

...STUDENT HANDBOOK 2022...

Every Student Counts...

Table of Contents

Page

Vision, mission, core values and service guarantee statements..... 1

SECTION 1

INTRODUCTION 2

SECTION 2

DETAILS OF FTMS VIETNAM

Brief introduction..... 3

Staff list..... 3

SECTION 3

COURSE INFORMATION

Course structure 4

Important dates for students 5

Contact details..... 6

Student feedback procedures 6

SECTION 4

WHAT IS EXPECTED OF THE STUDENT ATTENDING THE COURSE

Self-study hours 9

Progress test 9

Mock examination 9

Value added activity 9

Students code of conduct 9

Attendance and punctuality..... 10

SECTION 5

ACCA CONTACTS..... 10

SECTION 6

QUALITY PROCEDURES ON THE COURSE

Bi-annual questionnaires..... 11

Course committee meetings 11

SECTION 7

STUDENT SERVICES

Self study rooms	12
Counselling service	12
Assistance to pay ACCA/CAT fees.....	12

SECTION 8

STUDENT TERMS AND CONDITIONS

Enrolment for courses	12
Visa applications	12
Course materials	12
Copyrights and photocopying services	12
Request for letters	13
Classroom usage regulations	13
Refund policy.....	14
Transfer policy.....	14
Deferment of study	14
Range of courses	15

SECTION 9

<i>READING LISTS</i>	15
----------------------------	----

Our Vision

To be a world-wide Premier Education and Training Provider

Mission Statements

To provide excellent teaching, professional and entrepreneurial development, research and support services
To create opportunities for scholars and graduates to build world-class businesses

Core Values

To provide our services based on honesty, integrity, respect, trust, ethics and professionalism.

Service Guarantee Statements

Qualified professional team of lecturers
Comprehensive coverage of course syllabus and structure
Focus and comprehensive lecture materials
Conducive study environment
Accessible and strong student support services
Continuous feedback and redress mechanism

SECTION 1: INTRODUCTION

Welcome to FTMS Training Systems (Vietnam) Limited (**FTMS Vietnam**). Now that you have made the right decision in choosing CAT/ACCA and choosing us, we want your study at FTMS Vietnam to be a memorable experience. This handbook guides you through your course and gives information on FTMS Vietnam training programs as you pursue this prestigious qualification.

About the Handbook

The objectives of this handbook are to:

- ❑ Familiarise you with FTMS Vietnam services, its facilities, lecture rooms and contacts.
- ❑ Provide you with concise yet comprehensive information on issues pertaining to registration and the management of the programme.
- ❑ Rules and Regulations that govern the examination procedures, including appeal, deferment procedures, and other matters of interest.
- ❑ Course structure

The information in this handbook acts as a quick reference for you. Should you need further information, please contact info@ftmsglobal.edu.vn for assistance.

Finally, we at FTMS Vietnam hope that you will enjoy your learning experience here.

To find out more about the FTMS Vietnam please visit our website at www.FTMSglobal.edu.vn

We wish you all the best in your studies!

SECTION 2: DETAILS OF FTMS VIETNAM

BRIEF INTRODUCTION TO FTMS VIETNAM

In addition to the local lectures, many foreign lecturers who are from FTMS Singapore, Malaysia and Hong Kong work closely with FTMS Vietnam to ensure the quality of the courses. Periodically staff meetings and ad hoc briefings are held or corresponded via email to ensure a clear line of communication at all times between staff, management and students.

