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1. INTRODUCTION

Welcome to FTMS College Kuala Lumpur!

We are delighted that you are studying with us.

FTMS College has welcomed local as well as other students from many different places all over the world. Our campus is located in the heart of Kuala Lumpur and being a centre for IT and Business the campus is geared to providing the highest quality education aimed at meeting industry needs for today and tomorrow.

FTMS College is equipped as a centre of excellence, creating a teaching and learning environment suited for high technology research and development.

The campus constantly adopts smart and modern installations thus ensuring a wide exposure to the latest technologies. Its infrastructure is well supported by equipment designed to provide an environment, which is impressive and conducive.

Focusing on professional development, FTMS College offers a range of courses that pave the way to successful careers in the IT and business professions.

When you come to the FTMS College, you will begin a new chapter in your education. You can be certain it will be full of stimulating challenges, interesting people and wonderful opportunities. We will work with you to help you achieve your educational goals and prepare you for a successful career.

~ Management Team ~
2. STUDENT LIFE

2.1 INTRODUCTION

All students are special individuals working towards professional status via achievement of higher academic qualifications. FTMS College attempts to mould and provide skill sets for students to become accomplished professionals with good capabilities and qualities of civic-minded global citizens. The campus is a home for students, with well-equipped facilities to keep them excited, interested, and comfortable. Graduates have earned themselves special places in the labour market, doing very well in industry and commerce.

2.2 STUDENT SERVICE COUNTER

The student service counter located at the front of the faculty room, level 4. This information and service point is provided for queries on schedules, subjects, appointments with lecturers, copying services, request forms, issuing of results, educational advice and information dissemination and stationery items such as project folders, persons to contact and appointments with staff.

The following table show the normal hours for the Student Service Counter. Student Service Counter will be closed during federal and state holidays.

<table>
<thead>
<tr>
<th>Student Service Counter Hours</th>
<th>Location</th>
<th>Monday - Thursday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Service Counter</td>
<td>12:00PM – 2:00 PM</td>
<td>10:00 AM – 1:00 PM</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
<td>4:00PM – 7:00PM</td>
<td></td>
</tr>
</tbody>
</table>

Closed every Friday, Sunday & PUBLIC HOLIDAY. Student Service Counter hours are subjected to change.

2.3 STUDENT WELFARE AND COUNSELING

Student welfare and counseling services relate to information and advice pertaining to all matters including courses, crisis, financial, accommodation, study and personal issues.

As for counseling, students are welcome to see our trained and caring counselors (both academic and administrative personnel) in order to receive information, guidance, support and compassion. This provides the opportunity for students to discuss and resolve personal and academic needs in confidence.

2.4 STUDENT BODIES

2.4.1 Student Representation

We at FTMS believe that it is essential for students to be involved in arranging and to participate in campus activities. Therefore, each intake and each stream nominates and then votes in student class representatives. Each class representative holds the post for one academic year, where upon fresh elections are held.

2.4.2 Student Council

Each year students nominate and vote student council members who from among themselves elect President, Vice President, Secretary, Treasurer, Sports Officer and Welfare & Education Officer. The committee holds the office for one academic year. The committee gets together for brainstorming, organise activities such as indoor games (chess, draughts & caroms), football tournaments, blood donation campaign, cultural activities, sports day etc. to ensure that
students benefit fully from the academic, social, and recreational experiences offered. In the ethnically diverse environment of the university many celebrations are embraced, some of the main events of the year are the Annual Graduation Night, Summer Ball, Deepavali (Hindu festival of lights), Ramadan (Hari Raya), Chinese New Year, Christmas, and Sports Day. This fosters goodwill and better relationships amongst students, staff and the community.

2.4.3 Additional Student Bodies
In conjunction with the student class representative the international student body organises activities and acts as a liaison and information dissemination unit between staff and students.

2.4.4 Alumni
FTMS International Alumni Honor Society is aimed at creating networks among graduates. All students on graduation become members of the association. The alumni meet formally and informally, to disseminate information among its members and the community at large.

2.4.5 Student Activities
2.5 STUDENT RESOURCES

To ensure everyone gains benefit from the facilities provided, it is essential that all students abide by the room usage rules, which apply, **Students must display a valid Student ID Card to use facilities.**

**Students are not permitted** to:
- Perform non-academic related activities
- Bring in food and drinks in the class room (food and drinks are only allowed at cafeteria, Level 4)
- Wear caps when on campus
- Use of mobile phone in the class room
- Create excessive noise

Other conditions as per with the student handbook, notices that are / may be in force are to be followed. Exceptions to any of the matter above must be through a written request to the Student Services Department and subsequent approval.

Any individual found to be misusing equipment will lose all privileges accorded and incur demerit points.

Please feel free to seek assistance from on-duty System Executive in the computer lab. System Executives are primarily responsible for helping users and maintaining the general appearance and rules in the lab & campus. They are not responsible for doing your work.

2.5.1 Counseling Room:
If students are in need of counseling, discussions can be carried out in the confidentiality of counseling room, which is located at level 4. Counseling service operates via appointment. Students are available to make appointment through the student services counter at level 4, by telephone +603 20509595 or email "studentservices@ftms.edu.my". Students should assist in completing the Student Counseling Form to make the counseling session efficient.

2.5.2 First Aid Facilities:
A First Aid room located on level 3 lobby next to the lift is available for those who are in need of minor medical attention or treatment. Trained medical professionals are available on call for emergency. In their absence, seek the assistance of any or the Student Services Manager/Executive, who can be contacted via the level 4 student service counter.

2.5.3 Lockers:
There are 300 lockers available in this campus for students' convenience to put their belongings when having classes or exams.

Total of 50 lockers are available for renting and it is provided with the safety code where student can keep their belongings for the whole year.

Renting Lockers:

1. Rental RM 10.00 per month. Minimum period of 1 year rental and a sum RM 120.00 to be paid up front.
2. Refundable deposit of RM 50.00 (this amount will be forfeited if the locker or the lock has been deliberately damaged)
3. Total amount to be paid upon registration is RM 170.00 (RM 50.00 refundable and RM 120.00 rental)
4. Locker code will be given once the payment is done.

2.5.4 Religious Facilities: The campus is also strategically located near religious facilities. Islamic students are able to conduct prayers in the Surau (prayer room) located at Level 2 (female) and Level 3 (male).

