



ZAW Business School

STUDENT

HANDBOOK

Welcome note

Dear ACCA Students,

Thank you for choosing to study towards your ACCA qualification with ZAW BUSINESS SCHOOL. Whether you are new to ACCA or a returning student, we are pleased to present our courses, tutors, and study options for 2024-25.

School Address: No.56, Yae Kyaw Street, Pazundaung Township, Yangon, Myanmar.

Contact Number: +95 9 50 13589, +95 9 79 555 6677

This handbook will provide you with the necessary information and guidance you will need for the ACCA programme at ZAW BUSINESS SCHOOL.

Best of luck with your studies!

Dr. ZAW WIN THEIN

Principal and Founder of ZAW BUSINESS SCHOOL

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Introduction to the ACCA qualification

Exams

The ACCA exams are divided into two levels; Fundamentals and Professional.

The Fundamentals level is divided into two modules Applied Knowledge and Applied Skills.

The Applied Knowledge module 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 subjects in the Applied Skills module which cover the main technical areas that accountants are expected to know.

| Fundamentals (nine papers in total) | |
|--|--------------------------------|
| Applied Knowledge | Applied Skills |
| BT: Business and Technology | LW: Corporate and Business Law |
| MA: Management Accounting | PM: Performance Management |
| FA: Financial Accounting | TX: Taxation |
| | FR: Financial Reporting |
| | AA: Audit and Assurance |
| | FM Financial Management |

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.

| Professional (five papers in total) | |
|--|--|
| Essentials | Options (two out of four to be completed) |
| SBR: Strategic Business Reporting | AFM: Advanced Financial Management |
| SBL: Strategic Business Leader | APM: Advanced Performance Management |
| | ATX: Advanced Taxation |
| | AAA: Advanced Audit and Assurance |

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 a member.

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 performance objectives
- Record your progress using the online My Experience record

Update PER Information on ACCA Website

<https://www.accaglobal.com/gb/en/student/practical-experience-per.html>

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 Applied Knowledge level of the professional qualification.

Graduates may be eligible to claim some exemptions at Fundamental level of the professional qualification if holding a relevant degree. Exemptions can be checked online at www.accaglobal.com on the ACCA "exemption calculator" .

<https://www.accaglobal.com/gb/en/help/exemptions-calculator.html>

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

<https://www.accaglobal.com/gb/en/student/exam-entry-and-administration/enter-an-exam/exam-progression-rules.html>

ACCA have four exam cycles a year for both centre-based and remotely invigilated exams. Students can take a maximum of four exams during each exam cycle across a maximum of eight distinct exams over the course of a calendar year. These can be any combination of computer-based and paper-based exams.

Exam cycles

For the four sessions, each exam cycle is as follows:

March session: 1 Jan - 31 March

June session: 1 April - 30 June

September session: 1 July - 30 September

December session: 1 Oct - 31 December

These sessions are in line with the exemption closing dates.

On-demand CBE

On-demand Computer Based Exams (CBEs) are available for the first seven papers within the foundation-level qualifications and the Applied Knowledge EXAMS and the Corporate and Business Law (LW-ENG) and (LW-GLO) exams of the ACCA qualification. Please remember that you must be registered with ACCA prior to being entered for on-demand CBEs.

Modular order

Exams must be taken in modular order for the ACCA Qualification, however you can attempt the papers within each module in any order. If you wish to enter to sit exams in the next module, you must also enter for all outstanding exams in your current module.

These rules are in place to guide students on an appropriate path through the ACCA Qualification. Ultimately they help students progress through our exams, as they ensure that students build on their learning and are taking the most appropriate exams based on where they are on their student journey.

Whilst the Ethics and Professional Skills module can be taken at any point after completion of the Applied Knowledge exams, the behaviours introduced in the module supports students in successfully completing the Strategic professional exams. We therefore recommend students complete the module before attempting any of these exams.

The modular order for the ACCA Qualification is:

Applied Knowledge exams

Applied Skills exams

Ethics and Professional Skills Module

Strategic Professional (Essentials and Options)

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 or by submitting a paper application form that can be obtained from ACCA Connect.

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.

