

DISCIPLINARY PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	Chief Academic Officer	
2.0	Academic Compliance Office	Chief Academic Officer	

## **1. PURPOSE**

This Procedure has been developed to support British University Vietnam (BUV) Academic Compliance Office, Disciplinary Committee and related parties in dealing Disciplinary cases of BUV students.

## **2. SCOPE**

The process documented in this Procedure encompasses the process of handling disciplinary cases of BUV students.

## **3. DEFINITIONS**

### **a. Abbreviations**

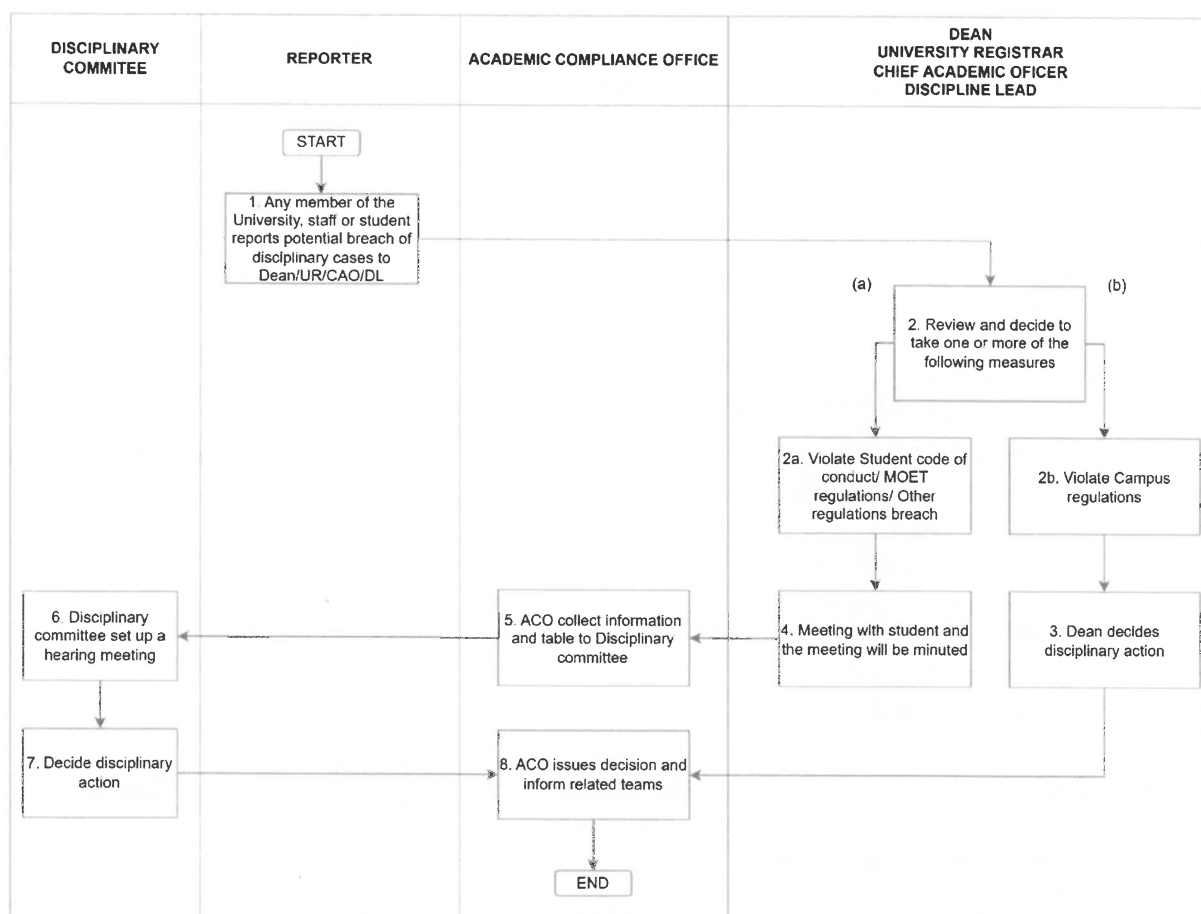
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
UR	University Registrar
DL	Discipline Lead
ACO	Academic Compliance Office

### **b. Breaches of Discipline:** Refer to Student Code of Conduct

## 4. PROCEDURES

### a. Flowchart



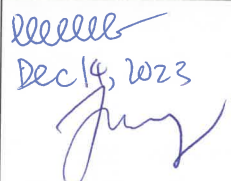
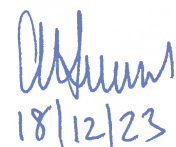
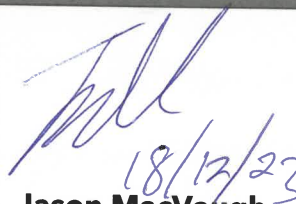

b. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Any member of the University, staff or student reports potential breach of disciplinary cases to Dean/UR/CAO/DL	Immediately after the incident take place	Report of the case	Peron who reports the case
2	Review and decide to take one or more of the following measures <ul style="list-style-type: none"> <li>• 2a. If student violates Student code of conduct/ MOET regulations/ Other regulations breach, go to Step 3</li> <li>• 2b. If student violates Campus regulations (Refer to Student Code of Conduct), go to Step 4</li> </ul>	As soon as the incident reported		Dean/UR/CAO/DL
3	Decide disciplinary action	As soon as the incident reported	Decision email	Dean
4	Meeting with student and the meeting will be minuted	3 days from Step 2	Meeting minutes	Dean/UR/CAO/DL
5	Collect information and table to Disciplinary committee	3 days from Step 4	Full case summary	ACO
6	Set up a hearing meeting Chair of disciplinary committee will advise whether SE and/or Legal should be involved in the case and Secretary of Senate will set up the hearing meeting accordingly.	5 working days from Step 5	Hearing meeting	Chair of Disciplinary committee
7	Decide disciplinary action	In the hearing meeting	Disciplinary decision	Disciplinary committee

8	Issue decision and inform related teams	1 working day from Step 7	Disciplinary decision	ACO
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## 5. APPROVALS

- Policy development or review will be endorsed by the University Registrar 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	Agreed by	Confirmed by	Approved by
 <b>Tran Duc Trung</b> Deputy University Registrar	 <b>Tony Summers</b> University Registrar	 <b>Jason MacVaugh</b> Dean (Higher Education)	 <b>Christopher Jeffery</b> Chief Academic Officer

19/12/23

## 6. RECORDS

Records (What)	Medium (How)	Responsibility	Retention Period
Full student Disciplinary case (Decision letter, report email, evidence, case summary, Meeting minutes)	Soft/Hard copy	AC	5 years

## 7. REFERENCES

Document Ref

07/2023/ACO/BUV-REGISTRY

Document Title

Disciplinary Procedure

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