


## Table of Contents

<b>Table of Contents .....</b>	<b>1</b>
<b>1.0 Purpose .....</b>	<b>2</b>
<b>2.0 Scope.....</b>	<b>2</b>
<b>3.0 Definitions.....</b>	<b>2</b>
<b>4.0 Policy Statement .....</b>	<b>3</b>
<b>4.1 Curriculum Design Principles.....</b>	<b>3</b>
<b>4.5 Accreditation and Recognition.....</b>	<b>4</b>
<b>4.6 Types of Award .....</b>	<b>4</b>
<b>4.6.1 BUV own degree .....</b>	<b>5</b>
<b>4.6.2 Dual award .....</b>	<b>5</b>
<b>4.6.3 External and Franchised awards .....</b>	<b>6</b>
<b>4.7 Standard Curriculum Structure .....</b>	<b>6</b>
<b>4.7.1 Primary Major .....</b>	<b>6</b>
<b>4.7.2 Vietnamese Compulsory Modules (VCM).....</b>	<b>6</b>
<b>4.8 Types of Programme.....</b>	<b>7</b>
<b>4.9 New Programme Pre-requirements.....</b>	<b>7</b>
<b>4.10 Design.....</b>	<b>7</b>
<b>4.11 Development .....</b>	<b>8</b>
<b>4.12 Approval .....</b>	<b>9</b>
<b>4.13 Timeline in preparation for commencement .....</b>	<b>9</b>
<b>4.14 Enhancement.....</b>	<b>9</b>
<b>4.15 Control of Curriculum Document .....</b>	<b>10</b>
<b>5.0 Supporting Documents .....</b>	<b>30</b>
<b>6.0 Related Documents.....</b>	<b>30</b>
<b>7.0 Document Responsibilities.....</b>	<b>30</b>
<b>8.0 Approval Details .....</b>	<b>30</b>

 <p><b>BRITISH UNIVERSITY VIETNAM BUV</b></p>	<p><b>BUV SENATE</b></p> <p><b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b></p>	<p>Doc. Ref. :</p> <p>Approved by: Senate, Quality Assurance Committee</p> <p>Approved Date:</p> <p>Effective Date :</p> <p>Version No : 1.1</p>
--	---	--

## 1.0 Purpose

The purpose of this policy is to ensure the effective design and development of all programmes offered by British University Vietnam (BUV).

## 2.0 Scope


This document details how BUV the policy behind the curriculum design and development, and:

- i. curriculum design and development,
- ii. Programme approval and enhancement;  
for all programmes offered by BUV.

Due to different natures and specific requirements for a programme, certain sections of the policy may not always be applicable, subject to BUV University Senate approval. For example, postgraduate research programmes and non-home-grown programmes offered in conjunction with partner institutions. Specifically, programme approval is applicable for all programmes offered by BUV.

## 3.0 Definitions

- 3.1 a **Programme** refers to a series of modules and assessments linked together in order to provide students with specific learning objectives and provide them with an **Award**.
- 3.2 **Internship/Industrial training** is a module within a programme where students are required to be placed for a period of time in the related industry to experience a real working environment. The module is alternatively known as work experience or professional practice.
- 3.3 **Programme components** comprise of different module categories offered within the programme of study, such as compulsory modules, academic discipline-specific modules and elective modules.
- 3.4 An **Award** refers to a formal qualification awarded by BUV, partner institution or external awarding body to a student who completes all graduation requirements for a formal programme of study leading to that award, such as a diploma, degree, Masters or Doctoral award, typically entitling the graduate to append letters after their name, indicating their earned qualification.
- 3.5 **Non-award programme** refers to programmes of study that do not lead to an award.

 <p><b>BRITISH UNIVERSITY VIETNAM BUV</b></p>	<p><b>BUV SENATE</b></p> <p><b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b></p>	<p>Doc. Ref. :</p> <p>Approved by: Senate, Quality Assurance Committee</p> <p>Approved Date:</p> <p>Effective Date :</p> <p>Version No : 1.1</p>
--	---	--

**3.6 BUV own degree programme** refers to programmes that are developed and awarded solely by BUV.

#### **4.0 Policy Statement**

Programmes offered by BUV are to be consistent with the specifications for curriculum design, development, approval, commencement and enhancement that are derived from and compliant with all relevant legal requirements set out by MOET and other legal entities of Vietnam and BUV New Curriculum Framework (BUV -ACA-POLY-NTCF).

