



# Programme Handbook

**BA (Hons) Games Art** 2024/2025



## **Contents**

Sources of Additional Information	3
Welcome	4
University Contact Points	6
Academic Contact Points	8
Equality, Diversity and Inclusion	11
Support and Guidance	11
An Introduction to your Programme	13
The Structure of your Programme	15
Learning, Teaching and Assessment on your Programme	16
Course Specific Regulations	20
BUV Student Voice	20
Personal and Social Growth Programme	21
BUV Career Guidance and Employability	21
Global Connections	22
Policies & Procedures	22
Appendix A - Programme Outcomes	23

#### 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

Hotline: 0936 376 136

For wider information about the Student Services available to you, visit <u>student pages on SU website</u>. You can also use the <u>Report and Support pages</u> 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 Staffordshire University, one of our institutional partners in the UK. 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 of those 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.

Admission Office  Provides support and guidance for inquires relate to all Admissions procedure including pre-arrival inquiries.	admissions@buv.edu.vn
Course Office Provides support and guidance for inquires relate to Timetable, Class Arrangement, Status changes, Course Operations, Programme and Module Administration.	courseoffice@buv.edu.vn
Student Information Office 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
Student Academic Support Office Provides support and guidance for inquiries relate to all academic supports including Student Tutor Programme and Faculty Learning Support.	academic-support@buv.edu.vn
Student Engagement Provides general support and guidance for student activities, student life and employability activities.	se@buv.edu.vn
Student Engagement - Career Services 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

Student Engagement- Student Life Provides support and guidance for inquiries related to student life on campus including student activities and student clubs.	se-studentlife@buv.edu.vn
Well-being and Psychological Counselling Provides support and guidance student's well-being matters, including psychological counselling services.	student-wellbeing@buv.edu.vn
Learning Resources Centre Provides support and guidance for inquires relate to Student Ipad, Learning Resources Facilities including On-campus Library.	buv-Irc@buv.edu.vn
Canvas Learning Management System Provides support and guidance for inquires relate to Canvas Learning Management System.	buv-lms@buv.edu.vn
Exam Office Provides support and guidance for inquires relate to Exam Timetable, Exam regulations.	examoffice@buv.edu.vn
Academic Compliance Office Provides support and guidance for inquires relate to Academic Misconduct, Academic Regulations and Exceptional Circumstances.	aca.compliance@buv.edu.vn
Central of Academic Information Services - CAIS Provides support and guidance for inquiries relate to Exam Results, Student Records, Transcripts and Academic records.	cais@buv.edu.vn
International Office 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.

General feedback	feedback@buv.edu.vn
------------------	---------------------

## **Academic Contact Points**

Appointment	Name	E-mail address
Dean (Higher Education)	Associate Professor Jason MacVaugh	dean@buv.edu.vn
Head of Centre for Research and Innovation	Associate Professor Mike Perkins	mike.p@buv.edu.vn
Head of Academic Quality	Dr. Jyotsna Bijalwan	jyotsna.b@buv.edu.vn
Head of Post-Graduate Studies	Dr. Simon Kimber	simon.k@buv.edu.vn
Discipline Lead - Business (University of London)	Mark Harris	mark.h@buv.edu.vn
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
Programme Lead - International Business Management	Don Hickerson	don.h@buv.edu.vn
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
Programme Lead - Contemporary Creative Practices	Richard Childs	richard.c@buv.edu.vn
Discipline Lead - Tourism and Hospitality Management	Dr. Maren Viol	maren.v@buv.edu.vn
Programme Lead - Event Management	Lee McMillan	lee.m@buv.edu.vn

