

ACADEMIC SCHOLARSHIP PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	

1. PURPOSE

This procedure has been developed to support British University Vietnam’s Academic & Student Operations Department in general and Admissions Office in particular to manage the process for annual academic scholarship selection. This documentation will provide a formal standardised process for annual academic scholarship selection for departments of Academic & Student Operations & Admissions Office.

2. SCOPE

This process is applied for the following scholarships for first year students:

- 2 Founder Scholarships for University of London Programmers
- 4 Ambassador’s Scholarships for Staffordshire University Programmes
- 4 President’s Scholarships for Staffordshire University Programmes
- 4 Dean’s Scholarships for Staffordshire University Programmes

3. DEFINITIONS

a. Abbreviations

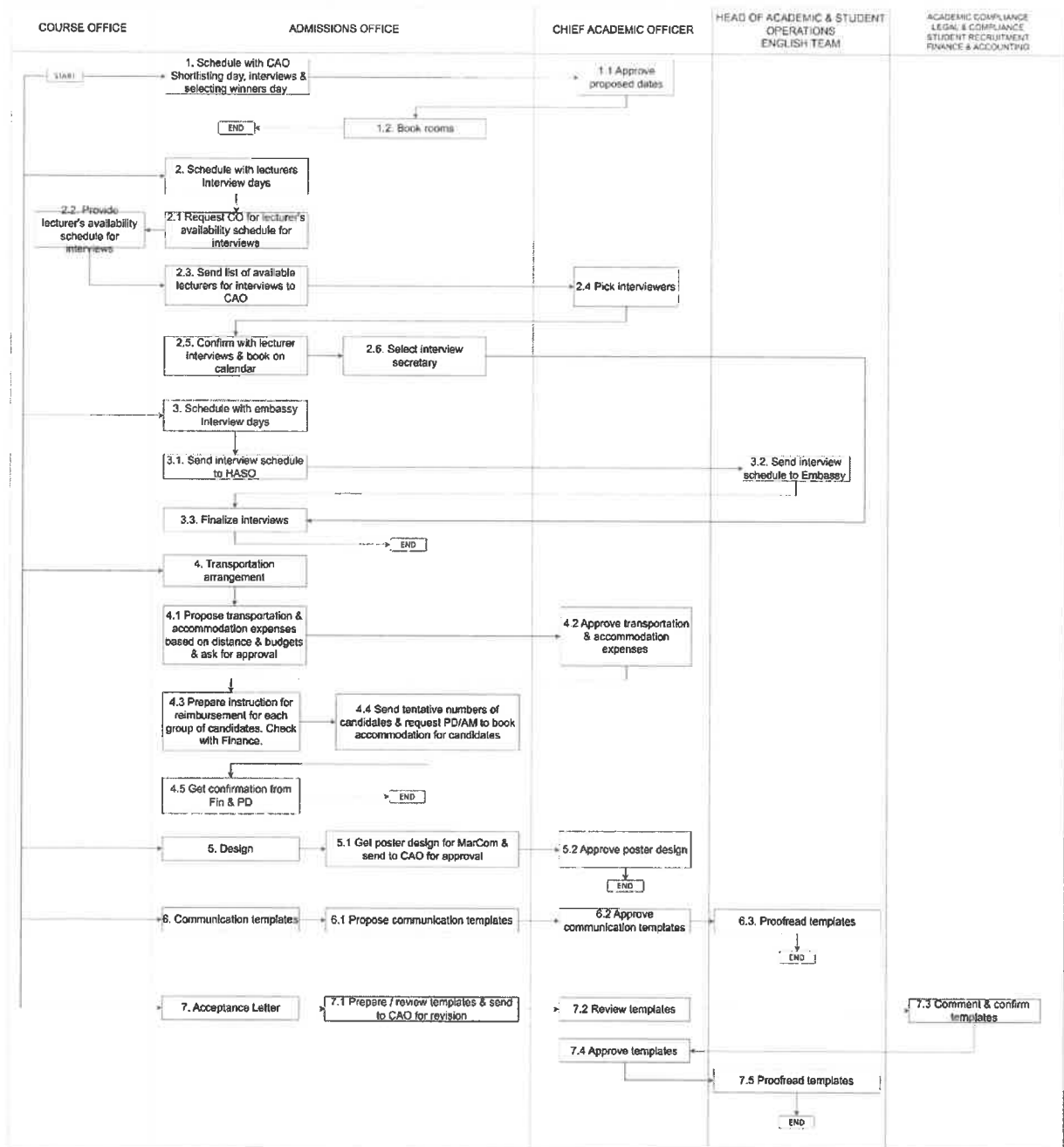
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
HSAO	Head of Student & Academic Operations
RA	Research Assistant to CAO
SR	Student Recruitment
AO	Admissions Office
CO	Course Office
PD	Purchasing Department
MarCom	Marketing & Communication
PL	Programme Leader