#### **4.1 Curriculum Design Principles**

BUV is determined to design curriculums to fit the learners of the future. Under the BUV Curriculum Framework, learning is designed on the basis of the following eight principles:

##### **4.4.1 Immersive and Problem-Centred Learning**

Immersive and problem-centred learning bring together knowledge, skills, and motivation while engaging in meaningful and realistic problems. Students are tasked to solve simulated problems (e.g. problem-based learning) and are encouraged to take part in multiple work-experience and internships during their duration of studies. Flipped learning environments are created to stimulate high-level discussion and problem solving. It involves the learning of research skills and students may have the opportunity to take industry certified courses.

##### **4.4.2 International Experience**


The curriculum should provide a range of international experiential learning opportunities to students including interaction with inbound and enrolled international students. BUV aims to provide an international experience for all students and seek to support students in obtaining international experience where possible, for example, through summer schools, semester exchange programmes, study/field trips abroad.

##### **4.4.3 Entrepreneurial Journey**

There should be opportunities for students to develop spirit, attitude, and skill of creating, capturing and delivering value. The curriculums offered and designed at BUV is designed for students to discover the intent and entrepreneurship potential and be given to exposure to incubating enterprises.

##### **4.4.4 Life Skills Development**

***Important: Please always request the latest version of this document from Academic Compliance***

 <p><b>BRITISH UNIVERSITY VIETNAM BUV</b></p>	<p><b>BUV SENATE</b></p> <p><b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b></p>	<p>Doc. Ref. :</p> <p>Approved by: Senate, Quality Assurance Committee</p> <p>Approved Date:</p> <p>Effective Date :</p> <p>Version No : 1.1</p>
--	---	--

The curriculum provides opportunities for students to develop essential skills for successful and employable individuals in the 21st Century. Hence, life skills development including social and cross-cultural skills, productivity and

accountability, and leadership and responsibility are embedded in learning experiences rather than as solely as part of co-curricular activities. Students' work shall reflect the use of project-based learning and teaching should promote, flexibility and adaptability, initiative and self-direction. Students are encouraged to use research and determine the validity of sources to add meaning to solutions to problems.

#### 4.4.5 Self-Management and Relationship Management

The curriculum shall cover developing of personal and social competencies for successful life and study transition. First Year Experience programme with experiential learning opportunities, academic support programs and an in-built social network will be embedded. There will be opportunities for self-discovery & management. Students are given the opportunity to explore their greatest passions and talents, receive support during difficult transitions, and set accountability for personal goals.


### 4.5 Accreditation and Recognition

4.5.1 All qualification offered by BUV are approved for delivery by the Ministry of Education and Training (MOET).

4.5.2 All qualifications offered by BUV are accredited by the MOET and are in compliance with all MOET requirements, with the exception of professional programmes which are accredited by professional bodies and are also required to comply to the requirements of the respective Professional Bodies.

### 4.6 Types of Award

BUV may grant an award independently or in collaboration with other institutions. When an award of a programme is granted solely by BUV, it is referred to as a single award. When the award is granted in collaboration with other institutions, it may be in the form of joint award, dual award or multiple awards, as described in the

	<b>BUV SENATE</b>  <b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b>	Doc. Ref. :  Approved by: Senate, Quality Assurance Committee  Approved Date:  Effective Date :  Version No : 1.1
--	--	---

following sections. The primary purpose of offering a joint or dual award programme through collaborative provision is to enhance student mobility, joint curriculum development and research collaboration. Indirectly, the joint or dual award programme also increases the recognition and competitiveness of the programme.

BUV may offer non-award programmes such as transfer programmes, and short programmes.

#### **4.6.1 BUV own degree**


BUV own degree awards are a formal qualification awarded by BUV to a student who completes all graduation requirements for a formal post-secondary programme of study leading to an award, solely awarded by BUV.

#### **4.6.2 Dual award**

A joint award can be earned through a collaborative provision programme that is jointly developed and delivered in part or whole through a formal arrangement between BUV and one or more partner institutions. This is an award made jointly by BUV and other partner institutions where the graduation scroll includes endorsements by all the involved institutions. The programme is a single joint programme.

The programme development and delivery for a dual award may be identical to that of a joint award, but in the case of dual awards, each institution awards its own separate award for a student graduating from the programme. The programme may be (a) two equivalent/similar programmes, or (b) a single jointly developed programme. The dual award may become a multiple award when the collaboration involves more than two institutions. Dual awards are alternatively known as double awards in certain countries.

The duration of study is also normally not extended compared to a single award programme. The student is enrolled at both institutions where the academic records are maintained. Student mobility is highly encouraged but not mandatory.

	<b>BUV SENATE</b>  <b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b>	Doc. Ref. :  Approved by: Senate, Quality Assurance Committee  Approved Date:  Effective Date :  Version No : 1.1
--	--	---

#### 4.6.3 External and Franchised awards

- a) Franchised (Partner University) Award refers to non-homegrown programme which are awarded by franchised partner universities where BUV is the franchisee.