ACCA STAFF LIST

No.	Name / Email address	Subject	Qualification	Work Experiences		
				Position	Employer	Period
1.	Mr Nguyen Huy Tuan Email: nht1808@gmail.com	F2: Management Accounting	ACCA	Lecturer	FTMS	2019 - now
2.	Đỗ Thị Hồng Vân Email: van.dohong@nasugar.com	F3: Financial Accounting	ACCA	Senior Lecturer	FTMS	2007 – now
3.	Nguyen Thi Phuong Hoa Email: nguyenthiphuonghoa@gmail.com	F4: Corporate and Business Law	Bachelor of Law (University of Wollongong, Australia) Member of Vietnam Bar	Lecturer	FTMS	2013 – now
4.	Ngo Quoc Thinh Email: thinh.quoc.ngo@gmail.com	F5: Performance Management	ACCA, CPA- Vietnam	Senior Lecturer	FTMS	2013 – now
5.	Chu Thi Ngoc Hanh Email: ctngochanh@yahoo.com	F7: Financial Reporting	FCCA, CPA- Vietnam	Lecturer	FTMS	2012 – now
6.	Phan Hoài Nam Email: vntaxlawyer@gmail.com	F6: Taxation	ACCA	Lecturer	FTMS	2022 – now
7.	Mr Fung Chee Kong Email: teacherfung@hotmail.com	F8: Audit and Assurance	Bachelor of Accountancy (Hons) MSc. Econs	Lecturer	Ngee Ann Polytechnic FTMS	1992 – 1999 2000 – now
8.	Ivan Lim Email: ivanlimftms@yahoo.com	F7: Financial Reporting	ACCA Bachelor of Applied Accounting (Oxford Brookes University, UK)	Lecturer	FTMS	2006 – now

9	Dariusz Bargiel Email: dariusz.bargiel68@gmail.com	SBR	ACCA	Lecturer	FTMS	2006 – now
10	Ashim Kumar Email: ashim@aka-lead.com	SBL	FCCA	Senior Lecturer	FTMS	1999 - now
11	Hua Chia Yee Email: chia.yee.hua@gmail.com	Advanced Financial Management	ACCA	Senior Lecturer	FTMS	2000 – now
11	Chan Tze Kang Email: chantzekang@yahoo.com	Advanced Performance Management	ACCA	Senior Lecturer	FTMS	1986 - now

SECTION 3: COURSE INFORMATION

At FTMS Vietnam we know that professional examinations are very different to academic examinations, and different skills are required to ensure your success. Our lecturers have many years of experience in teaching but, more importantly, they are experienced in teaching students how to pass the ACCA examinations. We believe it is important that our lecturers know the syllabus really well, so we restrict the number of subjects our lecturers teach so that they can specialise and pass the benefits of that knowledge on to you. Our courses are designed to provide you with all the knowledge you need to pass the examination.

COURSE STRUCTURE

Our course has several phases, complementing each other to enhance your learning experience:

- **Teaching phase:** in this phase, lecturers will explain the subject content, illustrating the concepts with examples to help students understand.
- **Self-study and practice phase:** after the teaching phase, students will be given a detailed study planner advising them on the reading they should do and the questions they should attempt.
- **Revision phase:** However good students' knowledge, it is vital that they know how to get marks quickly in the examination. Our revision phase will help students do this, enhancing their application skills and fine tuning their exam techniques.
- **Progress test:** at the start of each intake, students will be given a detailed timetable, showing them the dates of the courses and the dates of progress tests and mock exams. The progress tests and mock exams are a vital component of students' exam success and the students should take them seriously. After the teaching phase(s), students are required to attempt a progress test under exam conditions and scripts will be sent to us for marking. Our markers will give students constructive feedback on their areas of weakness so as to enable them to pinpoint aspects for improvement.
- **Mock exams:** after each revision phase, students are required to attempt a mock exam under exam conditions. Mock exams are our subject lecturers' best guess as to what will come up in the real exam, and it is vital that students try this to understand what they might otherwise get wrong in the real exam. The tests and mock exams will be return to your students approximately two to three weeks after submission.

IMPORTANT DATES FOR STUDENTS

January

Payment of Annual Subscription (please enclose your Remittance Advice Note with your payment). Applications for exemptions for June examinations must be submitted by 31 January (or at least two weeks earlier if submitting to an ACCA office outside the UK).

February

Results are sent to you if you sat the examinations in December and can be accessed on the ACCA website.

An Examination Entry Form and Status Report will be sent to you if you are eligible to sit the examinations in June.

March

You must submit your request for a Special Examination Centre for the June sitting by 15 March. Reminders for the Annual Subscription demand are despatched to students who have not paid.

