

## MBA MASTER PLAN & TEACHING ALLOCATION PROCEDURE

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### DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	

## 1. PURPOSE

This Procedure has been developed to support British University Vietnam (BUV)'s Academic & Student Operations Department & Course Office to create and approve MBA Master Plan & Teaching Allocation. This documentation will provide a formal standardised and repeatable process with clear timelines for departments of Academic & Student Operations Department.

## 2. SCOPE

The process documented in this procedure encompasses the process of:

- a) Creating & approving master plan for all BUV postgraduate cohort at the beginning of the whole programme:
- b) Creating & approving teaching allocation for all BUV postgraduate cohort at the beginning of the whole programme

## 3. DEFINITIONS

### a. Abbreviations

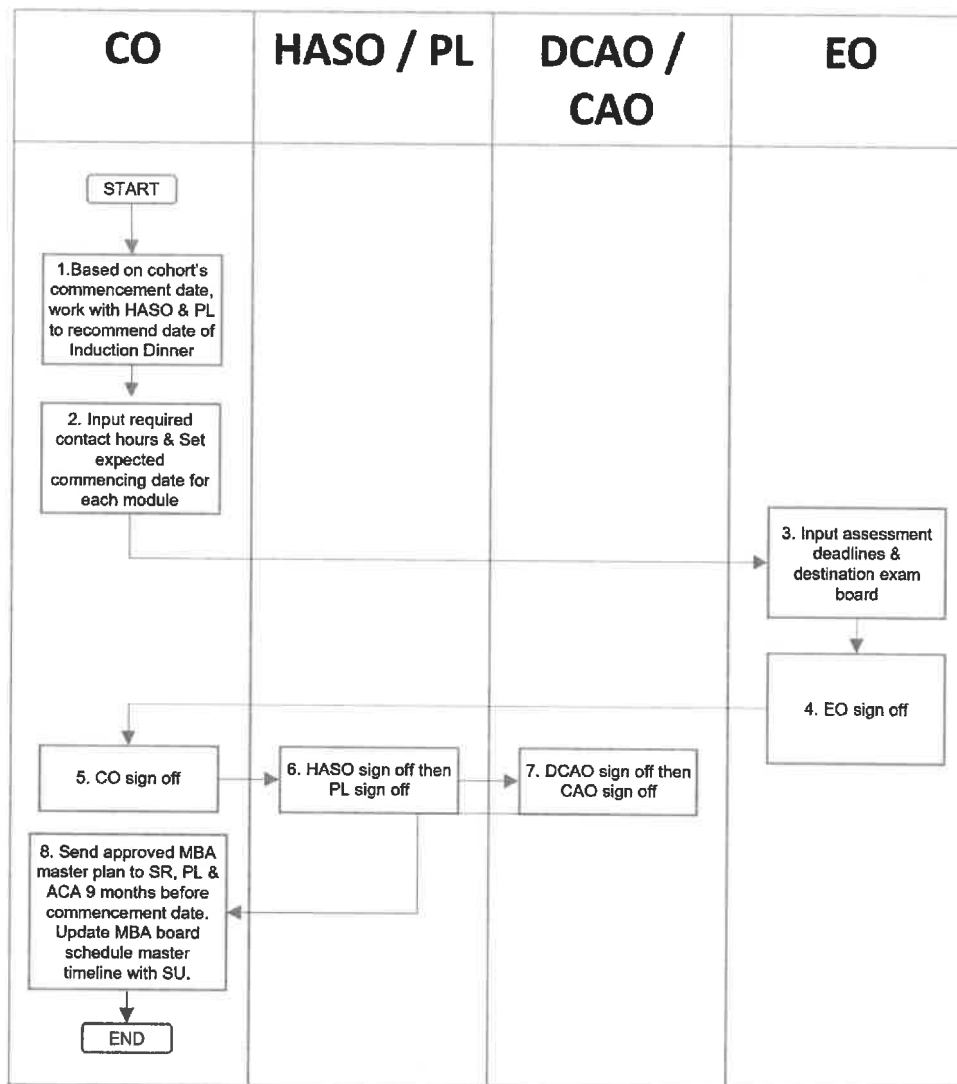
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
HASO	Head of Academic & Student Operation
COM	Course Office Manager
PL	MBA Programme Leader
CO	Course Office
CAIS	Central Academic Information Service
ML	Module Leader

