



# Programme Handbook

## **BA (Hons) Finance and Economics** **Bachelor in Finance and Economics**

Applicable from August 2024 onward  
2024/2025

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## **Sources of Additional Information**

### **The Canvas Online Learning Environment**

Information and learning materials for your modules will be provided on the Canvas Learning Management System. Please check the announcements regularly and any other communication methods used for your programme. Canvas will form an important part of your learning experience. Please let your Module Leader know if you encounter any problems accessing this material.

### **Student Handbook**

The Student Handbook contains essential information to support your success and the enjoyment of your study at British University Vietnam. Therefore, it is highly recommended that you read this handbook carefully. If there is any unclear information, kindly reach out to our university staff for clarification. Student Handbook is available for access on your Canvas Learning Environment, under tab Student Resources.

### **Module Handbooks**

Your programme is comprised of several individual modules, each with its own detailed information provided in a separate module handbook. All module handbooks are available for you to access via the Canvas Learning Environment, under the **Student Resources** tab.

### **Student Support**

For general information relating to support services, kindly contact our Student Information Office at:

Email: [studentservice@buv.edu.vn](mailto:studentservice@buv.edu.vn)

Hotline: 0936 376 136

For wider information about the Student Services available to you, visit [student pages on SU website](#). You can also use the [Report and Support pages](#) available for students to both report incidents and to find different avenues of support, both internally and externally.



## Welcome

### An Introduction to British University Vietnam

We are proud to announce that our university is the first British university to be established in Vietnam, and the only university anywhere in the world to offer the British Ambassador's Scholarship. In August 2022, BUV was officially announced as the first university in Vietnam to be awarded a **5-star Excellent University** rating from the internationally acknowledged QS organisation. Specifically, the University was awarded 5 stars on the following criteria: **Teaching, Employability, Academic Development, Facilities, Social Responsibilities, and Inclusiveness.**

As an undergraduate student at British University Vietnam (BUV), you have access to all benefits a recognised British University's degree can offer, along with a unique and 100% British learning experience, without having to leave your home country. The quality of your courses, the standard of academic excellence, together with the teaching and learning style are on the same level as other courses in any British university.

Your undergraduate degree will be awarded by British University Vietnam, with an option for a dual award from both Staffordshire University and British University Vietnam. Staffordshire University has been working closely with the academic staff at British University Vietnam to ensure that your learning experience and the overall quality of your graduate degree are identical to those of students who are studying in the UK. It means you will not only study the entire course in English, but also learn to develop your own independent skills in writing argumentative essays, delivering persuasive presentations, collaborating in teams and contributing in group discussion. You will be required to manage your time effectively, while continuing to be an active learner and constantly contribute to your own personal development.

### An Introduction to Staffordshire University

Staffordshire University (SU) is named after its home county, Staffordshire in Central England. The university possesses a long and rich history of over 120 years in education and has been recognised globally for its top-quality courses in various majors. Today it continues to support more than 17,800 students in two main campuses Stoke-in-Trent and Stafford in the UK.

Staffordshire University has many special characteristics that make it unique. However, the one that stands out the most is its strong commitment to improve the quality of higher education across the world. As part of this commitment, the University has offered a large number of learning opportunities in many countries including Spain, France, Greece, India, Sri Lanka, Oman, China, Malaysia and of course, Vietnam. There are over 6,000 students studying with Staffordshire University in different partner institutes over the world.

SU's strong commitments and great reputation in top-quality higher education courses have matched our mission and vision perfectly and make it an ideal educational partner for BUV. Both institutions are committed to work side by side to ensure that the quality of your study and learning experience is on the same level with what experienced by the students at Staffordshire University in the UK.

### A message from the Dean

Welcome to British University Vietnam (BUV), partnering within Staffordshire University to deliver and award your degree. At BUV we are really proud that our world-class programmes have a global reach, and we are proud to work in partnership with Staffordshire University. As we say, a BUV degree is a British Degree!

At BUV we are committed to ensuring that our programmes are relevant and contemporary; and that our staff are highly qualified, internationally educated, experts in their fields. We are confident that you will have an excellent experience studying with us and will be advocates of BUV's mission and values as you progress through your studies and become our alumni. To embody these values, your degree and its accompanying Professional and Social Growth Programme (PSG) will focus on developing the following Graduate Attributes:

**Empathetic and Ethical** - Demonstrates professional integrity, while at the same time valuing diversity, emotional intelligence and respect for the values and perspectives of others.

**Confident and Professional** - Self-confident, yet mindful of professional, social and cross-cultural norms that shape behavioural expectations in the workplace.

