

## BELONGINGS CHECK

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## DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	
2.0	Academic Compliance Office	CAO	

## 1. PURPOSE

British University Vietnam (BUV) is responsible for protecting the wellbeing and safety of all students and personnel on campus. In addition, the learning agreement clearly outlines the obligation of students in supporting investigation when there is reasonable suspicion of violations. To ensure fairness, privacy and confidentiality, any belongings check must be approved by Chief Academic Officer (CAO), University Registrar (UR), Head, Student Engagement (HSE) or Dean and shall be conducted with at least one Academic Manager present as a witness.

## 2. SCOPE

This process is applied for all students studying BUV Own Degree programmes & partner universities.

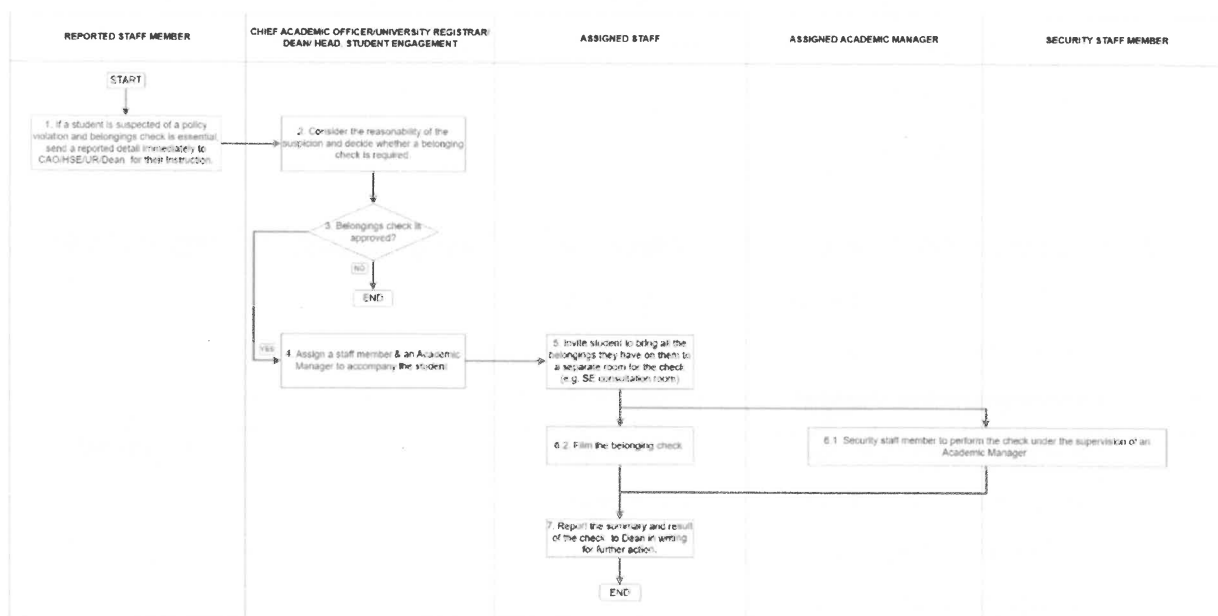
## 3. DEFINITIONS

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
HSE	Head, Student Engagement

## 4. PROCESS

### a. Flowchart



### b. Roles & Responsibilities







Step	Process Activities	Turnaround time	Output	PIC
1	If a student is suspected of a policy violation and belongings check is essential, professional staff/academic staff needs to send a reported detail immediately to CAO/HSE/UR/Dean for their instruction.	Anytime throughout the academic year	Case report	Reported staff member
2	CAO/HSE/UR/Dean to consider the reasonability of the suspicion and decide whether a	Within the day of report	Recommendation from CAO/HSE/UR/Dean	CAO/HSE/UR/Dean

	belonging check is required.			
3	Is belonging check approved by CAO/HSE/UR/Dean? - If Yes, go to Step 4 - If No, go to End	After receiving the report	Approval or rejection of report	CAO/HSE/UR/Dean
4	CAO/HSE/UR/Dean to assign a staff member & an Academic Manager to accompany the student	Within the day of report	Assigned staffs	CAO/HSE/UR/Dean
5	Assigned staff to invite student to bring all the belongings they have on person to a separated room for the check (e.g. SE consultation room)	Within the day of report		Assigned staff
6.1	A security staff member to perform the check under the supervision of an Academic Manager (e.g. Course Office Manager, Deputy Registry Registrar, ...)	Within the day of report		Security staff member & Academic Manager
6.2	Assigned staff to film the belonging check to protect both student and the University	Within the day of report	Video record of the check	Assigned staff
7	Assigned staff to report the summary and result of the check to CAO/HSE/UR/Dean in	1 day from step 6.2	Summary and result report	Assigned staff

	writing for further action. In certain cases, the report can be used as evidence for Academic Disciplinary procedure if required.			
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**5. APPROVALS**

- a. Policy development or review will be endorsed by Dean and approved by Chief Academic Officer 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	Confirmed by	Confirmed by	Approved by
 Nov 30, 23 <b>Hoang Linh Chi</b> Senior Officer, Academic	 30/11/23 <b>Tran Duc Trung</b> Deputy University Registrar	 <b>Ta Ha Lan</b> Head, Student Engagement	 <b>Jason MacVaugh</b> Dean (Higher Education)	 7/12/23 <b>Tony Summers</b> University Registrar	 11/12/23 <b>Christopher Jeffery</b> Chief Academic Officer

**6. RECORDS**

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Video record		ACO	5 years
Summary and results report		ACO	5 years

**7. REFERENCES**

<u>Document Ref</u>	<u>Document Title</u>
10/2023/ACO/BUV-REGISTRY	Belongings check

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