

## **FAQ for The IPA Program delivered in partnership with Deakin University**

### **How is the program structured?**

The IPA program consists of two stages which culminates in the awarding of an MBA from Deakin University.

#### **Stage 1**

The first stage is a structured 6-unit curriculum. The Deakin IPA program Stage 1 is designed for students wishing to meet the academic requirements for member status of the IPA.

#### **Stage 2**

Those holding member status (or above) in the IPA are eligible to enroll in Stage 2 leading to a Deakin MBA. Completion of a structured 6 unit program will satisfy the requirements for the award of a Deakin MBA.

### **What is covered at each stage of the IPA program?**

#### **Stage 1**

The first six units of the IPA Program have been designed to accommodate the needs of Associate members (AIPA) who are working towards applying for full membership of the IPA. These pathways cover the refining of accounting and finance skills, and work in partnership with our Mentored Experience Program.

This first Stage of the IPA Program allows you to gain the necessary three years of accounting experience while studying up to six units on the Pathway Program.

### **Units in the IPA Professional Program (Stage 1)**

#### **Core units:**

- Ethics, Governance and Fraud
- Professional Research and Analysis

#### **Other units (students may receive exemptions for these units- refer following):**

- Accounting Standards and Practice
- Strategic Management Accounting
- Assurance and Audit Services
- Applied Business Finance

Following the successful completion of the first Stage of the IPA Program and the IPA's Mentored Experience Program, Associate members then advance to full membership of the IPA. You're then welcome to commence the Deakin MBA as the second Stage of the IPA Program.

## **Stage 2**

If you hold MIPA or FIPA status, you're welcome to join the MBA component of the IPA Program directly. The standard MBA covers 12 units of study, however our unique offering allows IPA members to automatically qualify for a 50% reduction in the course, saving you significant time and money while focusing on the needs of a professional accountant.

The units in the MBA are highly strategic in nature, and are geared towards ensuring you can communicate to your audience with clear, consistent and effective forms of communication, in a highly strategic advisory role.

### **MBA Units**

- Business Process Management
- Marketing Management
- People Management
- Principles of Leadership
- Strategy Capstone
- SME Strategic Advisory Unit (a unit specifically designed for IPA members)

### **What will be my time commitment?**

All units in Stages 1 and 2 are Deakin University units. The time commitment will vary with the students experience in the topic area. Our general recommendation is that students should expect to study 10 hours per week per unit. The actual time commitment may vary depending on your prior knowledge in the topic area. Each unit runs for 11 weeks followed by assessment tasks.

### **What is the Learning Environment?**

#### **Stage 1 Units**

The IPA Program has been designed with your priorities and lifestyle in mind. With no classes to attend and all units delivered online. The units are designed to run for an eleven week trimester with material progressively released as the trimester progresses. The course content is updated regularly and reflects the latest developments that affect the accounting profession and the world of global commerce and management. As well as the on-line content there will be a number of 'live' sessions where unit lecturers are available to discuss unit content. Students will have access to dedicated learning web sites for all units. These dedicated web sites typical consist of readings, video lecture presentation and lecture slides as well as exercises and questions with answers. Units also have dedicated discussion boards where students can post questions to staff and interact with other IPA students.

#### **Stage 2 Units**

These units are drawn from the Deakin MBA. They follow a similar format to the Stage 1 units with the possibility, where appropriate, for on-campus study in a traditional Lecture/Seminar format. MBA units are available in an on-line environment.

For all units, students will have access to the resources of the Deakin University library. The library provides electronic access to some text books (depending on agreements with publishers) as well as electronic access to current articles as specified for the units.

### **What is the unit assessment?**

Stage 1 units consists of a 2 hour written examination. Examination venues will be arranged at venues that are close to a student's location. Venues can be arranged to suit students in various locations within Australia as well as overseas.

Stage 2 units may involve written examinations and/or assignment and/or on-line presentations. Again, venues can be arranged to suit students in various locations within Australia as well as overseas.