**Collaborative** - The ability to identify and build teams in the workplace with people who are cross-disciplinary in language, skills and background

**Innovative Problem Solvers** - Adept ideators, employing a positive disposition and resilience to the collective creation of innovative ideas and solutions.

**Sustainability Mindset** - Demonstrating careful consideration of the social, cultural and environmental issues that are impacting Vietnam and the world.

**Lifelong Learners** - Employing reflexive thinking and learning how to relearn for continuous personal and professional growth.

**Career Ready** - Demonstrate the ability to apply current knowledge, skills and experience to future career choices and opportunities.

Should you ever need help in developing these attributes, pursuing your own goals, or understanding your programme in any way, I encourage you to reach out to our faculty who will be happy to help you! I wish you the very best of luck in your studies.

**Dr. Jason MacVaugh**

Dean (Higher Education)

## University Contact Points

The official communication channels in every course are **Student emails and Canvas LMS**. Students are expected to use Student emails to contact and communicate with the Academic Team throughout the course.

For any module related matters, it is recommended that all communications should be done via Canvas LMS. For any other supports related to Academic Administration, your first point of contact should always be the **Student Information Office** located at the **Student Information Counter** on level 2, BUV Campus.

<b>Admission Office</b> Provides support and guidance for inquiries relate to all Admissions procedure including pre-arrival inquiries.	admissions@buv.edu.vn
<b>Course Office</b> Provides support and guidance for inquiries relate to Timetable, Class Arrangement, Status changes, Course Operations, Programme and Module Administration.	courseoffice@buv.edu.vn
<b>Student Information Office</b> Provides support and guidance for inquiries relate to Attendance Records and the first point of contact for any other general inquiries and meeting bookings.	studentservice@buv.edu.vn
<b>Student Academic Support Office</b> Provides support and guidance for inquiries relate to all academic supports including Student Tutor Programme and Faculty Learning Support.	academic-support@buv.edu.vn
<b>Student Engagement</b> Provides general support and guidance for student activities, student life and employability activities.	se@buv.edu.vn
<b>Student Engagement - Career Services</b> Organises employability skill trainings and industry exposure activities; provides personalised support and guidance on career navigation, career planning, internships, and other career related inquiries	se-careers@buv.edu.vn

<b>Student Engagement- Student Life</b> Provides support and guidance for inquiries related to student life on campus including student activities and student clubs.	se-studentlife@buv.edu.vn
<b>Well-being and Psychological Counselling</b> Provides support and guidance student's well-being matters, including psychological counselling services.	student-wellbeing@buv.edu.vn
<b>Learning Resources Centre</b> Provides support and guidance for inquires relate to Student Ipad, Learning Resources Facilities including On-campus Library.	buv-lrc@buv.edu.vn
<b>Canvas Learning Management System</b> Provides support and guidance for inquires relate to Canvas Learning Management System.	buv-lms@buv.edu.vn
<b>Exam Office</b> Provides support and guidance for inquires relate to Exam Timetable, Exam regulations.	examoffice@buv.edu.vn
<b>Academic Compliance Office</b> Provides support and guidance for inquires relate to Academic Misconduct, Academic Regulations and Exceptional Circumstances.	aca.compliance@buv.edu.vn
<b>Central of Academic Information Services - CAIS</b> Provides support and guidance for inquiries relate to Exam Results, Student Records, Transcripts and Academic records.	cais@buv.edu.vn
<b>International Office</b> Provides support and guidance for inquires relate to Global Mobility, including Exchange and Transfer Programmes and International Study Tours.	international@buv.edu.vn
BUV welcomes feedback on all aspects related to your study and overall experience at the University. Your feedback is strictly confidential and will be reviewed/ assessed by members of the University's Senior Management Team for further actions if required.	
<b>General feedback</b>	<a href="mailto:feedback@buv.edu.vn">feedback@buv.edu.vn</a>

## Academic Contact Points

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Discipline Lead - Business (Accounting, Finance & Economics)	Dr. Dong Manh Cuong	manhcuong.d@buv.edu.vn
Programme Lead - Accounting and Finance	Maredi Lamet	maredi.l@buv.edu.vn
Discipline Lead - Business (Management and Marketing)	Dr. Ashvari Subramaniam	kumarashvari.s@buv.edu.vn
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Programme Lead - Marketing Management	Dr. Tingting Xie	tingting.x@buv.edu.vn
Discipline Lead - Computing & Innovative Technologies	Dr. Ali Al-Dulaimi	ali.d@buv.edu.vn
Programme Lead - Computer Games Design and Programming/ Games Art	David Holloway	david.h@buv.edu.vn
Programme Lead - Cyber Security/ Cloud Technologies	Dr. Hamza Mutaher	hamza.a@buv.edu.vn
Discipline Lead - Communication and Creative Industries	Dr. Paul D.J. Moody	paul.m@buv.edu.vn
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## Equality, Diversity and Inclusion

