



TABLE OF CONTENTS

I. PURPOSE.....2

II. SCOPE2

III. DEFINITIONS2

IV. PROCEDURES2

1. PROCESS FLOW.....2

V. PROCESS DETAIL5

VI. APPROVALS & EXCEPTIONS.....7

VII. RECORDS.....8

VIII. APPENDICES9

IX. REFERENCES.....10

DOCUMENT REVISION HISTORY

Revision Date	Revision Made By	Description of Changes	Revision No.

I. PURPOSE

This Procedure has been developed to support British University Vietnam (BUV) faculty and staff in managing equipment loan of Contemporary Creative Practice (CCP) programme for academic purpose and non-academic purpose.

II. SCOPE

The scope of this document covers:

- a) Equipment loan for academic purpose procedure
- b) Equipment loan for non-academic purpose

The process applies only for CCP programme.

III. DEFINITIONS

1. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
ML	Module leader, practitioner or any faculty in charge
PL	Programme leader
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
HRSS	Head of Registry and Student Services

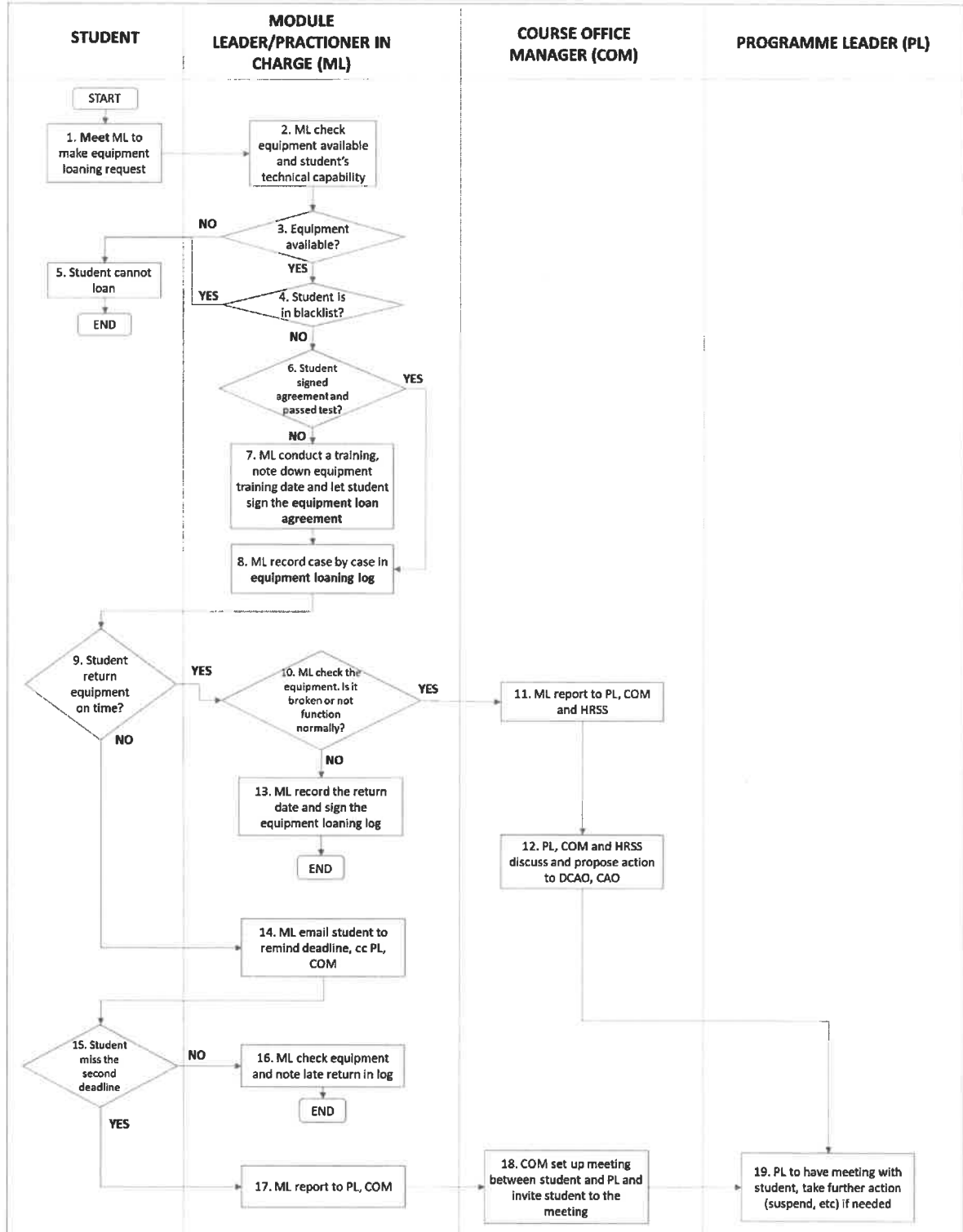
IV. PROCEDURES

1. Process flow

This section provides a visual overview of the process. The process flow diagram should be read in conjunction with Section (V) "Process detail" in order to get a complete view of the process.

