

IFP & UoL MODULE SELECTION PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	
2.0	Academic Compliance Office	CAO	

1. PURPOSE

This procedure has been developed to support British University Vietnam's Higher Education Department in general and Course Office in particular to manage the process for International Foundation Programme and University of London programme module selection at BUV. This documentation will provide a formal standardised process for IFP & UoL module selection for departments of Higher Education & Course Office.

2. SCOPE

This procedure includes two sub-procedures:

- IFP module selection: This sub-procedure is applied for all IFP students before starting their study
- UoL module selection: This sub-procedure is applied for Year 2 & Year 3 UoL students. For Year 1 UoL students, they will study compulsory modules.

3. DEFINITIONS

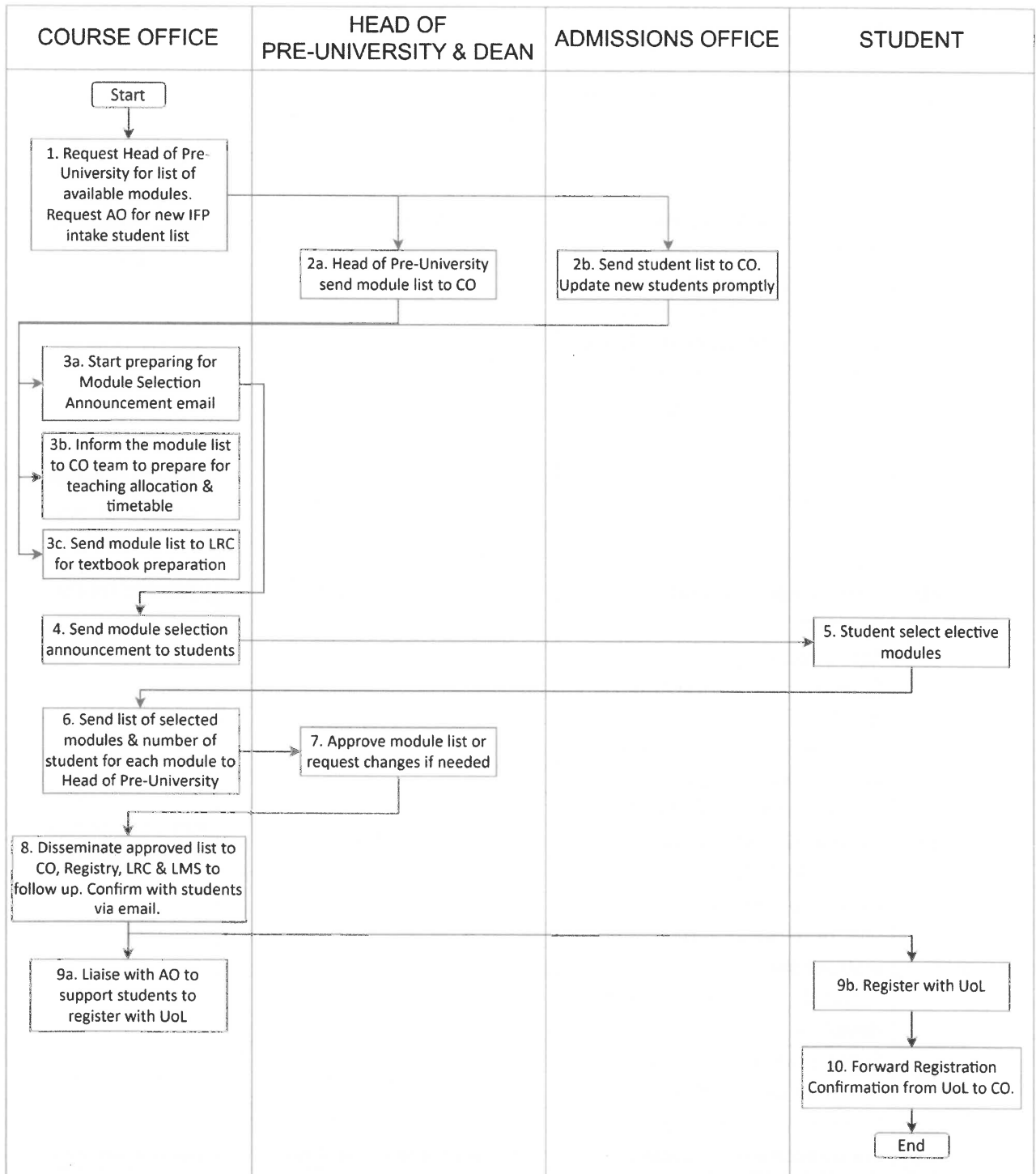
a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
IFP	International Foundation Programme
UoL	University of London
CO	Course Office
AO	Admissions Office
EO	Examinations Office