4. PROCEDURES

a. Pre-Selection Preparation: Shortlisting & Interview Scheduling and Candidate Transportation & Accommodation

i. Flowchart



ii. Roles & Responsibilities

Step	Process Activity	Deadline	Output	P.I.C
1	Schedule with CAO Shortlisting day, interviews & selecting winners day	2 months before application deadline	Tentative SD, ITV & WD	AO
1.1	Approve proposed dates	1 week after Step 1	Approved SD, ITV & WD	CAO
1.2	Book rooms	2 days after Step 1.1	Rooms booked	AO
2	Schedule with lecturers for Interview days			
2.1	Request CO for lecturer's availability schedule for interviews	1 month before application deadline	Email request	AO
2.2	Provide lecturer's availability schedule for interviews	1 week after Step 2.1	List of available lectures	CO
2.3	Send list of available lecturers for interviews to CAO	1 week after Step 2.2	List sent	CO
2.4	Pick interviewers	1 day after Step 2.3	List of interviewers	CAO
2.5	Confirm with lecturer interviews & book on calendar	3 days after Step 2.4	Interviews booked on lecturers' calendar	AO
2.6	Select interview secretary 1 secretary / half day	1 week after Step 2.3	Interview secretary arranged	AO

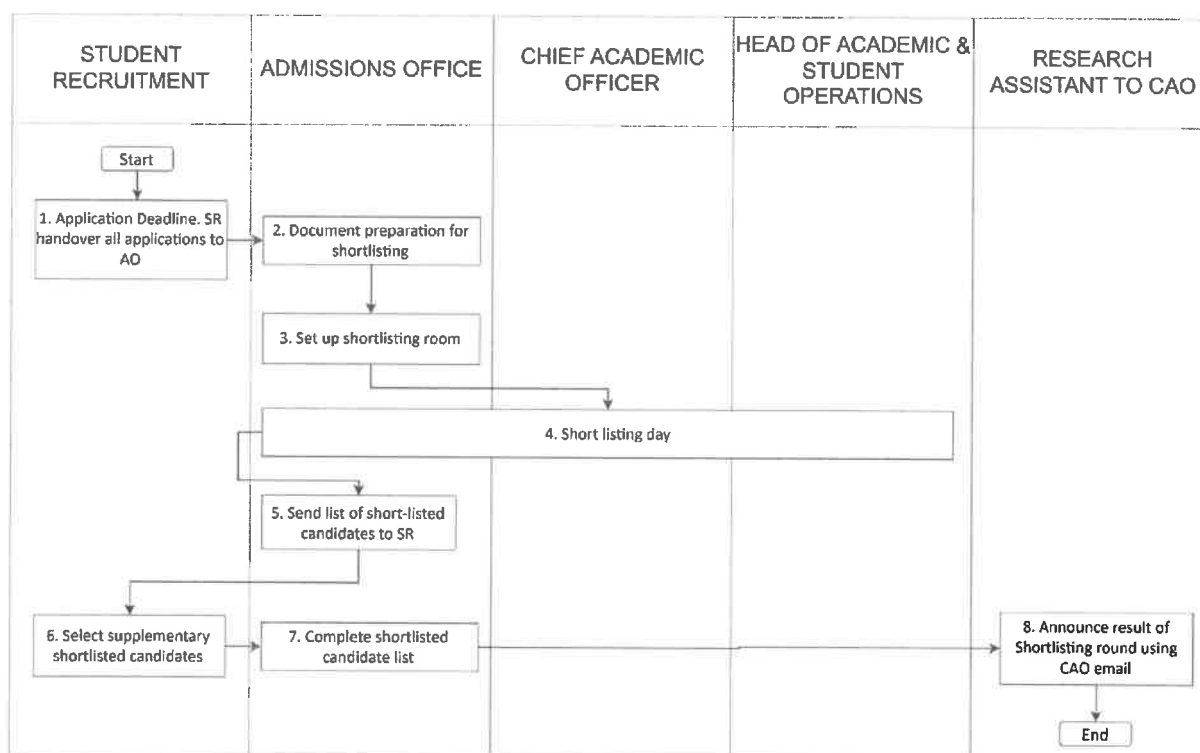
3	Schedule with embassy for Interview days			
3.1	Send interview schedule to HASO	1 week after Step 1.1	Schedule sent	AO
3.2	Send interview schedule to Embassy	3 days after Step 3.1	Interview schedule sent	HASO
3.3	Finalize interviews	3 days after Step 2.4	Final list of interviewers	CO
4	Transportation arrangement			
4.1	Propose transportation & accommodation expenses based on distance & ask for approval	1 month before application deadline	Transportation; accommodation expenses proposed	AO
4.2	Approve transportation & accommodation expenses	1 week after step 4.1	Transportation; accommodation expenses approved	CAO
4.3	Prepare instruction for reimbursement for each group of candidates. Check with Finance.	1 week after step 4.2	Instruction for reimbursement	AO
4.4	Send tentative numbers of candidates & request PD/AM to book accommodation for candidates	1 week after step 4.2	Email notice to PD/AM	AO
4.5	Get confirmation from Fin & PD	2 weeks after step 4.3 and 4.4		AO
5	Design			
5.1	Request poster design for MarCom & send to CAO for approval	*Request 1 month before	Posters provided & sent to CAO	MarCom / AO

