

ACADEMIC MODULE MAPPING PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
2.0	Academic Compliance Office	Chief Academic Officer	

1. PURPOSE

This Procedure has been developed to support British University Vietnam's International Office to manage the procedure of mapping modules in exchange programmes with BUV programmes.

2. SCOPE

This process is applied for credit-bearing exchange programmes managed by the International Office at BUV.

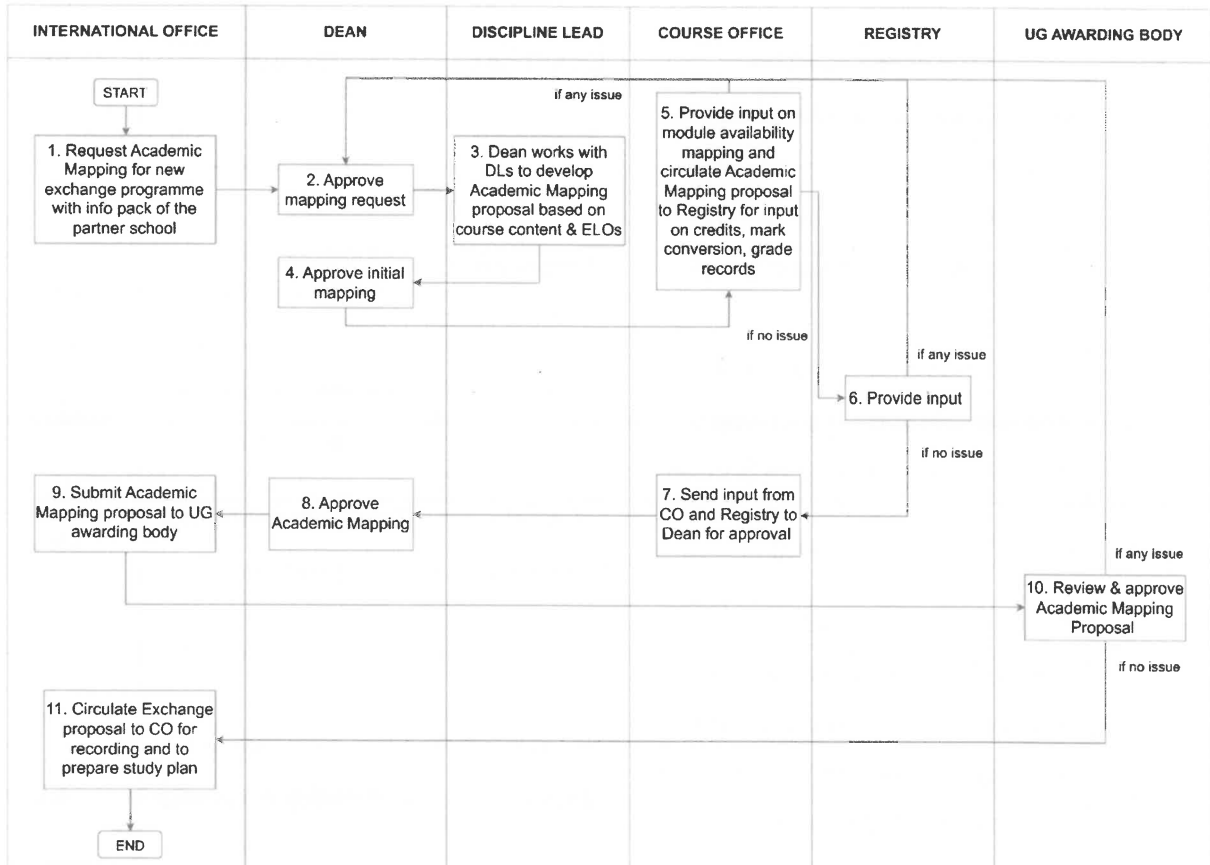
3. DEFINITIONS

Definitions of abbreviations used throughout the policy and related references are as follows

Abbreviations	Definitions
BUV	British University Vietnam
IO	International Office
CO	Course Office
DL	Discipline Lead
UG	Undergraduate
ELO	Expected Learning Outcomes

4. PROCESS

a. Flowchart



b. Roles & Responsibilities

Step	Process Activities	Deadlines	Output	PIC
1	Request Academic Mapping for new exchange programme with info pack of the partner school	1 working day	Email request	IO
2	Dean to approve mapping request	3 working days	Approval email	Dean
3	Dean works with DLs develop Academic Mapping proposal based on course content & ELOs	2 weeks from Step 1	Academic mapping proposal	Dean - DL
4	Approve initial mapping	2 weeks from Step 1	Academic mapping proposal	Dean
5	Provide input on module availability mapping and circulate Academic Mapping proposal to Registry for input on credits, mark conversion, grade records. <ul style="list-style-type: none"> - If no issue, go to Step 5 - If there is any issue, go to Step 2 	10 working days from Step 3	Input on module availability mapping and email input	CO
6	Provide input on credits, mark conversion, grade records. <ul style="list-style-type: none"> - If no issue, go to Step 6 - If there is any issue, go to Step 2 	10 working days Step 3	Input on module availability mapping	Registry
7	Send input from CO and Registry on module availability mapping to Dean for approval	2 days from Step 5	Email seeking approval	CO
8	Approve Academic Mapping	2 days from Step 6	Academic mapping approved	Dean

9	Submit Academic Mapping proposal to UG awarding body	Same day as Step 7	Academic Mapping proposal submitted	IO
10	Review & approve Academic Mapping Proposal - If no issue, go to Step 9 - If there is any issue, go to Step 2	Minimum 1 month	Academic mapping proposal reviewed & approved	Awarding body
11	Circulate Exchange proposal to CO for recording and to prepare study plan	1 working day	Exchange proposal sent to CO	IO

5. APPROVALS

- Policy development or review will be endorsed by International Office Manager and approved by CAO prior to implementation and execution.
- Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- This document is approved and effective from the date of signing:

Prepared by	Confirmed by	Confirmed by
 Dec 20, 2023 Tran Duc Trung Deputy University Registrar	 Nguyen Thi Thu Hien International Office Manager	 Hoang Phuong Yen Course Office Manager
Agreed by	Agreed by	Approved by
 21/12/23 Jason MacVaugh Dean of Higher Education	 21/12/23 Tony Summers Deputy University Registrar	 Chris Jeffery Chief Academic Officer

22/12/23

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Course Mapping proposal & final approved Mapping	Hard Copy/ Soft Copy	International Office	5 years

7. REFERENCES

Document Ref

01/2023/IO/BUV

Document Title

Academic module mapping procedure

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