

ADMISSION POLICY

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1. PURPOSE

British University Vietnam (BUV) aims to provide education and training for all applicants who demonstrate the potential to benefit from its provision, in line with the specific entry requirements established for each programme.

It seeks to offer progression from school and further education to higher education, both undergraduate and postgraduate taught and research degrees, welcoming applicants from a range of diverse backgrounds.

The admissions process is designed to ensure that applicants possess the ability and aptitude to complete their studies successfully

2. SCOPE

The policy is developed to provide information for applicants, their parents or advisers, and for professional staff within BUV on the principles we apply to applications for undergraduate study. It outlines BUV's approach to a number of matters relating to the processing of applications, and explains the institutional, national and legal context within which the admissions function operates.

3. GENERAL PRINCIPLES

All admission procedures and criteria by which applicants are selected are fair, lawful, clear, explicit, open and consistently applied. They reflect BUV's Student Equal Opportunities & Diversity Policy and widen the participation mission of reflecting a diverse population of applicants. All procedures conform to the requirements of the current legislation and the relevant commitments at BUV as well as partner universities if applicable.

The entry requirements follow partner universities' guideline as well as comply with the Vietnamese Ministry of Education and Training (MOET) regulations and licenses.

Professional staff involved in the admission of students, including those of partner institutions, who give guidance to applicants and/or undertake admissions and enrolment duties, will be knowledgeable and competent in their roles. They operate to clear guidance and are supported by appropriate professional staff development. They have an

understanding of the educational and cultural differences of a diverse population of applies and knowledge of different routes into education and employment.

The applicant is responsible for ensuring that BUV is in receipt of all information required to allow the institution to make a decision on their application and that all information is accurate. Omission of relevant information, or supply of inaccurate information, may invalidate the application or the offer of a place. If this is identified after the registration as a student, the registration will be terminated immediately.

Applicants will be selected on the basis of their application, including evidence of qualifications and experience and, where appropriate, through the use of interviewing, auditions, portfolio evidence or other such mechanisms. Consideration will be given to the nature and the purpose of an interview, or any other selection method, the criteria to be used for selection and whether applicants are to be interviewed individually or in groups.

Information will be collected and used only in accordance with BUV's Data Protection Policy. All recruitment, admissions, enrolment and induction procedures will be regularly monitored for their effectiveness for all categories of applicants.

4. INFORMATION AND GUIDANCE

BUV will provide applicants with accurate, clear, relevant and accessible information and clear guidance to enable applicants to make informed decisions about their options prior to and during their programme of study. This will be achieved by:

- Holding advertised Open Days and other equivalent activities.
- Visiting Schools and holding visits by schools and colleges on site and providing talks at schools and colleges about entering higher education and studying at BUV.
- Providing free information and advice from suitably qualified members of professional staff to applicants.
- Providing access to information in suitable alternative formats for applicants with particular disabilities or with specific needs as appropriate.
- Providing specific programme information for every programme advertised in the prospectus via BUV website. This information gives details of programme content, entry requirements, fees, any other costs associated with the programme,

attendance, duration of study, location, and progression opportunities. Information provided will meet QAA requirements and will include, in addition to the above, information on modes of study, teaching, learning and assessment procedures, learning outcomes, the extent of flexibility and choice, financial support available and will also provide information on which programmes are accredited or approved by professional and statutory bodies. Information provided will also include the range of learner support, academic or pastoral, available for students, including study skills support, information technology and learning resources/library services, personal tutorial support, student welfare, counselling and health services, employment and careers services and personal development planning available.

- Responding to applicants' requests for advice made by telephone, email on social media or in person.
- Providing information on the facilities available on each campus for students with disabilities.
- Providing advice and guidance on opportunities for credit transfer and accreditation of prior learning.
- Ensuring that any alterations to programmes from earlier published information are communicated to applicants holding an offer. This may include closure of a programme, significant changes to cost, location, content and the status of a programme, including withdrawal or granting of validation by a professional or statutory body, or the failure of an advertised programme to gain approval or accreditation.

5. RECRUITMENT AND SELECTION PROCEDURES

BUV is committed to ensuring that selection policies and processes are transparent and are followed fairly, courteously, consistently, and promptly; that information concerning applicants remains confidential in line with BUV's Data Protection Policy.

BUV will ensure all admissions decisions are made by those equipped to make the required judgements.

Selection principles:

- Entry requirements are transparent and consistently used for all applicants when considering ability, aptitude, skills, qualifications and prior learning or experience (acquired in the workplace or elsewhere) that indicate their potential to succeed on the programme and are published in prospectuses, leaflets or through BUV website.
- Entry requirements of BUV own programme shall be reviewed upon changes in license or changes in the MOET regulations
- Entry requirements of partner universities shall be reviewed through their process and will be published in prospectuses, leaflets or through BUV website accordingly.