		application deadline. *Send to CAO 2 weeks before application deadline		
5.2	Approve poster design	1 week before application deadline	Posters approved	CAO
6	Communication templates			
6.1	Propose communication templates - Evaluation Form (printed & online form) - Email templates of non-shortlisted, shortlisted & waiting list. - Email templates of non-winners, winners & waiting list.	2 weeks before application deadline	Communication templates	AO
6.2	Approve communication templates	1 week after Step 6.1	Communication templates approved	CAO
6.3	Proofread templates	3 days after Step 6.2		
7	Acceptance Letter including Scholarship terms and conditions			
7.1	Prepare / review templates & send to CAO for revision	6 weeks before application deadline	Acceptance Letter template	AO

7.2	Review templates	3 days after 7.1	Acceptance Letter template	CAO
7.3	Comment & confirm templates	3 weeks after step 7.2	Acceptance Letter template	AC/ LEGAL & COMPLIANCE/ SR/FIN
7.4	Approve templates	3 days after step 7.3	Approved Acceptance Letter template	CAO
7.5	Proofread templates	3 days after step 7.4		English team

b. Selection: Shortlisting

i. Flowchart



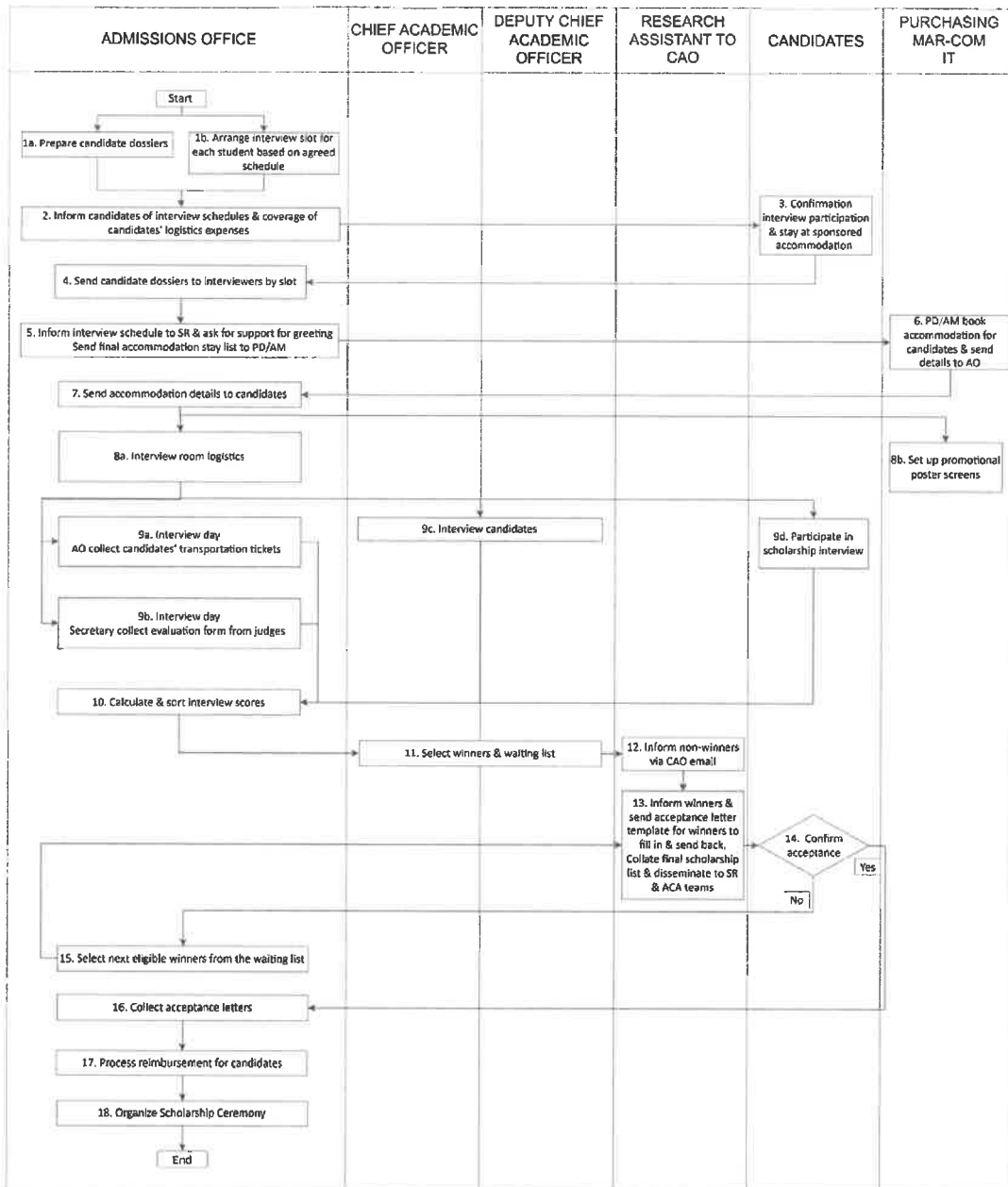
ii. Roles & Responsibilities

Step	Process Activity	Deadline	Output	P.I.C
1	Application Deadline. SR handover all applications to AO.	Application deadline	All scholarship applications	SR
2	Document preparation for shortlisting <ul style="list-style-type: none"> - Reorganize documents - Label candidates' applications (full name, code, programme, etc) - List of candidates 	1 week before Shortlisting Day	Documents prepare	AO
3	Set up shortlisting room <ul style="list-style-type: none"> - Candidates' applications - List of candidates - Screen & projector 	1 day before Shortlisting Day	Shortlisting rooms setup	AO
4	Short listing day CAO shortlist 50 candidates & 5 candidates for waiting list	Shortlisting Day	List of shortlisted candidates	CAO
5	Send list of short-listed candidates to SR	Shortlisting Day	List of shortlisted & non-shortlisted candidates by CAO	AO
6	Select supplementary shortlisted candidates SR to pick 10 more shortlisted candidates from CAO's non-shortlisted candidates to complete the final list of shortlisted candidates	2 days after Step 5	10 shortlisted candidates	SR
7	Complete shortlisted candidate list	Same deadline with step 6	Final list	AO
8	Announce result of Shortlisting round using CAO email & cc AO	1 day after Step 7	Emails sent to shortlisted and	RA

			non-shortlisted candidates	
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c. Selection: Interview

