

DOCUMENT MANAGEMENT

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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 manage documents of the Senate and Committee.

2. SCOPE

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

3. DEFINITIONS

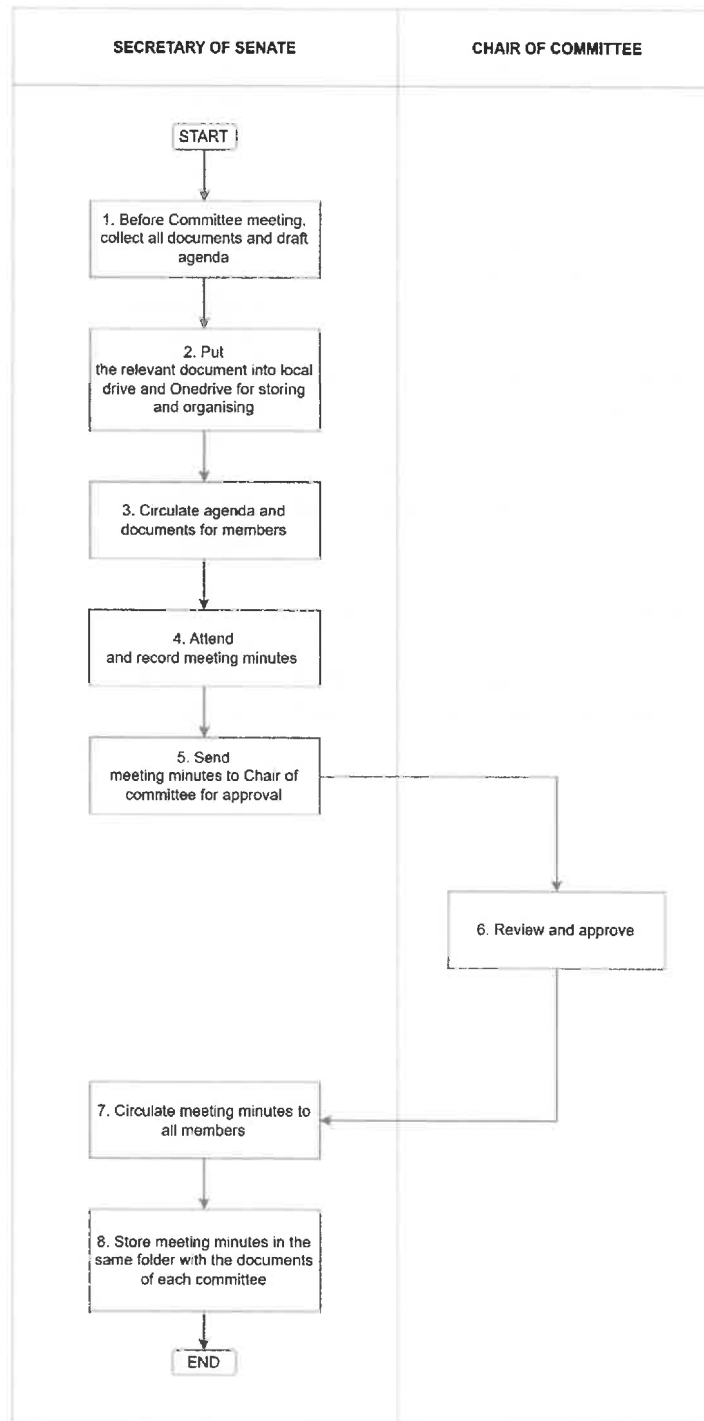
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam

