



Promoting Professionalism in Accountancy

Institute of Certified Public Accountants of Uganda



STUDENTS' BROCHURE



1.0 BACKGROUND INFORMATION

1.1 Institute's Profile

The Institute of Certified Public Accountants of Uganda (ICPAU) was established by The Accountants Act, in 1992. In 2013, a new Accountants Act No.19 was enacted, repealing the Accountants Act, 1992. The new Act takes into account the various developments in the accountancy profession globally. ICPAU's functions are to regulate and maintain the standard of accountancy in Uganda and to prescribe and regulate the conduct of accountants in Uganda.

1.2 Vision

"To be a world-class professional accountancy Institute".

1.3 Mission

"To develop and promote the accountancy profession in Uganda and beyond".

1.4 Examinations Body

As part of the function of regulating and maintaining the standard of accountancy, ICPAU conducts examinations for the Certified Public Accountants of Uganda - CPA(U) and the Accounting Technicians Certificate of Uganda - ATC(U) courses. This function is executed by the Public Accountants Examinations Board (PAEB), on behalf of Council.

1.5 Affiliations

ICPAU is a member of the Pan African Federation of Accountants (PAFA) and International Federation of Accountants (IFAC).

1.6 Compliance

A student is bound by the students' rules and regulations and the code of ethics.

2.0 THE CERTIFIED PUBLIC ACCOUNTANTS OF UGANDA [CPA (U)] COURSE

2.1 Objective

To produce competent professional accountants capable of applying the knowledge, skills and values acquired in a practical situation.

CPA (U) has a strong focus on professional excellence, integrity and good governance.

2.2 Entry Requirements:

To register as a CPA(U) student, one must have at least one of the following qualifications:

1. Degree

A degree from a recognised university. If the degree is obtained from outside Uganda, it must be accredited by the respective government.

2. Certificates/Diplomas

- Accounting Technicians Certificate from a professional accountancy body.
- Diplomas pursued in a period of at least two years from recognized universities or institutions of higher learning. If the qualification is obtained from outside Uganda, it must be accredited by the respective government.
- Certificates from other professional courses such as ICSA, CPS(K), CIPS, CIM, etc.

3. A-Level

A Uganda Advanced Certificate of Education (UACE) with at least two principal passes plus a Uganda Certificate of Education (UCE) with at least 5 credits, including English Language and Mathematics; or the equivalent.

4. Foreign Accountancy Qualifications (FAQs)

Holders of FAQs obtained from outside the East African Community are required to sit for

Business Law – Paper 3 and Taxation – Paper 11 as a minimum and any other subjects as may be determined; for instance Auditing and Other Assurance Services in case one has not done its equivalent.

3.0 THE ACCOUNTING TECHNICIANS CERTIFICATE OF UGANDA [ATC(U)] COURSE

3.1 Accounting Technicians

These are trained individuals who support professional accountants and/or administrative staff, in the accounting, finance, auditing, taxation and management functions.

3.2 Entry Requirements

To register as an ATC(U) student, the applicant must have at least one of the following qualifications:

1. A UACE with at least one principal pass or the equivalent.
2. A UCE with at least division 3 or the equivalent, including at least passes in English Language and Mathematics.
3. UNEB/UBTVEB Group Certificate of Business Education of at least stage two.
4. Mature Age Entry Certificate obtained from a public university or NCHE.
5. Other certificates from recognized institutions.

4.0 FEES AND OTHER CHARGES FOR 2014

ATC	Level	Normal Registration Shs	Late Registration Shs	
1. Registration fees : Shs 90,000	One	45,000	67,500	per paper
2. Annual Renewal fees: Shs 85,000	Two	50,000	75,000	per paper
3. Examinations fees →	Three	55,000	82,500	Per paper

CPA	Level	Normal Registration Shs	Late Registration Shs	Remarks
1. Registration fees Shs 100,000	One	70,000	105,000	per paper
2. Annual Renewal fees: Shs 85,000	Two	80,000	120,000	per paper
3. Examinations / exemptions fees →	Three	90,000	135,000	Per paper
	Three	255,000	382,500	Whole level
	Four	270,000	405,000	Whole level

Note: Exemption fees for FAQs is Shs. 350,000/= for all papers exempted.

5.0 REGISTRATION FOR STUDENTSHIP

Registration for CPA(U) and ATC(U) studentship is continuous throughout the year. A student who wishes to sit for the June examinations must register by 31 March and for November examinations by 30 September. Note that the Institute reserves the right not to register and/or de-register any student who in its opinion is not a fit and proper person.

6.0 MAINTAINING STUDENTSHIP

Annual Renewal fees for studentship are payable on 1 January of each year and not later

than 31 March of each year. No student will be allowed to register/sit for examinations without paying renewal fees by 31 March of the year.