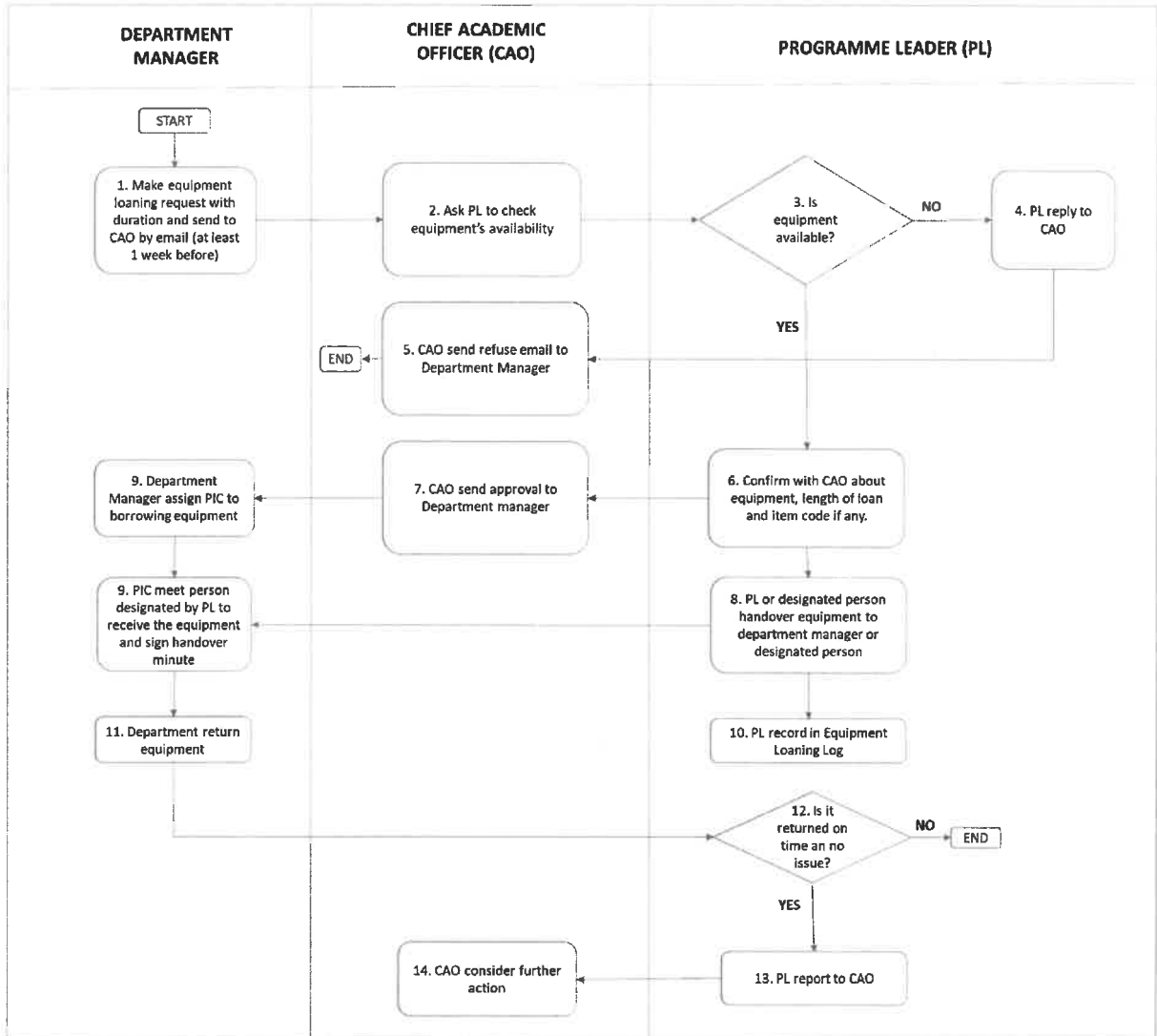


1.1 Equipment loan for academic purpose procedure





1.2 Equipment loan for non-academic purpose





V. PROCESS DETAIL

1. Equipment loan for academic purpose procedure

Step#	Process Activities	Output	Responsibility
1	Meet ML to make equipment loan request <ul style="list-style-type: none"> Students need to sign on the equipment loan agreement form Student must pass related training to borrow equipment Student must handover previous loan before have a new loan 	Equipment loan agreement with training date	Student
2	ML check the equipment status and confirm student technical capability. <ul style="list-style-type: none"> ML need to check whether equipment can be loaned 	Equipment loan logbook	ML
3	Equipment available? <ul style="list-style-type: none"> If No, proceed to 5 If Yes, proceed to 4 	Equipment loan logbook	ML
4	Is student in blacklist? <ul style="list-style-type: none"> Student who late return equipment for 3 times will be in blacklist and cannot loan equipment, unless approved by PL. If No, proceed to 6 If Yes, proceed to 5 	Equipment loan logbook	ML
5	Student cannot loan <ul style="list-style-type: none"> If student cannot loan because equipment unavailable, he/she need to comeback another time If student cannot loan because he/she is in blacklist, the student need to discuss with Programme Leader and obtain the official permission for each loan 	Equipment loan logbook	ML
6	Check whether student signed agreement and passed test? <ul style="list-style-type: none"> There are three different type of equipment training, student need to pass the related training type to loan equipment Student must sign the agreement at the very first loan but do not need to sign again in next loan. 	Equipment loan agreement	ML
7	ML conduct a training, note down equipment training date and let student sign the equipment loan <ul style="list-style-type: none"> ML need to deliver training and test whether student meet the requirements to use the equipment, write the training date on the equipment loan agreement ML can reject loan request if student fail the training 	Equipment loan agreement	ML
8	ML record case by case in the logbook <ul style="list-style-type: none"> Note down in logbook, student name, HAN number, borrow equipment, date loan, date return, any note on equipment status. Note down if return late 	Equipment loan logbook	ML