We are committed to promoting and enabling a positive culture where staff, students and visitors are confident to be their authentic selves. We focus on inclusion as a way to ensure equality of opportunity for all our people and to demonstrate our commitment to Equality, Diversity and Human Rights. This commitment is reflected in our [Student Equal Opportunities and Diversity Policy](#) and SU's [Equality, Diversity and Inclusion Statement and Framework](#), which underpin our course development and delivery.

## Support and Guidance

We endeavour through our support systems to support you in all relevant areas of your programme – whether relating to professional, academic and/or personal development.

### Academic support

At BUV, we are committed to providing comprehensive academic support beyond the classroom to ensure your success throughout your educational journey. Our Student Academic Support (SAS) Office is the central point of contact whenever you require guidance or assistance in achieving your academic goals. We strongly encourage you to make full use of these valuable resources to enhance your learning experience, overcome challenges, and excel academically.

If you have any questions or need support, please do not hesitate to contact us at [academic-support@buv.edu.vn](mailto:academic-support@buv.edu.vn).

### Support and wellbeing

At British University Vietnam, we are committed to supporting all our students and there are a wide range of services available to you.

#### Student Support

For general information relating to support services, kindly contact our Student Information Office at:

Email: [studentservice@buv.edu.vn](mailto:studentservice@buv.edu.vn)

Hotline: 0936 376 136

#### Student Well-being Support

At BUV, we understand it is totally normal to feel overwhelmed and crushed sometimes, and we want you to know that we are here for you. Reach out to us and talk to us whenever you feel lost or unsure. Simply email our Student Wellbeing and Psychological Counsellor at [student-wellbeing@buv.edu.vn](mailto:student-wellbeing@buv.edu.vn), we will arrange a private and confidential meeting for you to express all your concerns and worries with an expert to find the best way for you to thrive in your current circumstance.

**Student Association Committee (SAC)**

SAC is the official representative body of the undergraduate students' interests and concerns. They have 07 members with clear responsibilities that support the BUV Student Community. You can reach out to them if you need any help during your study and student life journey via:

Fanpage: [BUV Student Association Committee](#)

Instagram: [@sacbuy](#)

Email: [sac@st.buv.edu.vn](mailto:sac@st.buv.edu.vn)

## **An Introduction to your Programme**

This programme aims to provide students with a strong basis for a future career in finance and economics related fields of work, where skills in both the areas are required. Students are engaged in analysing and evaluating the economic and financial aspect in management decision making. The programme also equips students to be effective decision makers in business, commerce and public policy as well as competent in professional knowledge and skills in the finance and economics disciplines in preparation for entry into careers that involve the extensive study of these 2 areas.

Upon successful completion of the course, students will graduate with an award from Staffordshire University and an additional award from British University Vietnam. If you decide to not register for Dual award or fail to satisfy the requirements of the Dual Degree, you will graduate with an award by British University Vietnam. At the end of the programme, students will have met the learning outcomes from both awards and have achieved two sets of credit. The learning outcomes and credits are detailed below.

Accordingly, the aims are to:

- Encourage the development of a range of skills, both subject specific and more general employability skills, which will enhance career opportunities.
- Provide a stimulating and accessible course of study that gives students a good understanding of contemporary accounting and finance issues which the student can develop and apply in their future employment.
- Develop students who have an awareness of finance and economics and are willing and able to embrace change and are focused on achievement.
- Provide students with an opportunity to undertake a year of work experience through the placement, with support from the Department of Student Experience, Placements and Alumni.

The specific learning outcomes for your award and modules have been matched to eight university wide learning outcome statements (knowledge and understanding; learning; enquiry; analysis; problem solving; communication; application; and reflection). These standard statements describe the abilities and skills all Staffordshire University students should demonstrate in order to pass their course. The statements have been designed to meet national expectations contained within the Framework for Higher Education Qualifications. This ensures that the learning outcomes for your course are equivalent to similar courses at other UK universities and colleges. A table showing how your module learning outcomes have been aligned with the eight university learning outcome statements can be found in Appendix B.



