



**BRITISH
UNIVERSITY
VILNIUS
BUV**

REGISTRY DEPARTMENT

**ANTI-PLAGIARISM
WORKSHOP PROCESS**

Doc. Ref. : 01/2022/EO/BUV REGISTRY

Approved by : Christopher Jeffery

Approved Date: April 5th 2022

Effective Date : April 5th 2022

Version No : 1.1

I. PURPOSE2

II. SCOPE2

III. DEFINITIONS.....2

IV. PROCEDURES2

V. APPROVALS & EXCEPTIONS.....6

VI. RECORDS.....7

VII. REFERENCES.....7

DOCUMENT REVISION HISTORY

Revision Date	Revision Made By	Description of Changes	Revision No.

**REGISTRY DEPARTMENT**

Doc. Ref. : 01/2022/EO/BUV REGISTRY

Approved by : Christopher Jeffery

Approved Date: April 5th 2022

Effective Date : April 5th 2022

Version No : 1.1

**ANTI-PLAGIARISM
WORKSHOP PROCESS****I. PURPOSE**

This Procedure has been developed to support British University Vietnam (BUV) Exam Office & Head of Quality and Academic Development to set up & deliver Anti-plagiarism Workshop & Exam for students at the beginning of each semester.

II. SCOPE

The process documented in this procedure encompasses the process of setting up & conducting Anti-plagiarism Workshop & Exam, Resit Exam and collecting Anti-plagiarism online certificate.

III. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
EO	Exam Office
HoQAD	Head of Quality and Academic Development
AO	Admission Officer
ACO	Academic Compliance Office
SIO	Student Information Officer

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.