4. PROCESS

4.1. Committee meeting document management:

a. Flowchart

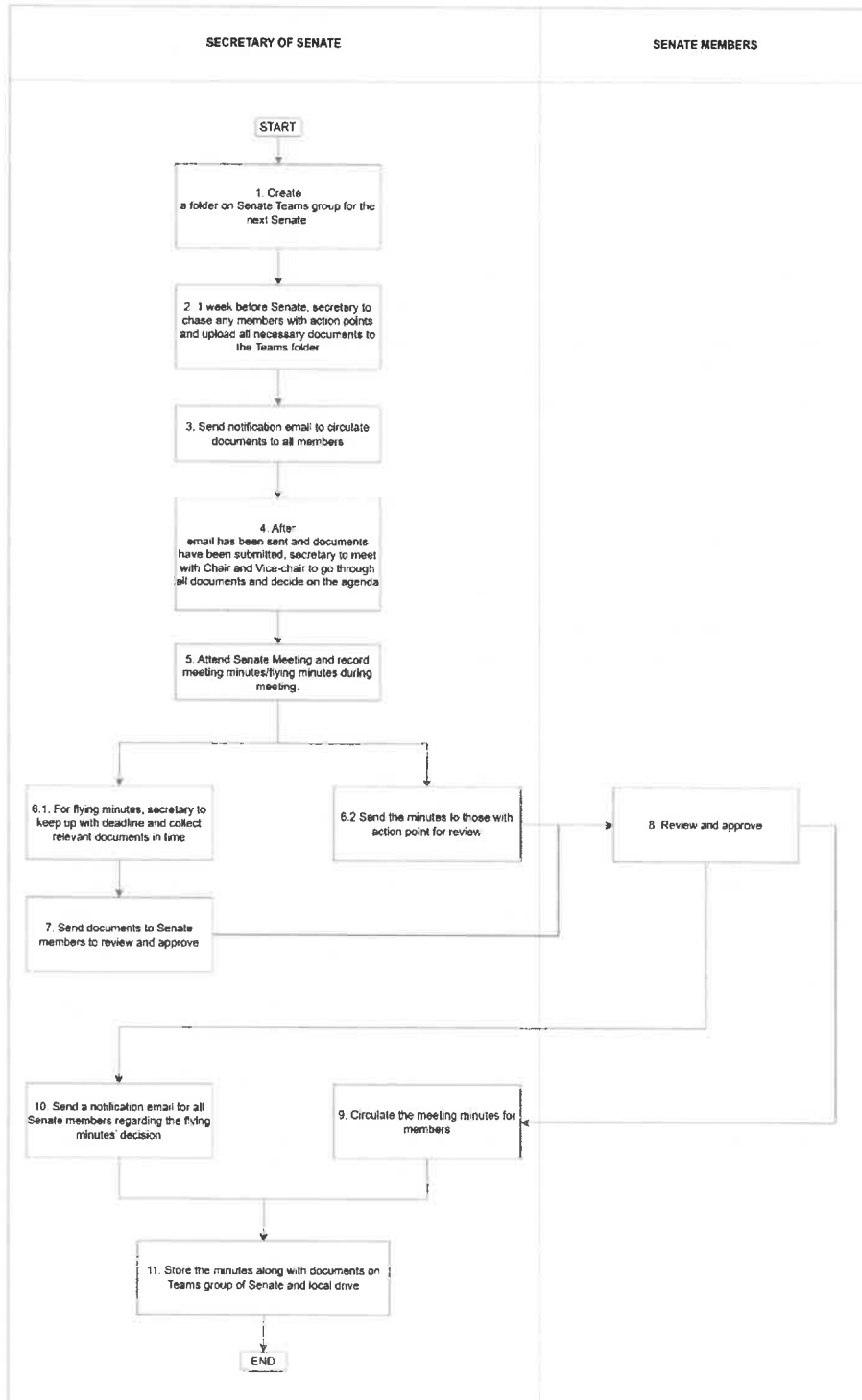


b. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Before Committee meeting, Secretary of Senate to collect all necessary documents and draft agenda.	1 week before committee meetings (4 times a year)	Agenda and documents	Secretary
2	Secretary to put the relevant document into local drive and Onedrive for storing and organising	1 week before committee meetings (4 times a year)	Organized documents	Secretary
3	Secretary to circulate agenda and documents for members	4 working days before committee meetings	Notification email	Secretary
4	Secretary to attend and record meeting minutes	During meeting	Draft Meeting minutes	Secretary
5	Secretary send meeting minutes to Chair of committee for approval	1 week after meeting	Draft Meeting minutes	Secretary
6	Chair of committee to review and approve the minutes	2 days from Step 5	Approved meeting minutes	Chair of committee
7	Secretary to circulate meeting minutes to all members	1 day from Step 6	Email after meeting	Secretary
8	Store meeting minutes in the same folder with the documents of each committee	1 day from Step 6	Archived documents	Secretary

4.2. Senate meeting document management:

c. Flowchart






d. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Secretary to create a folder on Senate Teams group for the next Senate	After all committees have met. Usually 3 weeks before Senate.	Folder on Teams	Secretary
2	1 week before Senate, secretary to chase any members with action points and upload all necessary documents to the Teams folder	1 week before Senate	Documents	Secretary
3	Secretary to send notification email to circulate documents to all members	1 week before Senate	Email	Secretary
4	After email has been sent and documents have been submitted, secretary to meet with Chair and Vice-chair to go through all documents and decide on the agenda	After documents have been circulated. Usually 1 week before Senate.	Meeting	Secretary
5	Secretary to attend Senate Meeting and record meeting minutes/flying minutes during meeting. - For flying minutes, go to step 6.1 - For meeting minutes, go to step 6.2	During Senate Meeting	Records of meeting	Secretary
6.1	For flying minutes, secretary to keep up with deadline and collect relevant documents in time.	1 week after receiving documents.	Flying minutes	Secretary
6.2	Secretary to send the minutes to those with action points for review and approved	1 week after Senate.	Drafted meeting minutes	Secretary
7	Secretary send documents to Senate members to review and approve	1 day from Step 6.1	Drafted flying minutes documents	Secretary
8	Review and approve	2 days from Step 6.2	Approved meeting minutes	Senate members
9	Secretary to circulate the meeting minutes for members	1 day from Step 8	Meeting minutes	Secretary
10	Send a notification email for all Senate members regarding the flying minutes' decision	1 week from Step 8	Email	Secretary
11	Store the minutes along with documents on Teams group of Senate and local drive	1 week from Step 8	Documents	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 Tran Thu Thao Secretary of Senate	 16/11/23 Hoang Linh Chi Senior Officer, Academic Compliance Office	 18/11/23 Tran Duc Trung Vice-chair of Senate	Approved via email Nov 17, 23 Maren Viol Chair of Senate

6. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
002/2023/SENATE/BUV-SENATE	Document management

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