2.5.5 Notice Boards: Students access these for essential information such as schedules, laboratory procedures, library rules and regulations, articles, current events, activities, accommodation profile, etc. Students are encouraged to review notice board daily. Notice board is located at Level 3 & 4.

2.5.6 Classrooms: Conducive to education, equipped with ‘state of the art’ projection systems and multimedia capabilities. These classrooms can accommodate from 50 to 200 students. Normal overhead projectors and standard white boards are also available to provide total learning at FTMS.

2.5.7 Multi-Purpose Outdoor Centre: This spacious area on the fifth floor rooftop is reserved for students to play games such as badminton, netball, basketball and table tennis. Numerous festivals and celebrations such as Deepa Raya Celebration, Christmas Nite and New Year Celebration, barbecues and durian parties are held in this area. The facilities are constantly being improved and upgraded to ensure a sense of completeness and satisfaction.

2.6 INTERNATIONAL STUDENTS

Special arrangements support, and services are made available throughout their stay. Services range from welcoming them at the Airport to an orientation programme, which introduces foreign students to campus facilities, student life, the community, and the local environment. English language support is offered. Study visas are arranged for foreign students. International students are encouraged to approach any member of staff for assistance. The Student Services Manager and Executives can be contacted via the level 1 student service counter, and are friendly faces to turn to in times of need.

2.7 DISABLED STUDENTS

FTMS College welcomes applications from disabled students. Special arrangements are made to ensure that students benefit fully from the academic, social and recreational experiences. The entrance at ground floor, lift provided for each floor and even the disabled washroom. Students with particular individual requirements are invited to consult centre managers directly.

2.8 JOB PLACEMENT

Students are assisted with career guidance and employment opportunities in various organisations such as Petronas, Malayan Banking, Great Eastern Life Assurance Co, Astro, Time Telecom, IBM, Hong Leong Finance, Hong Kong & Shanghai Bank, American Express, Southern Bank, Pacific Bank, O’ Connors, Motorola, Siemens, and others.

Information is provided on the job market. This is supplemented with job application training, CV writing seminars, interview skills and public speaking. These can be booked through Student Services. Notices on job vacancy from various companies can be reviewed at the notice board as well.
3. FACILITIES

The Campus provides a “Total Learning Environment” to develop confidence and bring out the best in students, by providing the finest academic support and facilities in a vibrant City Centre.

3.1 IT INFRASTRUCTURE

FTMS ensures students are exposed to the latest technologies, providing real life hands-on experience. The IT infrastructure is continuously enhanced through the injection of new technologies, keeping pace with changing demands. The IT platforms are well supported by networked computers, which include facilities such as:

- Computer laboratories
  - Pentium PCs
  - Multimedia
  - Networking
- Fast Internet Connections with Fibre Optic Cabling
- Visualiser Presentation
- Projector
- Video-conferencing
- Wireless connection (Wifi)

With the incorporation of the latest technologies within interactive learning environments

3.2 INTERACTIVE LEARNING

Interactive learning is a critical element to successful learning. This is achieved through active student participation, both in the classroom and computer laboratories. In the near future, Laboratories will also be equipped with Integrated Multimedia Teaching Systems. Lecturers will be able to observe, broadcast and control student workstations through an interactive, computer-aided education system. Also, with the aid of electronic Smart Boards, which combine the look and feel of a regular whiteboard with the power of a computer, students can collaborate on electronic documents, save and print notes, share information, and run multimedia applications.

3.3 COMPUTER LABS

Computer labs are fully equipped, with the latest IBM workstations running on a Local Area Network, which are multimedia-enabled and linked to the Internet via fast Internet connection. All labs are ergonomically designed and built to stimulate learning.

The following tables show the normal hours for the computer labs. All labs will be closed during federal and state holidays.

<table>
<thead>
<tr>
<th>Computer Lab Hours</th>
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<tbody>
<tr>
<td>Computer Lab</td>
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<tr>
<td>* Multimedia Lab A, Level 3</td>
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<tr>
<td>* Multimedia Lab B, Level 3</td>
</tr>
</tbody>
</table>

*Some computer labs might be closed to conduct tutorial sessions
All computer labs hours are subjected to change.

Access to these facilities at times outside of the above is by special arrangement, which can be requested via the Academic Manager, Student Services Manager or Systems Manager.
To ensure everyone gains benefit from the facilities provided, it is essential that all students abide by the lab rules, which apply; **Students must display a valid Student ID Card to use lab facilities**

**Students are not permitted** to:

- Play computer games, net chatting, watch movies, comics or perform non-academic related activities
- Bring in food, drinks, bags or cases and wear caps
- Use mobile phone or personal notebook
- Create excessive noise and discussion in group
- Browse or download illicit materials
- Install applications or change machine configuration
- Interchange equipment
- Open or tamper with machines
- Login more than 1 machine
- Locking of workstation for periods exceeding 10 minutes

Other conditions as per with the student handbook, notices that are/may be in force are to be followed. Exceptions to any of the matter above must be through a written request to the Student Services Department and subsequent approval.

Any individual found to be misusing equipment will lose all privileges accorded and incur demerit points.

Please feel free to seek assistance from System Executives in the computer lab. System Executives are primarily responsible for helping users and maintaining the general appearance and rules in the lab & campus. They are not responsible for doing your work.

**3.3.1 Computer Laboratory Rules**

These regulations apply to the use of all computing facilities provided to the students of this campus and all remote facilities accessed by way of the above local facilities or via modems. FTMS regulations and the regulations in force at the remote site apply. Users of remote facilities are responsible for ensuring that they are aware of all applicable regulations.

No new equipment may be connected to networks without the explicit approval of the Systems Manager. Such equipment, whether directly connected or communicating over connections with other sites, may access networks or other facilities only in accordance with the terms of these Regulations.

The facilities may be used only in connection with your studies or research or your work for the campus or other purposes permitted by the College. They must not be used for work of undeclared financial benefit to you or the transmission of unsolicited commercial material without the written authority from the Systems Manager.