April

Examination Entry Forms for June sitting should be received by Student Services in Glasgow by 15 April.

Applications to change your Variant/Stream examinations for June sitting must be submitted by 15 April.

An Examination Entry Acknowledgement will be sent to you if you are entered to sit the examinations in June.

If for any reason you have not paid your Annual Subscription by 15 April, you will be notified that your name has been removed from the ACCA student register.

May

You will receive your Examination Attendance Docket detailing the subjects you are entered to sit in the June examinations and the address of the examination centre.

June

Examinations are normally held over an eight-day period in the first and second week.

July

Applications for exemptions for December examinations must be submitted by 31 July (or at least two weeks earlier if submitting to an ACCA office other than the UK).

August

If you have resigned/been removed from the ACCA register, your application for re-registration must be submitted by 15 August (or at least two weeks earlier if submitting to an ACCA office outside the UK) if you wish to attempt examinations in December.

Results are sent to you if you sat the examinations in June and can be accessed on the ACCA Website.

An Examination Entry Form and Status Report will be sent to you if you are eligible to sit examinations in December.

September

You must submit your request for a Special Examination Centre for the December sitting by 15 September.

October

Examination Entry Forms for December sitting must be received by Student Services in Glasgow by 15 October.

Applications to change your Variant/Stream examinations for December sitting must be submitted by 15 October.

An Examination Entry Acknowledgement will be sent to you if you are entered to sit the examinations in December.

November

You will receive your Examination Attendance Docket detailing the subjects you are entered to sit in the December examinations and the address of the examination centre.

A Subscription Demand notice will be sent to you for your Annual Subscription for the following calendar year.

December

Examinations are normally held over an eight-day period in the first and second week.

Your application for re-registration must be submitted by 31 December if you wish to sit examinations in June (or at least two weeks earlier if submitting to an ACCA office other than the UK).

CONTACT DETAILS

Ho Chi Minh City Office:

Address: Suite 905, 9th Floor, Sunwah Building, 115 Nguyen Hue street, Ben Nghe ward, district 1, HN

Tel: 0931113020

E-Mail: info@ftmsglobal.edu.vn

Website: www.ftmsglobal.edu.vn

Main Staff Contacts

Director	:	Ms Ngo Quynh Linh Email: linhngo@ftmsglobal.edu.vn
Vice Director - CFO	:	Mr Pham Quang Son Email: sonpham@ftmsglobal.com.vn
Managers, Education Consultant in HCMC	:	Ms Le My Hanh Email: hanhle@ftmsglobal.com.vn
Managers, Education Consultant in Ha Noi	:	Ms Mai Ngoc Anh Email: anhmai@ftmsglobal.com.vn

The above mentioned are full-time staff and available to meet students and deal with enquiries at any time during office hours.

STUDENT FEEDBACK PROCEDURES

FTMS Vietnam is committed to forming positive relationships with its students. It is committed to creating an environment in which all staff performs their duties with efficiency, fairness, integrity and due care. When feedback is provided by students, FTMS Vietnam is committed to resolving the issues quickly, fairly and with respect for confidentiality.

In order to assist FTMS Vietnam in providing continuous excellent service and education, all students are encouraged to complete an evaluation questionnaire when provided. This is conducted at the end of teaching phase and revision phase.

In addition, feedback can be given formally or informally as described below:

Informal Feedback:

The student may choose to approach any member of the FTMS Vietnam staff directly on their feedback.

