

## DEGREE MANAGEMENT POLICY

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## **CHAPTER I: GENERAL PROVISIONS**

### **1. PURPOSE**

This policy provides guidance for management of higher education degrees and certificates of British University Vietnam, including contents and languages on degrees and certificates and appendices thereof; printing of blank degrees and certificates; management of degrees and certificates; issuance, amendment, revocation and annulment of degrees and certificates; and issuance of copies of degrees and certificates based on the master degree/certificate registers.

### **2. SCOPE**

This Policy applies to undergraduate and postgraduate training programmes of British University Vietnam (BUV), excluding collaborative programmes with international partners.

### **3. RULES FOR MANAGEMENT AND ISSUANCE OF DEGREES AND CERTIFICATES**

- Degrees and certificates shall be under uniform management; BUV may exercise autonomy and shall take responsibility for their own actions in terms of the management and issuance of degrees and certificates in accordance with effective rules and regulations of the Vietnamese Ministry of Education and Training (MOET).
- A degree or certificate shall be issued only once, excluding cases where degree or certificate can be re-issued in accordance with effective rules and regulations of MOET.
- All acts of fraudulence in issuance and use of certificates and degrees are prohibited.

Degrees and certificates shall be issued with transparency.

### **4. RIGHTS AND OBLIGATIONS OF DEGREE/CERTIFICATE HOLDERS**

- A degree/certificate holder has the right to:
  - Request BUV to issue the degree or certificate promptly; ensure information on the degree or certificate is accurate and adequate; and reissue the degree or certificate or amend contents thereof according to regulations in this policy.
  - Request BUV to issue a copy of the degree or certificate based on the original book of record when necessary.
- A degree/certificate holder has the obligation to:

- Provide accurate and adequate information to be written on the degree or certificate to BUV.
- Review the information written on the degree or certificate before signing to acknowledge receipt of the degree or certificate;
- Provide a letter of authorization as regulated if the degree or certificate is received by another person;
- Protect the degree or certificate; neither erase nor alter any content written on the degree or certificate nor allow another person to use it;
- Use the degree or certificate together with the decision on amendment to the degree or certificate after such amendment;
- Inform BUV and nearest public security authority upon loss of the degree or certificate;
- Return the degree or certificate to BUV in its revocation within 30 days starting from the date of receipt of the revocation decision. In case the degree or certificate is lost, draw up a written confirmation of such loss and be held accountable to the law for the confirmed contents.

## **5. RESPONSIBILITIES OF BRITISH UNIVERSITY VIETNAM**

- Responsibilities of British University Vietnam:
  - a. Review and fill in contents of degrees and certificates precisely and adequately. Request degree/certificate holders to confirm their inspection of such content, confirm requests for information amendment and provide grounds for such requests;
  - b. Compile and retain dossiers on issuance and management of degrees and certificates according to regulations in this Policy;
  - c. Ensure accuracy and take responsibility for information in dossiers and original book of record;
  - d. Ensure facilities, equipment and prevention of fires and explosions to preserve degrees, certificates and issuance dossiers.
- Responsibilities of Vice Chancellor and President:
  - e. Promulgate the policy on preservation, retention, use and issuance of degrees and certificates by BUV. Such policy must specify the responsibility of each unit and individual and sanctions against violations;

- f. Organise printing and issuance of degrees and certificates according to this policy and effective rules and regulations of MOET;
- g. Revoke and annul degrees and certificates according to this policy and effective rules and regulations of MOET;
- h. Issue copies of degrees and certificates based on original book of record according to this policy and effective rules and regulations of MOET;
- i. Issue appendices to higher education degrees together with such degrees;
- j. Verify degrees and certificates upon requests from regulatory bodies, organizations and individuals;
- k. Amend contents of degrees and certificates as prescribed in this policy; reissue degrees and certificates according to effective rules and regulations of MOET;
- l. Be individually answerable to supervisory authorities and the law for management and issuance of degrees and certificates.

## **6. DEGREES AND CERTIFICATES OF BRITISH UNIVERSITY VIETNAM**

A degree will be awarded to learners upon successful completion of an undergraduate or postgraduate programme, achievement of outcome standards of the qualification as regulated and fulfillment of learner's obligations and responsibilities.

A certificate will be granted to learners to acknowledge their learning results upon successful completion of a training or refresher course to improve their academic or professional qualification or conferred on candidates of a certification examination as prescribed by the Minister of Education and Training.

Degrees of British University Vietnam includes:

- Bachelor degrees;
- Master degrees;
- PhD degrees;

Training certificate (according to the training programmes approved by BUV and relevant authorities).