### **What is distinctive about this programme?**

The programme will have at its core the notion of Finance and Economics being about transformation, of individuals and their lives and of organizations and communities, and the role that our graduates will have in those communities as business transformers. There will be engagement with employers, a focus on real-life scenarios and activities to foster understanding of the integrated nature of business functional areas. The focus and development of employability skills is a cornerstone of the award. This means acquiring and understanding academic knowledge and being able to confidently apply this knowledge in practice through being adept communicators, good team workers, having good interpersonal skills, being critical (and able to accept and build on criticism), having the ability to solve problems, make decisions and being able to manage their own time.

Students will develop these skills as a distinctive part of their learning journey, being able to demonstrate impact, excellence and distinctiveness in their chosen field of work.

As students progress through their academic and personal development journey Finance and Economics students will develop:

**Awareness** – understanding and appreciation of the community in which business is conducted and their role in reflecting and shaping the future agenda of business in practice.

**Altruism** – become purposeful and focused on achievement and empathetic of the impact of their decisions, agendas and action on the experiences of others.

**Articulation** – confidence in their ability to communicate their ideas and requirements using a range of media and tools of analysis.

**Adaptability** – ability to be flexible and willing to address and embrace change in the pursuit of better solutions and environments.

**Authenticity** – a genuine, respectful and sincere approach to their dealings with others and able to lead and engage with others to share with and learn from diverse communities of practice.

These attributes will be embedded in the learning outcomes of the total learning experience requiring an innovative and evolving approach to learning and development of business knowledge and skills, which encourages partnership in design and delivery and engagement in assessment and progression. They support development of the Graduate qualities as indicated below.

### Programme Outcomes

Your award has a set of written learning outcomes (known as Programme Outcomes) that describe what you should be able to do by the end of the course.

These are designed to help you understand what you need to do to pass your course and receive your award. The outcomes for your course can be found in Appendix A of this handbook.

### Module Learning Outcomes

Each module you study has separate learning outcomes which join together to enable you to demonstrate that you have achieved the overall learning outcomes for your award. The learning outcomes for your modules can be found in your Module Handbooks and Module Descriptors, access available on your Canvas page.

### The 'University 8' at Staffordshire University

The specific learning outcomes for your award and modules have been matched to eight university-wide learning outcome statements:

- knowledge and understanding
- learning enquiry
- analysis
- problem solving
- communication
- application
- reflection

These statements describe the abilities and skills all Staffordshire University students should demonstrate in order to pass their course. They have been designed to meet national expectations contained within the [Framework for Higher Education Qualifications](#).

This ensures that the learning outcomes for your course are equivalent to similar courses at other UK universities and colleges. Appendix A shows how the Programme Outcomes for your course have been mapped to the University 8.

## The Structure of your Programme

**Programme Title: BA (Hons) Finance and Economic/ Bachelor in Finance and Economics**

### Year 1

<b>Sem 1</b>	EAP 1		
<b>Sem 2</b>	EAP 2		
<b>Sem 3</b>	EAP 3	Fundamentals of Accounting and Finance	Introduction to Economics

### Year 2

<b>Sem 1</b>	Principles of Business/ Finance Management	Microeconomics	Professional & Employability Skills
<b>Sem 2</b>	Corporate Finance	Macroeconomics	Quantitative Methods for Economics and Finance

### Year 3

<b>Sem 1</b>	Investment & Portfolio Management	International Financial Intermediation	Fintech and Digitisation
<b>Sem 2</b>	British/ Vietnamese Taxation System	Econometrics	Business Research Methods

### Year 4

<b>Sem 1</b>	Risk Management	Data Analytics for Finance		Project
<b>Sem 2</b>	Corporate Governance and Ethics	International Economic Theory and Policy	Purpose-based Impact-led Learning (PIL)	

**English for Academic Purposes (EAP)** acts as a **GATEWAY MODULE** in this programme. You are required to complete and pass this module before progressing to the next stage of your study. This means that if you do not pass this module you cannot progress to the next semester of this programme and you will need to restudy English for Academic Purposes.

**Vietnamese Modules as required by Ministry of Education and Training (MOET):**

1. Philosophy of Marxism and Leninism
2. Political Economics of Marxism and Leninism
3. Scientific Socialism
4. History of Vietnamese Communist party
5. Ho Chi Minh Ideology
6. National Defence
7. Physical Education

- ❖ These modules are taught and studied in Vietnamese by BUV's partner institution.
- ❖ The *National Defence* and *Physical Education* modules are non-credit bearing in the final transcript, but the successful completion is a condition of graduation.