Formal Feedback

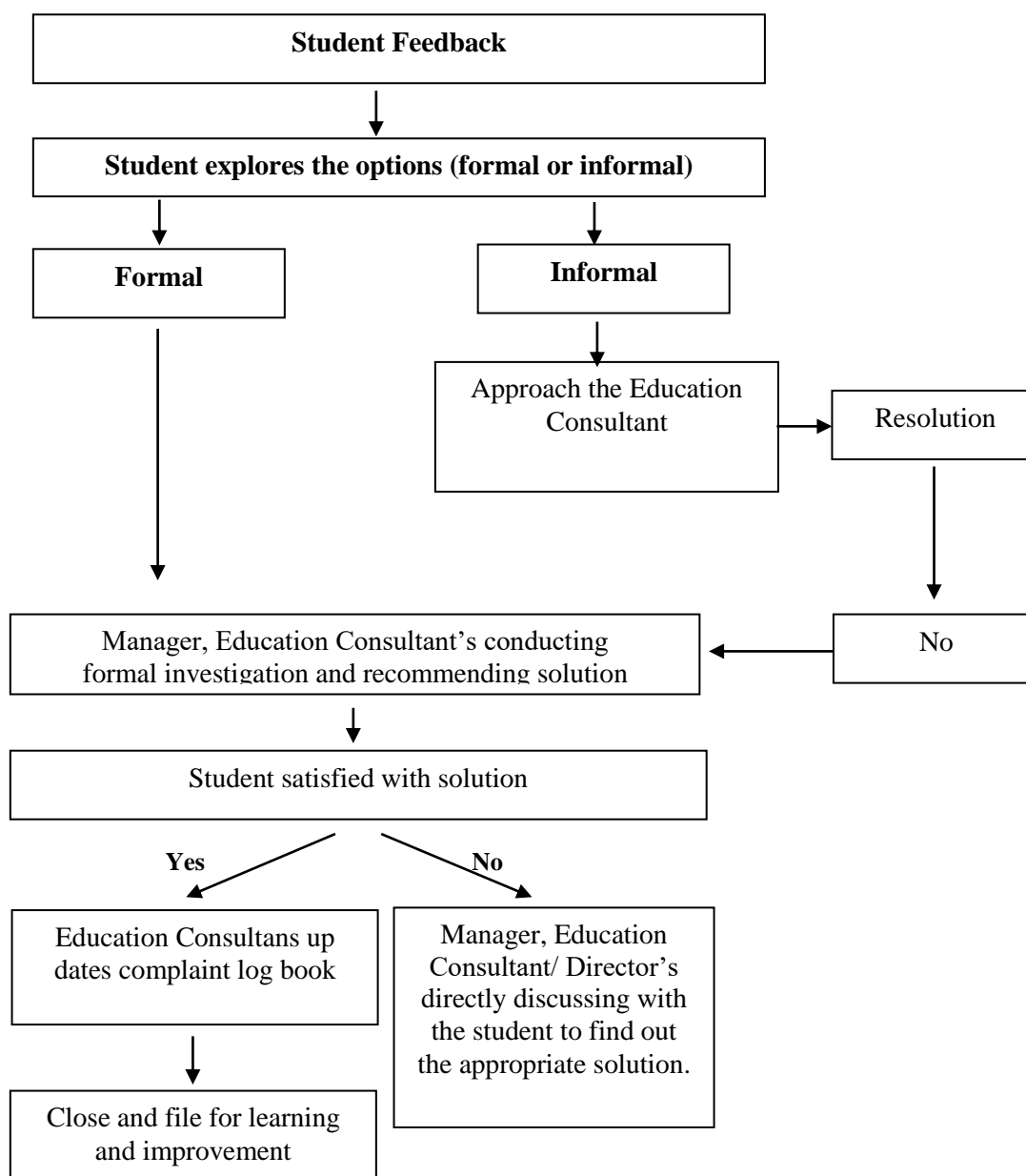
A formal feedback is to be made in writing or on Suggestion Forms conveniently located at FTMS Vietnam office. These should be addressed to the Manager, Education Consultant. The formal feedback must describe the concern and state the action or outcome desired.

Acknowledgement of receipt of feedback is within 1 day.

Based on the nature of the feedback, resolution where necessary, will be within 21 days.

If the feedback/complaint could not be amicably resolved by the students & FTMS Vietnam, the students may refer the matter to ACCA Representative Office in Vietnam.

All feedback is processed according to the illustration below:



Students should refer to FTMS Vietnam’s Complaint Policy at our website www.ftmsglobal.edu.vn

What can I do if I am still not satisfied with the handling of my complaint?