Students must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner - in particular, students must not:

- Lock workstations even for a brief period without written permission of the System Manager.
- Bring food/drink into the lab
- Access, store or distribute material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence, and must not access, store or distribute obscene or indecent material; access, store or distribute defamatory material;
- Access, store or distribute material such that the copyright of another person is infringed;
• Use networked computing equipment for playing games, without the written approval from the University Programme Coordinator.
• Gain deliberate unauthorised access to facilities or services accessible via local or national networks or access, store or distribute programmes designed to facilitate such access except with written authority from the System Manager.
• Engage in activities which are illegal or which might contribute to the commission of an illegal act, as per the laws of the Government of Malaysia.
• Misuse user accounts, which are for sole use of the student. Where your studies or research or work for FTMS or other purposes permitted by FTMS require multiple or collaborative use, permission for such use must first be obtained, in writing, from the Systems Manager.
• Gain unauthorised access to, violate the privacy of other people’s files, corrupt, destroy other people’s data, or disrupt the work of other people.
• Facilitate inappropriate access to your files.
• Send electronic mail, which is irresponsible, such as computer viruses or likely to cause offence nor use network messaging without authority. ‘Irresponsible’ use includes unsolicited postings to large numbers of people or indiscriminate postings.

3.4 CLASS ROOMS & LECTURE THEATRES

Classrooms are provided with projection systems and multimedia capabilities including video and Internet connections, enhancing the educational environment.

3.5 VIDEO CONFERENCING CENTRE

Located on level 5 the Video Conferencing Centre at FTMS has facilities to seat 250 people and is connected by 384 KB ISDN link with international connectivity and all video-conferencing facilities are fully automated. These facilities are utilised to deliver lectures, tutorials and a range of educational interaction from various other FTMS centres and overseas higher learning institutions. Video conferencing facilities are provided as an additional support facility, to enhance and complement the learning experience.

3.6 LIBRARY

Also located on level 5, this campus provides information services reflecting the programmes of study offered, recognising the need for more accessible information, libraries have online facilities of various references and lending collections e.g. books, periodicals, information files, CD-ROM references, overseas and local journals. There is also a range of recreational reading resources available to students. Please see the Library Information staff for further details, assistance and training.

A library committee, comprising subject specialists, administrative staff, and students provides up-to-date reading materials, and also ensures that there are sufficient copies of recommended texts to cater to students' needs. An enquiry point is available where students can ask for help. The library also doubles up as a study room for students and provides them with an opportunity to undertake private study in an informal environment.

General Rules
• The facilities of the Library are for the use of members only.
• Library membership cards are not transferable and must be produced whenever requested by library staff.
• No library materials may be removed from the Library unless the loan transactions are captured on the online circulation system.
- No seats may be reserved in the Library, even for a brief period.
- Smoking, food and drinks are forbidden in or near the Library.
- All hand phones and pagers should be switched off upon entering the Library.
- Silence shall be observed everywhere in the Library. Users may be asked to leave if found to be causing undue disturbance in the Library.
- The library staff have the right to ask anyone not properly dressed to leave.
- Mutilation and theft of library materials are disciplinary offences for which the offender is liable to be expelled.
- Fines and/or suspension of library privileges may be imposed for the breach of any library rule.

The following tables show the normal hours for the library. Library will be closed during federal and state holidays.

<table>
<thead>
<tr>
<th>Library Hours</th>
<th>Monday - Friday</th>
<th>Sunday</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
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</tr>
<tr>
<td>Library, Level 5</td>
<td>10.00am to 8.00pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Library hours are subjected to change.*

3.7 CAFETERIA

The cafeteria is a hub for interaction, where students, lecturers and staff come to relax and enjoy each other’s company. Beverages are also provided to students throughout the day.

No FOOD & DRINKS are allowed in the campus, except in the CAFETERIA at Level 4. Please proceed to the CAFETERIA to have your meal.

3.8 PHOTOCOPYING & COPYRIGHT

The Photocopying machine is located at ground floor, beside the side entrance where photocopy services is provided to our student for the copying of study or library materials. Copying can only be done by the staff. Each copy will be charged RM0.15. The general guidelines on copyright are as follows:

- Book: The amount copied should not exceed 10% of the book or one chapter, whichever is greater.
- Journal Articles: One article from any issue of a journal can be copied. If two articles are required, staff must be consulted.
- If a more substantial portion of the whole book of a work is to be copied, the user must make a request in writing, describing what is to be copied. This must be accompanied by a signed declaration stating that the user requires the copy for research or private study, that he has not previously been supplied with a copy of the same material by the library unless that copy is lost, destroyed or damaged.
- If the librarian is satisfied that the declaration fulfils the conditions, then the request may be granted. The photocopy made will be supplied to the requestor after the necessary notation has been added onto the copy stating that the copy was made at FTMS and the date on which it was made.

3.9 GUIDANCE & SUPPORT SERVICES

Students are welcome to see our counsellors for academic, administrative, and personal issues. This enables students to receive invaluable information, guidance, and support.
Please address all inquiries to the appropriate personnel via phone, email, or correspondence. All emergencies can be directed to the following members of staff as appropriate or to the person on duty at the level 4 student service counter.

Student Services & Student Services Manager - studentservices@ftms.edu.my
Counselling

Address : FTMS College
24-30 Jalan Hang Kasturi 50000 K.L.
Phone : (03) 20509595 Fax: (03) 20509699
Email : ftms@ftms.edu.my

3.9.1 Mentoring Programme
On campus the mentoring system in essence provides support, the opportunity to share ideas, experiences and knowledge while at the same time easing the transition into higher education life.

The mentoring system functions in that each level of academic progress has an appointed individual to act as mentor.

From the academic team appropriate members of staff are selected to act as mentors. The students are introduced to their mentor at induction, where at mentoring schedules are agreed upon.
4. RULES AND REGULATIONS

4.1 GENERAL

Students are expected to be familiar with and to adhere to regulations relating to specific areas of the college, including examination and assessment procedures, health and safety, computer, communication systems plus associated software and media and the use of laboratories, workshops and other specialized facilities.

Students are also required to be familiar with the rules and regulations stated herein and are required to follow them in letter and spirit. These rules may undergo changes from time to time (which will be notified). Students are required to read all notices and take note of changes or additions to the rules and regulations. Ignorance of rules and regulations is not considered a reason for non-conformance. Also, precedence of applicability or non-applicability in other cases is not admissible. In case of any ambiguity in the rules and regulations, the college reserves the right to interpret the rules and such interpretations are binding on all concerned.

