

## PWSU PROGRESSION PROCEDURE

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## DOCUMENT HISTORY

Version	Author	Approved by	Date
1.1	Academic Compliance Office	DCAO	

## **1. PURPOSE**

This Procedure has been developed to support British University Vietnam's Academic & Student Operation Department in general and Admissions Office in particular, to manage the progression process for Pathway to Staffordshire University (PWSU) programme. This documentation will provide a formal standardised process for PWSU progression for the Admissions Office.

## **2. SCOPE**

This Procedure is applied for all Pathway to Staffordshire University courses from Business programmes (PWSU-BIZ), Creative programmes (PWSU-CCP) and Computer Science (PWSU-CS) & Computer Games Design programmes (PWSU-CGDP).

## **3. DEFINITIONS**

### a. Abbreviations

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

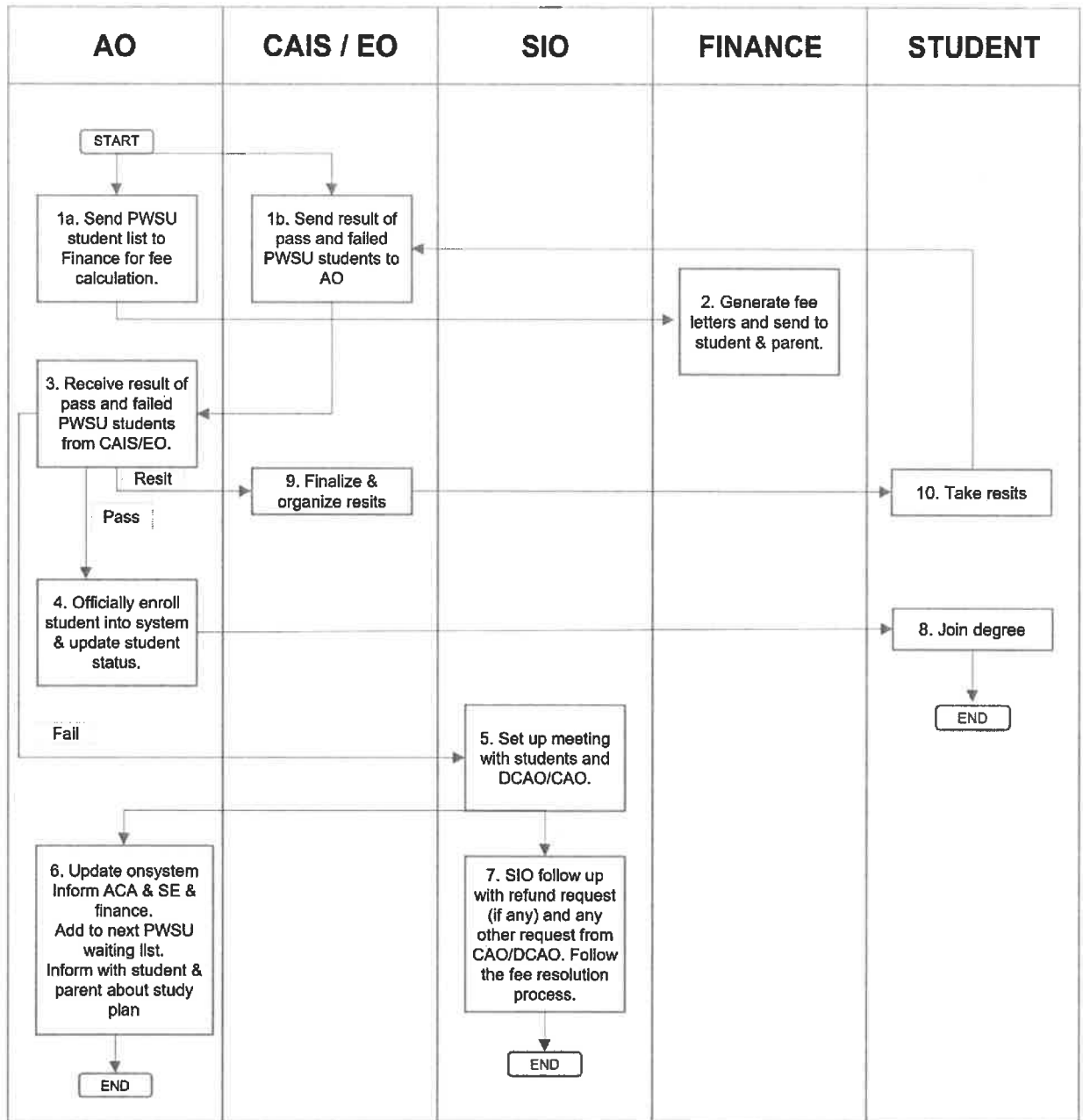
Abbreviations	Definitions
BUV	British University Vietnam
PWSU	Pathway to Staffordshire University
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
AO	Admissions Office
SIO	Student Information Office
CAIS	Central Academic Information Services
EO	Examinations Office

### b. Terminologies

Terminologies	Definitions

**4. PROCEDURES**

a. Flowchart




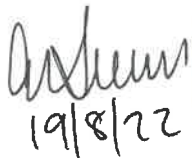
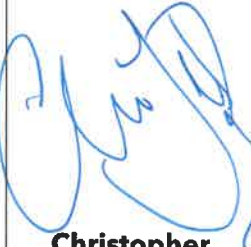


b. Roles & Responsibilities

<b>Step</b>	<b>Process Activities</b>	<b>Output</b>	<b>PIC</b>
1a	Send PWSU student list to Finance for fee calculation.	PWSU student list	AO
1b	Send result of pass and failed PWSU students to AO	Results of PWSU students	CAIS
2	Generate fee letters and send to students & parents.	Fee information	Finance
3	Receive result of pass and failed PWSU students from CAIS/EO. For students who passed & => Move to (4) For students who must resit => Move to (9) For students who failed => Move to (5)		AO
4	Officially enroll students into system & update student status.	Updated information on system	AO
5	Set up meeting with students and DCAO/CAO (if requested)		SIO
6	Update on system Inform ACA & SE & finance. Add to next PWSU waiting list. Inform with student & parent about study plan	Updated information on system	AO
7	SIO follow up with refund request (if any) and any other request from CAO/DCAO. Follow the fee resolution process.		SIO
8	Join degree		Student
9	Finalize & organize resits	Resit exams	CAIS/EO
10	Take resits	Resit exams	Student

**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
 19/8/22 <i>lelele Chi</i> <b>Tran Duc Trung</b> Academic Compliance Manager	 19/8/2022 <b>Hoang Phuong Yen</b> Admissions & Course Office Manager	 19/8/2022 <b>Ta Ha Lan</b> Head of Academic and Student Operations	 19/8/22 <b>Tony Summers</b> Deputy Chief Academic Officer	 23/8/22 <b>Christopher Jeffery</b> Chief Academic Officer

**6. RECORDS**

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)

**7. REFERENCES**

<u>Document Ref</u>	<u>Document Title</u>
03/2022/AO/BUV-ASO	PSWU Progression Procedure

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