We aim to resolve your complaint to a satisfactory conclusion within FTMS Vietnam’s own complaints processes. However, if you have followed our complaints procedure and feel that the complaint has not been handled to your satisfaction,

- you have the option to escalate your complaint to ACCA at complaints@accaglobal.com
- If you have exhausted both FTMS’s complaints process and ACCA’s complaints process, you can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link:

<https://www.accaglobal.com/gb/en/footer-toolbar/contact-us/unhappy.html>

SECTION 4: WHAT IS EXPECTED OF THE STUDENT ATTENDING THE COURSE?

SELF-STUDY HOURS

In addition to attending the lectures at FTMS Vietnam, the student must support this with additional self-study outside lecture hours as this is a professional course and there is a high level of commitment required from students.

A reasonable expectation might be 5 to 10 hours per subject per week.

Apart from active revision of subjects, FTMS Vietnam cannot over emphasize the importance and value of practicing past paper type questions **under examination conditions**. Some questions will be practiced in class to indicate the examination technique and syllabus requirements. Students must play a role in preparing for their exams by adequate practice of past questions.

PROGRESS TEST

This short test is designed to test students' knowledge by means of a series of short questions. This test should take 1 ½ hour to 3 hours. Answer under examination condition and compare students' answer with suggested solutions to get an idea about students' progress.

MOCK EXAMINATION

FTMS Vietnam will set a mock exam per term for each subject. This will normally be held early in the months of May and November. **Students are to sit for the mock exam under examination condition**. Scripts are marked with our constructive feedback to enable students to identify what they have done well and areas of improvement.

VALUE ADDED ACTIVITY

FTMS Vietnam organizes Exam Technique Seminars and ACCA/CAT students are encouraged to join the seminar to improve examination techniques. The seminars are normally held before the examinations.

STUDENT CODE OF CONDUCT

General

1. Students must comply with all standing regulations including those that are issued from time to time.

Behaviour

1. Students must not smoke in FTMS Vietnam premises.
2. Students should behave with propriety at all times, that is, no disrespectful behaviour.
3. Reservation of seats is not allowed at all times.
4. No consumption of drugs or alcohol on the premises
5. No littering.

6. Students are not allowed to download chat software and surf pornographic materials while using the network stations.
7. Usage of hand phones and pagers during lessons is not allowed. All such equipment must be switched to silent mode. Students are not allowed to sound or video record during their course of study. FTMS Vietnam has the right to confiscate recording equipment in such circumstances.
8. Do not damage or lose FTMS Vietnam property. Any form of vandalism will not be tolerated. Always report any damage or loss of FTMS Vietnam property.
9. Only enrolled students are permitted to attend FTMS Vietnam's classes. FTMS Vietnam will conduct attendance check regularly during the class hours.

Attire

1. Students are to wear proper attire at all times.

ATTENDANCE & PUNCTUALITY

Being present at all lectures, tutorials and examinations are one of the pre-requisites of a successful trainee. Being on time for these constitute a very important part of training itself. Thus all students should take note of the following:

- Attendance in class is encouraged for the benefits of the students and any absence must be informed before the class by either phone or email.
- Attendance in mock exams and value added activities are on reservation basis.
- Students are advised to be punctual for all classes and other activities

FTMS Vietnam will send the signed attendance lists to students' companies when required. FTMS Vietnam might also call students to check why students were absent from the class to recommend possible assistance.

Any form of violation of the rules and regulations will not be tolerated.

SECTION 5: ACCA CONTACTS

The Association of Chartered Certified Accountants

ACCA Representative Offices in Vietnam

In Ha Noi

Address: Unit 1408, 14/F, CornerStone Building, 16 Phan Chu Trinh, Phan Chu Trinh Ward, Hoan Kiem District, Ha Noi

Tel: (84-4) 39 461 388

Email: infovn@accaglobal.com

In Ho Chi Minh City

Address: Unit 504, 5/F, Saigon Trade Center, 37 Ton Duc Thang, District 1, Ho Chi Minh City

Tel: (84-28) 39 103 488.
Email: infovn@accaglobal.com

ACCA Connect

ACCA Connect
110 Queen Street
Glasgow G1 3BX
United Kingdom
T: +44 (0)141 582 2000
Email: info@accaglobal.com
Website: <http://www.accaglobal.com>

Students should further refer to the Student section of the ACCA website (www.accaglobal.com/gb/en/student.html) which provides information on relevant topics for example examination progression rules, study materials, PER, minimum entry, exemptions, study guides, past examination papers and the ethics module.