4.2 ASSESSING CAMPUS GUIDELINES / DRESS CODE

FTMS-College, Malaysia is a professional establishment and students of the center are generally perceived as professional trainees. As such, their attire must be compatible with the public image of FTMS College, Malaysia. Students are expected to dress sensibly and discreetly and are to adhere to the following conditions and guidelines:

- Students must be well dressed, wearing clothes that are smart and neat.
- Sloppy, crumpled or provocative attire is not acceptable.
- Slippers, flip-flops, open toes sandals, singlet, shorts, torn jeans, etc are not allowed.
- Students must be polite at all times.
- Students must at all times maintain the highest standard of personal hygiene and cleanliness.
- Female students are to dress modestly and discreetly at all times; see through materials are strictly prohibited.
- Students must wear their Student ID Card prominently.
- Any losses for ID card or lanyard will be charged RM20 each.

4.3 ATTENDANCE & CLASS SCHEDULES

Being present at all lectures, tutorials and practical sessions is mandatory. Attendance is monitored regularly. Students whose attendance falls below 85% will not be eligible for the taking of examinations. In case students are found to be irregular in their attendance, without notice, they should provide evidence in writing for reason of absenteeism at the earliest opportunity by completing the Non-Attendance Form available from the student service counter Level 4. Student who fails to do so, letter will be sent to parent or Embassy (for foreign student).

If there is any circumstance beyond the control of the student that has affected the academic performance of the student (medical, bereavement, etc), this should be informed in writing (Non-Attendance Form), as per the campus regulations.

4.4 UPKEEP OF FACILITIES

FTMS endeavours to provide a comfortable, conducive and professional environment for all its students. Thus, we expect a high sense of responsibility from our students concerning the upkeep of our physical premises in the following manner:
Students are requested not to enter restricted areas except when authorised by administrative or lecturing staff.

Students are expected to be considerate when using common facilities like toilets, lobby areas, lifts, corridors etc. Care should be taken to keep these areas clean and tidy. Excessive noise and horseplay in these areas are strictly prohibited.

Students are not permitted to receive visitors or telephone calls during classes, except in cases of genuine emergencies.

Students found littering the premises (including all areas within and around the campus) are liable to be penalised. In addition, no equipment or furnishing may be tampered with, removed from or moved within the classrooms or laboratories.

No eating or drinking is allowed in any area other than the cafeteria, inclusive of corridors and rooms.

Students wishing to make use of campus facilities for special functions e.g. parties, get-togethers, orientations, etc. must first seek authorisation from the Student Services Manager and such functions shall be organised in accordance with the guidelines issued by Head of Schools or the Academic.

4.5 BEHAVIOUR AND GENERAL CONDUCT

FTMS aims to produce graduates with a deep sense of self-respect, responsibility and professional etiquette. As such, students are to bear the following in mind at all times:

- Students are expected to be courteous and to behave with dignity and propriety
- Students are expected to comply with instructions given by the lecturing and or administrative staff.
- Smoking is strictly prohibited Vandalism is a public offence and is viewed very seriously.
- Students are expected to speak politely at all times.
- Students are expected to turn off personal mobile communication devices such as hand phones, while on campus (eg. lecture rooms, labs, library, reception, administration etc)
5. DETAILS OF DEPARTMENT

5.1 Brief introduction to department

The Chief Executive Officer Mr. Balbeer Singh Mangat oversees the operations of FTMS. He is assisted by Mr. Sajilal Divakaran, the General Manager of FTMS College and Mr. Zubair Hassan, the Academic Manager for the School of Professional Accounting & Finance. The complement of staff as listed below work closely with them to ensure the quality of the course. Quarterly staff meetings and ad hoc briefings are held to ensure a clear line of communication at all times between staff, management and students.

5.2 Staff List

<table>
<thead>
<tr>
<th>No</th>
<th>NAME</th>
<th>SUBJECT</th>
<th>QUALIFICATION</th>
<th>CONTACT E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S M Omar Faruk</td>
<td>F1</td>
<td>ACCA</td>
<td><a href="mailto:omarsm.ftms.my@gmail.com">omarsm.ftms.my@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Tan Li Cheng @ Annie Tan</td>
<td>F2 F5 F9 P4</td>
<td>ACCA Affiliate</td>
<td><a href="mailto:annie@ftms.edu.my">annie@ftms.edu.my</a></td>
</tr>
<tr>
<td>3</td>
<td>Emmanuel</td>
<td>F3 F7 P3</td>
<td>ACCA Affiliate / MBA / BSc Applied Acct</td>
<td><a href="mailto:emmanuel@ftms.edu.my">emmanuel@ftms.edu.my</a></td>
</tr>
<tr>
<td>4</td>
<td>Ravinder A.R.C. Nair @ Gary Nair</td>
<td>F4</td>
<td>LLB / MBA / ICSA</td>
<td><a href="mailto:gary.ravi@gmail.com">gary.ravi@gmail.com</a></td>
</tr>
<tr>
<td>5</td>
<td>Mariammah Vengadasalam</td>
<td>F9 F8</td>
<td>ACCA/BA (Hons) in Bus. Admin</td>
<td><a href="mailto:mariammah.vengadasalam@my.pwc.com">mariammah.vengadasalam@my.pwc.com</a></td>
</tr>
<tr>
<td>6</td>
<td>Arshad Adam Saleh Mohammad</td>
<td>F5 P5</td>
<td>BBA, FCCA, MSc IBM</td>
<td><a href="mailto:arshadamadam@gmail.com">arshadamadam@gmail.com</a></td>
</tr>
<tr>
<td>7</td>
<td>Md Fariduzzaman</td>
<td>F3 F7 F6</td>
<td>MBA / ACCA (Affiliate) / BSc Applied Accounting</td>
<td><a href="mailto:Sho.zaman2010@gmail.com">Sho.zaman2010@gmail.com</a></td>
</tr>
<tr>
<td>8</td>
<td>Murugu Anbananthan @ Murugan</td>
<td>F6 P6</td>
<td>ATII/ACIS</td>
<td><a href="mailto:muruganzh@gmail.com">muruganzh@gmail.com</a></td>
</tr>
<tr>
<td>9</td>
<td>Joey Wong Chong Ee</td>
<td>P1 P3</td>
<td>ACCA Affiliate</td>
<td><a href="mailto:joey@wong.chong.ee">joey@wong.chong.ee</a></td>
</tr>
<tr>
<td>10</td>
<td>Eliott James Betts</td>
<td>F9 P4</td>
<td>ACCA</td>
<td><a href="mailto:eliott_b@hotmail.com">eliott_b@hotmail.com</a></td>
</tr>
<tr>
<td>11</td>
<td>Ang Ming Kiat @ Billy</td>
<td>F7 P2</td>
<td>FCCA / CPA</td>
<td><a href="mailto:billyfcca@yahoo.com">billyfcca@yahoo.com</a></td>
</tr>
<tr>
<td>12</td>
<td>Martin John Windle</td>
<td>P1 P3</td>
<td>BA / ACMA</td>
<td><a href="mailto:mwindle@singnet.com.sg">mwindle@singnet.com.sg</a></td>
</tr>
<tr>
<td>13</td>
<td>Fung Chee Kong @ C.K</td>
<td>P7</td>
<td>BAcc (Hons) (NUS), MSc (LSE), CPA</td>
<td><a href="mailto:teacherfung@hotmail.com">teacherfung@hotmail.com</a></td>
</tr>
</tbody>
</table>
6. COURSE INFORMATION

