



REGISTRY DEPARTMENT
MARK CONVERSION

Doc. Ref. : 05/2022/EO/BUV-REGISTRY
Approved by : Christopher Jeffery
Approved Date: April 5th 2022
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Version No : 1.1

I. PURPOSE.....2

II. SCOPE.....2

III. DEFINITIONS.....2

IV. PROCEDURES.....2

V. APPROVALS.....6

VI. RECORDS.....7

VII. REFERENCES.....7

DOCUMENT REVISION HISTORY

Revision Date	Revision Made By	Description of Changes	Revision No.



I. PURPOSE

This Procedure has been developed to support British University Vietnam (BUV) Exam Office to convert marks between different grading system.

II. SCOPE

The process documented in this procedure encompasses the process of development, approval and implementation of template as well as final record check.

III. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
EO	Exam Office
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
ACM	Academic Compliance Manager
ACO	Academic Compliance Office
HoR	Head of Registry

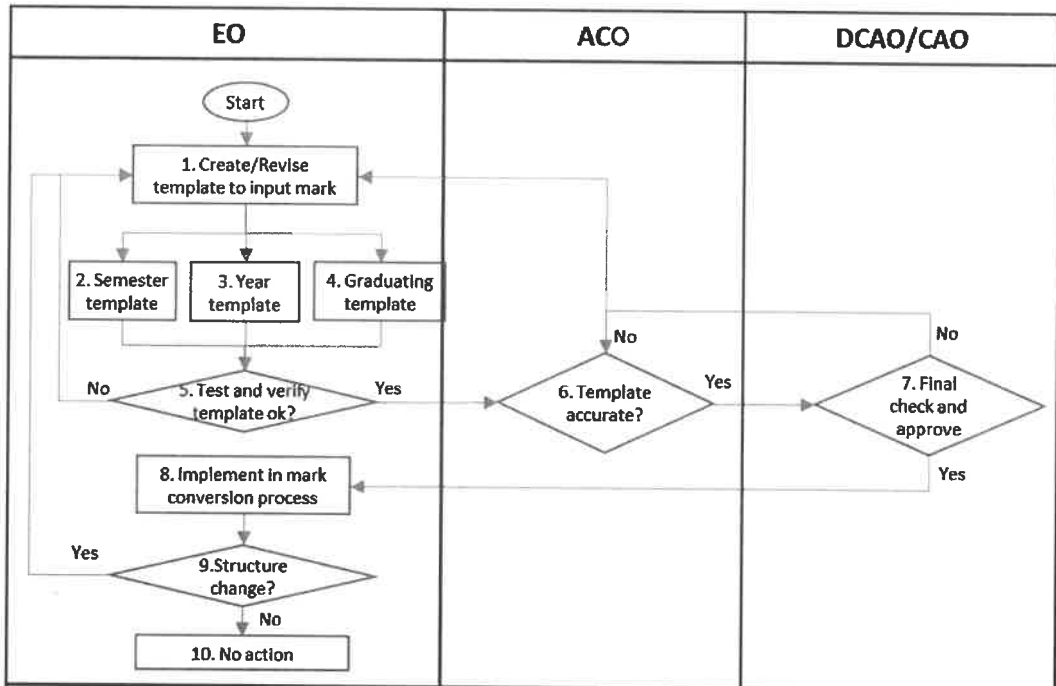
IV. PROCEDURES

1. Process flow

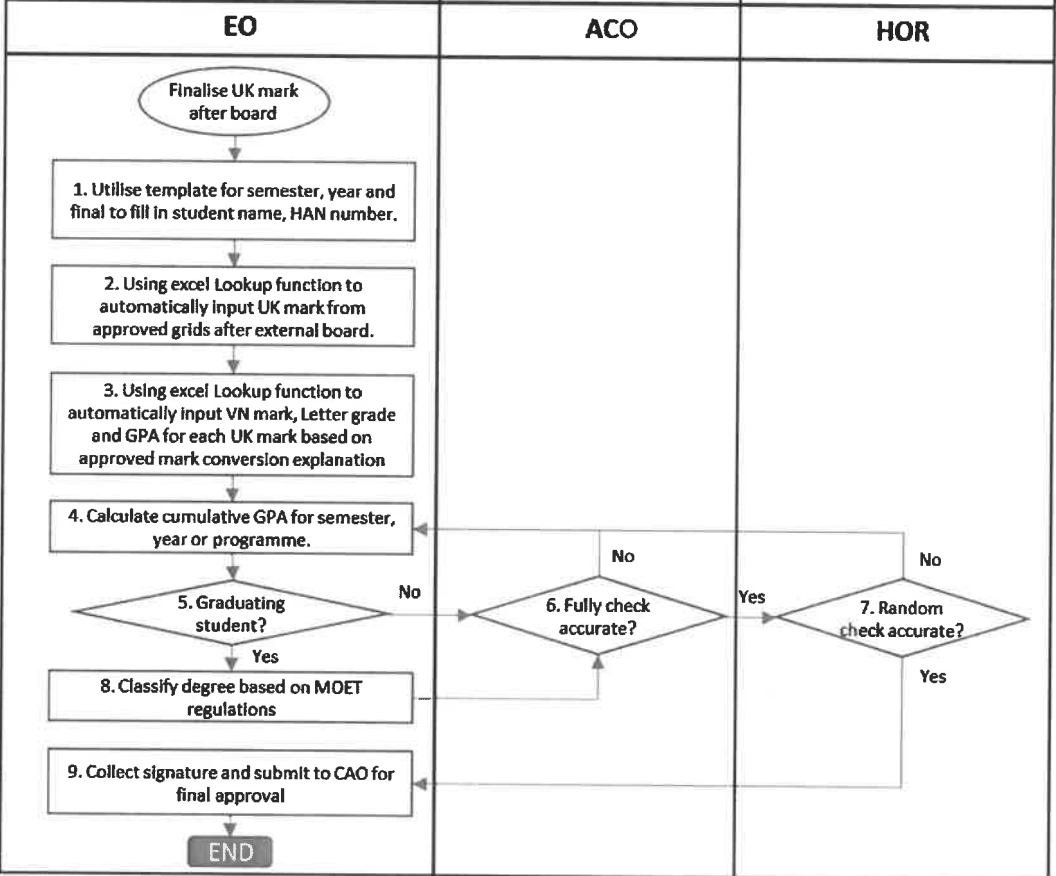
This section provides a visual overview of the process. The process flow diagram should be read in conjunction with Section (V) "Process detail" in order to get a complete view of the process.



A. Template development



B. Mark conversion



2. Process detail

Step	Process Activities	Output	PIC
A. Template development			
A1	Create or revise the template of mark conversion if already exist. There are three types of templates as detail at A2, A3 and A4 below	Template A2, A3 and A4	EO
A2	Semester template	Semester template	EO
A3	Yearly template	Year template	EO
A4	Graduating/final template	Graduating template	EO
A5	Test each of template with a wide range of data, at least 10 cases to verify whether the template work ok? - If Yes, go to A6 - If No, go to A1		
A6	ACO team check whether it is accurate - If Yes, go to A7 - If No, go to A1		
