

Student regulations – effective from April 2013

The IFA's student regulations apply to all students enrolled on IFA qualifications and exams. These regulations are approved by the IFA's Council.

1. Objectives of the IFA qualifications

The IFA shall provide qualifications that are fit for the purpose of preparing students for a career as a professional accountant. The IFA's qualification provision is approved by its Council.

The IFA will provide assessment that is fair and reliable. The assessment requirements for the IFA qualifications will be appropriate for the individual qualification component (unit), at the published level and provide a consistent standard. The IFA appoints an independent team of examiners and moderators and uses quality assurance measures to ensure its Council is assured of qualification and assessment standards.

2. Enrolment, resignation and removal of students

2.1 The IFA will enrol a student subject to their supplying the required information and payment of the correct fees. Students will be recorded on the student register until such a time that further fees are due, they resign, or they are removed from the register. Students may remain on the register by enrolling for further periods and paying the correct fee.

2.2 A student may resign from the student register. Students who resign will not be entitled to any refund of fees paid.

2.3 A student may be removed from the register under the following circumstances:

- inactive students who are not pursuing exams will be removed: this refers to students not sitting any exams for four consecutive settings;
- as a result of disciplinary action taken, for example where cheating, plagiarising, supplying misleading or falsified information;
- for non-payment of fees; for any breach of IFA's regulatory requirements, including a breach of bye laws.

3. The student register, ethics and professionalism

3.1 Students enrolled on the IFA qualifications and exams should conduct themselves in a professional manner fitting for those embarking on a pathway to professional qualification and membership of the IFA. Students should uphold the IFA's good name and are bound by its Code of Ethics, which is adopted from the International Federation of Accountants (IFAC).

3.2 IFA students are not permitted to hold an IFA practising certificate or undertake public practice work. The exception to this is where the student holds a membership and is permitted practising rights with another (accountancy) body; or under transitional rules a Financial Accountant Executive or DipFA holder that has been granted IFA practising rights. In circumstances where a student holds a membership and practicing rights with another body they must advise the IFA of this and provide proof of those membership and practicing rights.

3.3 Students must not hold themselves out to be members of the IFA or describe themselves as such.

4. Communication

Registered students will receive the IFA's magazine and relevant publications. The IFA website will be the primary way of providing students with information. The website holds details of exam dates, any changes to the IFA qualifications, policy and procedures. Students should regularly check the IFA website for any updates or changes.

5. Exams conduct and results

5.1 The IFA provides exam sittings that are advertised on its website. Students must make themselves aware of relevant exam dates. Students must register for exams by the advertised closing date and pay the correct fee.

5.2 The IFA provides a letter of admission for entry to its exams to registered students at least two weeks before the exam date. This letter together with photo identification (ID), such as passport, photo driving licence or official document, must be provided to the exam centre officer. The exam centre may refuse admission to the exam without the admission to enter letter and photo ID.

5.3 Exam entries cannot be withdrawn and fees will not be refunded or transferred. In certain circumstances, medical reasons for wishing to withdraw from an exam will be accepted and fees can be transferred subject to supplying a medical certificate.

5.4 Conduct in the exam is regulated by the IFA's 'exam day requirements and guidelines'. Students must be aware of these requirements that govern how long before an exam they must present themselves, what items they must take into the exam and their behaviour before, during and after the exam has finished.

5.5 The pass mark is 50% for all units, at all levels of the IFA qualifications. Registered students will be advised of their passing or failing an exam. Results are sent out within 10 weeks of the last exam date. Results are determined by the IFA's Assessment and Quality Board. All student results are scrutinised and student answer scripts that are within 5% of the pass mark will always be scrutinised for a second time.

5.6 The IFA provides an education transcript of student results. Certificates are not issued except for full qualifications, or where a student wishes to apply for a credit certificate, for an individual unit. Where certificates are lost or stolen the IFA can provide a replacement certificate at the advertised fee.

5.7 Final results are binding and the IFA will not enter into correspondence on exam results. Students must observe the published policy and guidance on exam enquiries and appeals and should make themselves aware of the deadlines for an appeal.

5.8 Students failing exams are permitted to enter the same exam at successive sessions. However, the IFA will keep under review students who repeatedly fail the same exam and may counsel such students.

6. Access and special considerations

The IFA aims to make its qualifications and exams accessible to all. Students should advise the IFA of any support they require in exams at the time of enrolment with the IFA. Special considerations may also be applied to exams where a students' performance may have been affected by specific circumstances. The relevant policy and procedure to be applied is available on the IFA website.

7. Student disciplinary procedures

Students come under the IFA's disciplinary procedures. Matters including misconduct in exams, providing misleading information and practising where not permitted are dealt with by the IFA disciplinary process.

The rules governing the IFA's disciplinary process are set out in the IFA's Bylaws, available on the IFA website.