

## Qualification Programme (QP) Special Arrangement for December 2024 Session

### Eligibility

Final year students of designated local accountancy master/ conversion programmes accredited by the Hong Kong Institute of Certified Public Accountants (the HKICPA) who:

- i. are in the **final semester of their final academic year**; and
- ii. can **complete the relevant courses in their accredited programmes after result release of final semester**; and
- iii. are able to **confirm their graduation status by mid-August 2024**.

### Features

Under this special arrangement, participating students can **commence the QP in advance before official graduation** and **may be able to complete the QP at least six months earlier than those who do not join the special arrangement**. It will give them the flexibility in their study plans, and also enhance their technical knowledge and soft skills to pursue a career in the accounting profession.

### Application and Deadline

Eligible applicants should submit the QP application at: [www.hkicpa.org.hk](http://www.hkicpa.org.hk) → **Become a Hong Kong CPA → QP → [Application and registration](#)**

The **application deadline is 6 June 2024 (Thu)**. Failure to submit the required documents (please refer to P.2 - Important Dates) by the deadline will delay the processing of the application.

### Important Notes

- Applicants will be admitted to the QP **conditionally** subject to the attainment of their graduation status on the agreed cut-off date with the tertiary institutions.
- In the event that the applicants fail to confirm the graduation status by the agreed cut-off date, they will be **removed from the QP Student Register immediately**. Those applicants will need to re-register their QP studentship with the Institute after acquiring the graduation status in order to continue the remaining parts of the QP and payment of the required fees upon re-registration.
- After completion of QP registration process, QP students entitled the exemption of **8 or more** QP Associate Modules can enrol for the Introductory Workshop together with any two\* Professional modules after they accept the QP assessment result.

QP Professional Level
Introductory Workshop
Module 11 – Financial Reporting
Module 12 – Business Finance
Module 13 – Business Assurance
Module 14 – Taxation

\*QP students are allowed to enrol in a maximum of two *first* attempt modules per exam session.

- If applicants do not complete all required courses under the approved curriculum for the accredited programme, they are not eligible for the exemption for particular module(s) in the Associate Level. Please refer to “Section 4 - Self-assessment” in the QP application system for details.
- The module results attained will be valid for ten years from the date of initial registration as a QP student under the Professional Accountants By-Law 39.



## Important Dates

QP Session	Date	Action	Remarks
Dec 2024	6 June 2024	<p>Application deadline for Special Arrangement</p> <ul style="list-style-type: none"> <li>Applicants <b>MUST</b> submit the QP application and upload relevant documents <b>by this date</b>.</li> </ul> <p>QP application system: <a href="http://www.hkicpa.org.hk">www.hkicpa.org.hk</a> &gt; Become a Hong Kong CPA &gt; QP &gt; <a href="#">Application and registration</a></p>	<p><b>Required documents (scanned copy) and fee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>HKID Card/ PRC ID Card/ Passport</b> (Marked "COPY" across the image)</li> <li><input type="checkbox"/> <b>Passport standard photo</b> (in JPEG; ratio of length to width is 4:3; plain coloured background)</li> <li><input type="checkbox"/> <b>Completed Result Release Authorization and Undertaking Form</b> (Please click <a href="#">HERE</a> to download the form)</li> <li><input type="checkbox"/> <b>Latest Transcript of the accredited master/ postgraduate diploma programme</b> <b>(exam results up to the 2<sup>nd</sup> semester of final year)</b></li> <li><input type="checkbox"/> <b>Transcript of Boot-Camp/ Pre-entry course(s) for the accredited Master programme (if any)</b></li> <li><input type="checkbox"/> <b>Course(s) to be completed in the summer semester of final year, please specify and provide the enrolled list (if available)</b></li> </ul> <p><b>Bachelor degree</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Official Full Transcript</b></li> <li><input type="checkbox"/> <b>Official Certificate</b></li> </ul> <p>For bachelor degree completed in China</p> <ul style="list-style-type: none"> <li>Certificate of Degree (本科學士學位證書)</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>HK\$900 Application Fee</b> (to be paid <b>online</b> in the QP application platform; <b>non-refundable, non-deferrable</b> and <b>non-transferable</b>)</li> <li><input type="checkbox"/> <b>Assessment Fee</b> (for applicants who would like to apply module exemption by non-accredited course(s)) <ul style="list-style-type: none"> <li>Please click <a href="#">HERE</a> to download the Payment form, and fill in and submit it together with online application</li> <li>Syllabus of the non-accredited course(s)</li> </ul> </li> </ul> <p><b>If any,</b></p> <p><b>Sub-degree</b> (e.g. associate, higher diploma, diploma)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Official Full Transcript</b></li> <li><input type="checkbox"/> <b>Official Certificate</b></li> <li><input type="checkbox"/> <b>Credit Transfer Letter/ Exemption Letter</b></li> </ul> <p><b>Study exchange programme in non-Hong Kong institution</b></p>

			<input type="checkbox"/> <b>Official Transcript(s) of study exchange programme in non-Hong Kong institution</b>  <input type="checkbox"/> <b>Credit Transfer Letter/ Exemption Letter</b>
<b>Dec 2024</b>	<b>Aug 2024<sup>#</sup></b>	Tertiary institution provides applicants' results of <b>summer semester (if any) of final year</b> to the HKICPA	<ul style="list-style-type: none"> <li>• If applicants' result can satisfy the QP registration requirements, the assessment result on module exemptions will be notified via email before the enrolment deadline of Dec 2024 session, tentatively scheduled on 9 September 2024. Please refer to the <a href="#">QP timetable</a> for details.</li> <li>• The applicants have to accept the result and pay for the exemption fee and first annual fee (2024: HK\$900). Please refer to the <a href="#">fee schedule</a> for the prevailing fees required.</li> </ul>
<b>Dec 2024</b>	<b>9 Sep 2024* (tentative)</b>	Module enrolment deadline	<ul style="list-style-type: none"> <li>• Successful registered QP students can submit the module enrolment via the Student Centre before enrolment deadline.</li> </ul>
<b>N/A</b>	<b>31 Dec 2024</b>	Deadline for applicants to <b>submit final official full transcript (with graduation status) and master degree/ graduation certificate</b> to the HKICPA by email	<ul style="list-style-type: none"> <li>• The HKICPA will finalise the QP student registration record.</li> <li>• The QP studentship and module result may be withheld if the students do not submit the documents.</li> </ul>

**#The HKICPA will confirm the actual date with individual tertiary institution.**

**\*You should confirm acceptance of the application result in order to become a registered QP student. Then you can submit the enrolment(s) before the deadline.**