## **7. CONTENTS ON DEGREES AND CERTIFICATES AND APPENDICES THEREOF**

Contents on degrees, certificates and appendices follow effective legal regulations of the Ministry of Education and Training stipulating the main content written on higher education degrees & degree appendices.

## **8. LANGUAGES ON DEGREES AND CERTIFICATES**

Degrees and certificates shall be written in Vietnamese & English. The contents in English must hold equivalent meaning to the contents in Vietnamese; and the font size of the writing in English shall be smaller than that of the Vietnamese.

## **9. DEGREE CERTIFICATE MANAGEMENT COMMITTEE OF BRITISH UNIVERSITY VIETNAM**

When required, The Degree Certificate Management Committee of British University Vietnam shall be formed by representatives of 3 departments: Legal Compliance, Academic Compliance & Central Academic Information Services under supervision of Head of Registry. The Degree Certificate Management Committee is responsible for management of blank degree papers, holograms and security papers to assure the security, identification, and anti-forgery of the degree; and deal with cancelation of degrees, certificates and transcripts due to printing & usage errors. The formation, structure and process of Degree Certificate Management Committee of British University Vietnam shall be regulated and approved by Vice Chancellor and President as part of this Policy.

## **CHAPTER II: PRINTING AND MANAGEMENT OF BLANK DEGREES AND CERTIFICATES AND MANAGEMENT OF ISSUANCE OF DEGREES AND CERTIFICATES**

### **10. PRINTING BLANK DEGREES AND CERTIFICATES**

- BUV has the right to design specimens and print blank higher education degrees and include BUV logo, print pattern and appropriate anti-forgery methods on degree & certificates, in accordance with effective rules and regulations of MOET.
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- BUV's Vice Chancellor and President shall approve, and Legal Compliance department send the degree/certificate specimen to the Ministry of Education and Training for reporting.

After at least 30 working days from the date of reporting, BUV shall announce the specimen on the website, before organising printing of blank degrees or certificates.

- Based on the degree/certificate specimen approved by BUV's Vice Chancellor and President, Central Academic Information Services team is responsible for coordinating with relevant departments in organizing the printing of degrees and certificates according to regulations.
- The printing of blank degrees and certificates comply with the process of printing, preservation and usage of blank degrees and certificates.
- Responsibilities of BUV's departments:
  - Central Academic Information Services (CAIS):
    - ✚ To take responsibility for organising the printing, preserving and distribution of degrees, academic certificates and transcripts;
    - ✚ Prepare management dossiers for the printing of blank degrees and certificates according to regulations of the Ministry of Education and Training;
  - Finance & Accounting Department: Coordinate with relevant departments to estimate and pay for activities related to printing blank degrees, printing and issuing degrees and certificates.
  - Legal Department: Report to MOET the design of BUV degree certificate and transcript, usage of degree on annual basis, guidance and consultation of other department in printing, preserving and distribution of degrees, academic certificates and transcripts.

## **11. MANAGEMENT OF BLANK DEGREES AND CERTIFICATES**

CAIS is fully responsible for the following activities:

- Manages blank degrees and certificates properly with sufficient record. Ensures facilities and equipment are organised to preserve blank degrees and certificates; Prepares dossiers for management of issuance, usage, revocation and annulment of blank degrees and certificates. Informs Head of Registry, Academic Compliance Manager and Legal Compliance Manager when degrees and certificates are stolen or damaged.
- Ensures that blank degrees and certificates have serial number and reference number for management. Serial number shall be natural numbers assigned in a continuous and



ascending manner upon printing; Ensures serial number of each type of degree or certificate are distinguishable and printing location is identifiable. Each code shall be written on a single blank degree or certificate.

- Ensure the arrangement of facilities, equipment, fire and explosion prevention to preserve & secure degrees and certificates as well as dossiers of issuance & management of degrees and certificates;
- Prepare management documents for issuance, usage, revocation and annulment of degrees & certificates and archives them in accordance with the regulations of the Ministry of Education and Training;
- Appoint full-time staff to manage and perform the issuance of degrees and certificates; Take personal responsibility before the Senior Leadership Team and before the law for the management and issuance of degrees and certificates.

For blank degrees and certificates that are damaged, incorrectly written, of a poor quality or have fallen into disuse due to change of specimen, the Degree Certificate Management Committee shall follow legal procedure to deal with. Records of disposal must be added to dossiers for monitoring and management.

In case a blank degree or certificate is lost, the Degree Certificate Management Committee shall make a record of the incident, immediately inform the nearest public security authority, and report to the supervisory authority and the Ministry of Education and Training.