**4. PROCEDURES**

a. MBA Master Plan

i. Flowchart

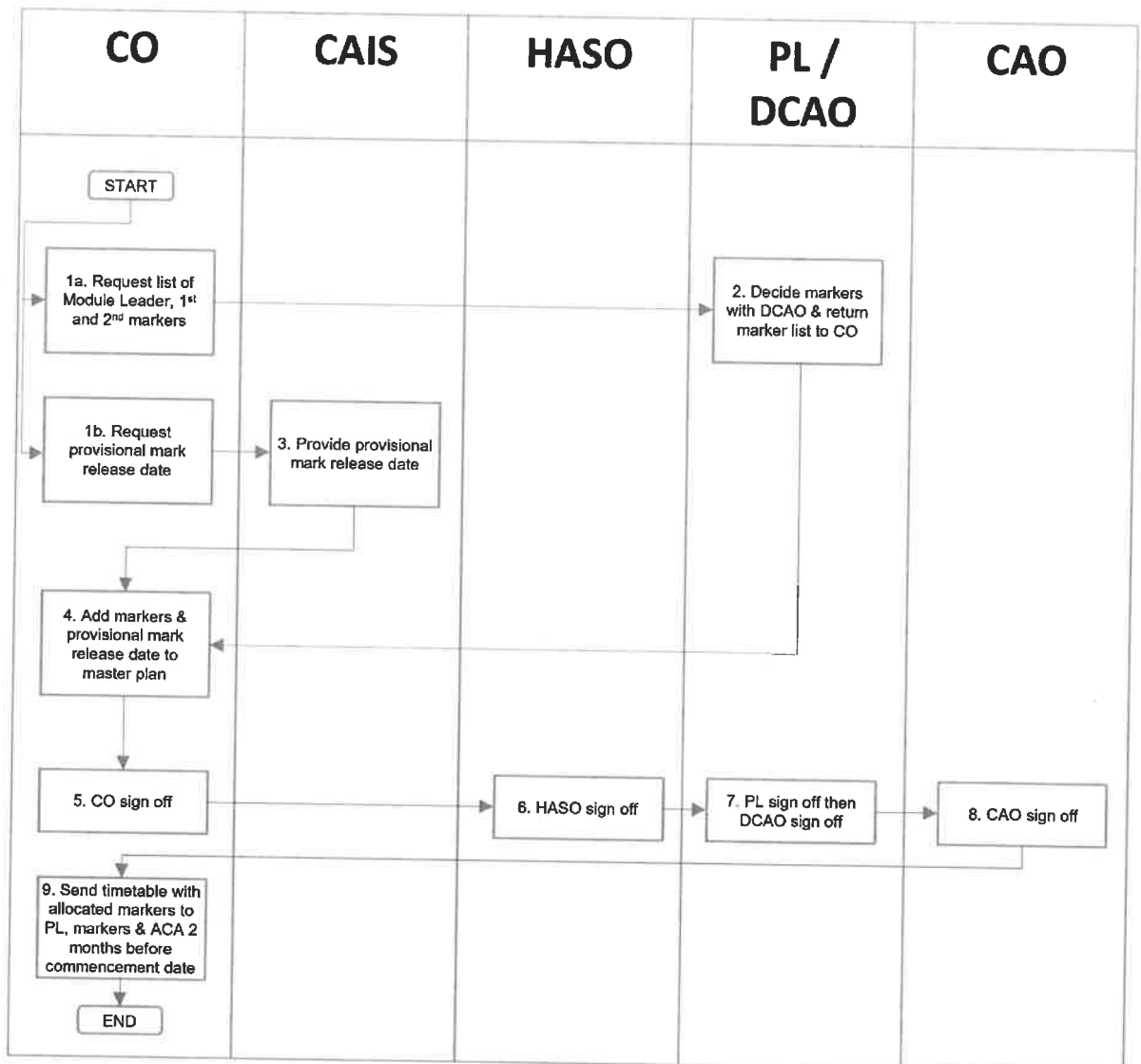


b. Roles & Responsibilities

<b>Step</b>	<b>Process Activity</b>	<b>Deadline</b>	<b>Output</b>	<b>P.I.C</b>
1	Based on cohort's commencement date, work with HASO & PL to recommend date of Induction Dinner (Commencing Date has been determined in Academic Calendar)	11 months before commencement date	Induction Dinner date picked	CO
2	Input required contact hours & set expected commencing date for each module Rule: - Required contact hours: based on each module's descriptors - Expected commencing date: the 1st class is on the 2nd Saturday of every 2 months (except for public holiday). If it falls on a public holiday, a substitution will be proposed and discussed.	2 weeks after Step 1	Required contact hours & set expected commencing date for each module inputted	CO
3	Input assessment deadlines & destination exam board	2 weeks after Step 2	Assessment deadlines & destination exam board	EO
4	EO sign off	1 week after Step 3	Master plan signed off	EO
5	CO sign off	1 week after Step 4	Master plan signed off	CO
6	HASO sign off then PL sign off	1 week after Step 4	Master plan signed off	HASO/PL
7	DCAO sign off then CAO sign off	1 week after Step 5	Master plan signed off	DCAO/CAO
8	Send approved MBA master plan to SR, PL & ACA. The master plan of a new intake needs to be sent 9 months in advance of its commencement date.	9 months before commencement date	Master plan sent	SIO

b. MBA Teaching Allocation

i. Flowchart



ii. Roles & Responsibilities

<b>Step</b>	<b>Process Activities</b>	<b>Deadline</b>	<b>Output</b>	<b>PIC</b>
1a	Request list of Module Leader, 1 <sup>st</sup> and 2 <sup>nd</sup> markers	4 months before commencement date	List of markers	CO