Appointment	Name	E-mail address
Teaching Faculty	Adrian Wee (Dr.)	adrian.w@buv.edu.vn
	Aiwa Romy (Dr.)	aiwa.r@buv.edu.vn
	Ajaykumar Pillai	ajay.p@buv.edu.vn
	Alex Gaja-Ortega	alex.g@buv.edu.vn
	Ali Al-Dulaimi (Dr.)	ali.d@buv.edu.vn
	Anchit Bijalwan (Dr.)	anchit.b@buv.edu.vn
	Andrew Batchelor (Dr.)	andrew.b@buv.edu.vn
	Ashvari Subramaniam (Dr.)	kumarashvari.s@buv.edu.vn
	Bilal Aslam (Dr.)	bilal.a@buv.edu.vn
	Bui Ngoc Mai (Dr.)	mai.bn@buv.edu.vn
	Chris Kiranne (Dr.)	christopher.j@buv.edu.vn
	Chris Schmidt	chris.s@buv.edu.vn
	Dang Quang Vinh (Dr.)	vinh.dq4@buv.edu.vn
	Darius Postma	darius.p@buv.edu.vn
	David Holloway	david.h@buv.edu.vn
	Dineshkumar Rajendran	dineshkumar.r@buv.edu.vn
	Don Hickerson	don.h@buv.edu.vn
	Dong Manh Cuong (Dr.)	manhcuong.d@buv.edu.vn
	Donie Jardeleza (Dr.)	donie.j@buv.edu.vn
	Fraser Harrison	fraser.h@buv.edu.vn
	Hamza Mutaher (Dr.)	hamza.a@buv.edu.vn
	Hoang Bao Long	long.hb2@buv.edu.vn
	Houston Rodrigues (Dr.)	huoston.b@buv.edu.vn
	James McGaughran	james.mg@buv.edu.vn
	James McMillan	james.mcmillan@buv.edu.vn
	James Parkins	jimmy.p@buv.edu.vn
	Jed Clarke	jed.c@buv.edu.vn
	Joey Lai	joey.lai@buv.edu.vn
	Jon Neale	jonathan.n@buv.edu.vn
	Julien Psomas	julien.p@buv.edu.vn

Jyotsna Bijalwan (Dr.)	jyotsna.b@buv.edu.vn
Karl Russell (Dr.)	karl.r@buv.edu.vn
Kostas Tsontos	kostas.t@buv.edu.vn
Lee McMillan	lee.m@buv.edu.vn
Luu Thi Thao Nguyen (Dr.)	nguyen.ltt1@buv.edu.vn
Maredi Lamet	maredi.l@buv.edu.vn
Maren Viol (Dr.)	maren.v@buv.edu.vn
Mark Harris	mark.h@buv.edu.vn
Mark Wheaton (Dr.)	mark.w@buv.edu.vn
Michael Lomax	michael.l@buv.edu.vn
Mike Perkins (Asso. Professor)	mike.p@buv.edu.vn
Nguyen Hoang Son	son.nh5@buv.edu.vn
Nguyen Ngoc Quy	quy.nn1@buv.edu.vn
Nguyen Trang Linh	linh.nt21@buv.edu.vn
Olivier de Chauliac	olivier.c@buv.edu.vn
Paul D. J. Moody (Dr.)	paul.m@buv.edu.vn
Pham Hai Chung (Dr.)	chung.ph@buv.edu.vn
Pham Thuy Duong	duong.pt4@buv.edu.vn
Richard Child	richard.c@buv.edu.vn
Sandra Schneiderman	sandra.s@buv.edu.vn
Shashi Chaudhary (Dr.)	shashikant.c@buv.edu.vn
Shruthi Gopi	shruthi.g@buv.edu.vn
Simon Kimber (Dr.)	simon.k@buv.edu.vn
Sven Pfrommer	sven.p@buv.edu.vn
Tingting Xie (Dr.)	tingting.x@buv.edu.vn
Tran Phuong Thao Ngoc	ngoc.tpt1@buv.edu.vn
Viju Prakash (Dr.)	viju.m@buv.edu.vn
Vivi Maltezou (Dr.)	vivi.m@buv.edu.vn
Yulia Tregubova (Dr.)	yulia.t@buv.edu.vn

## **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 <u>Student Equal Opportunities and Diversity Policy</u> and SU's <u>Equality</u>, <u>Diversity and Inclusion Statement and Framework</u>, 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 <u>academic-support@buv.edu.vn.</u>

## **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

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 <a href="mailto:student-wellbeing@buv.edu.vn">student-wellbeing@buv.edu.vn</a>, 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: <u>BUV Student Association Committee</u>

Instagram: <u>@sacbuv</u> Email: <u>sac@st.buv.edu.vn</u>

## **An Introduction to your Programme**

This programme focuses specifically on how to produce industry quality and visually pleasing games art. The aim of this programme is to produce graduates who have the specific skills to work in the Games Industry as Game Artists. Graduates will have the skills to work in multiple areas across the 3D artist spectrum including Environment Art, Character Artist, Vehicle and Weapon Artists. Students can also choose to specialise through options to become technical or lighting artists.