A7	DCAO/CAO check and approve the template. EO must submit template with ACO approval and data for verification	Approved template	EO
A8	Implement the approved template in B. Mark conversion process		
A9	Before filling data, check with Course Office whether there is change in course structure - If Yes, go to A1 - If No, go to A10		

A10	No change in template		
B. Mark conversion			
B1	After UK mark is finalised in external board, EO utilise the approved template after process A. Template development to fill in with student name and HAN number	File with filled name and HAN number	EO
B2	Using excel function to automatically input UK mark in accordance with student name and HAN number. Note that mark must be approved by external examiner board	File with filled UK mark	EO
B3	Using excel function to automatically input VN mark, letter grade and GPA for each UK mark based on approved mark conversion explanation	File with all marks filled	EO
B4	The template shall automatically calculate cumulative GPA for semester, year or final, depend on the template that in use. EO team should carefully check for any note in the external board meeting minute	File with GPA calculated	EO
B5	Is that graduating student template? - If yes, go to B8 - If no, go to B6		
B6	ACO team check accuracy of calculation - If yes, go to B7 - If no, go to B6	ACO checked file	ACM
B7	HOR check the accuracy of calculation the second round - If yes, go to B9 - If no, go to B4	HOR checked file	HOR



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B8	Classify degree based on MOET regulations, this should be done automatically by excel functions	Automatic classification	EO
B9	Collect necessary signature and submit to CAO for final approval.	Final file with all signature and initial	EO

V. APPROVALS

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



VI. RECORDS

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

VII. REFERENCES

Document Ref

Document Title

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