#### 4.7 Standard Curriculum Structure

All curricula developed by BUV are formed by the combination of appropriate learning outcomes within each module syllabus as an integral part of the curriculum, to form overall programme learning outcomes in alignment with the BUV Curriculum Framework. All programmes should be able to produce students who meet the characteristics of the BUV Graduate. This represents a set of qualities that the University passionately believes is necessary for success in the 21st century. The BUV Graduate is a reflective and critical learner with a global perspective, prepared to contribute to the world of work.

BUV University bachelor degree programme standard curriculum structure must consist of the following components, subject to MOET and professional body requirements.


##### 4.7.1 Primary Major

The primary major of a bachelor degree programme is the fundamental and core body of knowledge of a discipline required for a degree. It consists of (a) discipline core/specialisation modules that typically require three years of study for a four-year degree programme. It consists of a list of prescribed choices of compulsory and optional modules (core electives) required for a particular major. Students majoring in that area must complete the prescribed choices of modules.

##### 4.7.2 Vietnamese Compulsory Modules (VCM)

This category consists of general modules required by the country and MOET which also support the intention of the University. Currently, it consists of the following four compulsory modules.

- Marxism & Leninism: (5 credits)
- HCM Ideology: (2 credits)
- Revolutionary Orientation of Communist Party: (3 credits)
- Physical Education: (at least 3 credits)
- National Defence: 165 periods (no credits)

 <p><b>BRITISH UNIVERSITY VIETNAM BUV</b></p>	<p><b>BUV SENATE</b></p> <p><b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b></p>	<p>Doc. Ref. :</p> <p>Approved by: Senate, Quality Assurance Committee</p> <p>Approved Date:</p> <p>Effective Date :</p> <p>Version No : 1.1</p>
--	---	--

Students undertaking the following programmes are exempted from taking VCM modules:

- i. Undergraduate programmes offered by BUV as fully franchised external partner programmes
- ii. Masters and Doctorate degree
- iii. Short programme/courses
- iv. Foundation programmes
- v. Professional courses (example: ACCA Qualification),

#### **4.8 Types of Programme**

BUV offer and may choose to design and create a range of different programmes to enrich the student's experience in alignment with programme objectives and learning outcomes. All programmes are operated in compliance with MOET regulations.

#### **4.9 New Programme Pre-requirements**

- 4.9.1 New programmes are considered only after a needs-assessment has indicated that there is a need for the programme to be conducted. The needs analysis for the programme involves feedback from external sources.
- 4.9.2 New programmes are considered only after the resources to support the programme have been identified.
- 4.9.3 Programmes are only offered once they have gained provisional accreditation by MOET where this is required.

#### **4.10 Design**

- 4.10.1 New curricula are to be established, reviewed and evaluated according to the procedures supporting this policy.
- 4.10.2 The programme content, approach and teaching and learning are geared towards achieving the programme learning outcomes and are consistent with the BUV Curriculum Framework.
- 4.10.3 Each programme incorporates the programme core modules, the Vietnamese Compulsory Modules, and any free electives essential for the understanding of the concepts, principles and methods that support the programme learning outcomes as well as the BUV Graduate Capabilities.
- 4.10.4 Each programme fulfils the requirements of the discipline taking into account the appropriate discipline standards and international best practices for the

***Important: Please always request the latest version of this document from Academic Compliance***

 <p><b>BRITISH UNIVERSITY VIETNAM BUV</b></p>	<p><b>BUV SENATE</b></p> <p><b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b></p>	<p>Doc. Ref. : Approved by: Senate, Quality Assurance Committee Approved Date: Effective Date : Version No : 1.1</p>
--	---	--

field.

- 4.10.5 Industrial experience is an important component of a programme. All bachelor degree programmes should incorporate internship/industrial training module as part of the curriculum. The duration and approach (i.e. full-time or part-time) of the module is subject to MOET programme standards and professional body requirements.
- 4.10.6 However, subject to MOET standards and professional body requirements, an industrial project module can be an alternative. An industrial project module is a module where students are required to work on a project, typically in a group and based outside the industry, in response to a real-life problem set in an industrial or commercial context. There may be occasions where the students need to spend some time in the industry. The industrial project module may also be named as industry immersion module.
- 4.10.7 The content of each programme is periodically reviewed to keep abreast with scientific, technological and knowledge development of the discipline, and with the needs of society.