SECTION 6: QUALITY PROCEDURES ON THE COURSE

BI-ANNUAL QUESTIONNAIRES

- Students will complete a student satisfaction questionnaire for each course taken, providing feedback on lecturers, administration staff, course materials and facilities.
- Completed evaluation questionnaires will be submitted to an independent staff member (e.g. course administrator) and the identity of students and their comments will be treated confidentially.
- Opinions and information obtained from the questionnaires will feed directly into course development procedures.
- Students have the right to be represented on staff-student consultative groups, which will meet regularly to consider and discuss various student-related issues.

COURSE COMMITTEE MEETINGS

Teaching staff meet biannually with the Management of FTMS Vietnam at Course Committee Meetings to discuss the following:

- ✓ Current intake
- ✓ Dropout rate
- ✓ Students' performance
- ✓ Students' evaluation of lecturers
- ✓ Students' complaints
- ✓ Pass rates
- ✓ Syllabus Details

SECTION 7: STUDENT SERVICES

SELF STUDY ROOMS

Self Study rooms are available in FTMS Vietnam offices in Hanoi and Ho Chi Minh City. For availability of classrooms, students should refer to the Education Consultants.

COUNSELLING SERVICES

The Education Consultants provide general assistance and support for students. The Education Consultants also provide advice and information about FTMS Vietnam and its programmes.

ASSISTANCE TO PAY ACCA/CAT FEES

FTMS Vietnam offices offer its students assistance to make payment of ACCA/CAT fees to ACCA UK subject to time availability before ACCA/CAT deadlines. It is student's responsible to ask FTMS Vietnam for assistance in this matter.

SECTION 8: STUDENT TERMS AND CONDITIONS

Upon enrolment, students agree to be bound by and must comply with all terms and conditions of this section during and after their studying in FTMS Vietnam.

ENROLMENT FOR COURSES

Enrolment will only be recognised upon receipt of full payment of fees inclusive of VAT, if any. Completed and signed enrolment form can be sent to FTMS Vietnam in person or by fax / email.

VISA APPLICATIONS

It is the full responsibility of the student to comply with any visa requirements.

COURSE MATERIALS

Enrolled Students are given the following:

- Lecture notes
- Timetable
- Lecturers' profiles

Any books purchased are not refundable or exchangeable. Special discount could be applied to FTMS Vietnam's students (current intake) for the purchase of materials from time to time. Refer to the Enrolment form for the special discount.

COPYRIGHTS AND PHOTOCOPYING SERVICES

All rights in relation to any studying material provided by FTMS Vietnam to students, including without limitation written materials, lecture notes, course structures, collection of reading materials, sound/video lecture records or any other works or matter which are created, designed, developed or improved by FTMS Vietnam and/or the lecturers engaged by FTMS Vietnam, (collectively referred as “*Studying Materials*”) shall be absolutely vested in FTMS Vietnam and/or the related lecturer, as the case may be. Upon enrolment of the courses and receipt of the Studying Materials, students are granted with the private use right of such materials for the study purposes of the respective enrolled courses only.

FTMS Vietnam does not offer photocopying services. Students are not permitted to re-print or reproduction of lecture notes, books, past year papers and/or any Studying Materials due to copyright regulations.

Any misuse of the Studying Materials or any other breach of the copyrights relating to such materials by students shall be subject to the reliefs and sanctions provided by the applicable laws of Vietnam. In such case, the breaching student shall be banned from participating in any courses conducted by FTMS Vietnam in that moment and in the future, and any remaining paid tuition fees shall forfeit for compensation of damages caused to FTMS Vietnam by the breach.

REQUEST FOR LETTERS

Students could ask for a confirmation letter or any other letter relating to the courses they have participated and completed within five years. For this purpose student need to submit an application form to the Education Consultants.

