

## MEETING ORGANISATION

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## DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	Chair of Senate	
2.0	Academic Compliance Office	Chair of Senate	

## 1. PURPOSE

This Procedure has been developed to support British University Vietnam’s Senate to organise meeting of the Senate and Committee.

## 2. SCOPE

This procedure is applied for British University Vietnam’s Senate.

## 3. DEFINITIONS

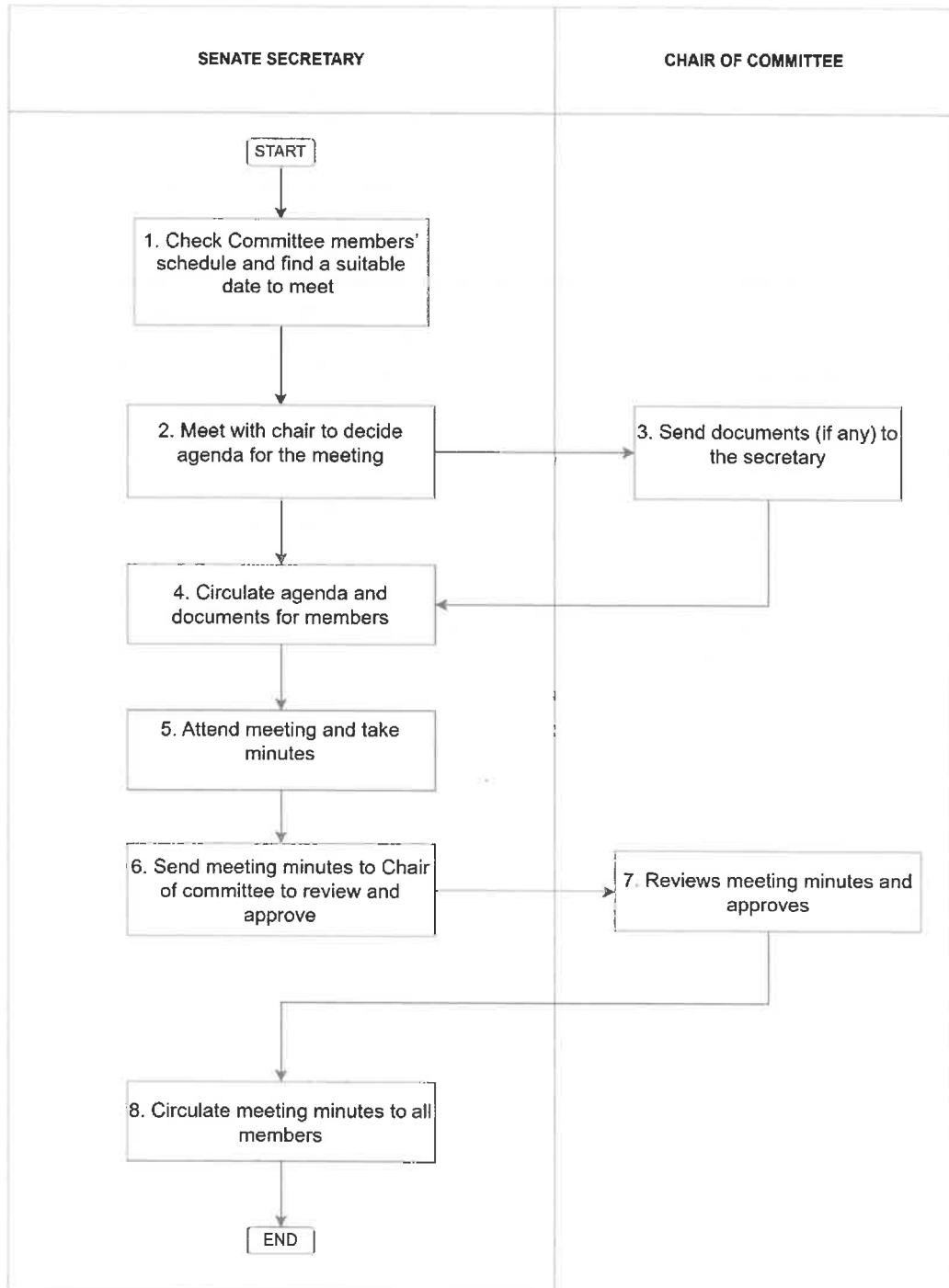
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam

