

SUBSTANCE CHECK

1. PURPOSE	2
2. SCOPE	2
3. DEFINITIONS	2
4. PROCESS.....	3
5. APPROVALS	6
6. RECORDS	6
7. REFERENCES.....	6

DOCUMENT HISTORY

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

1. PURPOSE

This Procedure has been developed to support British University Vietnam's Academic Compliance Office and Registry Service. At British University Vietnam (BUV) the use of drugs and any other illegal substances is strictly prohibited. The learning agreement clearly outlines the obligation of students in supporting random and spontaneous tests or inspections for drug use when there is any suspicion of illegal drug usage. To ensure privacy and confidentiality, the principle is that any substance test must be approved by the Chief Academic Officer (CAO), University Registrar (UR), Head, Student Engagement (HSE) or Dean and shall be conducted with at least one Academic Manager present. All substance test results, evaluation and counselling reports alongside other related information are strictly confidential.

2. SCOPE

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

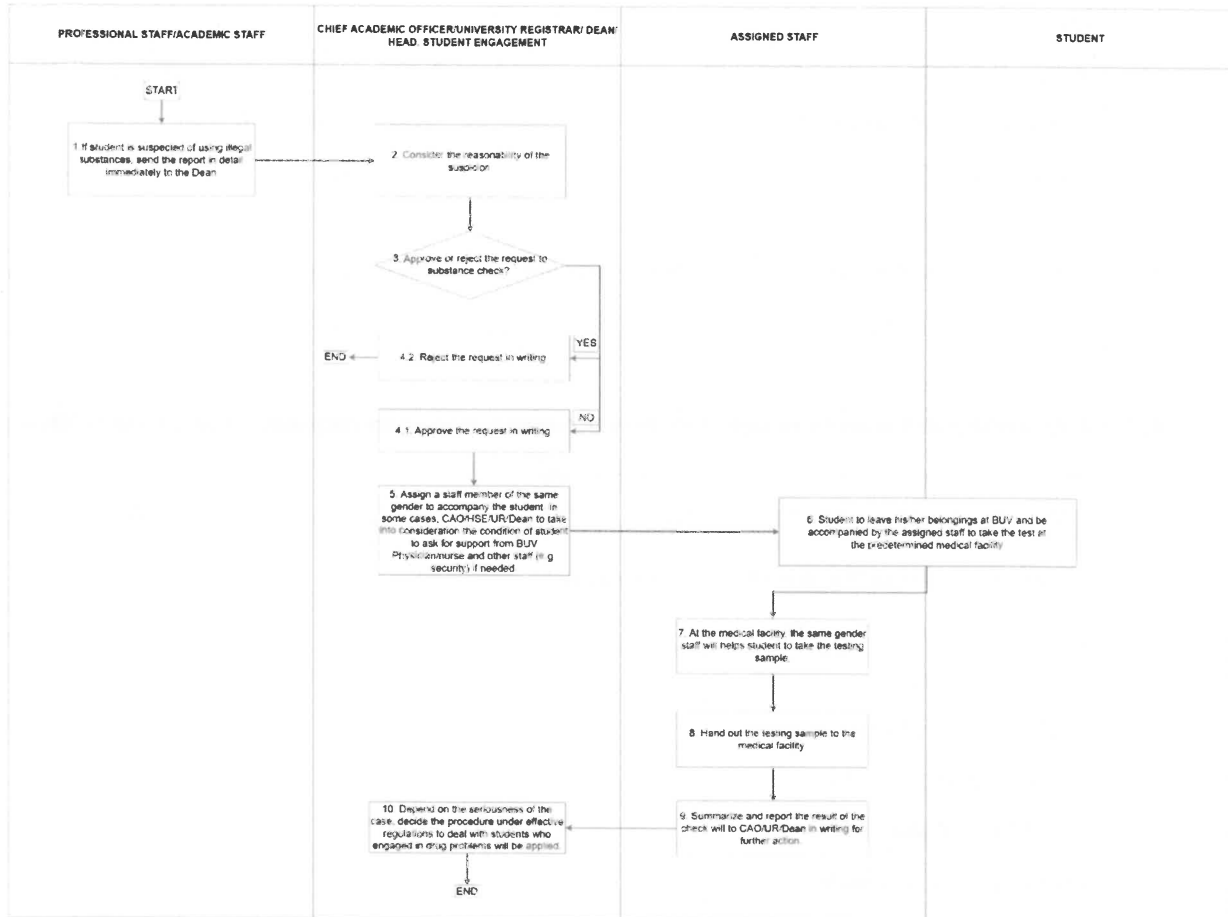
3. DEFINITIONS

Definitions of abbreviations used throughout the policy and related references are as follow.

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 student is suspected of using illegal substances, professional staff and academic staff needs to send the report in detail immediately to the CAO/HSE/UR/Dean	Anytime throughout the academic year	Report	Professional staff/ Academic staff

2	CAO/HSE/UR/Dean to consider the reasonability of the suspicion	Within the day of report	Recommendation from Dean	CAO/HSE/UR/Dean
3	Approve or reject the request to substance check? If approve -> move to 4.2 If reject -> move to 4.1		Approval or rejection of report	CAO/HSE/UR/Dean
4.1	CAO/HSE/UR/Dean to approve the request in writing	Within the day of report	Approved request	CAO/HSE/UR/Dean
4.2	CAO/HSE/UR/Dean to reject the request in writing	Within the day of report	Rejected request	CAO/HSE/UR/Dean
5	CAO/HSE/UR/Dean to assign a staff member of the same gender to accompany the student. In some cases, CAO/HSE/UR/Dean to take into consideration the condition of student to ask for support from BUV Physician/nurse and other staff (e.g. security) if needed.	Within the day of report	Assigned staffs	CAO/HSE/UR/Dean
6	Student to leave his/her belongings at BUV and be accompanied by the assigned staff to take the test at the predetermined medical facility	Within the day of report		Student and assigned staff
7	At the medical facility, the staff to help student to take the testing sample.	Same day	Testing sample	Assigned staff

8	Staff to hand out the testing sample to the medical facility	Same day	Testing sample	Assigned staff
9	Staff to summarise and report the result of the check will to CAO/HSE/UR/Dean in writing for further action. In certain cases, the report can be used as evidence for Academic Disciplinary procedure if required.	1 day after receiving the result from the medical facility	Report	Assigned staff
10	Depend on the seriousness of the case, CAO/HSE/UR/Dean to decide the procedure under effective regulations to deal with students who engaged in drug problems will be applied.	1 day from Step 9	Decision	CAO/HSE/UR/Dean

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	 30/11/23			 7/12/23	 11/12/23
Hoang Linh Chi Senior Officer, Academic	Tran Duc Trung Deputy University Registrar	Ta Ha Lan Head, Student Engagement	Jason MacVaugh Dean (Higher Education)	Tony Summers University Registrar	Christopher Jeffery Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
09/2023/ ACO/BUV-REGISTRY	Substance Check
--End of Document--	