

BUV CLUB OPERATIONS POLICY

At British University Vietnam, we ensure that our students will have a multitude of experiences during 3 years of their study, by providing multiple opportunities for you to get the best out of your time at BUV. Thus, BUV Student Life - Student Experience Department offers a wide range of extra-curriculum activities to encourage you to grow as individuals, embrace diversity, and explore your talent, develop leadership, and increase emotional intelligence to engage in the communities. Our aim is to create a new generation of explorers, creative thinkers who are ready for the 4.0 industrial revolution, and at the same time, are kind and respectful people who care for others.

All clubs at BUV are initiated and run by students, which helps you to stay connected with your fellow students that have similar interests, feel a larger sense of community and give you even more fun in your school life.

In order to help all students understand about the club's operation, Student Life Team would like to update the framework and policy which will provide you basic guidelines to know about how to run and participate in a BUV student club.

Please note these processes should be followed by all clubs except approval by Student Life Team for flexibility depending on different situations.

1. HOW TO JOIN AND BECOME A CLUB MEMBER

Official member recruitment season on **BUV CLUBS DAY** in October every year. However, you can contact the club on the daily basis to get updated information about recruitment. Before becoming an official member, you are always welcomed to join and work with them once you are a member of BUV family.

2. HOW TO OPEN A NEW CLUB

- Step 1: Go to SE office, present your idea, get advice from Student Life Team
- Step 2: Email se-studentlife@buv.edu.vn to get a form to fill in
- Step 3: Find at least 10 students to be members of your club
- **Step 4: Form your club in one of these three categories: sport club, social & special interest club, creative club, business club**
- Step 5: Present all your idea, possibilities, development plan, and financial proposal, then send to Student Life Team. It will take up to 10 working days to get feedback and final approval.
- Once your club proposal has been approved, the new club will be supported with 2-month probation (without financial support). After the probation period, Student Life

Team will evaluate the club's effectiveness and decide on permanent support with financial aid.

3. HOW TO PROPOSE AN EVENT FOR CLUB

- Step 1: Get a proposal form to complete from Student Life Team
- Step 2: Present your idea with detailed requirements. Be very careful with budgeting and financing plan, once approved no extra fee can be claimed.

Note 1: Event proposal needs to be submitted at least 15 working days before the event

- Step 3: Implementation:
Proposal processed by Student Life Team → Proposal approved → Papers signed off and money advanced → The news and events promoted on all channels → Event organized → Event finished and reported to Student Life Team with all receipt/VAT invoice → Clear finance balance.

Note 2: Expenses from 200,000VND (two hundred thousand Vietnam dong) can only be claimed with a VAT invoice (Red Invoice), the tax code of BUV needs to be clearly written on the invoice:

- CÔNG TY TNHH TRƯỜNG ĐẠI HỌC ANH QUỐC VIỆT NAM
- Người đại diện: Bà Nguyễn Thị Vĩnh Thủy Chức vụ - Giám đốc điều hành
- Địa chỉ: Tòa nhà Belvedere Centre, 28A Trần Hưng Đạo, phường Phan Chu Trinh, quận Hoàn Kiếm, Hà Nội
- Số điện thoại/Fax: 02216250250
- Mã số thuế: 0102848568

**** What are the criteria for Event proposals or Project Proposals?*

- Clear and logical goals, objectives of the projects with related benefits to BUV students' community or club members.
- Clear and transparent financial plan with 3 price quotes of comparison for expenses from VND 5,000,000 and there must be rationale of choosing a supplier
- Project's elements do not violate cultural, traditional, or social norms and standards and do not conflict with BUV's images or strategies or communication messages
- Other criteria based on each project and to be handled on a case-by-case basis.

4. CLUBS BRANDING GUIDELINES & PROMOTIONAL MATERIALS DISTRIBUTION

4.1 Branding

- Clubs are encouraged to create CLUB Logo themselves for their own branding, as long as it doesn't conflict with BUV's official logo and some special norm of Vietnamese and international culture
- If you would like to use BUV OFFICIAL LOGO in any case, please inform Student Life Team at se-studentlife for approval and review in advance.

4.2 Promotional materials on campus & Media support request

- All physical materials must go through Student Life's approval of the time and placement. All printing materials must strictly follow BUV's 'Prints on Campus' policy (attached appendix). Students must remove their promotional materials no later than 03 days after the event occurred.
- Clubs can request media support from Student Life team, to further promote your events to BUV students. All requests must be booked 02 weeks in advance through a 'Media Support Request Calendar', which Student Life team will send out biweekly for students to fill in.
- **PENALTIES:** After 03 warnings, if clubs still fail to comply with the policy above and disturb the university's landscape, appropriate penalties will be applied to their clubs and their next projects.

5. WHAT IS THE TERM OF A CLUB PRESIDENT, HOW TO BE ELECTED AND RE-ELECTED

- Each president will have one-year term.
- Re-election will be conducted every year except there is special request from all members of a club
- Result of the election will be decided by votes of all members of this club, witnessed by Student Life Team or reported to Student Life Team
- All members are eligible to apply for the election
- At the end of the semester, Student Life Team will send an online survey or email to all club members for a referendum of electing new presidents for their clubs, if there are no objections on the remaining current president, the position will be unchanged
- In any case that the president would like to resign or all club members request to have a new president, the club can organise an election among the club members before the term ends.

6. BENEFITS AND RESPONSIBILITIES OF A CLUB PRESIDENT

The club president will hold the honorary position within the club and acts as the club's representative at all internal and external functions:

- Manage club's activities by setting up a managing board; recruiting new members, delegating task to members; coordinating with others to make sure club activities run smoothly (depending on club's scale to find the best structure for your club)
- Be in charge of goal settings and development plan for the club, run all members meeting and act as a significant role model for the whole club.

- Make certain that each club activity or event is well planned and organised, flows smoothly, and that each member has fun and good experience
- Report to Student Life Team on a monthly or semester basis (up to Student Life Team's requests) about club activities, finance, and plan
- Make sure all members are active and involved throughout the year, be transparent, keep the team spirit to grow together
- Support Student Life Team and the university in big annual events
- Gain PDP credit point for each one year term (Club and Societies: President and Vice President - 200 points; Club and Societies: Head of Department - 150 points)

Benefits of club president:

- Get priority in both internal and external selling-ticket event (case by case)
- Sharpen your teamwork and leadership skills
- Have a major competitive advantage and outstanding point in your CV

7. REWARD & HONORS

- Various training programmes executively for club members to implement leadership style, communication skills, mastering the art of negotiation and influence and conflict management.
- Contribution awards and recognition will be considered for individuals who have significant contribution to clubs and Student Experience Department's activities, in addition to other contributions to the university
- All clubs and student activities are under supervision and management of Student Experience Department, if there are any controversies or conflicts among clubs and members, SE Department and Student Life Team has the right to give the final decision
- All clubs need to meet the requirement of minimum number of active members to operate. Student Life Team reserves the right to adjust club's structure or deactivate a club if it does not operate effectively.
- Annual club awards ceremonies will be held to recognize club's hard work and dedication within the year.

FOR FURTHER ASSISTANCE, PLEASE CONTACT US

Student Life Team - Student Experience Department

Level 2 – British University Vietnam,

BUV Ecopark Campus, Van Giang, Hung Yen

Email: se-studentlife@buv.edu.vn

Facebook fanpages:

- **BUV Student Community:**

<https://www.facebook.com/buvstudentcommunity/>

- **BUV Student Life:**

<https://www.facebook.com/buvstudentlife>