

# ORDER FORM FOR ACTED NOTES & TABLES

## Advice for Students

29 October 2010

### 1. Actuarial Study Materials:

The actuarial study materials are produced by ActEd (the Actuarial Education Company) and are very useful for a number of courses in the second, third and fourth years. ActEd is contracted to provide actuarial tuition for students on behalf of Institute and Faculty Education Ltd (IFE), a subsidiary of the Faculty of Actuaries and the Institute of Actuaries. Full details are available at <http://www.acted.co.uk>.

### 2. Type of Study Materials:

Each year, many students taking actuarial subjects purchase notes for relevant CT subjects and these notes are mainly purchased in one of two forms, Course Notes or the Combined Materials Pack:

- (a) The Course Notes will help students develop the basic knowledge and understanding of principles needed to pass the exam. They incorporate the complete Core Reading and include full explanation of all the syllabus objectives, worked examples and short questions to test your understanding.
- (b) The Combined Materials Pack (CMP) is ideal for students sitting a subject for the first time. It comprises the Study Guide, Course Notes (incorporating complete Core Reading), Question & Answer Bank and Series X Assignments.

It is also beneficial for students to acquire a copy of the "Yellow Tables" which is the Actuarial Tables book used both in University examinations and also the professional examinations of the Institute of Actuaries.

### 3. The Ordering Process:

- (a) An order form must be used for each Semester and it is available on the School web-page<sup>1</sup>.
- (b) Students must return a signed hardcopy of the completed form together with the appropriate (non-refundable) deposit, namely €40 for **each** CT Subject ticked on the form (irrespective of whether the order is for the Course Notes or the Combined Materials Pack) and €10 for the Actuarial Tables.
- (c) Payment must be in the form of a cheque, bank draft or postal order, made payable to Dublin City University. Please note that cash, credit or debit card payment is not possible.
- (d) The duly completed form and non-refundable deposit amount must be submitted at least **one week** before the start of Semester 1 or **two weeks** before the start of Semester 2 (as appropriate) and addressed to:

Ciarán McKenna, Faculty of Science & Health, Room HG01, School of Nursing Building, Dublin City University, Dublin 9.

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<sup>1</sup>The ActEd Notes Order Form for ActEd study materials and actuarial tables can be downloaded from [http://www.dcu.ie/math/actuarial/acted\\_form.pdf](http://www.dcu.ie/math/actuarial/acted_form.pdf).

#### 4. Necessity for a Single Order:

ActEd provides a generous discount to the University for bulk orders. As there will be just one order processed per Semester, it is essential that, in order to benefit from the discounts available, students submit their orders on time (e.g. to allow 5 working days before the start of Semester 1). Students who miss the stipulated deadline are free to process their own individual orders to the Actuarial Education Company at any time of the year. However, discounts will not be available in such circumstances.

#### 5. Payment & Collection:

With orders submitted and processed before the start of each Semester, it is expected that the study materials will be delivered either during the end of the first week or at the beginning of the second week of the semester. When the study materials and tables are delivered to the University, students will be contacted by e-mail to advise that the balance owing on their respective orders can be paid for and the materials collected from the Mathematical Sciences School Office. The final (discounted price) will depend on the euro/sterling exchange rate at the time of ordering. Note that all materials must be collected within 10 working days of the date of e-mail notification to students. Materials not collected during this period will be returned to ActEd.

#### 6. Cost of Study Materials:

The Faculty and Institute, through IFE, set ActEd's prices each year (see current prices at [http://www.acted.co.uk/html/paper\\_prices.htm](http://www.acted.co.uk/html/paper_prices.htm)). With bulk orders, DCU will be able to get a large discount over that which students would have to pay themselves via a direct individual order. As an illustration, the 2009 prices per individual order for CT1 Course Notes and Combined Materials Pack were stg£64 and stg£114 respectively. The quoted discounted prices (for bulk orders from universities) were stg£44 and stg£71 respectively. *Note: These prices will change from one year to the next so please treat this information as an indicative guide only.*

#### 7. Which Study Materials are Recommended:

- CT1 (Financial Mathematics):

This subject is covered by MS216 in second year and MS318 in third year. It is recommended that students who, intend to take MS318 in the third year, should purchase the study materials in time for MS216, i.e. before Semester 2 of the second year.

- CT4 (Models):

This subject is covered by the material in two third-year modules, namely MS308 (Stochastic Modelling) and MS332 (Actuarial Modelling).

- CT5 (Contingencies):

For 2008/09 and 2009/10, this subject is covered by half of the first-semester module MS443 (Risk Theory and Life Contingencies) and by the second-semester module Life Contingencies (MS442). From 2010/11 onwards, it will be covered solely by a new second-semester module Life Contingencies (MS448).

- CT6 (Statistical Methods):

For 2008/09 and 2009/10, this subject is covered by MS344 (Risk Theory), half of MS443 (Risk Theory and Life Contingencies), and MS447 (Time Series). From 2010/11 onwards, it will be covered by MS449 (Risk Theory) and MS447 (Time Series).

- CT8 (Financial Economics):

This subject is covered by the first-semester module MS427 (Financial Economics 1) and the second-semester module MS428 (Financial Economics 2).

Subjects CT2, CT3 and CT7 have not been mentioned in the above list since the Lecturers involved do not consider it necessary for their students to purchase the respective sets of notes. CT2 (Finance & Financial Reporting) is covered by modules EF107A: Corporate Finance and AC334: Principles of Accounting & Taxation; CT3 (Probability & Mathematical Statistics) is covered by modules MS117: Probability 1, CA255: Statistics 1 and CA258: Statistics 2; and CT7 (Economics) is covered by module EF110: Introduction to Economics.

*It is advisable to contact the relevant module Lecturers in advance of placing orders for any set of CT notes.*

#### 8. Free Upgrades to ActEd Notes:

If students purchase the Combined Materials Pack in one calendar year but find that they need the material again in the following year, please note that the ActEd website enables students to manually amend their material to make it suitable for study for the current year's examinations. The free download will include all significant changes to the Core Reading between one year and the next. *Note: If, in the unlikely event that a large proportion of the material has changed significantly, making it inappropriate to include all changes, the upgrade will only outline what has changed. In this case, ActEd recommends that students purchase a replacement CMP or Course Notes at a significantly reduced price.*

#### 9. Terms & Conditions:

All matters on these pages are governed by the terms and conditions stipulated in the document "Terms & Conditions for Students Sitting Examinations for Actuarial Exemptions"<sup>2</sup> Students are requested to read this document carefully.

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<sup>2</sup>The document "Terms & Conditions for Students Sitting Examinations for Actuarial Exemptions" can be found at [http://www.dcu.ie/maths/actuarial/terms\\_and\\_conditions.pdf](http://www.dcu.ie/maths/actuarial/terms_and_conditions.pdf).