

IFP ENQUIRY 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's Academic & Student Operations Department in general and Admissions Office in particular to manage the process for International Foundation Programme (IFP) application. This documentation will provide a formal standardised process for IFP application for departments of Academic & Student Operations & Admissions Office.

2. SCOPE

This process is applied for International Foundation Programme (IFP) at British University Vietnam only.

3. DEFINITIONS

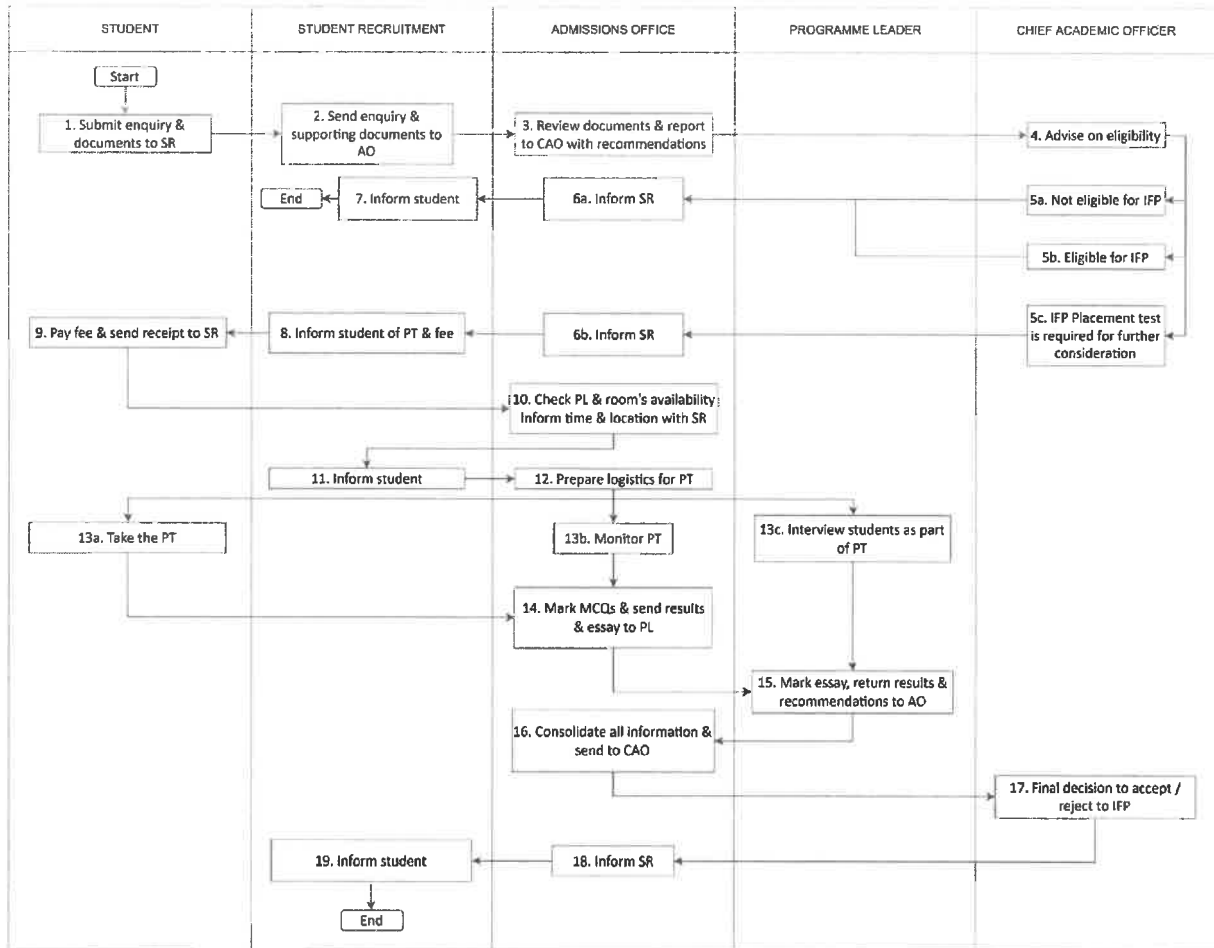
a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
SR	Student Recruitment
AO	Admissions Office
PT	International Foundation Programme Placement Test
PL	Programme Leader
CAO	Chief Academic Officer

4. PROCEDURES

a. Flowchart




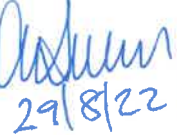



b. Roles & Responsibilities

Step	Process Activity	Output	P.I.C
1	Submit enquiry & documents to SR	Application form & documents	Student
2	Send enquiry & supporting documents to AO	Enquiry, Application form & documents	SR
3	Review documents & report to CAO with recommendations	Report to CAO	AO
4	Advise on eligibility	Advice	CAO
5a	Not eligible for IFP		
5b	Eligible for IFP		
5c	IFP Placement test is required for further consideration		
6a	Inform SR	Email notice	AO
6b	Inform SR	Email notice	AO
7a	Advise student of options	Email or phone call	SR
7b	Inform student	Email notice	SR
8	Inform student of PT & fee	Email notice	SR
9	Pay fee & send receipt to SR	PT fee receipt	Student
10	Check PL & room's availability Inform time & location with SR	Schedule checked & confirmed	AO
11	Inform student	Email notice	SR
12	Prepare logistics for PT		AO
13a	Take the PT		Student
13b	Monitor PT		AO
13c	Interview students as part of PT		PL
14	Mark MCQs & send results & essay to PL	MCQs marked. Results & essay sent to PL	AO
15	Mark essay, return results & recommendations to AO	MCQs & essay marked. Recommendations sent.	PL
16	Consolidate all information & send to CAO	Email report to CAO	AO
17	Final decision to accept / reject to IFP	Email notice	CAO
18	Inform SR	Email notice	AO
19	Inform student	Email notice	SR

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
 26/8/2022 Tran Duc Trung Academic Compliance Manager	 26/8/22 Hoang Phuong Yen Admissions & Course Office Manager	 26/8/22 Ta Ha Lan Head of Academic and Student Operations	 29/8/22 Tony Summers Deputy Chief Academic Officer	 Christopher Jeffery Chief Academic Officer 5/9/22

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Placement test	Hard Copy	CO	5 years
Application form	Hard 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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