4. PROCEDURES

- a. IFP module selection & registration
 - i. Flowchart

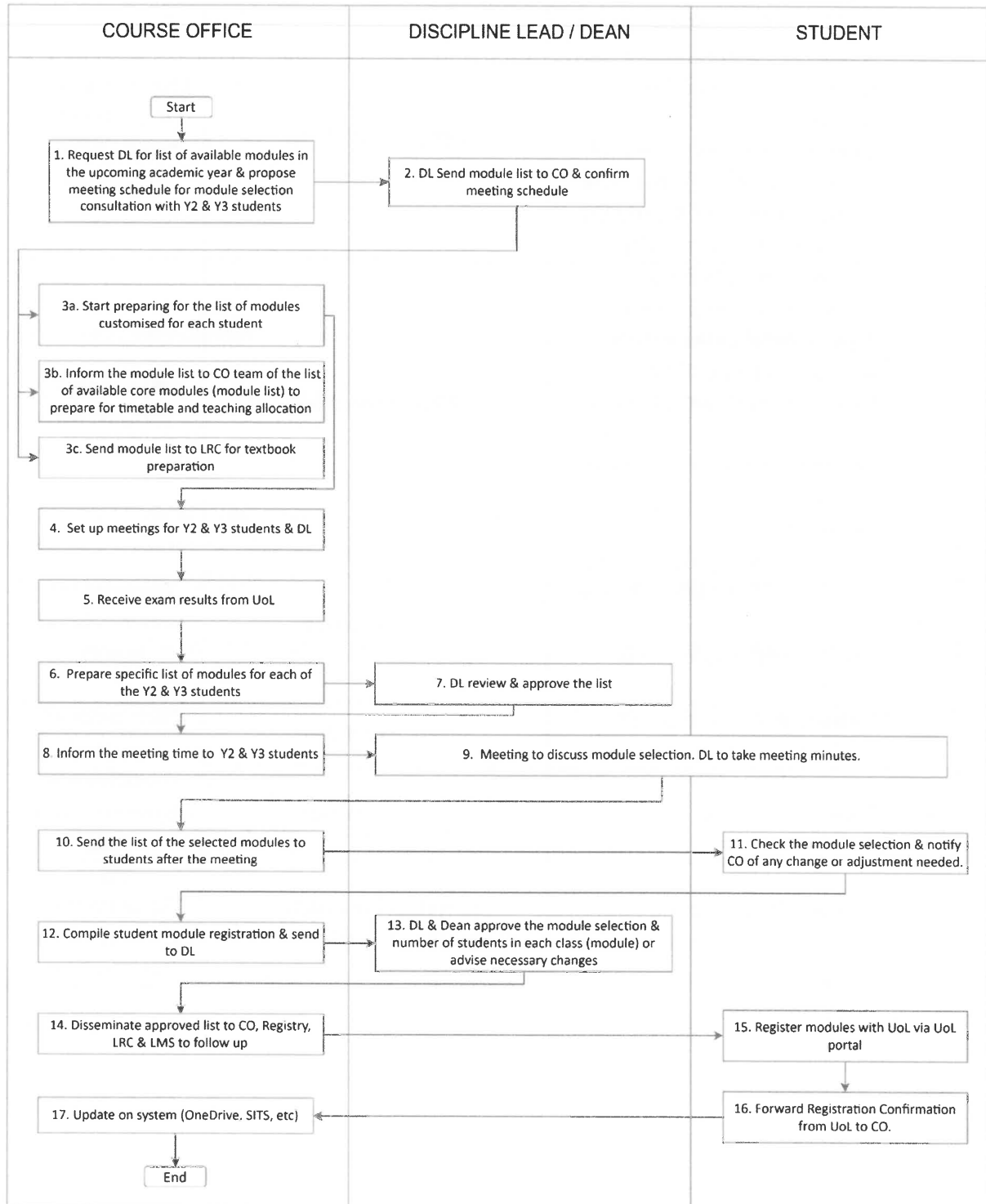


ii. Roles & Responsibilities

Step	Process Activity	Deadline	Output	P.I.C
1	Request Head of Pre-University for list of available modules. Request AO for new IFP intake student list Module list from Head of Pre-University would include: 1. Compulsory modules: 3 modules 2. Elective modules - At least 2 elective modules are to be offered for students' selection. The one(s) with higher number of registrations will be run at BUV.	End of July	List of available core modules New IFP intake student list	CO
2a	Send module list to CO	Beginning of August	List of available core modules	Head of Pre-University
2b	Send student list to CO. Update new students promptly	End of August	IFP student list	AO
3a	Start preparing for Module Selection Announcement email Prepare an announcement email to each student of the new IFP intake. Email includes: - Table of available modules (compulsory & elective) & link to course information - Module registration form & instructions - Module registration with BUV deadline	End of August	Announcement email prepared	CO
3b	Send module list to LRC for textbook preparation	Beginning of August	Email notice	CO
4	Send module selection announcement to students	Beginning of Sep and until end of Sep for late enrolments	Email announcement	CO