ACCA Website link for new students:

<https://www.accaglobal.com/gb/en/student/getting-started.html>

ACCA Website link for exams related information:

<https://www.accaglobal.com/gb/en/student/exam-entry-and-administration.html>

Attendance

Attendance taking:

- Students are required to sign their attendance in person for each lecture/tutorial session in the presence of the lecturer. It is the responsibility of latecomers to mark their attendance with the lecturers during break time.
- Students are not allowed to leave the class early without any valid reason. If a student need to leave the class early, please obtain approval from the School Management before the class starts.
- Students are not allowed to attend another class in which they are not enrolled.
- A Student cannot delegate another student to attend the lesson or class on their behalf, if he or she not be able to make it.
- The lecturers will conduct attendance random checks & report to the School Management team for students who are absent from class for **three consecutive** times.

Attendance monitoring:

The minimum attendance to be attained is 70% for receiving Completion Certificate from School.

First Warning

Students who do not attain the minimum attendance for the first time will receive a warning via telephone or email.

Second Warning

If the attendance for the following month is still below the minimum requirement, a second warning phone call to the student concerned. Meanwhile, the School Management team may meet him / her for counselling or call to the Parents or Guardians of student concerned.

Leave of Absence by student

When a student is absent from class, student should inform via telephone SMS message (Or Viber Messages or Telegram Messages) (095013589) or Email (zaw.business.school@gmail.com) to the School Management to get Digital Voice Recording for the teaching of their absent class. (School has Digital Voice Recording for every class to be easy for students to catch up their learning).

Tutor Absent or Class Cancellation

When a lecturer or tutor is absent from class, the teacher must inform school management in order to arrange a substitute teacher in place of the absent teacher.

In case of impossible for replacement of teacher, students are informed via telephone for class cancellation.

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.

Students may use the complaints form (from Reception) to anonymously submit a complaint and post this into the suggestion box, or raise the complaint formally directly with staff. If you require a response, a complaint will usually be responded to within 5 working days.

Complaints thrown into the suggestion box will be logged in the complaints file and followed up with appropriate action taken.

Complaints procedure

Since we are in service industry especially education sector, it is very important to solve students complaints or problem.

There are four ways to present their complaints to school.

1. Students can email to school email: zaw.business.school@gmail.com
2. Students can put their complaint letter in Suggestion Box.
3. Students can put their complaints (but many are satisfactions) at Facebook Page.
(see Facebook Page: ZAW Business School)
4. Finally, students can fill their complaints on Student Feedback Questionnaires.

We will ensure that the complaints will be treated confidentially, and students have the right to appeal the outcome of the complaint to principal of our school.

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.

Students may use the complaints form (from Reception) to anonymously submit a complaint and post this into the suggestion box, or raise the complaint formally directly with staff. If you require a response, a complaint will usually be responded to within 5 working days. (depending on the matter, it may vary).

Complaints thrown into the suggestion box will be logged in the complaints file and followed up with appropriate action taken.

If the student has exhausted your complaints procedures and is still not satisfied with ZAW Business School' s handling of the complaint, the student can complain to ACCA:
<https://forms.accaglobal.com/contact-us>

If the student has exhausted both Zaw Business School' s complaints process and ACCA' s, the student can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link:

<https://www.accaglobal.com/gb/en/footer-toolbar/contact-us.html>

Contact details and information on ACCA

ACCA Connect

110 Queen Street

Glasgow G1 3BX

United Kingdom

T: +44 (0)141 582 2000

<https://forms.accaglobal.com/contact-us>

Equality policy

Include any information about accessibility of centres for wheelchairs – any special provisions that have been made for those when special needs.

Course enrolment

A registration form needs to be completed before you start the course. You must **already** be registered with ACCA and provide your ACCA registration number when enrolling on the programme. Full tuition fees must be paid before the course commences. Course materials will be available on your first day of the course.

Log in information for the online resources will be sent to you by email.

If you wish to withdraw from the course you must notify the Faculty Manager in writing. Please note that you are still required to pay the fees when you withdraw from the course once it has started. You may defer your place on the course to the next available sitting.

It is your responsibility to register as a student with the Association of Chartered Certified Accountants. Students can make initial registration via ACCA Website by themselves or can get help from our ZBS student service team.

Payment

Enrolment

A student must fill enrolment form for attending classes. If a student enrol a class in advance before commencing class, he or she can pay full amount or half amount of tuition fees in advance, and he or she must pay remaining amount when commencing class.

Full payment may be required before course commencement unless any other arrangements have been made.

Refund policy

There is no refund policy for tuition fees. But if a student cannot attend their classes due to whatever reason, he or she can defer or postpone their attendance to next immediate series/intake.

Course cancellation

Include information regarding what will happen if a tutor is unexpectedly unavailable to teach a class and also how students will be contacted about any changes to timetabled classes. Lastly detail any factors that may prevent the course from running.