i. Flowchart



ii. Roles & Responsibilities

Step	Process Activity	Deadline	Output	P.I.C
1a	Prepare candidate dossiers <ul style="list-style-type: none"> - Print evaluation form - Summary of achievement - Scan application - Reorganize dossiers: Application form, CV, Personal Statement, Recommendation letter, English certificate, Transcript, Certificates, Supporting docs. 	3 days after Shortlisting Day	Candidate dossiers prepared	AO
1b	Arrange interview slot for each student based on agreed schedule Arrange by programme if possible & consider candidates' location	2 days after Shortlisting process ends	Interview slot arranged	AO
2	Inform candidates of interview schedules & coverage of candidates' logistics expense	1 day after Step 1b	Candidates informed of schedule & coverage	AO
3	Confirmation interview participation & stay at sponsored accommodation	3 days after Step 2	Email confirmation	Candidate
4	Send candidate dossiers to interviewers by slot	3 days before Interview Days	Email notice to candidates	AO
5	Inform interview schedule to SR & ask for support for greeting Send final accommodation stay list confirmed by candidates to PD/AM	1 day after Step 2	Email notice to SR & PD/AM	AO

6	PD/AM book accommodation for candidates & send details to AO	2 days after Step 5	Accommodation booked & details sent to AO	PD/AM
7	Send accommodation details to candidates	2 days after Step 6	Accommodation booked & details sent to candidates	AO
8a	Interview room logistics <ul style="list-style-type: none"> - Scan profiles & send to panel - Candidate profile (hard copy) - Water, laptops, pens, sticky notes - Signages - Send poster to IT (1 week before interview day) 	1 day before Interview Days	Interview rooms prepared	AO
8b	Set up promotional poster screens	1 day before Interview Days	Posters shown	IT
9a	Interview day AO collect candidates' transportation tickets	On Interview Day	Transportation tickets collected	AO
9b	Interview day Secretary collect evaluation form from judges	On Interview Day	evaluation form collected	Secretary
9c	Interview candidates In each room / session: 3 judges (CAO/DCAO, 1 faculty member, 1 Embassy representative or another faculty member), 1 secretary, 1 candidate Interview agenda: Judges review profiles: 5 mins Interview: 20 mins	On Interview Day	Interview	CAO - DCAO & judges

	Evaluation: 5 mins			
9d	Participate in scholarship interview	On Interview Day	Interviews done	Candidate
10	Calculate & sort interview scores	1 day after Step 9	Interview scores finalized	CO
11	Select winners & waiting list Select 14 winners & 5 waiting list candidates to select	1 day after Step 10	List of winners	CAO & DCAO
12	Inform non-winners via CAO email	1 day after Step 11	Email notice	RA
13	Inform winners & send acceptance letter for winners to fill in & send back. Note deadline to accept for candidates Collate final scholarship list & disseminate to SR & ACA teams	1 day after Step 11	Email notice	RA
14	Confirm acceptance If Yes, move to (17) If No, move to (16)	2 weeks after Step 13	Acceptance Letter or email notice	RA
15	Select next eligible winners from the waiting list	1 day after Step 14	Next eligible winners	CAO
16	Collect acceptance letters	1 week after Step 14	Acceptance Letters collected	AO
17	Process reimbursement for candidates	2 weeks after receiving documents from candidates	Expenses reimbursed	AO

18	Organize Scholarship Ceremony	Follow event calendar	Scholarship Ceremony	AO
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The actual dates & deadlines need to be reviewed annually based on application deadline, the National Highschool Graduation Exam & the start dates of PWSU & Degree programmes.

5. APPROVALS

- a. Policy development or review will be endorsed by Head of Academic and Student Operations and approved by CAO 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	Confirmed by	Agreed by	Approved by
<p><i>Approved via email</i></p> <p>Tran Duc Trung Academic Compliance Manager</p>	<p><i>[Signature]</i> 8/12/22</p> <p>Hoang Phuong Yen Admissions & Course Office Manager</p>	<p><i>[Signature]</i> 9/12/22</p> <p>Ta Ha Lan Head of Academic and Student Operations</p>	<p><i>[Signature]</i> 9/12/22</p> <p>Tony Summers Deputy Chief Academic Officer</p>	<p><i>[Signature]</i> 9/12/22</p> <p>Christopher Jeffery Chief Academic Officer</p>

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Scholarship Acceptance Letter	Hard / Soft Copy	CO	5 years
Final Scholarship List	Hard / Soft Copy	CO	5 years

7. REFERENCES

Document Ref

10/2022/AO/BUV-ASO

Document Title

Academic Scholarship Procedure

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