This course offers an introduction to the skills required by all game's artists. These foundations will be built up over your 3 years of study whilst also allowing you to specialize in your area. At the heart of the course is the development of expertise in the creation of 3D game artwork. Including a technical understanding, the application of techniques in problem solving and the integration into real-time games. Over the years you will be able to choose a selection of modules that are based around hyper personalised learning, which will compliment your interests and allow you to tailor your portfolio towards the career that you want. This could include advanced studies of environments, characters, vehicles, weapons, and props for games.

You will build up your visual art and communication skills by studying observational and concept drawing. To complement this, you'll study the fundamental elements of visual works and contemporary media, learning how to incorporate elements of light, colour and composition to create beautiful artwork.

To achieve this aim, we have several objectives to fulfil:

- To give students the fundamentals of Art and Design theory, practical art skill development, and contextual art studies in conjunction with the current digital practices of 3D modelling and 2D digital art.
- To give the students expertise in multiple the multiple areas of 3d modelling, including, environments, characters, vehicles, weapons and mobile games asset development. This includes the knowledge and understanding to set these assets up in a games' engine.
- To develop the students' 3D modelling skills in high-detail mesh production, including high polygon modelling, sub-division modelling, digital sculpting and scan data refinement.
- To develop expertise in the production of game-ready asset production. Assets should not only be visually excellent but adhere to the specific technological criteria to function within a real-time games engine.
- To build students' traditional art skills in observational drawing, clay sculpture, and hand-painted texturing to assist in creating exceptional 3D Art to the quality of the games industry.

- To build and develop excellent knowledge of game engines and the game art pipeline. To ensure expertise in multiple applications and industries. This includes the understanding of material and shader set up for different surface materials.
- To develop students' games production workflow, games documentation and project management skills. This will help to develop the student's ability to work as part of a games production team.

#### **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 <u>Framework for Higher Education Qualifications</u>.

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) Games Art

Level 4

TB1	3D Asset	Principles of	Visual Studies
	Development	Textures and Materials	For Games
TB2	Level Art and	3D Games Props:	Digital Sculpting and
	Visual Storytelling	Pipeline and Production	Stylised Assets

#### Level 5

TB1	Art of Lighting	3D Character Modelling for Games	Hard Surface 3D Vehicle Production
TB2	Modular 3D Game	Stylised 3D Character	Junior Collaborative
	Environments	Art	Games Development

#### Level 6

TB1	Advanced Character Art	Advanced Environment Art	Games Development
TB2	Games Art and Concepts Live Brief and Employability	Senior Collaborative Games Development	Project

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

#### **Learning and Teaching**

#### Level 4 Modules

The strategy for teaching is to formally support you as a Level 4 student in the form of lectures and tutorials. Often a method of combined lecture/tutorial is used, where lectures are delivered in a lab alongside tutorial-style interaction. Theory and concepts are discussed and then techniques are demonstrated live and attempted by the students as class tasks or follow-along practices. There is a lot of teaching support at this level and "Traditional Lectures" are kept to a minimum, focusing on core theory when necessary.

At this Level subject subject-specific skills are learnt in the form of art and design principles, 3d asset production techniques and real-time development technologies that underpin the subject. Transferable skills in research, visual analysis, communication, and reflection are of primary importance at this level to provide a solid foundation for learning and problem-solving at higher levels. Students will be introduced to Next Generation Games Development platforms to consider wider games skills development. Students will be required to keep development diaries to help present project progress and communicate with peers and lecturers a like.

#### Level 5 Modules

At this level students will be able to choose optional modules that support their career aspirations towards a specialist pathway.

The Lecture/Tutorial delivery approach continues but students are encouraged to seek out your own sources of research material and develop their problem-solving skills. This is demonstrated by broadening the context (or themes) of assessment briefs to allow more creativity by the student. Development logs and presentations will still ensure the students communicate the rationale behind their research. Students are expected to engage to a greater extent with independent study around resourced-based materials such as conference presentations, video tutorials, game-engine documentation and online support forums. Links and resources remain available through the virtual learning environment; however, students are encouraged to demonstrate initiative in their independent learning and own research. Students will be offered support in surgery sessions and assignment workshops.