6.1 INTRODUCTION TO ACCA (Association of Chartered Certified Accountants)

Founded in 1904, the Association of Chartered Certified Accountants (ACCA) is the global body for professional accountants offering the Chartered Certified Accountant qualification (ACCA or FCCA). As of May 2012, ACCA was one of the largest and fastest-growing global accountancy bodies with 154,000 members and 432,000 students in 170 countries. ACCA's headquarters are in London with principal administrative office in Glasgow. ACCA works through a network of 83 offices and centres and more than 8,500 Approved Employers worldwide, who provide employee development.

The term 'Chartered' in ACCA qualification refers to the Royal Charter granted in 1974 by Queen Elizabeth II in the United Kingdom.

Chartered Certified Accountant is a legally protected term. Individuals who describe themselves as Chartered Certified Accountants must be members of ACCA and, if they carry out public practice engagements, must comply with additional regulations such as holding a practising certificate, carrying liability insurance and submitting to inspections.

The Association of Authorised Public Accountants (AAPA), one of the British professional bodies for public accountants, has been a subsidiary of ACCA since 1996.

ACCA claims to work in the public interest, assuring that its members are appropriately regulated. It promotes principles-based regulation. ACCA actively seeks to enhance the value of accounting in society through international research. It takes progressive stances on global issues to ensure accountancy as a profession continues to grow in reputation and influence.

6.2 ACCA QUALIFICATION

To qualify as an ACCA member, you will need to complete:

- exams - a minimum of five of 14 exams (nine are eligible for exemption*)
- experience - record 36 months' experience in a relevant role
- Ethics - the Professional Ethics module.

* Nine of the exams which are part of the qualification will not need to be taken if you have other relevant qualifications at the same level. You will need to provide proof of your previous qualifications so you can claim exemptions.

On average it take three (3) to four (4) years to complete all the 14 exam

6.2.1 ACCA Qualifications along the way

On your way to ACCA membership, there are lots of qualifications you can achieve gain along the way. This is a great way to show your knowledge and skills to employers and helps keep you on track and motivated. You can achieve:

- a Diploma in Accounting and Business
- an Advanced Diploma in Accounting and Business
- a BSc (Hons) degree in Applied Accounting awarded by Oxford Brookes University
6.3 THE EXAMINATION

The exams are divided into two levels – Fundamentals and Professional. The Fundamentals introduce you to both financial and management accounting techniques and cover the main technical areas that all accountants are expected to master. At the Professional level you build on that knowledge and explore advanced skills and techniques.

Fundamentals Knowledge

- F1 Accountant in Business
- F2 Management Accounting
- F3 Financial Accounting

Fundamentals Skills

- F4 Corporate and Business Law
- F5 Performance Management
- F6 Taxation
- F7 Financial Reporting
- F8 Audit and Assurance
- F9 Financial Management

Professional Essentials

- P1 Governance, Risk and Ethics
- P2 Corporate Reporting
- P3 Business Analysis

Professional Options (two to be completed)

- P4 Advanced Financial Management
- P5 Advanced Performance Management
- P6 Advanced Taxation
- P7 Advanced Audit and Assurance

If your status allows you to enter for papers across modules, please remember that you must complete the papers in order and enter for outstanding papers in your current module if you wish to enter to sit papers in the next module.

Papers must be taken in line with the following module order, however you can attempt the papers within each module in any order:

- Skills (F4-F9) – available by paper-based format.
- Essentials (P1-P3) – available by paper-based format.
- Options (P4-P7) – available by paper-based format.

6.3.1 Variant Papers

Tax and Law variants

In a number of countries, you have the opportunity of taking exams based on national tax and law – referred to as variant papers.

You will have chosen your variant papers when you completed your initial registration form and you will not incur additional fees for doing so.
Variant papers are available for:
- F4, Corporate and Business Law
- F6, Taxation
- P6, Advanced Taxation.

6.4 PROFESSIONAL STANDARDS AND ETHICS

Accountancy is one of the most respected professions in the world and ethics in accounting are of the utmost importance. ACCA works hard to ensure our members adopt the highest standards of practice and ethical conduct. This comprises six key areas of activity:
1. standards and ethics
2. licensing of practitioners
3. regulation and monitoring of statutorily reserved areas of practice
4. quality assurance of firms and the global quality assurance initiative
5. investigation of complaints
6. discipline in respect of standards or rule breaches.

Access is provided to you as soon as you become eligible to take Paper P1, Governance, Risk and Ethics. While you have the flexibility to complete the ethics module in your own time you should note that ethics is now one of your requirements of membership and it is therefore recommended that you take the Professional Ethics module at the same time as, or before, the Governance, Risk and Ethics paper.

The Professional Ethics Module can be found within myACCA under the “Ethics & Professionalism” section.

6.5 ENTRY REQUIREMENTS

1. Three GCSEs and two A Levels in five separate subjects including maths and English or their local equivalent.

2. Certified Accounting Technician (CAT)

6.6 ACCA REGISTRATION

The quickest and easiest way is via ACCA online registration - it should take you no more than 10 minutes to complete.

(WWW.ACCAGLOBAL.COM/EN/QUALIFICATIONS/APPLY-NOW.HTML)

If you can't apply online, you will need to submit a paper application form. Contact ACCA Connect and we'll send an application form to you.