7.0 EXEMPTIONS

ICPAU continuously reviews the exemption criteria for various qualifications. The current exemptions are as indicated on page 7 of this brochure.

8.0 EXAMINATIONS

8.1 Examinations Dates for 2014

1.	31 May - 7 June 2014
2.	24 - 29 November 2014

8.2 Examinations Entries

The examinations are held twice a year, normally in June and November. Registration for examinations must be done either on the prescribed examinations entry forms or using online registration on the institute's website. The examinations registration must be preceded by paying the prescribed examinations fees, should be submitted to the Institute. Students with outstanding dues will not be allowed to register for examinations. ICPAU reserves the right to convert any monies received to any outstanding dues.

The closing dates for the receipt of examinations registration entries are **31 March** and **30 September** for June and November Examinations, respectively. Late examinations registration entries close on 15 April and 15 October respectively.

Postponement and cancellation of examination entries will not be accepted after **15 April** and **15 October** for June and November Examinations, respectively. Monies received by ICPAU for examinations purposes can only be used for subsequent examinations or for settling any outstanding dues.

Note: The Institute reserves the right to vary or amend the examinations rules and regulations.

8.3 Examinations' Centres

The exams centres are as follows;

1.	Arua	3.	Kampala	5.	Mbale
2.	Fort Portal	4.	Gulu	6.	Mbarara

8.4 Course Time Limits

The CPA(U) course must be completed within **10 years** from the date of registration. A student will be discontinued when the completion period expires. A student discontinued for this reason, may apply for re-registration as a new student.

The ATC(U) course must be completed in a **maximum period of 4 years**. A student will be discontinued when the completion period expires. A student discontinued for this reason is not eligible for re-registration.

8.5 Pass Mark

The pass mark for each CPA(U) and ATC(U) subject is 50%.

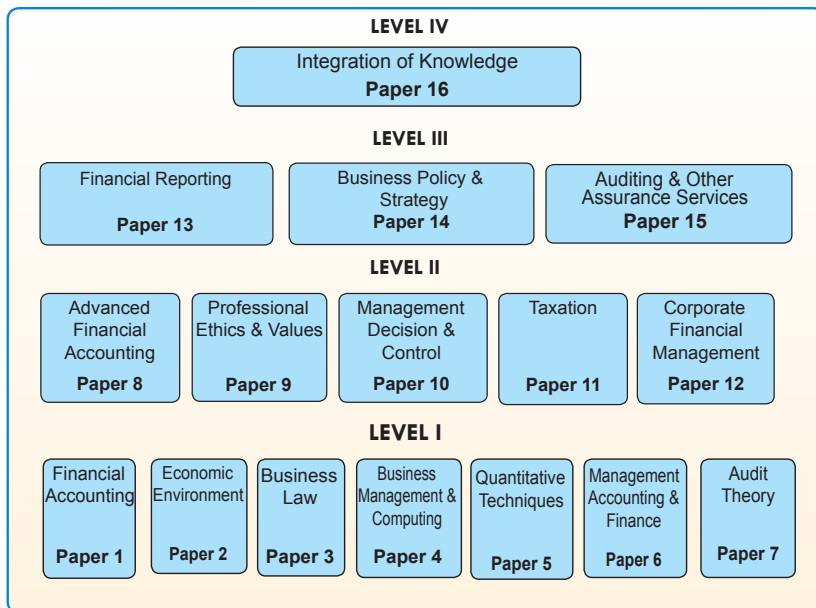
8.6 Methods of Study

Students may study full-time or part-time (i.e. evening or weekend classes) at a training institution, private study and correspondence by a training institution. Students are urged to choose appropriate method(s) of study.

9.0 TUITION

ICPAU is not engaged in the provision of tuition. This function is carried out by various training institutions. A list of training institutions can be obtained from the Institute's Website (www.icpau.co.ug). ICPAU will soon be accrediting training institutions.

10.0 CPA(U) EXAMINATIONS SYLLABUS STRUCTURE



11.0 PROGRESSION RULES FOR CPA(U)

- 11.1 A candidate may sit for a minimum of one and a maximum of all the subjects at Level One or Level Two at any one sitting.
- 11.2 A candidate must complete a level of the syllabus before proceeding to the next Level.
- 11.3 An exception to Rule 11.2 is where a candidate has one subject at Level One. In such a case, the candidate may sit for the subject with some other subjects at Level Two. In case the candidate fails to sit for the subject at Level One and sits for subjects at Level Two, the examinations results will be cancelled.
- 11.4 Another exception to Rule 11.2 is where a candidate has two subjects at Level One. In such a case, the candidate may sit for the two subjects, with not more than three

subjects at Level Two. In case the candidate fails to sit for the subjects at Level One and sits for the subjects at Level Two, the examinations results will be cancelled.