## **12. MANAGEMENT OF ISSUANCE OF DEGREES AND CERTIFICATES**

- Central Academic Information Service team is fully responsible for management of the original book of record:
  - Creating an original book of record using the prescribed specimens by MOET which shall include full information on degree/certificate holders; degree/certificate serial numbers and reference numbers.
  - If a degree or certificate is amended or reissued, an appendix recording the change to the degree or certificate must be included in the original book of record.
  - Original book of record must be compiled with precision, have their pages numbered, stamped and be strictly managed and permanently retained.
  - Erasure of information in original book of record is prohibited.

- Manage the original book of record entries of degrees & certificates of British University Vietnam;
- Central Academic Information Service team is responsible for issuance, revocation and annulment of degrees & certificates in collaboration with Academic Compliance and Legal Compliance:
  - Check and compare accurately and fully the information written on the degrees & certificates;
  - Send the tentative information on the degree to the degree holders so that the degree holders can check the accuracy of the information before graduation confirmation.
  - Ensure the accuracy of the information in the dossier and in the original book of record entries of degrees & certificates;
  - Organise the issuance of degrees & certificates on time according to the regulations of the Ministry of Education and Training;
  - Revocation and annulment of degrees & certificates in accordance with regulations of the Ministry of Education and Training
  - Preserve and secure the degrees when students have not come to collect their degrees & certificates yet;
  - Issue copies of degrees from the original book of record entries of degrees & certificates as regulated in regulations of the Ministry of Education and Training;
  - Verify the authenticity of degrees & certificates at the request of agencies, organisations and individuals.
  - Modify the content of degrees & certificates in accordance with effective laws and regulations of the Ministry of Education and Training;

The above-mentioned responsibilities shall be regulated in detail process of each task with approval of Chief Academic Officer, comply with this Policy and effective rules and regulations of MOET.

- Original book of record entries shall be assigned consecutive natural numbers in ascending order for each year, from January 01 to December 31 inclusive; ensure references numbers for each type of degree or certificate are distinguishable from year of issuance. Each serial number shall be written on a single degree or certificate.

- In case a degree or certificate signed and stamped by a competent person is lost before it is conferred on its holder, the person or department that is responsible for such loss shall draw up a record, immediately inform the Legal Compliance Manager who will report to local police authority and the Ministry of Education and Training.

### **13. REPORTING PRINTING AND MANAGEMENT OF BLANK DEGREES AND CERTIFICATES AND MANAGEMENT OF DEGREES AND CERTIFICATES**

Central Academic Information Services is responsible for providing information to Legal Compliance department for reporting the printing and management of blank degrees and certificates and management of degrees and certificates: Before December 31 of every year, it shall report quantity of blank degrees and certificates printed (if any); quantity of blank degrees and certificates used and quantity of degrees and certificates issued within the year to the Ministry of Education and Training.

## **CHAPTER III: ISSUANCE, REISSUANCE, AMENDMENT, REVOCATION AND ANNULMENT OF DEGREES AND CERTIFICATES**

### **14. AUTHORITY IN ISSUANCE OF DEGREES AND CERTIFICATES**

- BUV's Vice Chancellor and President issues Bachelor's, Master's and Doctoral degrees.
- BUV's Chief Academic Officer issues certificate to certificate holders as regulated

### **15. CONDITIONS FOR ISSUANCE OF DEGREES AND CERTIFICATES**

- A degree will be conferred to learners upon successful completion of an undergraduate or postgraduate programme with achievement of outcome standards of the qualification as regulated and fulfillment of learner's obligations and responsibilities
- A certificate will be granted to learners to acknowledge their learning results upon successful completion of a training or short course to improve their academic or professional qualification (in accordance with the training programmes approved by BUV & relevant authorities).

### **16. TIME LIMIT FOR ISSUANCE OF DEGREES AND CERTIFICATES**

- Time limits for issuance of degrees are as below and subject to changes in regulations of Ministry of Education and Training:

- Within 30 days from the date on which the decision of university graduation recognition issued;
  - Within 30 days from the date on which the decision on master graduation recognition and master's degree conferment is issued;
  - Within 30 days from the date on which the decision on doctorate recognition and conferment is issued.
- Time limit for issuance of certificate is no later than 30 days from the date of completion of a training or refresher course to improve academic or professional qualification or the date of certification examination.
- While awaiting degree conferral, learners eligible for a degree shall receive a temporary certificate of graduation from the educational institution where they completed their study or training. BUV's Vice Chancellor and President shall stipulate specimens of temporary certificates of graduation for eligible learners.