9	Student return equipment on time? <ul style="list-style-type: none"> If yes, proceed to step 10 If no, proceed to step 14 	Equipment loan logbook	ML
10	ML check the equipment; it is broken or not function? <ul style="list-style-type: none"> If yes, proceed to step 11 If no, proceed to step 13 	Equipment loan logbook	ML
11	ML report broken equipment to PL, COM and HRSS <ul style="list-style-type: none"> PL, COM and HRSS discuss and propose decisions 	Email/report	PL, COM & HRSS
12	PL, COM and HRSS propose action to DCAO and CAO. <ul style="list-style-type: none"> Implement decision of CAO (buy new, compensate from student, etc) Proceed to step 19 	Email/Decision	CAO & DCAO
13	ML record the return date and sign the equipment loan logbook. <ul style="list-style-type: none"> If equipment are ok, noted on the log book 	Equipment loan logbook	ML
14	ML email student to remind deadline <ul style="list-style-type: none"> If students did not return equipment on time, ML email ONCE to remind and set drop-dead deadline to return equipment, cc PL and COM Student have 3 chances to return late before considered into blacklist. 	Email reminds	ML
15	Student failed to meet second return equipment deadline <ul style="list-style-type: none"> If no, proceed to step 16 If yes, proceed to step 17 	Equipment loan logbook	ML
16	ML check equipment and note late return <ul style="list-style-type: none"> If there is any issue with equipment, proceed to step 10 If no problem, noted as late submission, put in blacklist if reached maximum late times 	Equipment loan logbook	ML
17	ML report to PL, COM <ul style="list-style-type: none"> If student continue to miss deadline, ML to report and discuss with PL and COM for solution 	Email report	ML
18	COM set up meeting with student, PL and parent if needed <ul style="list-style-type: none"> Set up meeting with student, PL and COM to discuss about the situation Invite parent if needed, depend on nature of the case 	Meeting schedule	COM
19	PL meeting with student <ul style="list-style-type: none"> Organise meeting, take minute and decide 	Meeting minute	PL



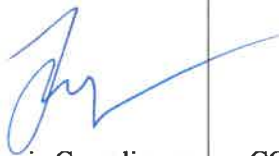
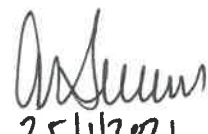
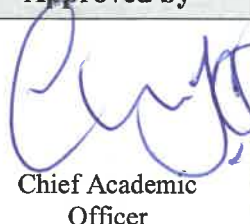
2. Equipment loan for non-academic purpose

