



# **ACCA**

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## **DAY-TO-DAY PROGRAMME**

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**LARNACA**  
**JULY – DECEMBER 2019**

**NORMAL COURSES**

# TUTORING TEAM

## LECTURER

### *FUNDAMENTALS*

#### *APPLIED SKILLS MODULE*

LW (F4)	Corporate and Business Law	Georgia Andreou Stavrinopoulou
PM (F5)	Performance Management	Phanos Iacovou
TX (F6)	Taxation	Marios Mili

FR (F7)	Financial Reporting	Antonis Zenieri
AA (F8)	Audit and Assurance	Katerina Antoniou
FM (F9)	Financial Management	Phanos Iacovou

### **STRATEGIC PROFESSIONAL**

#### *ESSENTIALS MODULE*

SBL (ex P1+P3)	Strategic Business Leader	Militsa Drakou
SBR (ex P2)	Strategic Business Reporting	Antonis Zenieri

#### *OPTIONS MODULE*

ATX (P6)	Advanced Taxation	Michalis Koutsoftas
AAA (P7)	Advanced Audit and Assurance	Nearchos Ioannou

## **LECTURE HOURS**

### **Normal courses**

Monday to Friday	Single lecture	18:00-21:00
	Double lecture	08:30-14:30 or 15:00-21:00
Saturday/Sunday	Single lecture	09:00-12:00
	Double lecture	08:30-14:30

## **Tutors' profiles**

### **Phanos Iacovou, BA (Hons), ACMA**

- Former Head of Professional Studies at PA College with lots of experience in teaching ICAEW, ACCA, CAT both in Cyprus and abroad (Russia, Malta, Greece, Romania, Slovakia)
- Former senior lecturer at Cyprus College – School of Professional Studies
- Well known and respected by his students for the effort he puts in order to help the students to succeed in their exams
- Expert in teaching Management Accounting and Finance (F2, F5, F9, P4)
- 23 years of experience in teaching ACCA
- Considered an authority on his subjects

### **Nearchos Ioannou, FCCA, CFE, BSc (Hons), MSc U.K.**

- A Fellow Chartered Certified Accountant with lots of experience in the audit profession, and a Certified Fraud Examiner
- Currently, Audit Director of Exertus Services Limited
- Formerly an Assistant Manager and a Lead learning facilitator at Deloitte
- Certified Trainer with HRDA
- Co-Author of Dr Wells' (President of the Association of Certified Fraud Examiners) Casebook on Financial Statement Fraud
- Lots of experience in teaching Accounting and coaching university students, dissertation support
- 1st ACCA Finalist in Cyprus in the December 2003 examination diet
- Expert in teaching Auditing and Corporate Governance (F8, P1, P7)
- 15 years of experience in teaching ACCA and other accounting related courses

### **Antonis Zenieri, ACA, BSc**

- A Chartered Accountant with lots of experience in preparing and reviewing financial statements prepared under IFRSs, especially in the financial services industry
- Currently, Director at Hadjimichael & Zenieri Audit Services Ltd
- Formerly Limassol Regional Manager, at Altamira Asset Management Cyprus
- Worked through various positions within Cyprus Cooperative Bank. Among others Manager of Debt Recovery Division, Chief Financial Officer, Head of Risk Management and Compliance, and Head of Internal Audit of a CCI
- Used to be a Manager at Ernst & Young Cyprus Limited
- Lots of experience in teaching Financial Reporting to other professionals and college students
- Expert in teaching Financial Reporting (F7)
- 7 years of experience in teaching ACCA

### **Marios Mili, FCCA, BSc (Econ.)**

- A Chartered Certified Accountant with lots of experience in preparing and reviewing financial statements prepared under IFRSs
- Experience in the administrative, financial and risk management operations, including the development of financial and operational strategies and the monitoring of control systems designed to preserve companies' assets and report accurate financial results
- Currently, Director at InterTaxAudit Auditors & Consultants Ltd
- Formerly, Chief Financial Officer at Christodoulos G. Vassiliades & Co. LLC
- Used to be an Audit Senior at KPMG Limited
- Lots of experience in mentoring and guiding young professionals in the accounting, audit and tax profession
- Expert in teaching Taxation (F6)
- 3 years of experience in teaching ACCA

