



TABLE OF CONTENTS

I. PURPOSE2

II. SCOPE.....2

III. DEFINITIONS.....2

IV. PROCEDURES3

V. PROCESS DETAIL4

VI. APPROVALS & EXCEPTIONS.....6

VII. RECORDS6

VIII. REFERENCES7

DOCUMENT REVISION HISTORY

Revision Date	Revision By	Made	Description of Changes	Revision No.

I. PURPOSE

This Procedure has been developed to support British University Vietnam (BUV) Exam Office, Academic Compliance Office & Learning Management System Office to set up Assignment submission & Key academic regulations training for students in a new semester.

II. SCOPE

The process documented in this procedure encompasses the process of setting up Assignment submission & Key academic regulations training for students in a new semester for:

- Pathway to Staffordshire University programmes.
- Staffordshire University & BUV Own Degree Undergraduate & Postgraduate programmes.
- Any special case that students might have not been trained about the current Assignment submission & Key academic regulations.

III. DEFINITIONS

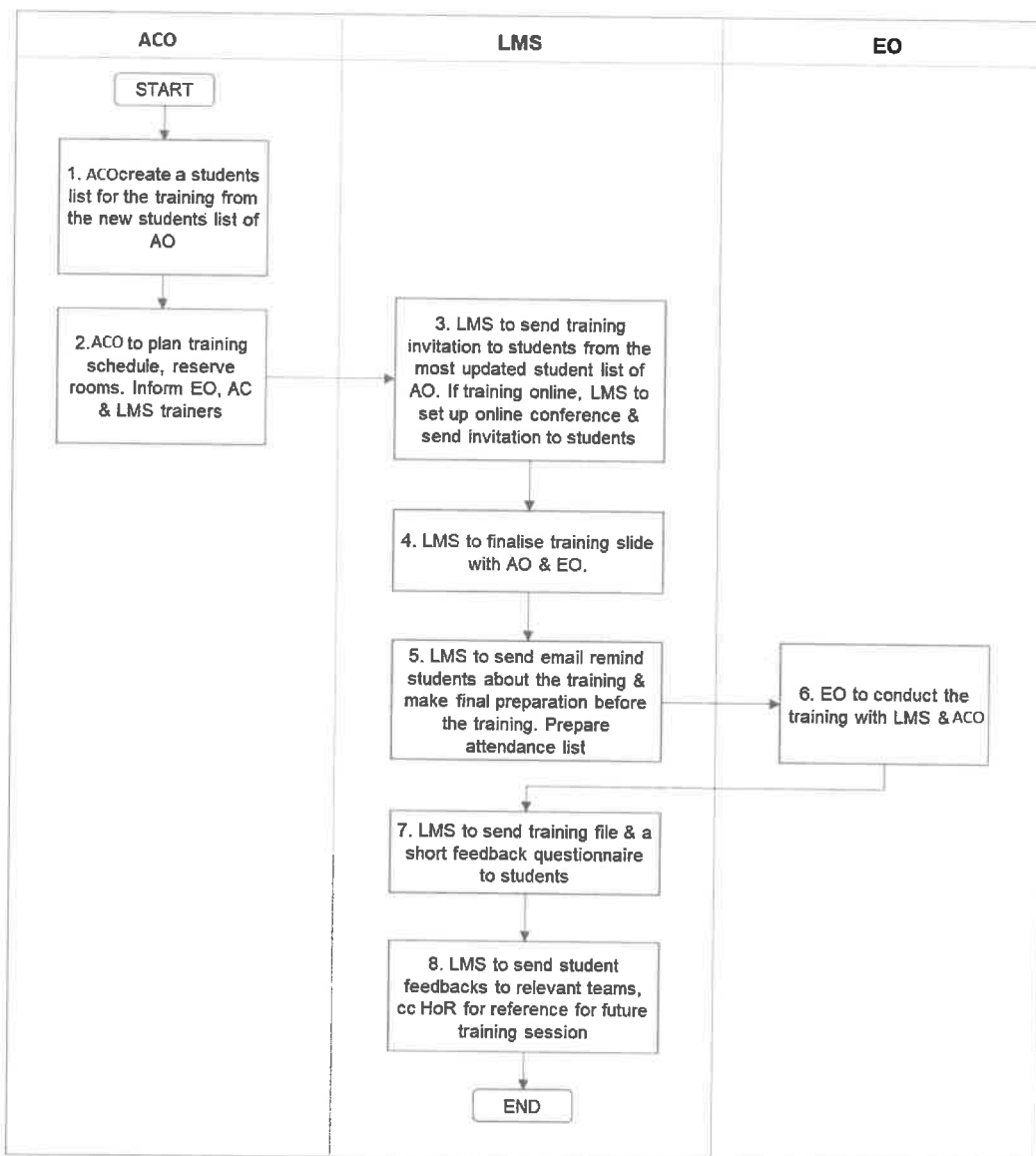
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
ACO	Academic Compliance Office
EO	Exam Office
LMS	Learning Management System
AO	Admission Office
SU	Staffordshire University
PWSU	Pathway to Staffordshire University

IV. PROCEDURES

1. Process flow

This section provides a visual overview of the process. The process flow diagram should be read in conjunction with Section (V) "Process detail" in order to get a complete view of the process.