6.6.1 Registration deadlines

As soon as you have received confirmation from ACCA that your application has been approved, you may make arrangements to sit CBEs.

Students should arrange their CBEs directly with a licensed CBE centre
6.6.2 Registration and Subscription Fees

The following Fees apply (updated January 2016 and are subject to change without written notice):

<table>
<thead>
<tr>
<th>ACCA Qualification</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial registration</td>
<td>79</td>
</tr>
<tr>
<td>Annual subscription</td>
<td>85</td>
</tr>
<tr>
<td>(Please note: your payment must reach ACCA on or before 1 January )</td>
<td></td>
</tr>
<tr>
<td>Re-registration fee</td>
<td>79*</td>
</tr>
<tr>
<td>*plus unpaid fees</td>
<td></td>
</tr>
</tbody>
</table>

6.6.3 Mode of Payment - Registration /Subscription /Exam/ Exemptions

If you choose to apply online and post your documents, then you may complete your application by using any of the following methods of payment:

- Credit/debit card
- Cheque
- Banker's draft
- Postal order

6.7 EXEMPTIONS

ACCA offers exemptions from the ACCA Qualification to students who have studied other relevant qualifications. This means you can start your studies at a level that is consistent with the knowledge and skills gained from prior learning and provides you with the quickest route to ACCA membership.

To find what exemptions you may be eligible to claim, visit:

If you have gained additional qualifications after registering as a student, you may be eligible to claim further exemptions, which you can apply for at any time. Please contact ACCA Connect for further information.

6.7.1 Exemptions fee

You will need to pay a fee for each paper we award an exemption for. Exemptions are charged at the early exam entry fee.

6.7.2 Exemption Application deadlines

- 31 January - for June exams.
- 31 July - for December exams.

6.8 OXFORD BROOKES UNIVERSITY

BSc degree in Applied Accounting

If you intend to complete the BSc degree in Applied Accounting, please be aware that Oxford Brookes University gives credit for exemptions awarded to ACCA students for any of the Fundamental level Papers F1 to F6, but a student must sit and pass the ACCA Fundamentals Papers F7, F8 and F9 to be eligible for the BSc degree. Oxford Brookes is not able to give credit for exemptions based on qualifications gained more than 10 years ago.
6.9 EXAM CYCLES

As ACCA moves to four exam sessions a year, you will have four exam cycles a year.

Students will still be allowed to take a maximum of 4 exams during each exam cycle across a maximum of 8 distinct exams over the course of a calendar year.

The exam cycles for 2015 are:

- **June 2015**: 1 Feb - 24 July
- **September 2015**: 25 July - 30 September
- **December 2015**: 1 October - 31 December

For the four sessions in 2016 and all future sessions they'll be:

- **March session**: 1 Jan - 31 March
- **June session**: 1 April - 30 June
- **September session**: 1 July - 30 September
- **December session**: 1 Oct - 31 December

These sessions are in line with the exemption closing dates.

Papers must be taken in line with the following module order; however you can attempt the papers within each module in any order:

- **Knowledge (F1-F3)** – available by computer-based exam (CBE)
- **Skills (F4-F9)** – all available by paper-based format with F4 English and F4 Global also available by CBE
- **Professional (Essentials P1-P3 and Options P4-P7)** – available by paper-based format

6.10 EXAM ENTRY

6.10.1 Exam entry dateline

Enter for your exams anytime and online. The earlier you do it the more money you save. The exam fees for early, standard and late exam entry are listed below.

<table>
<thead>
<tr>
<th>Online exam entry period</th>
<th>Early</th>
<th>Standard</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 16 exam session</td>
<td>17/8/15-9/11/15</td>
<td>1/2/16</td>
<td>8/2/16</td>
</tr>
<tr>
<td>June 16 exam session</td>
<td>3/11/15-15/2/16</td>
<td>2/5/16</td>
<td>9/5/16</td>
</tr>
<tr>
<td>September16 exam session</td>
<td>9/2/16-16/5/16</td>
<td>1/8/16</td>
<td>8/8/16</td>
</tr>
<tr>
<td>December 16 exam session</td>
<td>10/5/16-15/8/16</td>
<td>31/10/16</td>
<td>7/11/16</td>
</tr>
</tbody>
</table>

6.10.2 Exam entry fees

With four exam sessions per year, you can enter for two consecutive exam sessions at the same time. So if you plan ahead you can always take advantage of the lowest exam rates.

These will apply to you when you want to enter for exams after you have registered for the ACCA Qualification.
### Exam level

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge (F1 - F3)</td>
<td>FTMS Students</td>
<td>RM 450</td>
<td>RM 480</td>
</tr>
</tbody>
</table>

### Exam entry period

<table>
<thead>
<tr>
<th>Exam level</th>
<th>Exam entry period</th>
<th>March 2016 exam fee (per exam)</th>
<th>June 2016 exam fee (per exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills (F4 - F9)</td>
<td>December</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early</td>
<td>£90</td>
<td>£96</td>
</tr>
<tr>
<td></td>
<td>Standard</td>
<td>£96</td>
<td>£98</td>
</tr>
<tr>
<td></td>
<td>Late</td>
<td>£252</td>
<td>£257</td>
</tr>
<tr>
<td>Professional (P1 - P3 and any two from P4 - P7)</td>
<td>Early</td>
<td>£104</td>
<td>£110</td>
</tr>
<tr>
<td></td>
<td>Standard</td>
<td>£112</td>
<td>£116</td>
</tr>
<tr>
<td></td>
<td>Late</td>
<td>£268</td>
<td>£277</td>
</tr>
</tbody>
</table>

### 6.10.3 Assessment Method

#### Knowledge level
- Knowledge (F1-F3) – available by computer-based exam (CBE) or paper-based format.

FTMS College is an approved computer base examination Centre
- Questions in both formats of the exam are written to correspond with the syllabus and students should expect to see questions covering all aspects of the syllabus in both paper-based and computer-based exams.

- In all cases, the computer-based version is automatically generated so that each candidate gets a different set of questions, whereas the written exam is made up of a pre-selected set of questions.