### **Militsa Drakou, BSc (Hons) Economics, MBA**

- A Management Consultant with long experience in business analysis and in business strategy in large corporate/multinational companies
- Over 25 years of managerial experience in corporate banking with cdbbank (Cyprus Development Bank Ltd), involved in the assessment of business plans, credit risk and corporate finance
- Lectured on marketing related issues of investment appraisal at the Mediterranean Institute of Marketing (MIM) and several international forums
- Brand Manager at Procter and Gamble International (P&G) in Athens, the leading multinational corporation in the area of FMCG marketing and promotion
- MBA from Anderson School of Management, University of California at Los Angeles (UCLA)
- BSc (Honours) Degree in Economics from the London School of Economics and Political Science (LSE), London
- Expert in Business Analysis & Strategy (P3)
- 4 years of experience in teaching ACCA

### **Michalis A. Koutsoftas, ACCA, ADIT**

- Michalis holds an Advanced Diploma in International Tax (ADIT) and is an International Tax Affiliate of the Chartered Institute of Taxation (CIOT). He is a full member of the Association of Chartered Certified Accountants (ACCA) and of the Institute of Certified Public Accountants of Cyprus (ICPAC).
- He has more than 20 years of working experience during the course of which he served as senior auditor, tax consultant, business advisor and chief financial officer for a number of audit firms and companies in Cyprus and abroad.
- Michalis has been heavily involved with the licensing and registration process of one of the very first CySEC regulated Alternative Investment Funds to ever operate in the Republic of Cyprus, for which he has also served as an appointed member of the investment committee for a number of years.
- He is an experienced lecturer with a demonstrated history of working in the higher education industry, specialising in the field of Advanced Taxation.
- He currently serves as Group Chief Financial Officer for a public non-listed company operating in the Republic of Cyprus.
- 3 years of experience in teaching ACCA

### **Georgia Andreou Stavrinopoulou, Advocate, LLB (Hons), LLM Master Degree**

- A Practising Advocate in Cyprus, with experience in Insurance law along with litigation in Criminal and Commercial Law
- Currently, working at Yiannis Polychronis Law Firm
- Member of the Cyprus Bar Association
- LLM Master Degree in Maritime Law from City University of London
- LLB from Nottingham University, including modules in Contract Law and Company Law

### **Katerina Antoniou, ACCA, MBA, BSc in Mathematics and Statistics**

- A Chartered Certified Accountant with lots of experience in preparing and reviewing financial statements prepared under IFRSs, on listed, financing and trading companies.
- Currently, Senior Auditor at CFA Auditors Ltd
- Formerly, Semi-Senior Auditor at Baker Tilly Klitou & Partners Ltd
- Master in Business Administration from University of Cyprus
- BSc in Mathematics and Statistics from University of Cyprus
- Lectured on audit topics at a college for its academic degree
- 5 years teaching experience

# OTHER INFORMATION

## ACCA Advisors

Phanos Iacovou

Tel. 24 021521

E-mail: [phanos@phanosiacovou.com](mailto:phanos@phanosiacovou.com)

P.A. College website: <http://www.phanosiacovou.com>

## How to contact your tutor

If you would like to meet your tutor outside class you can:

1. Arrange an appointment with him/her during class hours or
2. Inform the Department of Professional Studies that you would like an appointment with the tutor and an arrangement will be made so as the tutor will contact you to arrange the meeting.

## Complaints

### Complaint Policy

1. For any complaint, students must fill in the Complaint Form which is available at the reception office.
2. Once they fill in the Complaint Form, they must hand it to the reception officer who will forward it to the Head of Professional Studies.
3. The Head of Professional Studies will discuss the complaint with the Director and will provide an answer to the student within two weeks of the receipt of the Complaint Form.
4. If the student is not happy with the answer provided, he/she can appeal in writing to the Board of Directors who will make the final decision.

For any complaints regarding the ACCA courses please fill in the complaints form (which is available at the reception).