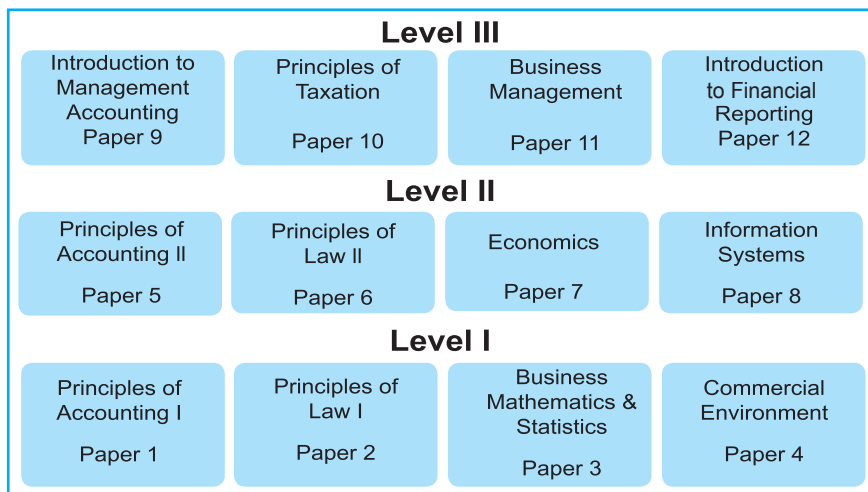
- 11.5 No candidate will be allowed to combine the following subjects, at levels 1& 2, at any one examinations diet:

Level One		Level Two
1	Financial Accounting – Paper 1	Advanced Financial Accounting – Paper 8
2	Economic Environment – Paper 2	Corporate Financial Management – Paper 12
3.	Quantitative Techniques – Paper 5	Management Decision and Control – Paper 10
4.	Management Accounting & Finance – Paper 6	Management Decision and Control – Paper 10, and Corporate Financial Management – Paper 12

- 11.6 For Level Three

A candidate must register and sit for all the three papers at the first sitting. The candidate will be credited with a pass or passes for any paper(s) passed. The remaining paper(s) must be retaken together within two and a half (2½) years or five(5) consecutive sittings, failure of which the candidate will be required to re-sit all the 3 papers.

12.0 ATC(U) EXAMINATION SYLLABUS STRUCTURE



13.0 PROGRESSION RULES FOR ATC(U)

- 13.1 A candidate may attempt a minimum of one subject and a maximum of four subjects at any one sitting.
- 13.2 A candidate must complete one level of the syllabus before proceeding to the next. An exception to this rule is when the candidate has only one subject to complete a level. In this case, the candidate can combine it with some subjects from the next level.

13.3 No candidate will be allowed to combine the following subjects at any one sitting:

Level One		Level Two	
1	Principles of Accounting I - Paper 1	Principles of Accounting II - Paper 5	
2	Principles of Law - Paper 2	Principles of Law - Paper 6	
Level Two		Level Three	
1.	Principles of Accounting II - Paper 5	Introduction to Financial Reporting – Paper 12	

14.0 EXEMPTIONS

Exemptions are available, on a subject for subject basis, to applicants from the following institutions:

	Institution	Qualification	Financial Accounting Paper 1	Economic Environment Paper 2	Business Law - Paper 3	Business Management & Computing - Paper 4	Quantitative Techniques Paper 5	Management Accounting & Finance - Paper 6	Audit Theory -Paper 7
1.	Bishop Stuart University	BBA							
2.	Bugema University	BBA - Accounting							
3.	Busoga University	BBM(Acct)							
4.	Gulu University	BBA							
5.	Islamic University in Uganda	BBA, BBS							
6.	Kampala International University	BBA							
7.	Kyambogo University	B.Sc (Acct & Fin), BMS							
8.	Makerere University	BBA, B.Com, BSc (Acct)							
9.	Mbarara University of Science & Technology	BBA - Accounting							
10.	Mountains of the Moon University	BBMT (Acct)							
11.	Ndejje University	BBA, B.Com, BSc (Fin), B.Sc (Acct)							
12.	Nkumba University	BBA(Acct)							
13.	Uganda Christian University	BBA							
14.	Uganda Martyrs University	BBAM							
15.	ICPAU	ATC(U)							
16.	KASNEB	CPA (K) Parts 1 & 2							
17.	ACCA (UK).	ACCA (Fundamentals)							

The coloured cells represent the papers to be exempted
Exemptions are granted by the Institute on assessment of detailed syllabi of business-related courses submitted to ICPAU by the awarding institutions.



You too can enroll for CPA(U) and reap the benefits of becoming a professional accountant.



You can trust our professional support during training and throughout your professional career.

BECAUSE

- We develop professional leaders through life long training.
- We produce and maintain accountants and accounting technicians who can serve in any sector of Uganda's economy and beyond.
- We set the standard of financial reporting in Uganda.
- We equip you with skills for revenue enhancement, cost savings, corporate governance and options for resource deployment to facilitate business growth.