REGISTRY DEPARTMENT

**ANTI-PLAGIARISM
WORKSHOP PROCESS**

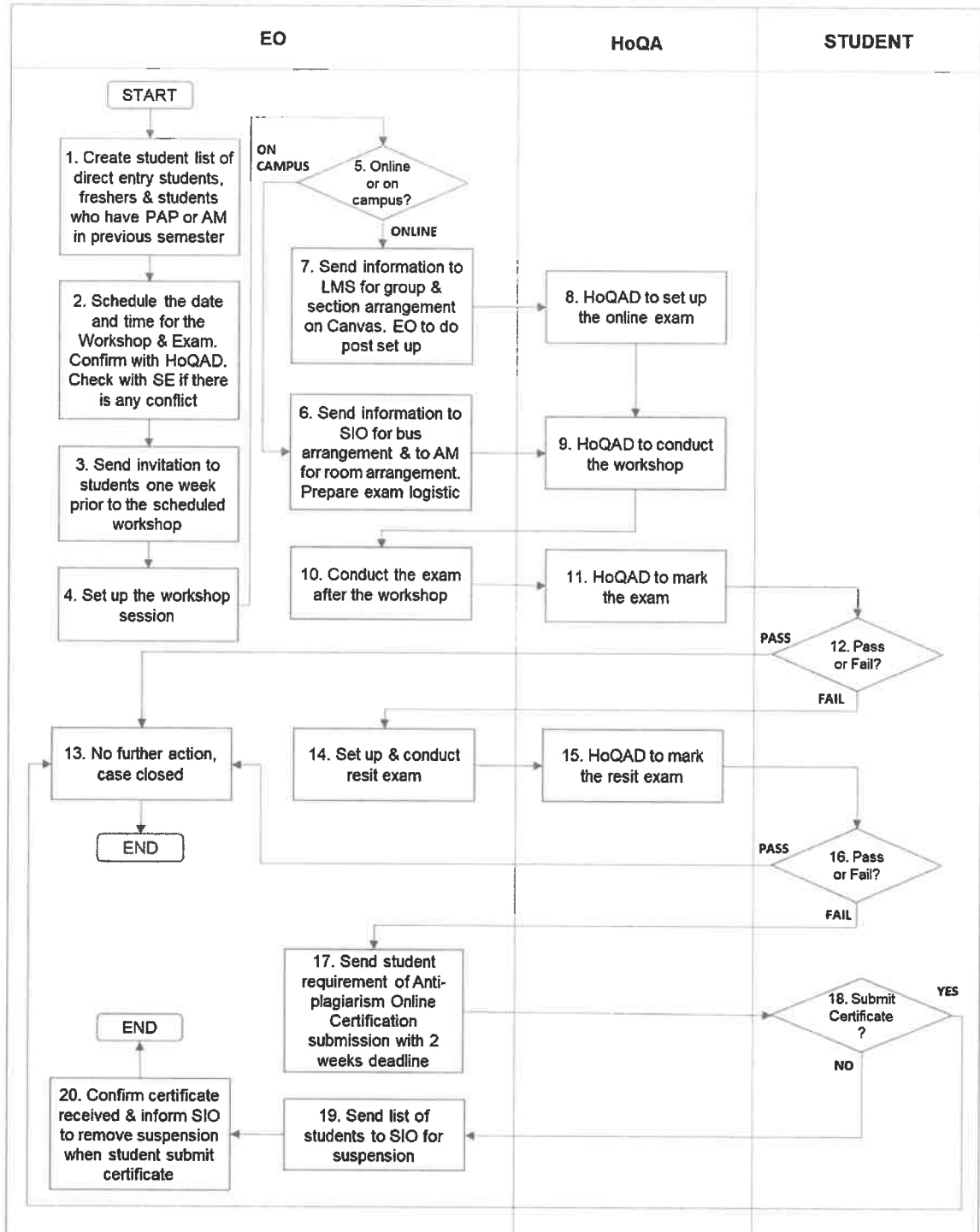
Doc. Ref. : 01/2022/EO/BUV REGISTRY

Approved by : Christopher Jeffery

Approved Date: April 5th 2022

Effective Date : April 5th 2022

Version No : 1.1





REGISTRY DEPARTMENT

**ANTI-PLAGIARISM
WORKSHOP PROCESS**

Doc. Ref. : 01/2022/EO/BUV REGISTRY

Approved by : Christopher Jeffery

Approved Date: April 5th 2022

Effective Date : April 5th 2022

Version No : 1.1

2. Process detail

Step	Process Activities	Deadline	Output	PIC
1	<p>Create student list of direct entry students, freshers & students who have PAP or AM in previous semester</p> <ul style="list-style-type: none"> - Collect list of direct entry students & freshers from AO - Collect list of students who have PAP or AM in previous semester from ACO 	2 nd week of the new semester	Anti-Plagiarism Workshop & Exam Student list	EO
2	<p>Schedule the date and time for the Workshop & Exam. Confirm with HoQAD. Check with SE if there is any conflict</p>	2 nd week of the new semester		EO
3	<p>Send invitation to students one week prior to the scheduled workshop</p>	1 week before the workshop		EO
4	<p>Set up the workshop session</p>	2 nd week of the new semester		EO
5	<p>Online or on campus?</p> <ul style="list-style-type: none"> - If the workshop & exam session is on campus, proceed to [6] - If the workshop & exam session is online, proceed to [7] 			
6	<p>Send information to SIO for bus arrangement & to AM for room arrangement. Prepare exam logistic</p>			EO
7	<p>Send information to LMS for group & section arrangement on Canvas. EO to do post set up.</p> <ul style="list-style-type: none"> - Post set up include: opening online 			EO



REGISTRY DEPARTMENT

**ANTI-PLAGIARISM
WORKSHOP PROCESS**

Doc. Ref. : 01/2022/EO/BUV REGISTRY

Approved by : Christopher Jeffery

Approved Date: April 5th 2022

Effective Date : April 5th 2022

Version No : 1.1

	conference, set up quiz, assign relevant students/groups, set available time due date...etc.			
8	HoQAD to set up the online exam			HoQAD
9	HoQAD to conduct the workshop	3 rd - 5 th week of the new semester		HoQAD
10	Conduct the exam after the workshop - Only continuing students who have PAP or AM in previous semester need to do the exam. Direct entry students & freshers do not need to take the exam.	3 rd - 5 th week of the new semester		EO
11	HoQAD to mark the exam		Exam result	HoQAD
12	Pass or Fail? - If student passes the exam, proceed to [13] - If student fails the exam, proceed to [14]			Student
13	No further action, case closed			EO
14	Set up & conduct resit exam			EO
15	HoQAD to mark the resit exam		Resit exam result	HoQAD
16	Pass or Fail? - If student passes the exam, proceed to [13] - If student fails the exam, proceed to [17]			Student
17	Send student requirement of Anti-plagiarism Online Certification submission with 2 weeks deadline			EO

 BRITISH UNIVERSITY VIENTIANE BUV	REGISTRY DEPARTMENT ANTI-PLAGIARISM WORKSHOP PROCESS	Doc. Ref. : 01/2022/EO/BUV REGISTRY
		Approved by : Christopher Jeffery Approved Date: April 5th 2022 Effective Date : April 5th 2022 Version No : 1.1

18	Submit Certificate? - If student submits the Anti-plagiarism Online Certificate, proceed to [13] - If student fail to submits the Anti-plagiarism Online Certificate, proceed to [19]			Student
19	Send list of students to SIO for suspension			EO
20	Confirm certificate received & inform SIO to remove suspension when student submit certificate		Anti-plagiarism Online Certificate	EO

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	Checked by	Confirmed by	Approved by
<i>Approved by email</i> Tran Duc Trung Academic Compliance Manager	<i>Approved by email</i> Hoang Thi Vien Exams Office Manager	 Vu Lan Anh Head of Registry	 7/4/22 Tony Summers Deputy Chief Academic Officer	 12/4/22 Christopher Jeffery Chief Academic Officer

**REGISTRY DEPARTMENT****ANTI-PLAGIARISM
WORKSHOP PROCESS**

Doc. Ref. : 01/2022/EO/BUV REGISTRY

Approved by : Christopher Jeffery

Approved Date: April 5th 2022

Effective Date : April 5th 2022

Version No : 1.1

VI. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Anti-Plagiarism Workshop & Exam Student list & Exam result	Soft Copy	EO	3 years

VII. REFERENCESDocument RefDocument Title

01/2022/EO/BUV REGISTRY

Anti-Plagiarism Workshop Process

--End of Document--