<b>Dual award:</b>	Students who have successfully graduated will have an additional Staffordshire University award <b>BA (Hons) Finance and Economics</b> if they register for Dual Award from beginning of year 1 and meet the requirements on Dual Award of Staffordshire University.
<b>Dual award registration:</b>	Upon the application
<b>Conditions for Dual Award:</b>	<ul style="list-style-type: none"> <li>- Register for Dual Award</li> <li>- Meet the requirements of Staffordshire University on Dual Award</li> </ul>
<b>Awards</b>	02 Degree Certificates of BUV and SU
<b>Dual award fee</b>	On application

**Please note:** If you decide to NOT register for Dual award or fail to satisfy the requirements of the Dual Degree, you will graduate with a **Bachelor in Finance and Economics** degree, awarded by British University Vietnam.

## **Learning, Teaching and Assessment on your Programme**

Recognising the diverse skills and styles of our student community places an emphasis on ensuring that a range of learning environments and media are available and enabling students to engage in learning in a variety of ways. The emphasis on practice-based learning in a professional environment creates the need for additional learning environments such as taking responsibility for hosting your own events and learning by doing to supplement the more traditional approaches of lectures, guest speakers, tutorials, workshops, seminars and VLE to complement and enhance traditional, face-to-face learning experience. Knowledge and skills will be developed through case-studies, role-plays, simulations, presentations, projects (work-based and academic), reflective portfolios and the extended use of technology supported activities.

The curriculum will develop and evolve so that knowledge and skills learned in modules will be transferred, re-applied and developed in related modules at higher levels. You will be guided through your studies through a teaching support network of module leaders, personal tutors, award leaders and supporting academic and managers, and dedicated and involved support and pastoral staff. Learning and teaching will be an enriching experience for you that reflects the value the school places on effective, innovative and research informed teaching. Learning and teaching will foster your critical intellectual development and the business capabilities required to engage in contemporary organisations.

In your learning situations you will be acting in partnership with module deliverers and facilitators who, through a programme of study designed to develop an evolving body of knowledge and portfolio of skills will be:

- Encouraging active learning and a confidence to learn.
- Making explicit the skills to be developed through the curriculum.
- Stimulating intellectual curiosity and excitement in learning through engagement with up to-date and contemporary, well researched subjects.
- Encouraging critical reasoning about the world of business to achieve well informed judgements and conclusions.
- Challenging and shaping new learning experiences and opportunities through application of research informed pedagogy.

And you will be:

- Engaging with complex, challenging problems and real-world issues.
- Proactively using available resources, technical, digital and paper-based to address problems, construct solutions and identify new topics for research.
- Engaging in constructive reflection on learning and new ideas .



- Communicating and sharing with others in effective teams and collaborative activities, demonstrating a sense of community through active involvement with individuals and groups from differing backgrounds, communities and value systems.

### **Assessment**

We will seek to design an assessment programme that allows students to demonstrate knowledge and skills appropriate to the world of work and which is underpinned by high academic standards and informed by relevant awarding bodies. We will ensure that students are able to engage confidently in the assessment process by developing appropriate skills.

Assessment design will reflect the skills needed to engage in business and finance and will include group presentations, group assignments, reports and personal research. Finance based awards include a much higher percentage of examinations than other more general business awards. This mirrors the internationality of the accounting profession and the strong bias towards exam-based assessments for professional qualifications which students may want to pursue when they have graduated. The Staffordshire graduate modules have a strong emphasis on the development of employability skills. In addition to acquiring economics and finance knowledge, the award focuses on employability and the Staffordshire Graduate attributes reflecting entrepreneurship, employability and enterprise. examinations (written and computer based), group activities, and technology supported presentations.

In addition, we shall address the assessment requirements to ensure that students, not specialized in the field of Marxism – Leninism and Ho Chi Minh Ideology are prepared for the Program of Political Theory which comprises of 5 subjects:

1. Philosophy of Marxism and Leninism
2. Political Economics of Marxism and Leninism
3. Scientific Socialism
4. History of Vietnamese Communist party
5. Ho Chi Minh Ideology

The assessment programme will also build in a timely feedback programme to enable students to engage with and benefit from meaningful and feedback to help develop confidence in meeting the demands of different approaches to assessment. To achieve this, we design into our programmes opportunities for formative assessment and feedback and encourage students to reflect and evaluate their contribution and development.

In order to provide formative assessment and feedback, award modules will employ one or more of: multiple choice tests, quizzes, class presentations, exercises, case study discussions, workshop activities, self-assessment tests and class tests.

