

Guide to part-time study in the MPA or MPAS at UTas



1. Applying for admission

Applications for admission can be completed online, by going to www.utas.edu.au and selecting Apply for 2009.

The MPA and the MPAS have different entry requirements for starting students, and applicants should choose the appropriate course for their needs and qualifications:

- Master of Professional Accounting: Bachelor's degree in a non-Accounting field.
- Master of Professional Accounting (Specialisation): as above
 - OR, a Graduate Certificate in Accounting
 - OR, approved relevant work experience or other special circumstances (post-secondary qualifications, such as Advanced Diplomas, will also be considered under this section).

To meet a work experience requirement, please include a CV with your application. This can be pasted into the Supporting Statement section of the application. If we require further information, we will contact you, but a CV is usually sufficient.

If you have a previous degree from UTas, we have a record of this and will not require copies of your testamur or transcripts. If you have a previous degree from another institution, UTas will request an electronic copy of this qualification. However, please note that it sometimes takes several weeks for these to arrive: you may wish to forward a certified copy to UTas.

2. Accept your offer

So long as all required information is received with your application, you should receive an offer within about a week. Offers are usually available online on Friday afternoons, and a paper copy is mailed on Friday afternoon also. Information about how to accept is available with the offer, and acceptance can be done online.

Once you have accepted your offer, the university will generate a username and password and send these to you. This will allow you to enrol. If you are a former UTas student the computer may well decide that you already have a username and password, and not generate a new one. If this happens, please contact Service.Desk@utas.edu.au to find out your username and ask for a new password.

3. Enrol in units

You are able to enrol in units a few days after you receive your username and password. Enrolments are done online through the eStudentCentre. Go to www.utas.edu.au/students and select the eStudentCentre. There is a tour you can take to familiarise yourself with the system before you enrol. Enrolments are done through the Manage Your Enrolment link.

Information about the course requirements and unit availability can be found at <http://www.utas.edu.au/business/faculty/CurrentStudents/Index.html>, by looking at the MPA/S Course Planner. More detailed information about units can be found by going to www.utas.edu.au and selecting Courses and Units. The School of Accounting and Corporate Governance publishes unit outlines, with information about unit content and assessment: <http://www.utas.edu.au/accg/outlines.html>.

It is highly recommended that all starting MPA and MPAS students include the unit **BFA707 The Accounting Framework** in their first semester of study. Another unit to consider taking in the first semester of study is **BFA706 Business Law**.

Orientation and Starting Study

Orientation is not compulsory for part time students, but sessions are available for anyone who would like to meet other students and staff.

Thursday 9 July, 5.30-7.00pm, 5th Floor, Faculty of Business, French St, Sandy Bay. RSVP to Cameron.Baxter@utas.edu.au.

Timetables: Room details are available through the Class Timetable on the eStudentCentre.

MyLO: Before classes start, please check MyLO for any instructions from your lecturer. MyLO can be found at www.utas.edu.au/students and is accessed using your university username and password.

Textbook details: can be found through Courses and Units at www.utas.edu.au, by going to the individual unit, and clicking on textbook details.

Fees: the fees for domestic students for 2009 are \$1687 per unit. This is a full-fee paying course, but Australian citizens can apply for FEE-HELP, which allows them to defer their fees and repay them through tax. You access this by completing an eCAF through the eStudentCentre. A 10% discount is available for UTas graduates: you must be registered as an alumnum and send an email to Fees.Unit@utas.edu.au to request the discount.