#### **4.11 Development**

- 4.11.1 New BUV curricula are to be developed according to the procedures supporting this policy and must meet any requirements as set by MOET. All programmes include the VCM that explicitly address the BUV Graduate Capabilities as well as MOET requirements excluding those programmes shown as exempt in section 4.7.2.
- 4.11.2 Learning outcomes specific for each field of study are developed by a committee comprising representatives from relevant parties for that field of study.
- 4.11.3 Module coding is systematic and consistent and follows the standards outlined in relevant policy documentation.
- 4.11.4 The syllabus of each module is documented according to MOET specifications and format.
- 4.11.5 BUV recognises that some modules may have similar content but are different in terms of context (such as culture and industry) and intent of the module. For example, a hospitality management module may focus on specific industrial setup as compared to a general business management module.



 <p><b>BRITISH UNIVERSITY VIETNAM BUV</b></p>	<p><b>BUV SENATE</b></p> <p><b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b></p>	<p>Doc. Ref. :</p> <p>Approved by: Senate, Quality Assurance Committee</p> <p>Approved Date:</p> <p>Effective Date :</p> <p>Version No : 1.1</p>
--	---	--

#### **4.12 Approval**

4.12.1 Two stages of approval are required for new programmes to be offered at BUV.

- a. Stage 1 – Approval in Principle (Business Case Proposal)  
The business case proposal of a new BUV programme to be proposed by CAO, endorsed by the Vice- Chancellor and approved by the BUV Senior Management Team.
- b. Stage 2 - Programme curriculum approval (Application for New Programme)  
The approval of a new BUV programme is to be recommended by the Learning and Teaching Committee and approved by the BUV Senate.

4.12.2 Application to cease offering a programme is to be recommended by the CAO after consultation with relevant stakeholders and shall follow the two stages of approval similar to new programme approval as summarised above.

#### **4.13 Timeline in preparation for commencement**


4.13.1 New programmes to be approved by MOET must be submitted to the relevant internal department for approval with a minimum of 24 months prior to the date of proposed commencement.

#### **4.14 Enhancement**

4.14.1 Within the constraints imposed by MOET for programme accreditation, module syllabi are continually enhanced / augmented / revised with input from faculty research findings in order for the curriculum and its delivery to remain up to date in topics of importance.

4.14.2 Within the constraints imposed by MOET for programme accreditation, improvements to the curriculum recommended by the School through their Annual Monitoring Report will be incorporated within the programme, and will be effective for new intakes only, unless otherwise approved by the relevant authority.

4.14.3 Changes to the curriculum are to be approved by the relevant authority according to the different types of changes as per Table 1.

	<b>BUV SENATE</b>	Doc. Ref. :
	CURRICULUM DESIGN AND DEVELOPMENT POLICY	Approved by: Senate, Quality Assurance Committee
		Approved Date:
		Effective Date :
		Version No : 1.1

**Table 1: Approval Authority for New and Changes to Programme**

Type of Changes	Application for New Programme	Changes at Module Level	A. Minor Changes at Programme Level B. Changes to Modules of a Complementary Study Package	A. Major Changes at Programme Level B. New/Cessation of a Complementary Study Package	Cease Current Programme
Approved by	Stage 1 Business Case Proposal:  BUV CAO proposes to SMT.	BUV LTC	BUV: LTC	BUV: Senate	BUV: SMT and Senate
	Stage 2 Application for New Programme: BUV: Senate approves proposal.				
	Reported to University Council for noting				


#### 4.15 Control of Curriculum Document

4.15.1 BUV Course Office is responsible to ensure:

- a) controlled version of curriculum is maintained up to date and the latest version is readily identifiable.
- b) approved versions of the curriculum document are properly maintained according to the retention period and the active versions are made available to the relevant parties for implementation.
- c) suitable identification must be applied to prevent unintended use of obsolete documents.

4.15.2 Each School is responsible to inform relevant parties of any changes to the curriculum and submit the latest approved version of the curriculum to the Course Office for recording.

**Important: Please always request the latest version of this document from Academic Compliance**

 <p><b>BRITISH UNIVERSITY VIETNAM BUV</b></p>	<p><b>BUV SENATE</b></p> <p><b>CURRICULUM DESIGN AND DEVELOPMENT POLICY</b></p>	<p>Doc. Ref. :</p> <p>Approved by: Senate, Quality Assurance Committee</p> <p>Approved Date:</p> <p>Effective Date :</p> <p>Version No : 1.1</p>
--	---	--

**5.0 Supporting Documents**

<u>Document Reference</u>	<u>Document Title</u>
NA	

**6.0 Related Documents**

Teaching and learning Performance Evaluation Policy  
Teaching and learning Performance Evaluation Procedure  
Academic Monitoring Policy and Process

**7.0 Document Responsibilities**

Policy Owner	:	Chief Academic Officer
Policy Delegate	:	Head of Quality and Academic Development

**8.0 Approval Details**

Approving Authority	:	BUV Senate
Version 1.1 Approval Date	:	Under Approval