**4. PROCESS**

4.1. Committee meeting organisation:

a. Flowchart

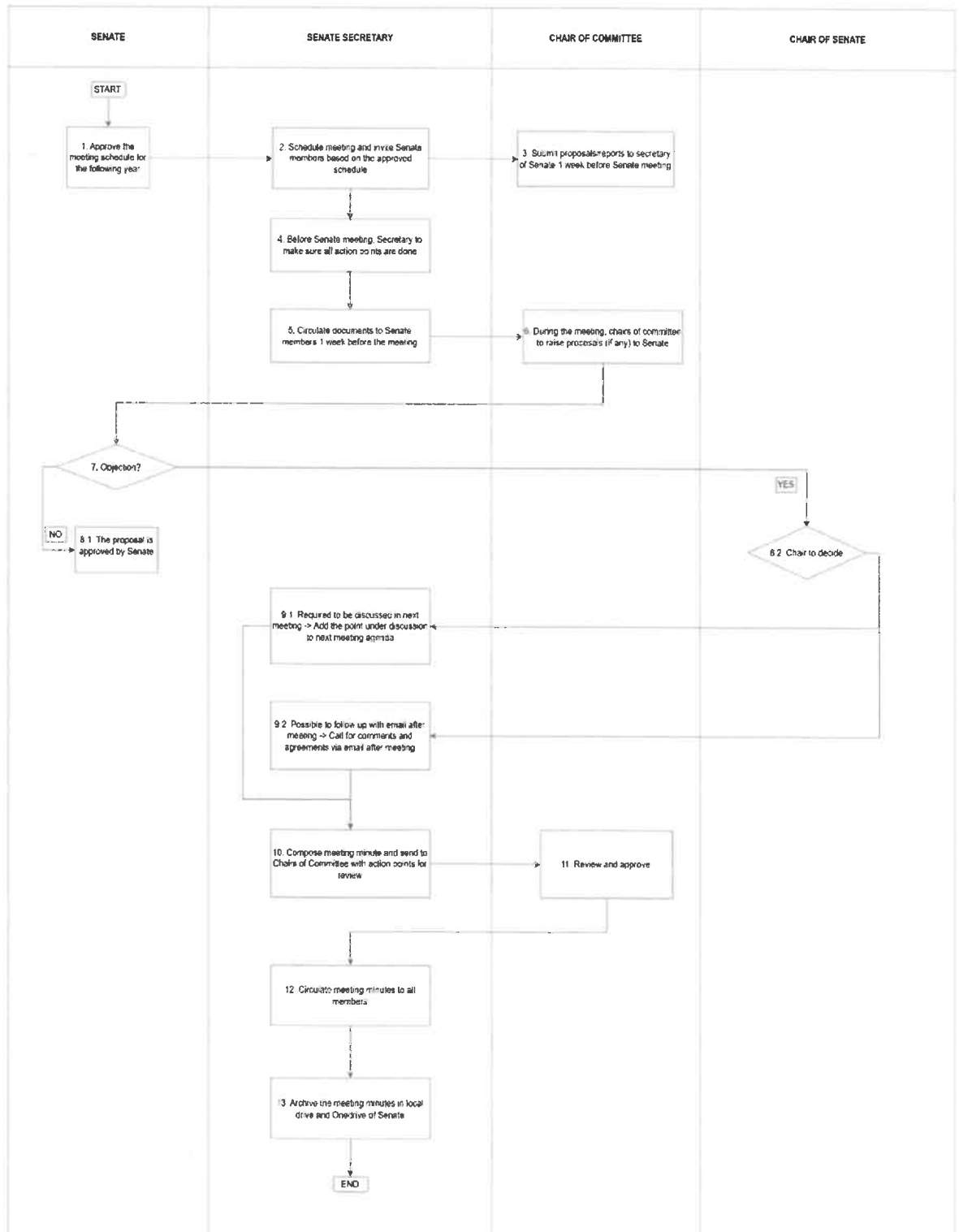


## b. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Secretary to check Committee members' schedule and find a suitable date to meet	1 week before committee timeline and 3 weeks before Senate (4 times per year).	Scheduled meeting	Secretary
2	Secretary to meet with chair to decide agenda for the meeting	1 week before committee meeting	Agenda	Secretary
3	Chair of Committee to send necessary documents (if any) to the secretary	1 week before committee meeting	Documents	Chair of Committee
4	Secretary to circulate agenda and documents for members	1 week before committee meeting	Notification email	Secretary
5	Secretary to attend meeting and take minutes	During the meeting	Draft minutes	Chair of committee
6	Secretary to send meeting minutes to Chair of committee to review and approve	1 week after committee meeting	Draft minutes	Secretary
7	Chair to review meeting minutes and approve	1 day from Step 6	Approved meeting minutes	Secretary
8	Secretary to circulate meeting minutes to all members	1 day from Step 6	Email after meeting	Secretary

4.2. Senate meeting organisation:

a. Flowchart






## b. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	During the Senate Meeting October Semester, Senate to approve the meeting schedule for the following year	By the end of the previous year	Schedule on outlook	Senate
2	Secretary to schedule meeting and invite Senate members based on the approved schedule	By the end of the previous year	Invitation email	Secretary
3	Chairs of committee submit proposals/reports to secretary of Senate 1 week before Senate meeting	1 week before Senate meeting	Reports from committees	Chair of committee
4	1 week before Senate meeting, Secretary to make sure all action points are done	1 week before Senate meeting	Previous Senate minutes check	Chair of Senate
5	Secretary to circulate documents to Senate members 1 week before the meeting	1 week before Senate meeting	Email	Chair of Senate