Step#	Process Activities	Output	Responsibility
1	Make loan equipment request <ul style="list-style-type: none"> Manager of department that need equipment must write an email to CAO/DCAO to request for loan with specific purpose and duration. Must request at least 1 week before the day that expect to loan 	Email request	Manager of department request
2	Check availability. <ul style="list-style-type: none"> CAO/DCAO, HRSS, COM check with PL about availability of equipment for proposed period 	Email request	CAO/DCAO, HRSS, COM
3	Equipment available? <ul style="list-style-type: none"> If yes, proceed to step 6 If no, proceed to step 4 	Equipment loan logbook	PL
4	PL reply to CAO/DCAO <ul style="list-style-type: none"> Reply to CAO that the equipment is not available If possible, suggest available period (optional) 	Email	PL
5	CAO/DCAO reject department request <ul style="list-style-type: none"> CAO forward message of PL to department request 	Email	CAO/DCAO
6	Confirm equipment to loan <ul style="list-style-type: none"> If equipment available, PL to confirm list of equipment and exact timeline to return 	Email	PL
7	CAO/DCAO accept department request <ul style="list-style-type: none"> CAO forward message of PL to department request 	Email	CAO/DCAO
8	Department request delegate person to receive <ul style="list-style-type: none"> Manager of department request receive equipment or assigned member to receive 	Email	Delegates
9	PL delegate person to handover <ul style="list-style-type: none"> PL delegate person to handover equipment Check equipment before handover 	Email	Delegates
10	Delegated person of department meets delegated person by PL and handover equipment. <ul style="list-style-type: none"> Both parties make sure that all equipment are functioning normally 	Email	Delegates
11	Department request return equipment <ul style="list-style-type: none"> Book schedule to return equipment to PL/Delegate 	Email	Department request
12	PL or Delegate record in Equipment loan logbook <ul style="list-style-type: none"> Record clearly that this is for non-academic purpose 	Logbook	PL
13	Was equipment returned on time and no issue? <ul style="list-style-type: none"> If no issue, end of proceed If late or any issue (broken, etc), proceed to 14 		PL
14	PL report issue to CAO/DCAO <ul style="list-style-type: none"> Report detail issue with solution is possible 	Email	PL
15	CAO to consider and make decision <ul style="list-style-type: none"> CAO/DCAO discuss with PL, COM, HRSS and finalise decision 	Decision	CAO/DCAO



VI. APPROVALS & EXCEPTIONS

Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.

Prepared by	Check/confirmed by	Verified by	Approved by
 Academic Compliance Manager	 CCP Programme Leader	 25/1/2021 Deputy Chief Academic Officer	 Chief Academic Officer

VII. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Equipment loan agreement	Hard copy	CCP faculty	3 years
Equipment loan log	Hard copy	CCP faculty	Permanent



VIII. APPENDICES



EQUIPMENT LOAN AGREEMENT

Student name:	Student ID:
---------------------	-------------------

Requirements and Agreement for borrowing BUV's equipment:

I agree to take responsibility for equipment including but not limited to the equipment that I personally use in my line of work for Contemporary Creative Practice Programme (CCP). I understand the use of the equipment is for the educational and assigned purposes only.

1. I understand I am responsible for maintaining the equipment in undamaged condition while the equipment is in my possession and agree to return on stated date.
2. I agree to return the equipment in the same undamaged condition that I received it to the designated personnel.
3. I agree and understand that if instructed by Chief Academic Officer, Deputy Chief Academic Officer designated person to return the equipment given to me to borrow, I must comply immediately.
4. I agree and understand that if the equipment and/or other related items are lost, destroyed, damaged, etc. whilst in my case that I am solely responsible and will reimburse (pay) the British University Vietnam the amount required to replace or repair the equipment, software or other related items.
5. Date equipment training completed:
 - 5.1 Basic digital camera (offsite)
 - 5.2 Pro Photo studio camera, equipment and lighting for onsite use only
 - 5.3 Video camera, lighting and equipment for onsite and offsite use

Student signature.....	Date:
------------------------	-------

Programme leader signature.....	Date:
---------------------------------	-------



CCP Equipments loan log

No.	Name of borrower	HAN Number/ Department	Equipment/Supply	Series/Specification	Quantity	Receive date	Receive condition	Borrower's Signature	Return date	Return condition	Late return count	PI/ML/PIC Signature	Note
1	EXAMPLE	HAN10000	Nikon Camera with lens kit	N7500	1	25/1/2021	Good		30/1/2021	Good/Bad/Broken	1 out of 3		Late return
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													

IX. REFERENCES

Document Ref

Document Title

AC-PD-01/01/2021 - BUV Pathway to Staffordshire University Module Descriptor & Assessment approval procedure

--End of Document---