

Terms and Conditions

of participation of the students of ALKs within the CIMA Programme at ALK, executed as part of the first and second degree university education within ALK starting from the academic year 2017/2018

1. CIMA Programme at ALK is directed to the students of
 - a) the first degree of university education, the faculties of Bachelor in Finance and Accounting (delivered in English)
 - b) the first degree of university education, the faculties of Bachelor in Finance and Accounting (delivered in Polish)
 - i. specialization: Accounting, Finance and Taxation
 - ii. specialization: Finance and Banking
 - iii. specialization: Financial Consulting
 - c) the second degree of university education, the faculties of Master in Finance and Accounting (delivered in Polish)
 - i. specialization: Audit and Control in Business
 - ii. specialization: Corporate Finance and Accounting
 - iii. specialization: Banking and Investment Strategies
 - iv. specialization: Corporate Finance
2. Graduates from ALK first university degree – upon meeting the below stipulated conditions – are awarded *CIMA Diploma in Management Accounting* issued by CIMA
 - a) the first degree of university education, the faculties of Bachelor in Finance and Accounting (delivered in English) – after passing the final exam: Operational Case Study Exam
 - b) the first degree of university education, the faculties of Bachelor in Finance and Accounting (delivered in Polish) - specialization: Accounting, Finance and Taxation - after passing the exam: E1- Organisational Management and final exam - Operational Case Study Exam
 - c) the first degree of university education, the faculties of Bachelor in Finance and Accounting (delivered in Polish) - specialization: Finance and Accounting - after passing the exam: E1- Organisational Management, P1 – Management Accounting, F1- Financial Reporting and Taxation and final exam - Operational Case Study Exam
3. Graduates from ALK first university degree - specialization: Financial Consulting - upon meeting the below stipulated conditions - are awarded *CIMA Diploma in Management Accounting* issued by CIMA and if pass the exams from Operational Level – E1 and P1 and final exam - Operational Case Study Exam are awarded *CIMA Diploma in Management Accounting* issued by CIMA
4. Graduates from ALK second university degree (delivered in Polish) – upon meeting the below stipulated conditions – are awarded *CIMA Diploma in Management Accounting* issued by CIMA
 - i. specialization: Audit and Control in Business and Corporate Finance and Accounting - after passing the exam: Operational Case Study Exam

- ii. specialization: Banking and Investment Strategies - after passing the exam: E1- Organisational Management, F1 – Financial Reporting and Taxation and final exam - Operational Case Study Exam
 - iii. specialization: Corporate Finance - after passing the exam: E1- Organisational Management and final exam - Operational Case Study Exam
5. Graduates from ALK second university degree (delivered in Polish) – upon meeting of the below stipulated conditions – are awarded *CIMA Advanced Diploma in Management Accounting* issued by CIMA
 - i. specialization: Audit and Control in Business and Corporate Finance and Accounting – for students who awarded CIMA Diploma in Management Accounting - after passing the exam E2 – Project and Relationship Management and the final exam – Management Case Study Exam
6. ALK students who have completed at least the first semester of first or second degree of university education at ALK are entitled to register in the CIMA Programme at ALK.
7. ALK students who signed up for the CIMA Programme at ALK can take the exam after completing the particular semester of studies depending on program and specialization. Details are presented in Appendix F.
8. The student accepted for the academic year of 2017/2018 or in the following years should sign up for the CIMA Programme at ALK at least the first semester of first or second degree of university education at ALK but not later than at the third semester of university education.
9. The CIMA Programme at ALK has following steps:
 - a. Students register their interest in becoming a CIMA student via the online form available on the CIMA Poland website;
 - b. The CIMA Programme Coordinator verifies which University Programme the student is enrolled on to make sure it is one of the CIMA accredited degrees;
 - c. CIMA Poland collates the information and sends this to Sales to Organisations to be registered;
 - d. Students are registered and sent welcome emails;
 - e. The CIMA University Programme Coordinator verifies that a student has passed the modules relevant to the CIMA subjects and sends a letter to CIMA Poland confirming the students that are eligible to sit the non-exempted exams for each accredited programme;
 - f. CIMA Poland sends this information to the Exemptions team and exemptions are then awarded in line with SLAs;
 - g. Students are then sent an email confirming the Exemptions and can book their exams through their MYCIMA account which will direct them to the Pearson Vue website;
 - h. Exam booking is confirmed on payment;
10. The process of student registration is based upon CIMA online registration form and settlement of the registration fee by the student for the benefit of CIMA in the amount and with the application of the level determined within the provisions of Appendix C.
11. Having completed the process of registration with CIMA, ALK student is granted the status of CIMA student, which grants particular benefits – appendix D and www.cimaglobal.com.
12. The student who participates within the CIMA Programme at ALK is awarded the same rights and has the same responsibilities imposed upon him as other ALK students.

13. The condition, which is indispensable to be met in order to obtain the *CIMA Diploma in Management Accounting* passing CIMA standardised exam in English language: Operational Case Study exam (OCS) (in Pearson Vue Centre) prior the completion of first degree of university education at ALK.
14. The condition, which is indispensable to be met in order to obtain the *CIMA Advanced Diploma in Management Accounting* passing CIMA standardised exam in English language: Management Case Study exam (MCS) (in Pearson Vue Centre) prior the completion of second degree of university education at ALK.
15. The condition, which is indispensable to take the exams listed in point 14 and 15 is passing all the exams required in CIMA Programme at ALK before the semester that allows a student to take the particular CIMA exam. Details stating a semester after which student can take exams listed in point 14 and 15 are presented in Appendix F.
16. The exam may be taken at sixth semester of university education, which follows the period starting from the moment of registration of the given student with the CIMA Programme at ALK until the moment of completion of the first degree of university education by the given student at ALK.
17. A student, who had not passed the OCS exam prior the deadline of the completion of the first degree university education at ALK, does not complete The CIMA Program at ALK, does not receive any document which confirms his participation within the aforementioned programme, whereas subjects enumerated within the programme of the aforementioned specialty and passed at the ALK are taken into consideration into the university education programme being executed by the school.
18. The student takes the Management case study exam (MCS) at the particular semester of university education depending on specialization and university program (details are presented in Appendix F). This follows the period starting from the moment of registration of the given student with the CIMA programme until the moment of completion of the second degree of university education by the given student at ALK.
19. A student, who had not passed the MCS exam prior the deadline of the completion of the second-degree university education at ALK, does not complete The CIMA Program at ALK, does not receive any document which confirms his participation within the aforementioned programme, whereas subjects enumerated within the programme of the aforementioned specialty and passed at the ALK are taken into consideration into the university education programme being executed by the school.
20. A student, who had not complete/graduate one level of The CIMA Program at ALK, cannot apply for the next level and the same level again in the Programme.
21. A student, who paid for exemptions and exams but had not complete/graduate The CIMA Program at ALK, cannot apply for the next level and the same level again in the Programme.
22. A student, who paid for exemptions and exams but cannot pass CIMA external exams in Pearson Vue Centre (dates in p.17 and p.19), does not complete/graduate The CIMA Programme at ALK.