Students can collect their letter after 3 working days.

CLASSROOM USAGE REGULATIONS

Who Can Use This Facility?

- This facility is open to all FTMS Vietnam’s students
- Magazines can be read within the premises of the FTMS Vietnam’s offices and if required, can only be borrowed out for photocopying and be returned within the same day, with the permission from the Education Consultants.

Classroom Usage Regulations

- Students must not smoke in FTMS Vietnam’s premises.
- Students should keep quiet for the benefits of other students.
- Reservation of seats is not allowed at all times.
- No consumption of drugs or alcohol on the premises
- No littering.
- Usage of hand phones and pagers during lessons is not allowed. All such equipment must be switched off.
- Do not damage or lose FTMS Vietnam’s property. Any form of vandalism will not be tolerated. Always report any damage or loss of FTMS Vietnam property.

- Only enrolled students are permitted to attend FTMS Vietnam’s classes. FTMS Vietnam will conduct attendance check regularly.
- Only take your stationery and the necessary writing materials. ***FTMS Vietnam will not be liable for any personal valuables lost in the library/classroom.***

REFUND POLICY

Once paid, no refund of tuition fee will be granted in any circumstance. The paid and unused tuition fees could be converted to the tuition fee of any other courses provided by FTMS Vietnam but could NOT be converted to the payment for any fees and costs (e.g. exam fee, registration fee, book expenses, etc.) payable to any third parties, including without limitation the ACCA, CIMA, CFA, BPP, Becker.

TRANSFER POLICY

- (a) During the validity period of the paid tuition fee, the unused portion of the tuition fee may be transferred to a third party who is designated by the student and not yet a student of FTMS Vietnam. In such case, the remaining validity period of the transferred tuition fee will not be unchanged.
- (b) In case of tuition fee transfer, a transfer fee of 15% of the remaining tuition amount will be applied and such fee may be changed from time to time without prior notice to the student.
- (c) The transferred tuition fee will not be allowed to be transferred once more time.

DEFERMENT OF STUDY

- (d) In the event the Student after enrolling gives written request (by letter or email) to defer to the next available intake, an administration fee will be applied and the paid tuition fees will be reserved as follows:

Time of request email	Applicable administrative fee	Reserved tuition fee
More than one week prior to the Commencement Date of the course	none	100%
Within one week prior to the Commencement Date of the course	VND 500,000	100%
From the Commencement Date of the course	VND 500,000	the tuition fee of the remaining part of the course from 7 days after the request email.

- (e) FULL PAYMENT of all outstanding course fees must be made before approval of deferment.
- (f) The reserved tuition fees will be transferred to the next available course intake. The ‘next available course intake’ may commence in the following term or in the following year. All deferments are subjected to the approval of the Manager, Education Consultant.

- (g) An offer of a place in a course may be deferred for up to twelve (12) months and within the validation period of the respective tuition fee only.
- (h) Students may have to adapt to new course structure or change course if the course is no longer available. Any increase in fee would have to be borne by the student. FTMS Vietnam will do its utmost to assist students wherever possible and will not be held accountable if options are rejected by the students.

RANGE OF COURSES

FTMS Vietnam reserves the right to cancel or vary any of the courses offered, or alter the composition of the relevant lecturing team as well as the venue for lectures should the circumstances so required.

SECTION 9: READING LISTS

ACCA Paper F1 – Accountant in Business (AB)

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional reading:

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

ACCA Paper F2 – Management Accountant

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

C. Drury, 2004, Management and Cost Accounting (6th edition), Thomson, ISBN18611525362

Wider reading, including relevant articles in ACCA's *Student Accountant*, an other management accounting journals is encouraged

ACCA Paper F3 – Financial Accounting

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

F Wood and A Sangster Business Accounting 1 FT Prentice Hall ISBN 0273681494

ACCA Paper F4 – Corporate & Business Law – Vietnam Variant

Examinable documents will also be available in the Exam Study Resources section or by visiting the below:

