



**REGISTRY  
DEPARTMENT**

**ACADEMIC CONDUCT  
PROCEDURE**

Doc. Ref. : 23/2022/ACO/BUV-REGISTRY  
Approved by : Christopher Jeffery  
Approved Date: April 11<sup>th</sup> 2022  
Effective Date : April 11<sup>th</sup> 2022  
Version No : 1.1

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**DOCUMENT REVISION HISTORY**

<b>Revision Date</b>	<b>Revision Made By</b>	<b>Description of Changes</b>	<b>Revision No.</b>

**I. PURPOSE**

This Procedure has been developed based on Staffordshire University’s Academic Conduct Procedure to support British University Vietnam (BUV) Academic Compliance Office and related parties in managing and handling Academic Conduct cases of BUV students. Please refer to Staffordshire University’s Academic Conduct Procedure for full details of definitions & sanctions.

**II. SCOPE**

The process documented in this Procedure encompasses the following:

- i. The process of reporting potential Academic Conduct cases
- ii. The process of handling potential Academic Conduct cases, deciding the outcomes and informing decision to students.

This process is applied for all students from Staffordshire University programmes & BUV Own Degree programmes.

**III. DEFINITIONS**

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

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
PL	Programme Leader
ML	Module Leader
ACO	Academic Compliance Office



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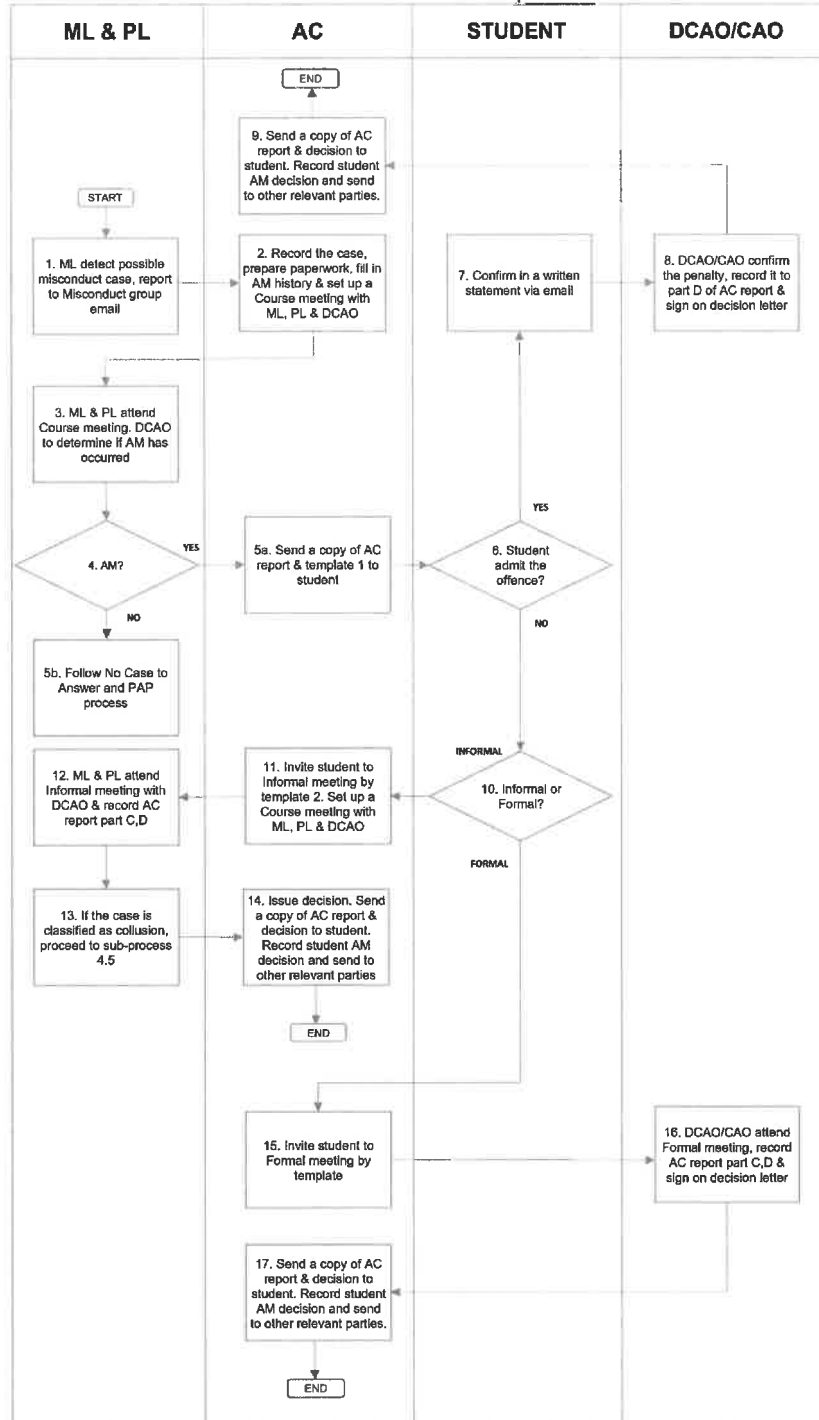
Definitions of terminology used throughout the policy and related references are as follows:

Terms	Definitions
Academic Misconduct	Any action which could give a student, or someone else, an unfair advantage in an assessment, including examinations. It is also any action which could undermine the fairness of assessment and research at



**IV. PROCESS**

4.1. Flowchart of academic misconduct procedure



4.2. Roles & responsibilities:

<b>Step</b>	<b>Process Activities</b>	<b>Turnaround time</b>	<b>Output</b>	<b>PIC</b>
1	ML detect possible misconduct case, report to Misconduct group email		AM report email	ML
2	ACO record the case, prepare paperwork, fill in AM history & set up a Course meeting with ML, PL & DCAO			ACO
3	ML & PL attend Course meeting DCAO to determine type of AM, instance of AM & fill in part A of AC Report			ML & PL
4	Whether it is an Academic Misconduct? - If Yes, go to 5a - If No, go to 5b			
5a	ACO send a copy of AC report & template 1 to student Follow up by phone call 3 days after email to remind if no response		AC report & template 1	ACO
5b	Follow no case to answer and PAP sub-process			Student
6	Student admits the offence?			
7	Student confirms in a written statement via email		Admitting email	Student

8	DCAO/CAO confirm the penalty, record it to part D of AC report & sign on decision letter		Final AC report	DCAO/ CAO
9	ACO send a copy of AC report & decision to student. Record student AM decision and send to other relevant parties. <ul style="list-style-type: none"> <li>– Email to EO to inform about student AM decision</li> <li>– If student committed Academic Misconduct (Minor, Major or Serious), email to parents using the corresponding template and attach regulation file.</li> </ul>		Final AC report & decision Email to EO Email to parent	ACO
10	Informal or Formal process?			
11	ACO invite student to Informal meeting by template 2. Set up a Course meeting with ML, PL & DCAO  In urgent case, suggested students to write email asking for earlier meeting (less than 7 days) but this request must be from student.		Template 2	ACO
12	ML & PL attend Informal meeting with DCAO & record AC report part C, D		Final AC report	ML & PL



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13	If the case is classified as collusion, proceed to sub-process 4.5			ML & PL & DCAO/CAO
14	Issue decision. Send a copy of AC report & decision to student. Record student AM decision and send to other relevant parties. <ul style="list-style-type: none"> <li>– Email to EO to inform about student AM decision</li> <li>– If student committed Academic Misconduct (Minor, Major or Serious), email to parents using the corresponding template and attach regulation file.</li> </ul>			ACO
15	ACO invite student to Formal meeting by template 3. Set up a Course meeting with ML, PL & DCAO		Template 3	ACO
16	DCAO/CAO attend Formal meeting, record AC report part C, D & sign on decision letter		Final AC report	DCAO/ CAO
17	Send a copy of AC report & decision to student. Record student AM decision and send to other relevant parties. <ul style="list-style-type: none"> <li>– Email to EO to inform about student AM decision</li> <li>– If student committed</li> </ul>			ACO