### **Am I eligible for any exemptions?**

For Stage 1 units all application for exemptions should be addressed to and will be considered by the IPA.

No exemptions are available for the Stage 2 units. In recognition of your studies to achieve member (or higher) status with the IPA you are automatically granted exemptions for 6 units (half of the course). This is the maximum number of unit exemptions permitted under the regulations for the MBA degree.

#### **University Degree Holders**

If you are an Associate Member of the IPA, and you hold an accredited Accounting degree from an Australian University, you will need to undertake two core units as a minimum:

- IPA001 Ethics, Governance and Fraud
- IPA002 Professional Research and Analysis

You may be eligible for exemptions from the remaining Stage 1 units, if you have studied similar units in your accounting degree. Requests for exemptions should be addressed to the IPA Pathways Team. Upon enrolment, you may be asked for your academic transcript to confirm your exemptions.

Upon completion of Stage 1, and by meeting the Mentored Experience Program requirements, you will be eligible to apply for advancement to full member status (MIPA) and to commence Stage 2 of the IPA Program - the MBA Degree.

#### **Accounting Diploma/Advanced Diploma Holders**

If you are an Associate Member of the IPA, and you hold a Diploma of Accounting or Advanced Diploma of Accounting, you must undertake all six units in Stage 1 of the IPA Program.

Upon completion, and by meeting the Mentored Experience Program requirements, you will be eligible to apply for advancement to full member status (MIPA), and to commence Stage 2 of the IPA Program - the MBA Degree.

### **Have no formal qualifications?**

If you are an Associate Member of the IPA, and you hold no formal academic qualifications, but have extensive professional experience, you must undertake all six units in the first Stage of the IPA Program.

Upon completion, and by meeting the Mentored Experience Program requirements, you will be eligible to apply for advancement to full member status (MIPA), and to commence Stage 2 of the IPA Program - the MBA Degree.

### **In what order should I do Stage 1 units?**

If you have been out of the habit of studying for a while, it is a good idea to choose something you are familiar with for your first unit. For example if you are professionally involved in audit, then IPA005 Assurance and Audit Services might be a good choice. As you would have a good knowledge of the topic area, IPA005 would give you a chance to rebuild your study skills before you attempt units covering less familiar material.

### **When are units offered?**

Deakin runs on a trimester basis. That means there are three study periods per year. The following site details which units are offered in any given trimester.

<https://www.publicaccountants.org.au/education/ipa-program/unit-availability>

### **How do I apply for the IPA program?**

All enrollments are via the IPA website

<https://www.publicaccountants.org.au/education/ipa-program/how-to-apply>

### **I have enrolled, how do I access my unit materials?**

All resources for units are accessed through the CloudDeakin website

<https://www.deakin.edu.au/clouddeakin>. You will need to login using the username and password that has been supplied to you by Deakin University. Your personalized CloudDeakin home page should then appear. From the homepage you should see the units in which you are enrolled. Selecting a unit will take you to the homepage for the unit. Selecting the resources button will open a page listing all of the materials for the unit. Please note that not all resources are available on day one. Some material will be released progressively throughout the teaching period.

### **How do I get my Deakin username and password?**

You enroll through the IPA. The IPA passes your enrollment details to Deakin University where you will be enrolled into the University's system. The system will then automatically generate a Deakin username and password which will be sent to the email address you provided when you enrolled with the IPA.

### **Do I have a Deakin email address?**

When the Deakin system creates your username and password it will automatically generate a Deakin email account. This account will remain active for as long as you are a Deakin student. You should check this email account frequently. As this is a secure system, Deakin University will use this address to convey important information to you about your studies. As with all systems please safeguard your login information. Deakin University goes to great length to protect your privacy. You should use this email address for any correspondence of a personal nature. Also please note that Deakin staff are only able to communicate with you about confidential matters via your Deakin email address. Staff cannot respond to confidential material via Gmail accounts etc. as the University cannot verify it is actually your account.