<https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f4.html>

ACCA Paper F5 – Performance Management

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

C. Drury, 2004, Management and Cost Accounting (6th edition), Thomson, ISBN18611525362

C.T. Horngren, A. Bhimani, S.M Datar and G. Foster, 2005. Management and Cost Accounting (3rd Edition), FT Prentice-Hall ISBN

C. Emmanuel, D Otley, Accounting for Management Control, Chapman and Hall, ISBN 186152218

Wider reading, including relevant articles in ACCA's *Student Accountant*, an other management accounting journals is encouraged

ACCA Paper F6 – Taxation – Vietnam Variant

Examinable documents will also be available in the Exam Study Resources section or by visiting the below:

<https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f6.html>

ACCA Paper F7 – Financial Reporting

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

ACCA Paper F8 – Audit and Assurance

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

Cosserat, G.W. (2004), *Modern Auditing*, (Second Edition), John Wiley and Sons Ltd

Student accountant <http://www.ifac.org>

ACCA Paper F9 – Financial Management

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222

Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

D Watson, A Head, Corporate Finance: Principles and Practice (3rd edition). FT Prentice Hall
ISBN 0273684329

A Griffiths, D Wall, Applied Economics (10th edition) FT Prentice Hall ISBN 0273684329

J Van Horne, J Wachowitz, Fundamentals of Financial Management (12th edition), FT
Prentice Hall ISBN 0273685988

Wider reading is also desirable, especially regular study of relevant articles in ACCA's
Student Accountant

ACCA Paper SBL - Strategic Business Leader

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

Solomon, J (2006), Corporate governance and accountability, Second edition, Chichester:
John Wiley and Sons.

Monks, A.G. and Minow, N. (2004), Corporate governance. Third edition. Malden MA:
Blackwell.

Crane, A & Matten, D. (2006), Business ethics (Second edition), Oxford: Oxford University
Press.

Gray R, Owen, D & Adams C (1995) 'Accounting and Accountability: changes and
challenges in corporate social and environmental reporting'. Prentice Hall, London.

Solomon, J (2007), Corporate governance and accountability, Second edition, Chichester:
John Wiley and Sons.

Mallin, C. (2007), Corporate governance (Second edition), Oxford: Oxford University Press.

ACCA Paper SBR – Strategic Business Reporting

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

'Manual of Accounting – UK GAAP 2006' – PwC Wolters Kluwer (UK)

ACCA Paper AFM – Advanced Financial Management

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

Stern, Joel, M., and Chew, Donald, H. , (2003) *The Revolution in Corporate Finance*, 4e, Blackwell Publishing ISBN 1-40510-781-2

Buckley, Adrian, *Multinational Finance*, 5e, FT Prentice Hall ISBN0-27368209-1

Chisholm, Andrew, M., *An Introduction to Capital Markets – products, strategies and participants*, Wiley Finance ISBN 0-471-49866-1

Koller, Tim, Goedhardt, Marc, and Wessels, David (2005) *Valuation – measuring and managing the value of companies*, Wiley, ISBN 0-471-70221-8

I Demirang and S Goddard, *Financial Management for International Business*, McGraw Hill, ISBN 0077078691

Ryan, Bob (2006), *Corporate Finance and Valuation*, Thompson Press, ISBN 978-1-84480-271-5

Wider and regular reading of articles in the *Student Accountant* and finance journals is encouraged.

ACCA Paper APM – Advanced Performance Management

ACCA's approved publishers:

BPP Professional Education
Contact number: +44 (0) 208740 2222
Website: www.bpp.com/acca

Kaplan Publishing Foulks Lynch
Contact number: +44 (0) 118 989 0629
Website: www.kaplanfoulkslynch.com

Additional Reading

Accountancy Tuition Centre (ATC) International
Contact number: +44 (0) 141 880 6469
Website: www.atc-global.com

C Drury Management and Cost Accounting (6th Edition) International Thomson Business Press ISBN 1844800288

J Hope, R Fraser Beyond Budgeting (1st Edition) Harvard Business School Press ISBN 1578518660

Wider and regular reading of articles in the *Student Accountant* and finance journals is encouraged.