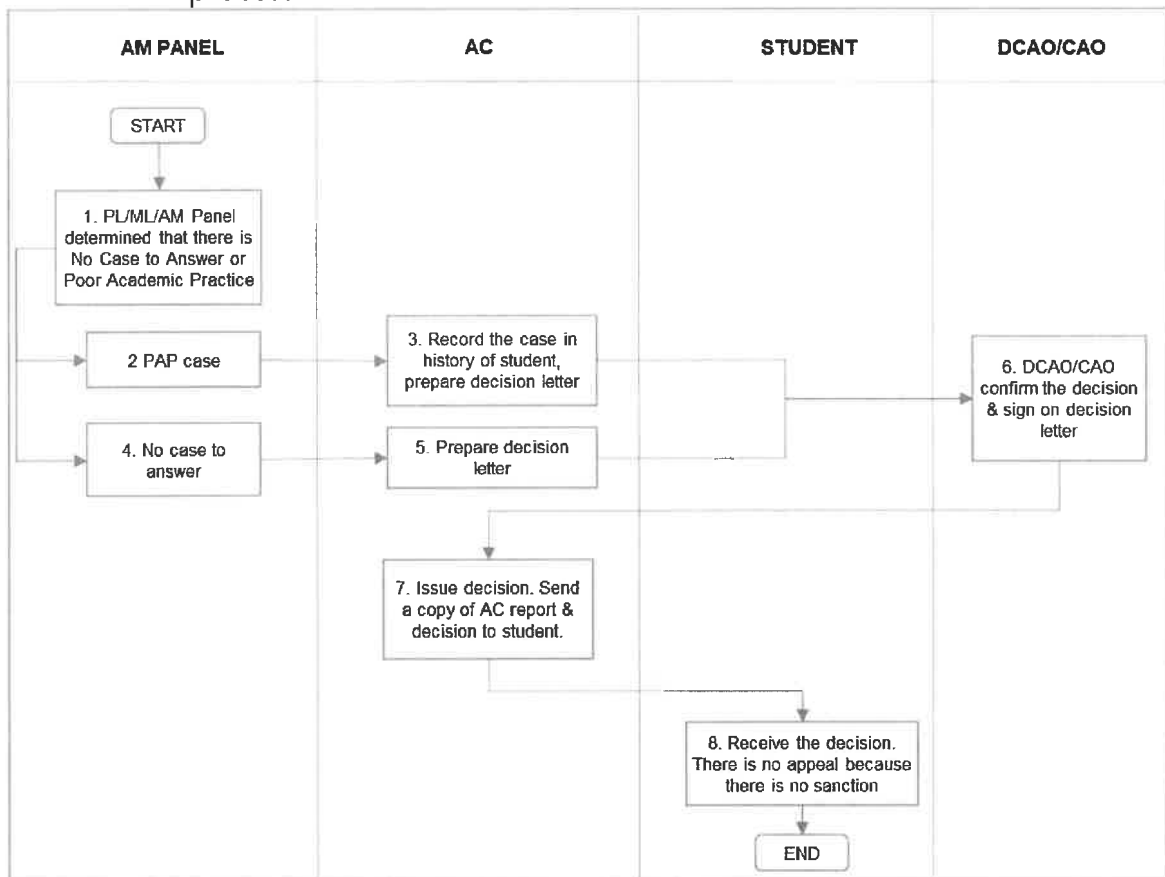


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	Academic Misconduct (Minor, Major or Serious), email to parents using the corresponding template and attach regulation file.			
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4.3. Flowchart of No case to answer and Poor academic Practice (PAP) process