Learning time is split between lectures/tutorials/workshops and independent learning using a variety of sources. Subject Specific Skills are learned by progressing the foundational principles and practical skills from the previous level and exploring more advanced knowledge and technical proficiencies. Transferable skills in problem-solving with an application to real-world scenarios are emphasised at this level. Presentation skills

and skills in group working are developed and production milestones are used to introduce you to working to intermediate deadlines, as you will be expected to do in industry.

Student will be encouraged to learn more about internships and placements within the games industry at this level. Aligning the project work with industry careers-paths will be an important step towards developing a portfolio aimed towards Game Art Careers within the industry. The Course team will highlight appropriate events and opportunities that can help bolster student employability and engagement with games developers.

#### Level 6 Modules

Students will be given some combined lecture / tutorials, but the expectation is that they will drive your own learning and the formal teaching element is phased out in favour of tutor support and feedback when needed. This support is given by the Project Supervisor and module tutors. Students are guided very much by the assignment criteria for each module. Self-guided study is heavily emphasised in the solving of the industry comparable briefs.

Learning is done mainly outside of the lecture/lab environment and led by the student themselves. By this point in the student's university career, they will have chosen a career pathway through a selection of modules that are hyper personalised, based on pathway routes reflecting the most popular roles in the industry. Student's will be asked to reflect upon their strengths, career aspirations and individual passions and are encouraged to exploit those through their project choice. Interest and strength in a subject are a very good self-motivator. Advanced subject-specific development skills, advanced knowledge and technical expertise are completed. Student work at this level will help with the understanding of the requirements of the Games Industry, both in artistic competency and technical achievement.

At Level 6 students will be able to work on and create tailored art tests. Where possible these art tests will be provided by the games industry. This will give you the experience of working towards a studios artistic direction whilst adhering to their technical specifications. You will work with real-world limitations, software and development workflows to produce outstanding prototypes and designs.

#### Assessment

#### Level 4 Modules

The assessment strategy at this level focuses on core practical 3D art skills, fundamental technical knowledge, and communications of research, development, and reflection. Students be expected to show adaptivity in research and communicate development methodologies over the period of assessment using continuous assessment platforms. As with the learning strategy the assessment strategy is designed to allow a smooth transition from school/college to university. By completing Level 4 students will be able to start

making 3D games assets from scratch, working from a brief or your own design, communicating your ideas and techniques to a broad audience.

#### **Level 5 Modules**

At this level assessment aims to reflect an industry problems or situations. Assessments still include elements of written work or presentations and practical work; however, at this level students will demonstrate excellence in core 3D game art production competencies, career specific practical skills, and rationalised design process. Group work and presentations are also used as assessment methods to replicate and reflect industry practice supported by group, peer and individual reflections and project post-mortems which would be encountered in industry.

#### Level 6 Modules

Assessment at this level is dominated by the Games Development Project and Senior Collaborative Games Development modules. Students are assessed on their ability to take charge, plan, manage, and produce work to their own brief with the support of the project supervisor. Students are assessed on the quality of the artwork produced and their ability to communicate the research, development, and final reflections on the body of work they have completed. Students will build the skills during these modules to help become the Catalyst for Change in Games Industry developments and encouraged to present your project work at Graduate Exhibitions.

#### **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.

<u>Kindly note:</u> 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 <u>Regulations webpage</u> 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 <u>dean@buv.edu.vn</u> for academic feedbacks or to <u>feedback@buv.edu.vn</u> 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.

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

#### **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 (<a href="mailto:international@buv.edu.vn">international@buv.edu.vn</a>) to make an enquiry and book a virtual appointment.

#### **Policies & Procedures**

A full suite of BUV <u>Academic Policies and Procedures</u> 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 <u>Academic Conduct Procedure</u>. You will be able to find our comprehensive set of policies and regulations here.