- The table below compares computer-based exams with their paper-based equivalents

<table>
<thead>
<tr>
<th>Paper</th>
<th>Paper-based format</th>
<th>CBE format</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>50 MCQ’s</td>
<td>MCQ &amp; short objective-style questions</td>
</tr>
<tr>
<td>F2</td>
<td>50 MCQ’s</td>
<td>MCQ &amp; short objective-style questions</td>
</tr>
<tr>
<td>F3</td>
<td>50 MCQ’s</td>
<td>MCQ &amp; short objective-style questions</td>
</tr>
</tbody>
</table>

Computer Base Exam Duration: 2(Two) hours  
Paper Base Exam Duration: 3(Three) hours

#### Skill and professional Level
Paper base examination only  
Passing mark – 50%  
Exam Duration: 3(Three) hours

### 6.10.4 Exam Attendance Docket
An examination attendance docket will be available to download from myACCA around two weeks after standard entry closes. This includes a timetable of all the exams that you are entered for; details of the desk that has been assigned to you for each paper; and the address of your exam centre.

You should take your docket to the examination centre for each exam being attempted as it will ensure your entry to the exam. You must sit at the desk detailed on your docket. This will ensure that you are registered as being in attendance for that exam.
6.10.5 Exam Results

Paper Base
The quickest way to receive your exam results is via email or text message. Don’t forget to register for this service through myACCA and to make sure you keep your email address up to date.

ACCA publish exams results quarterly a year; on 18 April 2016, 18 July 2016, 17 October 2016 and 16, January 2017 for the March, June, September and December 2016 exams sessions, respectively.

All students have access to their exam results status online via myACCA.

A summary of the information on your Examination Results and Status Report form is below to assist you with queries related to your exam results.

Computer Base
Instant result - The student’s result is displayed on the computer screen at the end of the exam.

Results - Once the student’s result has been uploaded by the CBE centre it is transferred to the student’s ACCA account within 72 hours.

6.11 PRIZEWINNERS

ACCA believes outstanding exam achievement deserves recognition.

Students who achieve 85% or above for papers in the Knowledge module (F1 – F3) will be issued with a Certificate of Achievement in recognition of their success.

Cash prizes sponsored by major employers and educational institutions will be awarded to candidates attaining the highest mark worldwide for individual papers under the Skills module of the Fundamentals and Professional levels.

Medals will be awarded to candidates who have attained the highest aggregate marks worldwide for papers in the Professional level – Essentials and Options module papers (P1–P7) – upon achieving affiliate status.

The above awards will only be given to those candidates who achieve the highest marks on their first attempt.

Prize-winning students will normally be notified about three weeks after the publication of results. In countries where ACCA has offices, branches and student societies, or Joint Examination Scheme arrangements with the national accountancy body, additional local prizes may be awarded. In addition, a number of prizes are awarded from trust funds.

Please note that should you attempt an examination by CBE prior to your official First Examination Session Date then this paper will not be eligible for prize winner status.

6.12 TRANSCRIPTS

ACCA provides transcripts confirming results from the ACCA examinations to Students, Affiliates and Members. These transcripts are provided free of charge if your account is active.
However, if your account is inactive (due to resignation or removal from the register) there is a standard fee of £25 for the request and issue of an ACCA transcript.

For active students and affiliates/members please email students@accaglobal.com or members@accaglobal.com respectively to request your transcript. Please ensure you quote your full name and client ID on your correspondence.

For inactive students, affiliates and members, please complete and return the Transcript Request Application form (in the Related Documents below) along with the required fee in order for your transcript to be issued.

6.13 CERTIFICATES

ACCA provides certificates at certain levels of examination completion, if your certificate has been lost, stolen or damaged you may request a replacement.

To obtain your replacement certificate(s), please complete and return the Replacement Certificate Request Application along with the required fee in order for your certificate(s) to be issued.

6.14 ACCA RULES AND REGULATIONS FOR STUDENTS

Being an ACCA student will bring you lots of benefits. But with those benefits come certain obligations.

6.14.1 ACCA Rulebook
The ACCA Rulebook contains the bye-laws, regulations and the Code of Ethics and Conduct with which members are required to comply.


6.15 ACCA MEMBERSHIPS

ACCA Affiliate
Candidates register as student members to undertake the Professional Scheme qualification. Upon successful completion of the examinations, student members transfer to Affiliate status.

ACCA Member
"For ACCA affiliates to gain admission to full membership, they must demonstrate, on the application form that they have obtained a minimum of three years of acceptable, supervised, practical experience in an accountancy role (or roles) and have reached the required standard of competence". Must have also completed the Professional ethics module

Fellowship
From 2008, Fellowship, or senior membership of ACCA, is awarded automatically based on 5 years’ continuous membership, subject to compliance with Continuing Professional Development requirements. Fellow members of ACCA use the designatory letters FCCA in place of ACCA.
Continuing Professional Development
Like many professionals, ACCA members are required to complete continuing professional development (CPD) throughout their careers. ACCA’s approach to CPD is designed to help you maintain and develop the knowledge and skills you will need to succeed in today's dynamic and demanding business environment.

6.16 MEMBERSHIP BENEFITS

Not only can you use the designation ACCA after your name in recognition of success in your studies and a commitment to sound ethics and practical experience gained while training - but you also have access to first-class services and development opportunities.

- ACCA membership provides **improved career progression** opportunities and very **high earning potential**.
- Our **world-class reputation** means that your qualification is recognised all over the globe, allowing you international mobility in your career.
- Our qualification provides you with **complete flexibility** in your career choice. You can work in any business sector from the public or corporate sectors to financial services or public practice.

- We have over **100 years of experience** and through this time have built and developed strong relationships with a vast network of employers, governmental bodies and professional institutes across the world.
- We provide a **leading range of services** to our members. We offer privileged access to world-renowned technical and thought-leadership materials as well as comprehensive resources designed to underpin continuing professional development.
- We are leading the way in driving global standards of **professionalism and ethics** and our reputation for integrity and accountability provides a firm foundation for the positive standing of our members.