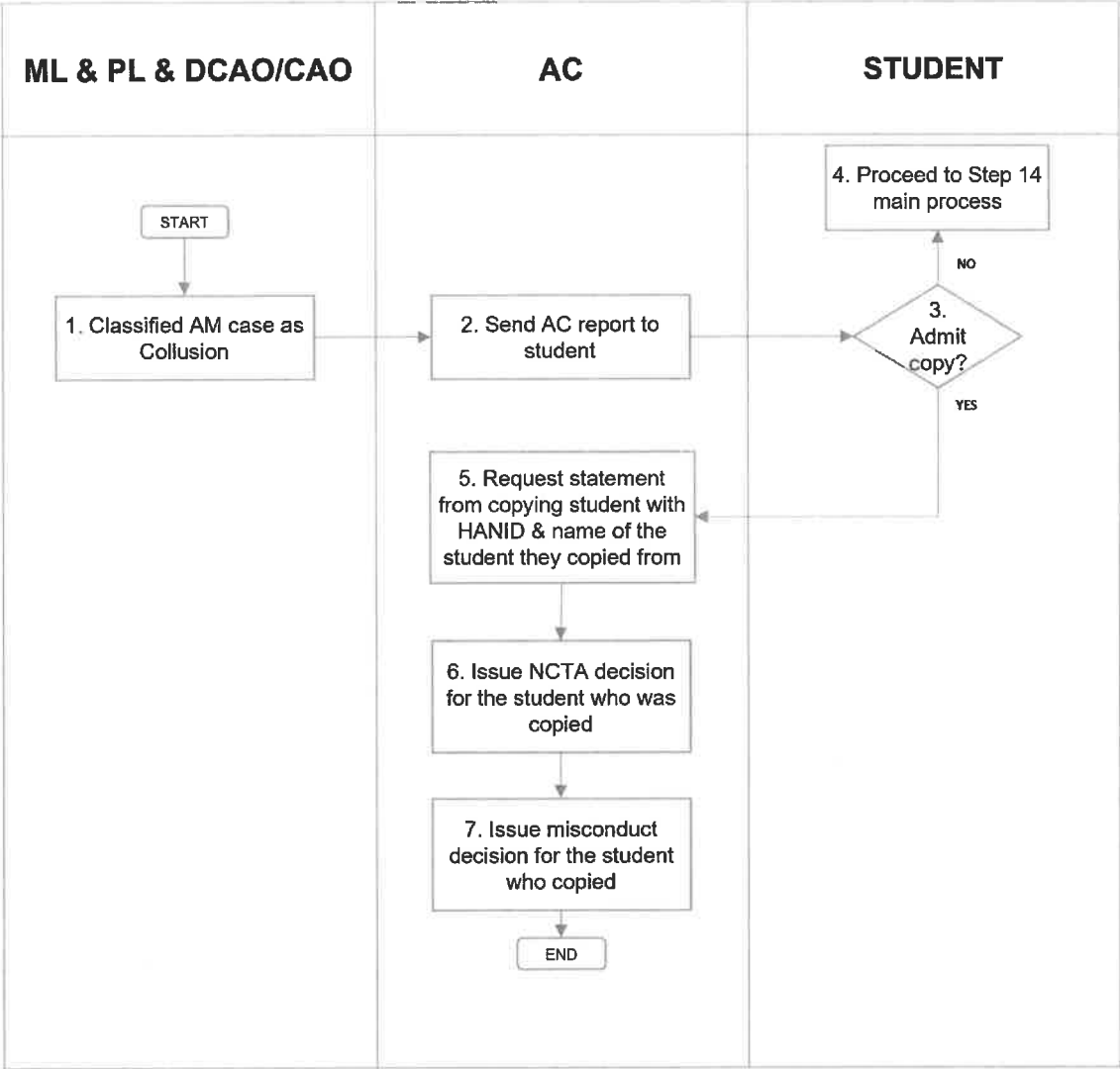


4.4. Roles & responsibilities:

<b>Step</b>	<b>Process Activities</b>	<b>Turnaround time</b>	<b>Output</b>	<b>PIC</b>
1	AM panel/PL or ML depends on stage of the AM procedure, determined that the case is not Academic Misconduct. - If it is Poor Academic Practice, mote to step 2 - If it is No case to answer, move to step 4		Decision	AM panel, ML, PL
2	PAP is not AM but still need to record			AM panel, ML, PL
3	No case to answer shall not be recorded			ACO
4	Record the PAP case in history of student, not to count as instance but to know how many times student got PAP. Then prepare decision letter for PAP		Decision	AM panel, ML, PL
5	Prepare decision letter for No case to answer		Decision	ACO
6	CAO/DCAO sign the letter		Signed decision	CAO/DCAO
7	Issue decision to student and inform related parties		Email to student	ACO
8	Students receive the decision.		Email to	Student

	Appeal is not available because there is no sanction.		student	
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4.5. Flowchart of Collusion process





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4.6. Roles & responsibilities:

Step	Process Activities	Turnaround time	Output	PIC
1	ML & PL & DCAO/CAO classified AM case as Collusion			
2	AC send report to student			ACO
3	Student admit to copying from other student(s) – If no, go to 4 – If yes, go to 5			Student
4	Proceed to Step 14 main process in 4.1 flowchart			
5	AC request statement from copying student with HANID & name of the student they copied from		Statement with HANID & name	
6	AC issue NCTA decision for the student who was copied		NCTA decision	ACO
7	AC issue misconduct decision for the student who copied - Email to EO to inform about student AM decision - Email to parents using the corresponding template and attach regulation file.			ACO



**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	Confirmed by	Approved by
<p><i>Approved by emcu1</i></p> <p><b>Tran Duc Trung</b> Academic Compliance Manager</p>	<p><i>8/4/22</i></p> <p><i>[Signature]</i></p> <p><b>Vu Lan Anh</b> Head of Registry</p>	<p><i>[Signature]</i></p> <p><i>8/4/22</i></p> <p><b>Tony Summers</b> Deputy Chief Academic Officer</p>	<p><i>[Signature]</i></p> <p><i>12/4/22</i></p> <p><b>Christopher Jeffery</b> Chief Academic Officer</p>

**VI. RECORDS**

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Full student AM cases (AC Report, Decision letter, Admitting email, Letter to parents, Meeting minutes,	Soft/Hard copy	ACO	7 years

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ect.)			
Academic Conduct summary	Soft copy	ACO	7 years

**VII. REFERENCES**

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Document Title

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