## **17. REISSUANCE OF DEGREES AND CERTIFICATES**

- If an issued degree or certificate is found to have been wrongly written by BUV, the University shall reissue the authentic copy of the degree or certificate
- BUV's Vice Chancellor and President has the power to reissue degrees and certificates.
- Procedures for reissuance of degrees and certificates:
  - The person who requests a degree or certificate to be reissued shall apply in writing to BUV. The application shall consist of a letter of application for reissuance; the degree or certificate to be reissued; and documentary evidences proving the degree or certificate was incorrectly written by the issuing authority;
  - Within 05 working days from the date of receipt of the valid application, BUV shall decide on reissuance of such degree or certificate, and send a written explanation to the applicant if the application is rejected;
  - If the specimen of the issued degree or certificate is no longer in use, BUV shall use the applicable specimen to reissue the degree or certificate.

## **18. AMENDMENT TO CONTENTS OF DEGREES AND CERTIFICATES**

- A person awarded a degree or certificate has the right to request amendment to the contents written on such degree or certificate in accordance with effective law and regulation at the time of request.
  
- The application shall include:
  - A letter of application for amendment to contents of the degree or certificate.
  - The degree or certificate to be amended.
  - Legally eligible evidence according to effective laws and regulations at the time of request.
  
- Procedures for amendment to the contents of a degree or certificate:
  - The applicant submits 01 (one) application prescribed in Clause 1 herein in person or by post to BUV.
  - Within 05 working days from the date of receipt of the valid application, BUV shall decide on amendment of the degree or certificate and send a written explanation to the applicant if the application is rejected.
  - A degree or certificate shall only be amended upon an amendment decision by Vice Chancellor and President; direct amendment to a degree or certificate is prohibited. The amendment decision must be retained in the issuance dossier of such degree or certificate.
  
- Basic contents of a decision on amendment to contents of a degree or certificate include:
  - Last name, middle name, first name; and date of birth of the degree/certificate holder (as written on the issued degree or certificate);
  - Name, code and issuance date of the degree or certificate;
  - The content(s) to be amended;
  - Amendment reason;
  - Effect and implementing responsibility.

## **19. REVOCATION AND ANNULMENT OF DEGREES AND CERTIFICATES**

- A degree or certificate will be revoked and annulled in accordance with applicable laws and regulations at the time of consideration, such as:
  - Fraudulence in admission, academic performance, examination or defense of the graduate project, thesis or dissertation, or in application for conferral of the degree or certificate;
  - The degree or certificate was granted to an ineligible person;
  - The degree or certificate was not issued by a competent person;
  - There is unauthorized amendment to the degree or certificate;
  - The degree or certificate is used by another person.
  - An error from BUV.
  
- BUV's Vice Chancellor and President shall issue decision on revocation and annulment of a degree or certificate. The decision must contain the reason for such revocation and annulment; be posted on the portals of BUV; sent to the holder of the revoked degree or certificate, the inspecting authority which has detected the violation (if any), the workplace of the holder (if any) and relevant regulatory bodies and organizations.

## **20. ANNOUNCEMENT OF ISSUANCE OF DEGREES AND CERTIFICATES ON PORTALS**

Central Academic Information Services is responsible for:

- Developing a database for management of degrees and certificates conferred on learners to announce degree and certificate issuance.
- Cooperating with Marketing and Communications Department, Legal Department & Academic Compliance Office to publish information regards issuance of degrees & certificates. Information to be announced includes name of the degree or certificate; last name, middle name, first name and date of birth of degree/certificate holders; code and register entry number; and date of issuance.
- Marketing and Communications department is responsible for announcing the issuance, amendment, revocation and annulment of degrees and certificates on BUV website.

The announced information must be consistent with that in original book of record, and regularly updated and uploaded onto the BUV website; ensure ease of management, access and searching and compliance with regulations of laws.

- Announcement of issuance, amendment, revocation and annulment of degrees and certificates on portals is also required for degrees and certificates issued before the date this Regulation comes into force.

## **CHAPTER IV: COPIES OF DEGREES AND CERTIFICATES BASED ON ORIGINAL BOOK OF RECORD**

### **21. ISSUANCE OF COPIES OF DEGREES AND CERTIFICATES BASED ON ORIGINAL BOOK OF RECORD.**

- The Central Academic Information Services is responsible for managing the original book of record and issuing copies of degrees or certificates based on the original book of record.
- In case the specimen of a copy of a degree or certificate is no longer in use at that time, the Central Academic Information Services shall use the applicable specimen to issue a copy of the degree or certificate to learners.
- Contents of copies of degrees and certificates based on original book of record must be consistent with those in original book of record.