1b	Request provisional mark release date	4 months before commencement date		CO
2	Decide markers with DCAO & return marker list to CO	2 weeks after Step 1		PL/DCAO
3	Provide provisional mark release date	2 weeks after Step 1	Provisional mark release date provided	CAIS
4	Add markers & provisional mark release date to master plan	1 week after Steps 2 & 3	Master Plan with markers & provisional mark release date	CO
5	CO sign off	1 week after Step 4	Master plan signed off	CO
6	HASO sign off	1 week after Step 4	Master plan signed off	HASO
7	PL sign off then DCAO sign off	3 days after Step 6	Master plan signed off	PL/DCAO
8	CAO sign off	3 days after Step 7	Master plan signed off	CAO
9	Send timetable with allocated markers to PL & ACA 2 months before commencement date	2 months before commencement date	Approved MBA master plan	CO

**5. APPROVALS**

- a. Policy development or review will be endorsed by Head of Academic and Student Operations 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
 19/9/22 <b>Tran Duc Trung</b> Academic Compliance Manager	 19/9/2022 <b>Hoang Phuong Yen</b> Admissions & Course Office Manager	 19/9/22 <b>Ta Ha Lan</b> Head of Academic and Student Operations	 21/9/22 <b>Tony Summers</b> Deputy Chief Academic Officer	 22/9/22 <b>Christopher Jeffery</b> Chief Academic Officer

**6. RECORDS**

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Final MBA Timetable	Soft Copy	CO	5 years
Shorten versions of MBA Timetable	Soft Copy	CO	5 years

**7. REFERENCES**

Document Ref  
04/2022/CO/BUV-ASO

Document Title  
MBA Master Plan & Teaching Allocation Process  
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