To achieve this, we will:

- Design into our programme's opportunities for formative assessment and feedback and encourage students to reflect and evaluate their contribution and development.
- Design assessment strategies based on an integrative approach which addresses the elements of assessment for learning, accessibility, diversity and efficiency.
- Assessment will enable students to make increasingly effective and confident judgements within their courses of study and within professional and employment contexts.
- Underpinning our strategy will be the 5A\* graduate attributes that will enable our students to engage in learning and development and effective employment beyond their ongoing involvement in the school.
- Assessment design will be informed by the 12 principles identified by the REAP (Re-Engineering Assessment Practices) Project:
  - Engage students actively in identifying or formulating criteria.
  - Facilitate opportunities for self-assessment and reflection.
  - Deliver feedback that helps students self-correct.
  - Provide opportunities for feedback dialogue (peer and tutor-student)
  - Encourage positive motivational beliefs and self-esteem.
  - Provide opportunities to apply what is learned to new tasks.
  - Yield information that teachers can use to help shape teaching.
  - Capture sufficient study time and effort in and out of class.
  - Distribute students' efforts evenly across topics and weeks.
  - Engage students in deep not just shallow learning effectively.
  - Communicate clear and high expectations to students.
- Assessment design will also be informed by JISC Effective Assessment in a Digital Age and will focus on providing the following benefits:
  - Greater variety and authenticity in the design of assessments.
  - Improved learner engagement through interactive formative assessments with adaptive feedback.
  - Capture of wider skills and attributes, for example through simulations, e-portfolios and interactive games.
- We will ensure that the volume of assessment is not greater than is necessary for the testing of appropriate learning outcomes.
- Assessment design will give students the best opportunity to demonstrate their potential.

- We will provide timely and constructive feedback to enable students to learn and develop through the assessment process.
- We will encourage students to reflect on all forms of feedback to enhance their ongoing learner development. We will encourage students to share their reflections with staff to enable critical review and analysis.

### **How to Submit Assessments**

#### Submitting Assignments Online

Online assignments will be submitted through Canvas, using one of a number of methods that would be explained to you via a Canvas training session hosted by the Exam Office before your first submission at BUV. All assignments are marked anonymously.

#### Anonymous Submission

Note that most assignments are marked anonymously, and that you are asked to not include your name in submitted work unless specifically requested in the assessment document.

For online submissions, we will use the tools available in Canvas and our grading system Turnitin to ensure anonymity wherever possible.

#### Keeping a Backup

It is good practice to keep a hard or (backed-up) electronic copy of any assignment you submit, whether that assignment is submitted on paper or electronically. Should the assignment you submit get lost, then you will have the receipt to prove that you handed it in, and a copy to replace what has been lost.

#### Exceptional Circumstances

You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so is likely to result in failure of the module overall. There may be occasions when you are unable to submit or undertake a piece of assessment due to circumstances beyond your control.

### **Feedback on your Work**

#### Seven principles of good feedback

Good feedback should:

- Be an interactive process involving student-tutor and student-student dialogue.
- Facilitate the development of self-assessment and reflection.
- Clarify for students and staff, through dialogue, what good or bad performance actually is in the assignment or task.

- Be developmental, progressive and transferable to new learning contexts.
- Be ongoing and embedded in the learning process.
- Motivate, build esteem and confidence to support sustainable lifelong learning.
- Support the development of learning groups and communities.

### Submission and Feedback

All assignments should be submitted via Canvas. Feedback for the assignment will be provided after the approval and permission from the relevant Examinations Board.

Furthermore, feedback on your performance is provided in a variety of ways -throughout your study period, you will be receiving informal feedback on your performance, via your discussions with teaching staff in tutorials for instance. Feedback should help you to self-assess your work as you progress through the module and help you to understand your subject better.

Feedback is not just the marks at the end of the module - it could be regular verbal advice about your work, perhaps as you develop a portfolio of work; comments made by tutors or fellow students in group discussions; or the written comments on your work.

### **External Examiners appointed to your Programme**

External examiners help the University to ensure that the standards of your course are comparable to those provided by other universities or colleges in the UK. More information on the role performed by external examiners can be found in our External Examiner Policy.

Kindly note: It is not appropriate for you to make direct contact with your external examiner. Please direct any queries for your External Examiner through your Programme Leader.

## **Course Specific Regulations**

Your course is delivered and assessed according to the University's Academic Award Regulations. Please visit our [Regulations webpage](#) for more information.

## **BUV Student Voice**

During the course you will have the opportunity to share your views and opinions on your modules, course and the University. Your feedback is key to ensuring that we get an accurate picture of what it is like to be a student at British University Vietnam and enables us to enhance the learning experience for current and future students.