6.17 MODES OF STUDY AT COLLEGE

FTMS currently offers taught courses for Full-time and part-time at **ACCA Knowledge and Professional levels**. Intensive Revision courses for all levels

Chief Executive Officer : Mr. Balbeer Singh Mangat
Chairman : Datin Sabariah
General Manager : Dr. Sajilal Divakaran
Administration Manager : Mr. K. Magendran
Marketing Manager : Mr. Azahari Omar
ACCA Course Leader : Mr. Emmanuel

<table>
<thead>
<tr>
<th>Nature of complaints</th>
<th>Person in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Study materials &amp; library</td>
<td>Balakrishnan (Assistant Librarian)</td>
</tr>
<tr>
<td>2. ACCA Related Queries</td>
<td>Mr. Qasrul (ACCA Program Coordinator)</td>
</tr>
<tr>
<td>3. International Students</td>
<td>Mr. Arshad (Programme Consultant)</td>
</tr>
<tr>
<td>4. Assignments and Mock Exams</td>
<td>Mr. Ranita (Examination Officer - Registry)</td>
</tr>
<tr>
<td>5. Notes/Materials</td>
<td>Ms Vickneswari (Support Staff)</td>
</tr>
</tbody>
</table>

23
All the above mentioned are full-time staff of the Institute and are available to meet students and deal with enquiry at any time during college hours. Complaints can be directed to the PIC or to the ACCA Course Leader directly.

**CONTACTING ACCA TEACHING STAFF**

Students are encouraged to contact tutors after lecturing hours to discuss academic problems and solutions.

They can:
- Phone the college at 03-20509595, and leave their questions and queries with the counseling team. These are then relayed to the relevant tutor and students can arrange to meet the tutors face-to-face.
- They can fax questions/queries to the tutor at : 03-20509699
- They can e-mail to the tutors at : ftms@ftms.edu.my

These are then relayed to the relevant tutor and students can arrange to meet the tutors face-to-face. The college can then follow-up on whether the relevant action has been taken by the lecturer concerned. Queries will be replied within 5 working days.
7. WHAT IS EXPECTED OF THE STUDENT ATTENDING THE COURSE?

Self-Study Hours

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

Out of college self-study hours, which can reasonably be expected from student:

- Five hours for each subject taken per week

Apart from active revision of subjects, the Institute 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 year papers.

Frequency of coursework

Lecturers are required to mark and return a minimum of two pieces of set coursework assignments. Adequate time and opportunity is allowed for discussion of performance with the students.

Details of mock examination

A minimum of one mock exam per term will be administered by the college for each subject. This will normally be held early in the months of May and October. Students are to sit for the mock exam under examination conditions.

In-class activity

Lectures will be presented by FTMS School of Professional Accounting & Finance qualified lecturers. ACCA students are encouraged to join the additional courses provided by FTMS to improve their skills in note taking, listening, presentation skills and examination techniques. It is hoped that this will make course lectures more effective. These are normally held after the release of exam results and / or after the examination.
8. ACCA CONTACTS

Write, phone or fax to:

Student Services Department
ACCA Malaysia Sdn Bhd (473007P)
27th Floor, Sunway Tower
86 Jalan Ampang
50450 Kuala Lumpur

Kuala Lumpur office only operates as an internal administrative office focusing on local Marketing & Promotions functional activities, and there is no reception for walk-in customers. For enquiries, please refer to below contacts:

Tel: 1-800-88-5051 (toll-free number for calling within Malaysia)
Tel: +6 (0)3 2027 4756 (for calling from outside Malaysia – long distance charges would apply)
Fax: +6 (0)3 2713 5052

Opening hours:
Monday to Friday
9:00am - 12:30pm / 1:30pm - 5:00pm
(Closed during lunch hour from 12:30pm - 1:30pm)

ACCA Website details
ACCA Malaysia Division : www.malaysia.accaglobal.com/
ACCA UK : www.accaglobal.com
ACCA syllabus : http://www.accaglobal.com/zm/en/student/exam-support-resources.html#

Alternatively, call, fax or email ACCA Connect at /via: www2.accaglobal.com/contacts/connect

ACCA – Head Office
2 Central Quay
89 Hydepark Street Glasgow
G3 8BW UK

Phone: +44 (0)141 582 2000
Fax: +44 (0)141 582 2222
9. QUALITY PROCEDURES ON THE COURSE

9.1 Bi-annual Questionnaires

- Students should 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 should 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.

9.2 Course Committee meetings

Teaching staff meet quarterly, at Course Committee Meetings to discuss the following:

- Current intake
- Dropout rate
- Student's performance
- Student's evaluation of lecturers
- Students complaints

9.3 Student Committee

**FTMS College** has an active student committee, which meets monthly to discuss student issues and to organize social activities. In addition, the ACCA Students Council is a body, which meets monthly to address the specific needs of the ACCA students at **FTMS College**

9.4 The ACCA Students Council

This is a group made up of:

- Head of Professional Courses
- President
- Vice President
- Secretary
- Honorary Cost Controller
- 2 student representatives from each level

The number of student representatives will be proportionate to the number of students enrolled.

Matters that have successfully been dealt with through this medium are students' complaints e.g. with regard to reference materials in the Library. These are then channeled to the Administration through the Students Council. Students can bring up their complaints or comments to their Student Representatives at any time through their interaction in and outside class.
9.5 Student Services

Library facilities
The resources in the libraries reflect the programs of study offered by the Institute. The reference and lending collections include textbooks, recommended reading lists for each course and periodicals. There is also a range of recreational reading resources available to the students.

Students can ask the librarians for help with using the library and facilities. The staff prides themselves on providing expert and friendly guidance.

Reading Rooms
Our reading rooms provide students with an opportunity to undertake private study in an informal environment.

Counselling Services
The Student Counsellors provide general assistance and support for local and international students. Counsellors also provide advice and information about the Institute, its programmes and they form a link between the whole Institute and the wider community.

Student Counsellors oversee the students' welfare, general well-being and academic development. Counselling services are provided free and everyone is welcome.

Careers Guidance
The college regularly organises talks and Seminars by experts to inform and enlighten students on practical experience requirements and opportunities been an ACCA Member

Study area
Ample study area is provided at level 5 and also unoccupied classroom are available as students reading area
10. Floor Map

Facilities Resource

Building structure / Floor plan

Level 2

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Level 3

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Level 4

A Cafeteria
B Faculty Room
C Alpha 4
D Registry
E Examination Board Room
F Photocopying Centre
G Male Wash Room
H Female Wash Room

Level 5

A Library
B Video Conferencing Hall B
C Video Conferencing Hall A
D Study Area
E Pantry
F International Student Services Office
G Male Wash Room
H Female Wash Room
I International Student Services Counter