6	During the meeting, chairs of committee to raise proposals (if any) to Senate	During the meeting	Proposal	Chair of committee
7	Objection presented? - If No go to 8.1 - If Yes go to 8.2	During the meeting		Senate
8.1	There is no objection, the proposal is approved by Senate - Go to Step 10	During the meeting	Approved proposal	Chair of Senate
8.2	Chair of Senate decides - If it is required to be discussed in next meeting, go to 9.1 - If it is possible to follow up with email after meeting, go to 9.2	During the meeting	Email from Chair of Senate	Chair of Senate
9.1	Secretary to add the point under discussion to next meeting agenda	Right after the meeting	Next meeting agenda	Chair of Senate
9.2	Secretary to call for comments and agreements via email after meeting	1 week after the meeting	Email after meeting	Chair of Senate
10	Secretary to compose meeting minute and send to Chairs of Committee with action points for review	1 week after the meeting	Draft meeting minute	Secretary
11	Chairs of Committee to review and approve	1 day after step 10	Approved meeting minute	Secretary
12	Secretary to circulate meeting minutes to all members	1 day after step 11	Approved meeting minute	Secretary
13	Secretary to archive the meeting minutes in local drive and Onedrive of Senate	1 day after step 11	Approved meeting minute	Secretary

**5. APPROVALS**

- a. Policy development or review will be checked by Vice Chair of Senate and confirmed by Chair of Senate prior to implementation and execution.
- b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- c. This document is approved and effective from the date of signing:

Prepared by	Checked by	Checked by	Confirmed by
 16/11/23 <b>Tran Thu Thao</b> Secretary of Senate	 <b>Hoang Linh Chi</b> Senior Officer, Academic Compliance Office	 12/11/23 <b>Tran Duc Trung</b> Vice-chair of Senate	Approved via email Nov 17, 23  <b>Maren Viol</b> Chair of Senate

**6. REFERENCES**

<u>Document Ref</u>	<u>Document Title</u>
001/2023/SENATE/BUV-SENATE	Meeting organisation

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