Student feedback is welcomed, valued and considered by the senior management of the University. All learners have the opportunity to provide their individual views through module surveys. In addition, students in each cohort are asked to elect two Representatives

to collate and represent their views in the Student Staff Liaison Committee meeting held in the middle of each semester. Cohort's representatives are asked to feedback to their peers' issues and decisions from the Student Staff Liaison Committee meetings.

Students may also write at any time direct to the Dean by email to [dean@buv.edu.vn](mailto:dean@buv.edu.vn) for academic feedbacks or to [feedback@buv.edu.vn](mailto:feedback@buv.edu.vn) for generic feedbacks. All feedbacks are anonymous and your identity is always kept confidential.

BUV will use this information to inform the improvement and enhancement of the learning experience and University life in general for both current and future students.

### **BUV Student Association Committee (SAC)**

BUV Student Association Committee (SAC) is a committee that represents the BUV student community. The committee act as the voice for BUV fellows, listen and collect concerns from all students and act upon their favour to create the best operating and learning environment at BUV.

The term of the SAC members is one year with new voting season happens in May annually. Students from all cohorts of SU, FE, IHM in all levels as well as a representative from the University of London Programme (UoL), can apply with no restrictions and limitation. Anyone from BUV student community can vote for any candidates they trust to choose seven best representatives. The final elected SAC members would be informed via an official email sent by BUV Student Experience Department

Every student has the opportunity to become a course/class/cohort representative. This voluntary position makes you the key contact point between staff and students, where you will listen to your peer's feedback to understand everyone's experiences, speak to your staff about ways to further enhance your learning & teaching and share the positive outcomes and impacts for learners.

## **Personal and Social Growth Programme**

The Personal and Social Growth (PSG) Programme is a unique initiative of British University Vietnam (BUV) to encourage students' well-rounded development and enable them to acquire essential skills, qualities, and qualifications for future success. It is one of three key drivers of BUV, along with the accredited British and international higher education degrees in Vietnam, as well as a 5-star university campus with state-of-the-art learning spaces and dedicated support services.

Going parallel with and complementing the academic degree programmes, the PSG Programme with a vast pool of activities outside the classroom can cater to students' unique aspirations and facilitate their personal, social, professional, and academic growth in four aspects: Work & Career Readiness; University & Community Engagement; Social, Cultural and Emotional Development; and Academic Excellence.



To document students' PSG journey, BUV awards PSG points in proportion to the efforts and achievements that the students make in different impactful activities. Upon successful completion of the PSG Programme, students will be awarded a PSG certificate and a detailed transcript with activities and points accumulated throughout their time at BUV. The PSG certificate is a competitive advantage for students to confidently seize opportunities in the real world.

## **BUV Career Guidance and Employability**

BUV Career Services & Industry Relations Team consist of dedicated and experienced career consultants, career services officers, and industry relations officers who can help you with internship applications, personal career guidance, equipping employability skills and the most updated career options, as well as meeting up real-life professionals, experts, and managers in careers & employability activities. The team offers several internship opportunities on BUV Job Portal, CV review and feedback, job interview practice, career consultation, career test debrief, introduction letters, and reference letters.

The best way to get started is to:

- Visit the SE Lounge on Level 1, right next to the bus entrance and talk to a member of staff.
- Write an email to BUV Career Services & Industry Relations Team via the email address: [SE-Careers@buv.edu.vn](mailto:SE-Careers@buv.edu.vn).

Or book a session with a career consultant by make an appointment via the link below: <https://buvse.simplybook.asia/v2/>.

## **Global Connections**

During your course you will be encouraged to think globally and consider issues from a variety of perspectives, ensuing you have the knowledge and skills necessary to build your future career in an increasingly connected world.

We are committed to supporting students who wish to undertake study, work or volunteering placements abroad. In business programmes, students will conduct research in real-life international case studies to gain a global perspective. Students on specialised programmes such as International Hospitality Management and Tourism Management have the opportunity to attend international study trips to gain in-depth understanding on the international tourism context. If you would like to explore these opportunities, please contact the University's dedicated International Office ([international@buv.edu.vn](mailto:international@buv.edu.vn)) to make an enquiry and book a virtual appointment.

## **Policies & Procedures**

A full suite of BUV [Academic Policies and Procedures](#) can be found on your Canvas page, under tab Student Resources/ University Policies.

In the event of any issues arising during your course, please speak to your Programme Leader or Learning Support Team as soon as possible. Should you not be able to resolve the issue, please visit our '[Appeals, Complaints and Conduct](#)' webpage for information.