## **Appendix A - Programme Outcomes**

At the end of your studies you should be able to:

Level 3			Mapped Modules
Programme Outcome:	University Outcomes	(tick/mark)	3D Asset
Utilise your knowledge of art and design fundaments to support the research, planning and development of game art assets using industry standard	Knowledge & Understanding Learning Enquiry	X X X	Development  3D Game Props: Pipeline and Production
approaches, communicating in a professional manner throughout.	Analysis Problem Solving	X X	Digital Sculpting and Stylized Assets
QAA Subject Benchmark Statements: 6.4 (I, II, III, IV) 6.5 (I, II, III, IIV) 6.6 SM (I, II) 6.6 SE (I, II) 6.6 SCP (I, II)	Communication Application Reflection	X X X	Principles of Textures and Materials Visual Studies
6.6 RI (I, II) 6.7 6.8 (I, II, III, IV, V, VI)			for Games Level Art and Visual Storytelling
Programme Outcome: Apply artistic considerations and concepts in the development of 3D and 2D Games Assets. Reflect on your games production and iterate your ideas.	University Outcomes  Knowledge & Understanding Learning Enquiry	(tick/mark) X X	3D Asset Development 3D Game Props: Pipeline and Production
QAA Subject Benchmark Statements: 6.4 (I, II, III, IV) 6.5 (I, II, III, IIV) 6.6 SM (I, II) 6.6 SE (I, II) 6.6 SCP (I, II) 6.6 RI (I, II) 6.7 6.8 (I, II, III, IV, V, VI)	Analysis Problem Solving Communication Application Reflection	X X X X	Digital Sculpting and Stylized Assets Principles of Textures and Materials

Level 5			Mapped Modules
Programme Outcome:	University Outcomes (tid	ck/mark)	Stylised
Develop your specialist Games Art skillset (Environments, Characters,	Knowledge & Understanding	X	Character Art  Modular 3D  Game
Hard Surface) to advance knowledge of Games Industry workflows and	Learning	X	
apply in the production of Game Art	Enquiry	Χ	Environments
Assets.	Analysis	X	Art of
	Problem Solving	X	Lighting
QAA Subject Benchmark Statements:	Communication	X	Games
6.4 (I, II, III, IV) 6.5 (I, II, III, IIV) 6.6 SM (I, II) 6.6 CE (I, II) 6.6 SCP (I, II) 6.6 RI (I, II)	Application	X	Materials & Surfacing
6.7 6.8 (I, II, III, IV, V, VI)	Reflection	X	
			Hard Surface 3D Weapon Production
Programme Outcome:	University Outcomes (tic	ck/mark)	Junior
Work collaboratively as part of a	Knowledge &		Collaborative Games Development
development team. Foster and	Learning	X	
develop your subject specialism within your team aiding the	Enquiry		
development of a games project as a	Analysis	X	
Junior Developer.	Problem Solving	X	
	Communication	Χ	
QAA Subject Benchmark Statements:	Application	X	
6.8 (I, II, III, IV, V, VI) 6.9 (I, II, III, IV) 6.10 SM (I, II) 6.10 CE (I, II, III, IV, V) 6.10 GW (II, III) 6.10 RI (I, II, III, IV) 6.10 PQ (I, II)	Reflection	X	

Level 6			Mapped Modules
Programme Outcome:	University Outcomes		Games Development Project  Games Art and Concepts Live Brief and Employability
Communicate your advanced knowledge of your Games Art specialism via a portfolio to a broad audience.	(tick/mark)  Knowledge &  Understanding	Χ	
Produce specialist, industry-ready Games Art content that shows excellent artistic ability, technical problem solving and iteration in development.	Learning		
	Enquiry	Χ	
	Analysis	Χ	
	Problem Solving	Χ	
QAA Subject Benchmark Statements:	Communication	Χ	
6.8 (I, II, III, IV, V, VI) 6.9 (I, II, III, IV) 6.10 SM (I, II) 6.10 CE (I, II, III, IV, V) 6.10 RI (I, II, III) 6.10 PQ (I, II) 6.10 GW (II, III) 6.11	Application	Χ	
	Reflection	Χ	
Programme Outcome:	University Outcomes (tick/mark)		Senior Collaborative Games Development
Lead and direct a development team as a Senior Member of an art team. Foster a collaborative and supportive atmosphere facilitating the games development and Junior Members.	Knowledge & Understanding		
	Learning	Χ	
	Enquiry		
QAA Subject Benchmark Statements:	Analysis		
6.8 (I, II, III, IV, V, VI) 6.9 (I, II, III, IV) 6.10 SM (I, II) 6.10 CE (I, II, III, IV, V) 6.10 GW (II, III) 6.10 RI (I, II, III, IV) 6.10 PQ (I)	Problem Solving	X	
	Communication	X	
	Application	X	
	Reflection	Χ	