## ACCA website

<http://www.accaglobal.com>

## ACCA study resources and guidance for students

<http://www.accaglobal.com/uk/en/student/acca-qual-student-journey/study-revision/study-tips.html>

<http://www.accaglobal.com/uk/en/student/acca-qual-student-journey/qual-resource/acca-qualification.html>

## **ACCA Exemptions**

ACCA offers exemptions to students who have studied relevant accountancy qualifications prior to starting ACCA's accountancy qualifications.

### **Should I claim my exemptions?**

Exemptions stop you from having to study the same topics that you have already been taught.

However, if you are thinking of claiming an ACCA exemption based on qualifications you gained years ago or if you have been working in a field other than accountancy for some time, you may need to take the exam.

Studying for the exam will allow you to refresh your knowledge and will ensure you are sufficiently prepared for the higher level papers, which go into topics in greater depth.

### **How to claim exemptions**

- You must send official proof of any qualifications, such as academic transcripts or award certificates, along with your registration form.
- Online print outs of academic transcripts are not acceptable. Only copies of official documentation, signed and stamped by the awarding body, can be accepted.
- Any documents not in English must be officially translated.

For more information, visit: <http://www.accaglobal.com/gb/en/qualifications/apply-now/exemptions.html>

## **ACCA PER guidance and resources**

All ACCA students are required to complete their exams, take the Professional Ethics module and complete the PER (Practical Experience Requirement) before they can become an ACCA member.

Students can gain their practical experience before, during or after they complete their exams. The PER provides a structure for them to follow by setting a range of performance objectives. The performance objectives ensure they gain the experience to demonstrate that they have the abilities required to become a member.

The performance objectives are closely linked to the exam syllabus and we recommend that students co-ordinate their study and practical experience achievement to gain the most from both.

For more information, visit: <http://www.accaglobal.com/gb/en/learning-provider/resources-tuition/per-guidance-resources.html>

## **Ethics Module**

- Students are required to complete the Professional Ethics module as part of their ethical development. The module gives students exposure to a range of ethical perspectives and includes several self-tests which require them to reflect on their own ethical behaviour.
- It is recommended that students take the Professional Ethics module before attempting any exams at Strategic Professional, but as close as you can to the completion your Applied Skills examinations.
- Although students can take the module at their own convenience, it must be completed before they apply for ACCA membership.

For more information, visit: <http://www.accaglobal.com/gb/en/help/faq-ethics.html>

## Exam Progression rules

There are four exam cycles a year.

Students will still be allowed to take a maximum of 4 exams during each exam cycle across a maximum of 8 distinct exams over the course of a calendar year.

### EXAM CYCLES

The exam cycles are:

- **March session:** 1 Jan - 31 March
- **June session:** 1 April - 30 Jun
- **September session:** 1 July - 30 September
- **December session:** 1 Oct - 31 December

Papers must be taken in line with the following module order, however you can attempt the papers within each module in any order:

- **Knowledge Skills (AB, MA, FA)** – available by computer-based exam (CBE) or paper-based format in selected markets
- **Applied Skills (LW, PM, TX, FR, AA, FM)** – all available by paper-based format with F4 English and F4 Global also available by CBE
- **Strategic Professional (Essentials: SBL, SBR and Options: AFM, APM, ATX, AAA)** – available by paper-based format

If your status allows you to enter for papers across modules, please remember that you must complete the papers in order and enter for outstanding papers in your current module if you wish to enter to sit papers in the next module.

## Examination enquiries

For enquiries relating to examination sessions, examination results and registrations for examinations.

Tel: +44 (0)141 582 2000

Fax: +44 (0)141 582 2222

email: [students@accaglobal.com](mailto:students@accaglobal.com)

## Europe

Students wishing to study in Europe please contact [ACCA Connect](#).

General enquires: [info@accaglobal.com](mailto:info@accaglobal.com)

Student enquires: [students@accaglobal.com](mailto:students@accaglobal.com)

Tel: +44 (0)141 582 2000

Fax: +44 (0)141 582 2222

## ICPAC

Cyprus - The Institute of Certified Public Accountants of Cyprus

Tel: +357 22 870 030

Fax: +357 22 766 360

email: [info@icpac.org.cy](mailto:info@icpac.org.cy)