For example: If a tutor is unexpectedly unavailable to teach your class we may provide a substitute tutor or reschedule the class. If this was to occur we will post information on our website and send a SMS message to all affected students. Please note that it is the student responsibility to ensure the contact information held by the institution is up to date.

Also any course may not run due to the following factors:

1. Political unrest
2. Lack of students enrolling on the course

If the course was cancelled all students already enrolled would receive a full refund.

Deferrals and course changes

The Course is not transferrable to another delegate unless any other arrangements have been made.

Re-attendance

If a student want to re-attend the course as a second time, he or she will have to pay the repeat fee (50% of normal fees) if within the next immediate intake.

Unless repeat is within the next immediate intake, student have to pay the full fees.

Contact details

| Director/lecturer | Title | Email | Tel |
|-------------------|-----------------------|-----------------------|------------------|
| Dr. Zaw Win Thein | Principal and Founder | zwthein@gmail.com | +95 9 5013589 |
| Thida Oo (Mrs) | Course Director | thidaoofcca@gmail.com | +95 9 79 5556677 |

| | | | |
|-----------------|---------|--|-----------------|
| Student Service | Manager | zaw.business.school@gmail.com | +95 996 5013589 |
|-----------------|---------|--|-----------------|

Homework and mock examinations

Homework and Assignments will be given at the end of each and every lecturing topic, which may be weekly. Mock exam will be monthly and Final Mock Exam will be one or two week before final exam.

Course materials

Students will be provided with Study Text or Course Notes for effective preparation of their exams and practice past exam questions.

Social media groups

School Facebook Page: ZAW Business School

Please click "LIKE" on the School facebook page to know about updated information from School.

Exam resources

Exam resources (Study resources) are available at ACCA website (www.accaglobal.com).

<https://www.accaglobal.com/gb/en/student/exam-support-resources.html>

Important dates

Please view the latest dates on the ACCA website.

<https://www.accaglobal.com/gb/en/student/getting-started/important-dates.html>

Terms and conditions

School Opening

- School is open every day (except Monday) from 09:00 to 16:00 .
- Lecturers and Tutors have to teach their classes without holiday during course period (Except Water Festival Holiday).
- There are 4 intakes per year.
 - First intake is from Jan to May
 - Second intake is from Apr to Aug
 - Third intake is from Jul to Nov

- Fourth intake is from Oct to Feb

Enquiry about courses

Enquiry can be made via

- Telephone (Enquiry Hot line: +95 9 79 5556677 or +95 9 5013589)
- Email to school (zaw.business.school.com@gmail.com)
- Facebook Page (ZAW Business School)
- Website (www.zawbusinessgroup.com)
- Personally to school address: No 56, Yae Kyaw Street, Pazundaung Township, Yangon, Myanmar.

Taking Voice or Video Recording of teaching

- School have arrangement to take voice recording for each and every class. (Video recording for Online Zoom Class Meetings)
- If a student want to get the voice recording files, he or she must bring a memory stick or SSD Drive or HD Drive to get copy of recording.
 - Student's memory stick must be free of virus or malicious software.
 - Student should use a separate memory stick for copying voice recordings (i.e memory stick should not contain any other files, or software, etc.)
 - To be more easy and convenient copying (i.e. to reduce queuing time for getting voice recording files), please leave copied files in memory stick and should not remove or transfer files, so as to add only necessary files.
- A Student can get voice recordings after the delivery of the classes.

Series/Intake Transfer

- Student may transfer the currently attending paper to next series/intake (e.g. January Intake to Apr Intake) within 1 months after starting classes.
- But student must attend the same paper in next immediate series/intake, he or she cannot further postpone to next further intake.

Class Transfer

- If there is any alternative class, a student may transfer class (e.g. Section A to B or B to A) upon inconvenient of time, or any valid reason.
- But transfer is only allowed within one month after starting classes. If a student wants to transfer class after one month starting classes, he or she will be charged extra fees Ks 10,000.
- After transferring classes, a student want to re-attend back the original class, he or she will be charged extra fees K 10,000.

Registration, Exam Fees Entry, Exemption and Annual Payment

- School will collect registration fees, exam fees, exemption fees and annual payment from students to pay their relevant professional bodies.
- Fees will be collected either in Kyats or USD, it will be announced in class and also at notice board of school within the defined period.
- Fees may vary depending on the market exchange rate of currencies.