5	Student select elective modules and rank 1 st & 2 nd priority if needed.	10 days after Step 4	Email confirmation	Student
6	Send list of selected modules & number of students for each module to Head of Pre-University. Compile students' choice of modules from their response to the online form & send list to Head of Pre-University	3 days after step 5	List of selected modules to Head of Pre-University	CO
7	Approve module list or request changes if needed If any special cases arise as advised by Head of Pre-University or Dean, CO revise the module selection list (if needed) and get it approved by Head of Pre-University and Dean.	Mid-September	Approved module list	PL
8	Disseminate approved list to CO, EO, LRC & LMS to follow up Confirm with students via email	Mid-September	Approve list sent to related teams	CO
9a	Liaise with AO to support students to register with UoL	UoL deadlines	Each student' selected modules are registered with UoL	CO
9b	Register with UoL	UoL deadlines		Student
10	Forward Registration Confirmation from UoL to CO.	October/November depending on UoL deadline	UoL Registration Confirmation sent to CO	Student

b. UoL module selection & registration
i. Flowchart



ii. Roles & Responsibilities

Step	Process Activity	Deadline	Output	P.I.C
1	Request PL for list of available modules in the upcoming academic year	Week 2 of July	Email request	CO
2	Send core module list to CO for Year 1, Year 2 & Year 3	Week 1 of August	List of available core modules	DL
3a	Start preparing for the list of modules customised for each student The list for each Year 2 & 3 student of UoL programme includes: - Table of all modules covered by each individual student and respective results (pass/ fail) - List of available module options for that student in the next academic year, relevant prerequisites/co-requisites	Week 1 of August	The list of modules customised for each student	CO
3b	Inform the module list to CO team of the list of available core modules (module list) to prepare for timetable and teaching allocation.	Week 1 of August	Tentative module list	CO
3c	Send module list to LRC for textbook preparation	Week 1 of August	Tentative module list	CO
4	Set up one on one meetings for Y2 & Y3 students & DL	Week 2 of August	Meeting scheduled	CO
5	Receive exams result from UoL UoL often sends results to CAO . CAO forward the results to CO / EO.	Week 3 of August	Exam results for students of the previous AY	UoL
6	Finalize the list of modules customised for each student - For Year 1: inform students of all modules in Year 1 to register with UOL - For Year 2&3: module selection for new academic year	Week 3 of August	Customised list of modules	CO
7	Review & approve the customised list of modules	Week 3 of August	Customised list of modules approved	DL
8	Send the schedule of 1-1 meeting	1 week before the meeting	Meeting time	CO

			informed to students	
9	Meeting to discuss module selection. PL to take meeting minutes	Beginning of September	Meeting minutes	DL & student
10	Send the list of the selected modules to students after the meeting	2 days after meeting	Email request	CO
11	Check the module selection & notify CO of any change or adjustment needed.	3 days after Step 10	Email confirmation	Student
12	Compile student module registration & send to DL	2 days after Step 11	Email notice	CO
13	Approve or advise necessary changes the module selection and number of students in each module	2 days after Step 12	Approved module list	DL & Dean
14	Disseminate approved list to CO, Registry, LRC & LMS	1 day after Step 13	Approve list sent to related teams	CO
15	Register modules with UoL via UoL portal. All UoL students from Year 1, Year 2 & Year 3 have to complete this step	October	Modules registered on UoL portal	Student
16	Forward Registration Confirmation from UoL to CO.	October/November (depending on UoL's deadline"	UoL Registration Confirmation sent to CO	Student
17	Update information on system (OneDrive, SITS, etc)	1 week after Step 16	Info on systems updated	CO

5. APPROVALS

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

Prepared by	Checked by	Confirmed by	Agreed by	Approved by
<p><i>PP llllllll</i> <i>18/10/2023</i></p> <p>Tran Duc Trung Deputy University Registrar</p>	<p><i>Yes</i> <i>18/10/2023</i></p> <p>Hoang Phuong Yen Course Office Manager</p>	<p><i>[Signature]</i></p> <p>Jason MacVaugh Dean (Higher Education)</p>	<p><i>[Signature]</i> <i>25/10/23</i></p> <p>Tony Summers University Registrar</p>	<p><i>[Signature]</i></p> <p>Christopher Jeffery Chief Academic Officer</p>

7/11/23

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Module Selection Announcement email	Soft file	Course Office	5 years
Module Selection excel record	Soft file	Course Office	5 years

7. REFERENCES

Document Ref
02/2023/CO/BUV-CO

Document Title
IFP & UoL Module Selection Procedure

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