevent similar occurrences by the students, parents will not be permitted to intervene. Depending on the seriousness of the offence, GMA may consider dismissal of the student from the program in which case any fee paid will not be refunded.

### **Student complaints procedure**

We welcome student feedback, both negative and positive, as an opportunity to improve our services. This procedure enables students to share their concerns and experiences with us and we will endeavour to provide a solution.

GMA has a "Student Complaint & Feedback Procedure" . Please see Annexure II. Students are advised to go through that.

### **Student feedback questionnaire**

GMA believes in continuous improvement in their delivery of classes. While every effort is made to have high quality tutors for each subject, GMA obtains periodic feedback about each tutor

from its students so as to ensure that the tutors are informed of their performance and are advised to adapt to the requirement. Tutors not meeting to the expectations are counselled and action taken for their improvements. In extreme cases tutors are replaced. Feedback from students thus becomes essential. At the end of classes for each paper, students are advised to fill up a Feedback Form (See Annexure III).

### Contact details

Manager Administration will be the students' contact point for all Administrative matters. On request phone numbers and mail ids of any tutor will be provided.

Each Batch/Class will have a dedicated Counsellor who provides advice, guidance and counselling on academic related matters.

The office phone no. is +91 44 24331331.

Mails can be sent to [info@greymatteracademics.com](mailto:info@greymatteracademics.com).

**Annexure I Table showing Performance Objective vis a vis various papers in ACCA**

**Performance objectives**

<b>Essentials (all 9 to be completed)</b>	<b>Optional (4 to be completed)</b>
Professionalism, ethics and governance	Financial accounting and reporting
1 Demonstrate the application of professional ethics, values and judgement (SBL)	10 Prepare financial statements for external purposes (SBR, FR & FA)
2 Contribute to the effective governance of an organisation (SBL)	11 Interpret financial transactions and financial statement ( SBR, FR & FA)
3 Raise awareness of non-financial risk (SBL)	Performance measurement and management accounting
Personal effectiveness	12 Prepare financial information for management (APM, PM & MA)
4 Manage self (all)	13 Contribute to budget planning and production ( APM, PM & MA)
5 Communicate effectively (all)	14 Monitor and control budgets ( APM, PM & MA)
6 Use information and communications technology (all)	Finance and financial management
Business management	15 Evaluate potential business/investment opportunities and the required finance options (AFM & FM)
7 Manage on-going activities in your area of responsibility (SBL & AB)	16 Manage cash using active cash management and treasury system (AFM & FM)
8 Improve departmental performance (SBL & AB)	Audit and assurance

9 Manage an assignment (SBL & AB)	17 Prepare for and collect evidence for audit (AAA & AA)
	18 Evaluate and report on audit (AFM & FM)
	Taxation
	19 Evaluate and compute taxes payable (TX & ATX)
	20 Assist with tax planning (TX & ATX)

## Annexure II

### STUDENT COMPLAINT PROCEDURE

Grey Matter Academics (GMA) is committed to forming positive, healthy and conducive relationships with its students, tutors and staff with a view to creating an environment in which all perform their duties with efficiency, fairness, integrity and due care. When feedback is provided by students and/or their parents, GMA is committed to resolving the issues quickly, fairly with integrity. GMA also encourages students to provide feedback and suggestions.

Feedback, suggestions and complaints can be given formally as described below:

Any student and/or parent may lodge a formal complaint, suggestions or feedback about any staff, tutor, fellow students, members of management, teaching/academic methodologies, facilities, or any other related matters by sending a mail to the Administrative Manager (AM) at [bjayanthi@greymatteracademics.com](mailto:bjayanthi@greymatteracademics.com). AM will maintain a logbook to record the nature of complaint/feedback and action taken.

If the complaint is about the Administrative Manager or if the person has reasons to believe that the matter may not be suitably addressed, then the complaint can be sent to the Directors at [unsram@greymatteracademics.com](mailto:unsram@greymatteracademics.com). There is no standard format. The complaint/feedback/suggestion should contain the following information:

- Name of the Person:
- Whether it is a complaint, feedback or suggestion
- Does it relate to any specific persons); If so their names
- Does it relate to facilities or Academic or other issues:
- Complete Details
- Whether the person prefers to be anonymous

GMA will strive to attend, resolve and provide a reply by mail to the person within 3 working days. If this does not happen, the person has the option to escalate the matter to the Director.

In addition to the above procedure the student may chose to communicate the complaint/suggestion/feedback informally either orally or on phone or in writing by using the "Complain cum Suggestion box kept in the office.

This Procedure will be put up in the Notice Board and will also be uploaded in the GMA website

**Annexure III**

**FEEDBACK QUESTIONNAIRE**

Paper:	Months of class
Tutor:	Counsellor

Please rate the areas below on a scale of 5-1 with 5 being excellent and 1 being very poor

**5 4 3 2 1**

😊 😐 😞

**LECTURER**

**How would you rate your lecturer in the following areas:**

- Presentation skills and communication
- Delivery and ability to explain concepts
- Adherence to time and discipline
- Exam focus
- Doubt Clearances and approachability

Comments

**5 4 3 2 1**

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**COUNSELLOR**

**How would you rate the following?**

- Monitoring and efforts to ensure your preparedness for exams
- Approachability and Support
- Arranging Mock test/exams

Feedback and providing corrective steps

Comments

**5 4 3 2 1**

☺ ☹ ☹

**GENERAL**

**How would you rate the following?**

Class lighting, sound, seating arrangements and ambience

Other fellow students' behaviour, assistance and friendliness

Institution facilities e.g. study areas, toilets etc.

Class scheduling and administrative controls

Comments

**Would you recommend the course to a friend?**    Yes                       No

**How could the course be improved?**

Comments

<b>NAME (optional)</b>	Date:
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