### **How do I receive my Results?**

Results for Stage 1 are released by the IPA. Results are released in line with the Deakin exam result dates each trimester. Results for Stage 2 are released by Deakin University. The date of the release of exam results is available in the Deakin website each trimester.

### **What Adjustments are available for Students with Disabilities?**

Deakin endeavors to make reasonable adjustments to the learning resources and exam conditions to assist students with a disability. Stage 1 students with a disability are asked to provide details on their needs with appropriate evidence at the time of their enrollment with the IPA. The IPA will then liaise with Deakin University to determine the adjustments that are available to assist the student successfully complete the IPA program. Potential students who would like to discuss their needs prior to enrollment are encouraged to contact the IPA Pathways team by email :

[pathways@publicaccountants.org.au](mailto:pathways@publicaccountants.org.au) .

Stage 2 students should also advise of their disability at the time of enrollment. They will then be asked to contact Deakin's Disability Resource Centre.

### **How do I apply for Special consideration?**

If you are unable to sit a Stage 1 IPA Program exam on the scheduled date or time due to serious illness or other significant extenuating circumstances, you must email the IPA Pathways Team immediately by [pathways@publicaccountants.org.au](mailto:pathways@publicaccountants.org.au). The team will forward you an application form for Special Consideration, which must be completed and returned to the IPA Pathways Team no later than three days after the date of the scheduled exam.

If you do attend and sit the scheduled exam, the form is not retroactive. Students who sit the exam will receive the results achieved in the exam. For any enquiries relating to special consideration, please contact the IPA Pathways team by email:

[pathways@publicaccountants.org.au](mailto:pathways@publicaccountants.org.au).

Stage 2 students who are unable to complete an assessment task or sit an exam on the scheduled date or time due to serious illness or other significant extenuating circumstances, must apply directly to Deakin for Special Consideration by following

the process at <http://www.deakin.edu.au/students/studying/assessment-and-results/special-consideration>.

### **I applied for Special Consideration and I was granted a Supplementary exam. When and where is the exam?**

Your exam will be held in the next Deakin examination period. You will be notified of the timing and location of the exam via the StudentConnect website.

### **Can you provide me with Feedback on my Exam?**

Exam feedback is available within 4 weeks following results release. Feedback is offered for educational purposes only and is an opportunity for your Unit Chair to highlight things you did well, and areas in which you could improve.

In an exam feedback session (held within 4 weeks of results release), you can expect to:

- Receive specific feedback about your exam paper from your Unit Chair
- Have the chance to ask questions about the exam
- Get advice for how to approach this type of exam better in the future.

If you have questions or concerns, you can raise them with your Unit Chair and he/she will respond as appropriate. However, please note:

- Students **must not** ask their Unit Chair to change their mark or challenge the academic judgement of a marker
- Feedback is **not** a forum to make a case for a review of results
- Behaviour that breaches the [Student Code of Conduct](#) (such as aggression, verbal insults and harassment) **will not be tolerated in feedback sessions.**

### **Can I apply for an Academic Review of my Result?**

For an Academic Review to be granted by the Faculty Academic Progress Committee, a student needs to demonstrate that their work was not marked in accordance with the marking criteria or that there was a misapplication of other relevant University policies or procedures.

Challenging academic judgement on the marking of an assessment item is not considered appropriate grounds for a review to be granted.

### **I missed applying for Special Consideration. Can I apply through the Academic Review process?**

No. The Academic Review of Result process only deals with cases where the student can demonstrate that their assessment was not marked in accordance with the marking criteria or that there was a misapplication of other relevant University policies or procedures.

Special Consideration application must be submitted within 3 working days of the assessment/exam. Stage 1 students must submit the application to:

[pathways@publicaccountants.org.au](mailto:pathways@publicaccountants.org.au)

and MBA students must apply by following the process at

<http://www.deakin.edu.au/students/studying/assessment-and-results/special-consideration>