Admissions processes:

- Opportunity will be given on application forms, at any interviews or other selection activities, for applicants to draw attention to relevant qualifications, experience and other information that might support their application.
- Where programmes are full and/or waiting lists are held, or when programmes have to be closed for any reason, applicants will be informed immediately with the offer of alternative programmes wherever possible.
- Every reasonable adjustment will be made to support applicants who have disclosed a physical or sensory disability or specific learning need. On the application form, at any interview or during other selection activity, applicants will be encouraged to disclose any disabilities or specific learning needs, in order for us to discuss their needs and put adjustments in place prior to arrival.
- Applicants with a criminal conviction will be able to be selected in accordance with effective laws and regulations but need to declare the criminal record.
- Applicants under 17 years old are admitted only after consultation with parents or guardians and with school or local education authority representatives as appropriate.
- BUV will carry out checks on documents supplied by applicants to establish authenticity in order to guard against fraudulent applications.

Interviewing and assessment

- Where applicable, applicants receive clear information on requirements for interviews, auditions, portfolios or any form of assessment applied during the

application process. Interviews, auditions and assessments are conducted and evaluated in a standardised manner for the programme.

- Decisions and the reasons for the decisions, are recorded in writing.
- There is a clear structure for each interview, or other selection method, and these are conducted against pre-determined criteria.
- Where an applicant is perceived as unsuitable for a particular programme then, wherever possible, they are referred to other appropriate programmes.

Making offers

- Offer Letter is made as promptly as possible. Clear information is provided to the successful applicant on:
 - o any conditions attached to the offer;
 - o what the applicant has to do next and by when.
- Clear information should be given to applicants who do not meet the required entry criteria specified in the offer regarding their options and what action to take.
- Prompt and clear feedback is given to applicants who have not been offered a place, when requested, and advice about alternatives and future options will be given, as appropriate.
- Where offers have been made on the basis of fraudulent information, BUV reserves the right to withdraw the offer or withdraw the student if enrolled.

English Language Requirements

- As all teaching, learning and assessment at BUV is through the medium of English, all applicants will be required to demonstrate that they meet the required level of English language competency for their desired programme of study.
- Applicants whose first language is not English are required to have a recognised English language qualification, such as IELTS (International English Language Testing System), or equivalent at the appropriate level for the programme of study for which they wish to be considered. The equivalent qualifications are outlined on the BUV website.
- Each programme states an overall IELTS score (or equivalent) together with any individual element requirements, as and where appropriate.

- In case an applicant's English language competency is below that necessary for their intended programme of study, they are required to successfully undertake a pre-sessional English language programme prior to being enrolled on their programme.

Requirements for foreign students

- Applicants who are not Vietnamese citizens wishing to gain admission to BUV must have appropriate documents to remain in Vietnam and satisfy immigration requirements in force at the time of entry onto the programme.
- Applicants who are not Vietnamese citizens also need to submit other legally required documents, such as original copy of health check report, as a condition of the Offer Letter.

6. MONITORING AND REVIEW

BUV will monitor and regularly review its policies and procedures to ensure that they continue to support BUV's mission and strategic objectives, that they remain current and valid in the light of changing circumstances and that they meet all external requirements, including adherence to equality legislation.

To monitor its Admissions Policy, BUV will:

- Provide opportunities for students to inform BUV as to their experience of the application process through a survey. This will be carried out in partnership with the Student Association Committee (SAC), through a range of mechanisms, including the Student and Staff Liaison Committee (SSLC), through student surveys and other evaluation mechanisms, as appropriate.
- Monitor any complaints received and take immediate action if deemed necessary.
- Consider the effect of the Admissions Policy, and in particular the operation of programme entry criteria, when annually reviewing against the relevant benchmarks, (learner success rates and progression, retention, withdrawal and non-completion data) as appropriate.
- Review data regarding applications, offers made, the take-up of offers and successful completion where relevant, in order to inform future recruitment and curriculum development.

- Review its policies in relation to changing patterns in the applicant market, changes in the nature of the main qualifications offered by applicants and the demand for modes of study.
- Monitor admission procedures across schools and subjects, where relevant.
- Monitor the application of admission policies and procedures to programmes provided by collaborative arrangements with partner institutions.
- Monitor success rates of students with advanced standing and accreditation of prior learning or experience.
- Review recruitment materials and any pre-entry information and activities.

7. STAFF DEVELOPMENT

BUV is committed to ensuring that all those involved in recruitment and admissions are competent to undertake their roles and responsibilities.

Staff development and training sessions are held for professional staff involved in admissions in order to update knowledge and expertise in the light of changing circumstances.

8. COMPLAINTS ABOUT ADMISSIONS PROCESS

All professional staff contributing to the admissions process must be familiar with BUV's complaints procedure.

An applicant cannot complain or appeal where this is a disagreement with the judgement of an admissions decision, in assessing the merits of application, or in reaching a decision on entry, which has been reached in accordance with the published criteria and processes contained in this policy and applicable laws.

Where an applicant has a reason to believe that their application has not been handled fairly, objectively or in accordance with the procedures described above, they should write to the Admission Committee setting out their reasons. The Admission Committee will then review the handling of the application in the light of the student's written statement and report, if necessary, to partner university in charge person or Appeal Committee. The Appeal Committee or partner university in charge person may confirm or rescind an earlier

decision in the light of this report and will send a written reply to the student. This decision shall be final.

The applicant may consult a representative of the Student Association Committee (SAC) for guidance on this procedure.