2. Process detail

Step #	Process Activities	Deadline	Output	PIC
1	<p>ACO create a student list for Assignment submission & Key academic regulations training from the new student list of AO</p> <ul style="list-style-type: none"> - For PWSU & MBA programmes: all new PWSU students at the beginning of the PWSU course & all new MBA students at the beginning of the MBA course. - For SU & BUV Own Degree Undergraduate programmes: all fresher & direct entry students at the beginning each semester. Students who have already attended PWSU course would also need to attend the training once more time as the regulation between 2 programmes are different. - Any special case that students might have not been trained about the current Assignment submission & Key academic regulations. 	<p>1st week of the new semester for PWSU. 2nd week of the new semester for SU & BUV Own Degree Undergraduate 1 week before the new course of MBA</p>	Assignment submission & Key academic regulations training student list	ACO
2	<p>ACO to plan training schedule, reserve rooms & inform EO, ACO & LMS trainers.</p> <ul style="list-style-type: none"> - Based on the tentative number of students from AO - Based on Teaching timetable & available rooms from CO - Based on Activity calendar from SE - Based on Individual schedule of EO, ACO & LMS trainers 	<p>1st week of the new semester for PWSU. 2nd week of the new semester for SU & BUV Own Degree Undergraduate. 1 week before the new course of MBA</p>		ACO
3	<p>LMS to send training invitation to students from the most updated student list of AO. If training online, LMS to set up online conference & send invitation to students.</p>	<p>1st week of the new semester for PWSU. 2nd week of the new semester for SU & BUV Own Degree Undergraduate. 1 week before the new course of MBA</p>		LMS
4	<p>LMS to finalise training slide with AO & EO.</p>	<p>1st week of the new semester</p>	Training slide	LMS



**BRITISH
UNIVERSITY
VIETNAM
BUV**

REGISTRY DEPARTMENT

ASSIGNMENT SUBMISSION & KEY
ACADEMIC REGULATIONS
TRAINING PROCESS

Doc. Ref. 06/2022/EO/BUV-
REGISTRY

Approved by : Christopher Jeffery

Approved Date: April 5th, 2022

Effective Date : April 5th, 2022

Version No : 1.1

		for PWSU. 2 nd week of the new semester for SU & BUV Own Degree Undergraduate. 1 week before the new course of MBA		
5	<p>LMS to send email remind students about the training & make final preparation before the training. Prepare attendance list.</p> <ul style="list-style-type: none"> - LMS to remind student twice before the training date. Prepare attendance list. - If offline training, LMS to prepare laptop, slide & attendance sheet. - If online training, LMS to open conference on Canvas & upload slide. 	Before the training date	Assignmen t submission & Key academic regulations training attendance list	LMS
6	<p>EO to conduct the training with LMS & ACO</p>	2 nd week of the new semester for PWSU. 3 rd - 5 th week of the new semester for SU & BUV Own Degree Undergraduate. 1 st week of the new course for MBA	Assignmen t submission & Key academic regulations training attendance list	EO
7	<p>LMS to send training file & a short feedback questionnaire to students</p> <ul style="list-style-type: none"> - The feedback questionnaire is optional for students & would be closed 2 weeks after the training date. 	Within 1 working day after the training		LMS
8	<p>LMS to send student feedback (if any) to relevant teams, cc HoR for reference for future training session</p>	After 2 weeks of the training date	Student feedback	LMS


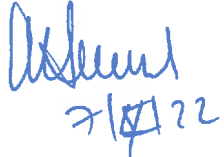
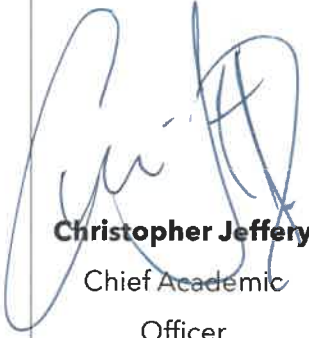


V. APPROVALS & EXCEPTIONS

Policy development or review will be endorsed by Head of Registry and approved by CAO prior to implementation and execution.

Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.

This document is approved and effective from the date of signing:

Prepared by	Checked by	Confirmed by	Approved by
<p><i>Approved by lmcwl</i></p> <p>Tran Duc Trung Academic Compliance Manager</p>	 <p>Vu Lan Anh Head of Registry</p>	 <p>Tony Summers Deputy Chief Academic Officer</p>	 <p>Christopher Jeffery Chief Academic Officer <i>12/4/22</i></p>

VI. RECORDS

Record s	Medium	Responsibility	Retention Period
Assignment submission & Key academic regulations training attendance list	Soft/Hard Copy	EO/LMS/ACO	3 years
Assignment submission & Key academic regulations training slide	Soft copy	EO/LMS/ACO	1 year
Assignment submission & Key academic regulations training student feedback	Soft copy	EO/LMS/ACO	1 year

 <p>BRITISH UNIVERSITY VIETNAM BUV</p>	<p>REGISTRY DEPARTMENT</p> <p>ASSIGNMENT SUBMISSION & KEY ACADEMIC REGULATIONS TRAINING PROCESS</p>	<p>Doc. Ref. 06/2022/EO/BUV- REGISTRY</p> <p>Approved by : Christopher Jeffery</p> <p>Approved Date: April 5th, 2022</p> <p>Effective Date : April 5th, 2022</p> <p>Version No : 1.1</p>
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VII. REFERENCES

Document Ref

06/2022/EO/BUV-
REGISTRY

Document Title

BUV Assignment Submission & Key Academic
Regulations Training Process

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