For full details of SU regulations, explaining what good academic conduct is and how SU will deal with allegations of academic misconduct, please see the University's [Academic Conduct Procedure](#). You will be able to find our comprehensive set of policies and regulations here.

\*Students of Bachelor in Finance and Economics (BUV owns degree) is subject to BUV's Regulations and Policies.

## Appendix A - Programme Outcomes

Module	Programme Outcomes							
	Knowledge and	Learning	Enquiry	Analysis	Problem Solving	Communication	Application	Reflection
Level 4								
Fundamentals of Accounting and Finance	x	x		x			x	
Introduction to Economics	x	x		x	x		x	
Principles of Business Finance/Financial Mgmt.	x	x				x	x	x
Microeconomics	x	x	x	x	x		x	
Professional & Employability Skills	x		x			x	x	x
Corporate Finance	x	x		x	x	x	x	
Macroeconomics	x	x	x	x	x	x	x	
Quantitative Methods	x	x		x	x		x	
Level 5								
Investment & Portfolio Management	x	x		x	x		x	
International Financial Intermediation	x	x		x	x		x	
Fintech and Digitisation	x	x	x	x	x	x		x
British/Vietnamese Taxation System	x	x	x	x	x	x	x	x
Econometrics	x	x		x	x		x	
Business Research Methods	x	x	x	x	x		x	
Level 6								
Risk Management	x	x	x	x	x		x	
Data Analytics for Finance	x	x	x	x	x		x	
Corporate Governance and Ethics	x	x		x		x	x	x
International Economic Theory and Policy	x	x		x	x		x	
Project	x	x	x	x	x	x	x	x
PIL	x	x	x	x	x	x	x	x

## Appendix B - Employability Framework Mapping

Principle	Module Title(s) including level, number of credits and core or option	Content	Principle
<b>Know yourself - Start where you are.</b> Understand yourself and your place in the world.	1. Employability Skills (Credits 20)	Students must work in teams to deliver a formative presentation. In doing so and having to work with other class members, they learn a lot about themselves and where they stand in the world.	Group presentation followed by an individually written report. This assessment requires students to work collaboratively on projects in their teams, thus leading to their development of effective communication & interpersonal skills and fostering their team building skills. This is augmented by the creation of a PDP, CV. Excel analysis and a written report.

			The Reflection element that has been embedded within these modules enables students to self-assess their abilities, capabilities, and competencies to improve to undertake the necessary to be industry ready.
<p><b>Design your life.</b></p> <p>Understand the Knowledge, Skills, and Experience you have and what you need to further develop.</p> <p>Understand and explore different career options.</p>	<ol style="list-style-type: none"> <li>1. Business Research Methods (Credits 20)</li> <li>2. Project 40 credits</li> </ol>	<p>When developing a research proposal and when preparing a presentation, students can only do so successfully if they have the required knowledge and understanding. It is something that they must present to experts who will evaluate and provide feedback for further</p>	<p>The assessments' learning outcome of core Business Research Methods and the Term Paper provide students with the opportunity to identify new and unique research topics that are contemporary and enhance their potential career. Students will be able to</p>



		development. Students will gain deeper understanding of their strengths and the potential to deploy the same so far as future career is concerned.	undertake independent in-depth research to explore new ideas and areas based on knowledge, skills and to apply solutions to complex business problems within an international context.
<b>Prototype</b> Develop your Knowledge, Skills, and Experience. Identify and secure the right opportunities to develop skills. Act on your plans, try new things and take risks.	1. Business Research Methods (Credits 20) 2. Fintech and Digitisation (Credits 20) 3. Project (Credits 40)	The knowledge gained from the like of a fast-moving area like FinTech, and Digitisation provides students with ample opportunities to identify future career potential and develop plans accordingly through independent research the undertake for the Business Research	The assessments and the challenges experienced studying for these modules provide students with the opportunity to enrich their international exposure. They are developed to think strategically and at a global level. They undertake a wide range of in-depth

		Methods and the Dissertation.	analysis of real-life case studies.
<b>Express Yourself</b> Learn how to articulate the knowledge, skills and experience you have gained and explain the journey you have been on.	1. Project (Credits 40)	The modules will encourage students to develop the capacity for independent, critical, and creative thinking and further develop their professional skills and knowledge necessary to take on management responsibility in today's demanding and rapidly changing global business world. Through a reflection section required for the dissertation. In this section, students reflect on the bachelor's degree journey including knowledge and experience gained. Also, they are expected to write	The reflective assessments on various modules (including the two cited in this part) enable students to articulate knowledge gained and utilise skills developed.

		concisely and summarise findings and results etc.	
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