### **22. LEGAL VALUE OF COPIES OF DEGREES AND CERTIFICATES BASED ON ORIGINAL BOOK OF RECORD.**

- Copies of degrees and certificates based on original book of record may be used in place of authentic copies in transactions unless otherwise provided for by law.
- If there is any evidence proving that a copy of a degree or certificate is forged or invalid, the regulatory body or organization receiving the copy shall request the person possessing the copy to present the authentic copy for comparison or verification.
- The Central Academic Information Services is responsibility for issuance of copies of degrees. Copies of degrees and certificates based on original book of record may be issued together with the authentic copies or after the authentic copies are issued.

### **23. PERSONS ENTITLED TO REQUEST ISSUANCE OF COPIES OF DEGREES AND CERTIFICATES BASED ON ORIGINAL BOOK OF RECORD**

Persons entitled to request copy issuance include:

- The holder of the authentic copy of the degree or certificate.

- The legal or authorized representative of the holder of the authentic copy of the degree or certificate.
- Parents, children; spouse; biological siblings; and other heirs of the holder of the authentic copy of the degree or certificate in case the holder is deceased.

## **24. PROCEDURES FOR ISSUANCE OF COPIES OF DEGREES AND CERTIFICATES BASED ON ORIGINAL BOOK OF RECORD.**

- An application for issuance of copies consists of:
  - A letter of application for issuance of copies which includes information on the issued degree or certificate.
  - A certified true copy of an unexpired identity card or passport of student.
  - If the applicant is not student his/herself, they must present the letter of authorization (if authorised) or documentary evidence proving their relationship with the holder of the authentic copy of the degree or certificate.
  - If the application is sent by post, the applicant must include certified true copies of the documents specified in Points a, b and c herein.
- Procedures for copy issuance:
  - The applicant submits 01 (one) application prescribed in Clause 1 to Central Academic Information Services of BUV.
  - Within 05 working days from the date of receiving the application prescribed in Clause 1, the Central Academic Information Services must issue the copy to the applicant.
- BUV shall issue the copy to the applicant based on the original book of record; and contents of the copy must be consistent with those retained in the original book of record. In case the original book of record is unavailable or missing information necessary for the copy to be issued or the application is rejected, BUV shall provide a written explanation to the applicant by the deadline prescribed in Point b Clause 2 herein.



## **25. COPY REGISTERS AND MANAGEMENT OF ISSUANCE OF COPIES OF DEGREES AND CERTIFICATES BASED ON ORIGINAL BOOK OF RECORD**

- Registers of copies of degrees and certificates issued based on original book of record (“copy registers”) must be compiled with precision, have their pages numbered, stamped and be strictly managed and permanently retained. Erasure of information in copy registers is prohibited.
- BUV shall record copy issuance in copy registers upon issuance of each copy; and assign each register entry number to a single copy of a degree or certificate issued to learners. Register entries shall be assigned consecutive natural numbers in ascending order for each year, from January 01 to December 31 inclusive; ensure register entry numbers for copies of each type of degree or certificate are distinguishable from year of copy issuance.

## **CHAPTER V: INSPECTION AND HANDLING OF VIOLATIONS**

### **26. INSPECTION**

- Academic Compliance Office cooperate with Head of Registry to inspect the printing, management, issuance and usage of blank degrees & certificates; as well as the printing, management & issuance of all degrees & certificates at BUV.
- Central Academic Information Services team shall assist and facilitate inspection.

### **27. HANDLING OF VIOLATIONS**

- Department(s) or individual(s) who commit violations against regulations on management and issuance of degrees, shall be administratively sanctioned according to regulations on sanctioning administrative violations in education. They also need to compensate for caused damage according to the provisions of civil law. Depending on the nature and seriousness of the violation, it may result in disciplinary action or criminal prosecution.
- If the individuals who perform the task of issuing copies of degrees from the original book of record violate the regulations on this policy and other legal documents due to negligence or intentional contravention, depending on the seriousness of their violations, they may be subjected to penalties, disciplinary action or criminal prosecution. If causing damage, they must compensate according to the provisions of law.

## **CHAPTER VI: IMPLEMENTATION ENFORCEMENT**

### **28. ENFORCEMENT**

This Policy's enforcement starts from the date of signing.

### **29. AMENDMENTS ON THE POLICY**

This policy consists of 6 chapters and 28 articles. During the implementation process, if it is necessary to amend to suit the actual situation, departments shall send their comments to the Academic Compliance Office for summary and submission to the Chief Academic Officer for consideration and decision.

### **30. RELATED POLICIES, PROCEDURES AND DOCUMENTS**