

ACADEMIC CONDUCT TRAINING PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	Chief Academic Officer	
2.0	Academic Compliance Office	Chief Academic Officer	

1. PURPOSE

This Procedure has been developed to support British University Vietnam (BUV) Academic Compliance Office in process of training student regarding Academic Conduct.

This process has been developed to support British University Vietnam (BUV)'s Academic Compliance Office to ensure that appropriate trainings are delivered to students, helping them to fully understand academic conduct knowledge and do their best in study and fostering student success.

2. SCOPE

This process is applied for all undergraduates studying at BUV.

3. DEFINITIONS

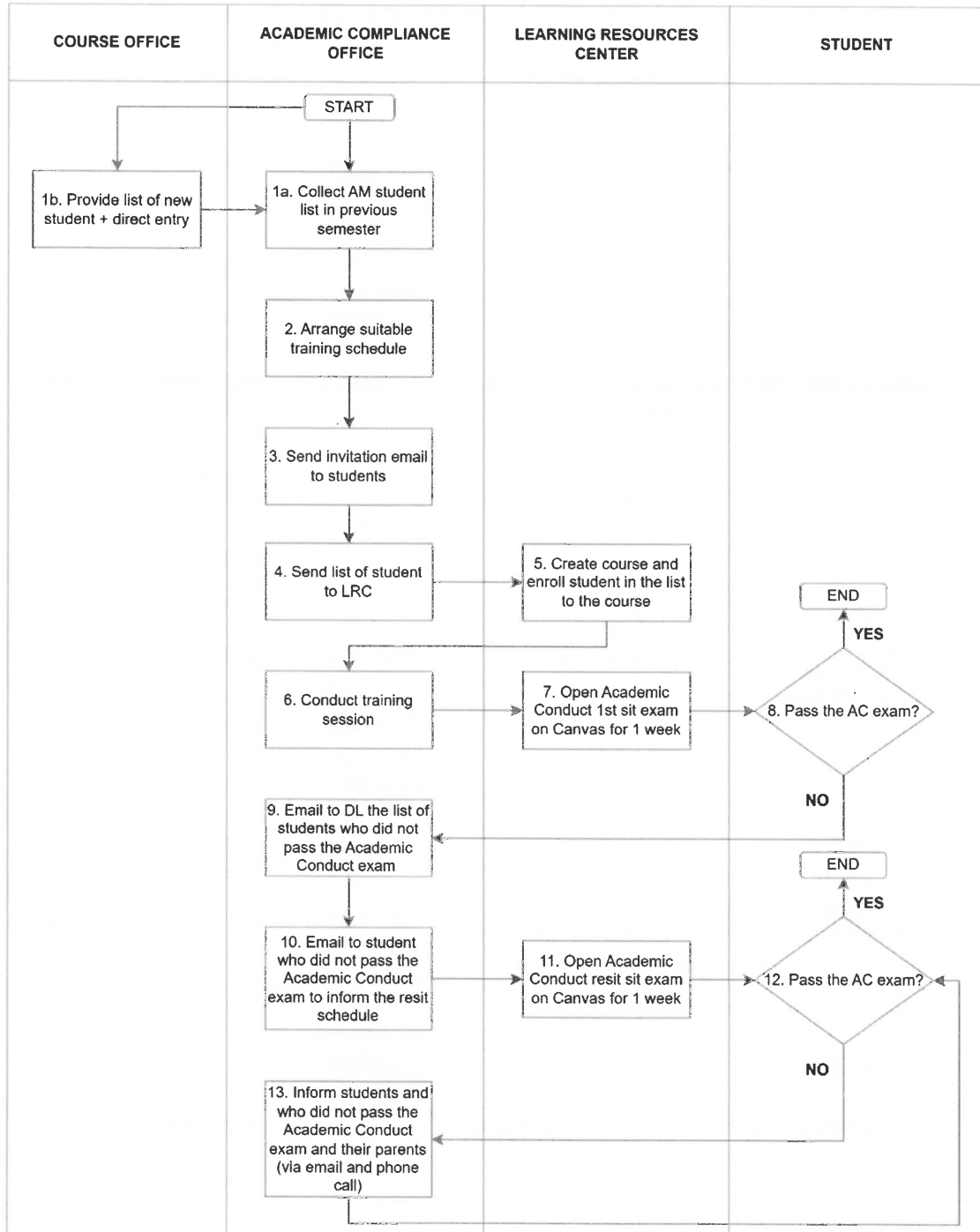
Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
ACO	Academic Compliance Office
LRC	Learning Resources Center

4. PROCEDURES

a. Flowchart





b. Roles & Responsible

Step	Process Activities	Turnaround time	Output	PIC
1a	ACO collect AM student list in previous semester	The first 2 weeks of new semester	AM Summary	ACO
1b	Provide list of new student and direct entry student	The first 2 weeks of new semester		CO
2	Arrange suitable training schedule	1 week from step 1	Student list	ACO
3	Send invitation email to students	2 days from step 2	Invitation email	ACO
4	Send list of students and schedule of Academic Conduct training to LRC	2 days from step 2	Academic Conduct Training student list	ACO
5	Create course and enroll student in the list to the course	2 days from step 4	Academic Training Course on Canvas	LRC
6	Academic Conduct training session			ACO
7	Open Academic Conduct 1st sit exam on Canvas for 1 week	1 day after Academic Conduct training session	Academic Conduct 1st sit exam	LRC
8	Students pass the Academic Conduct Exam? If Yes, end of procedure If No, go to step 8		Academic Conduct exam result	Student
9	Email to DL the list of students who did not pass the Academic Conduct exam	1 day after Academic Conduct Exam		ACO
10	Email to student who did not pass the Academic Conduct exam to inform the resit schedule	2 days after Academic Conduct Exam	Student list	ACO
11	Open Academic Conduct resit sit exam on Canvas for 1 week		Academic Conduct resit exam	LRC
12	Students pass the Academic Conduct Exam? If Yes, end of procedure If No, go to step 13			Student

13	Inform students and who did not pass the Academic Conduct exam and their parents (via email and phone call)	1 week after Academic Conduct Resit exam	Email	ACO
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5. APPROVALS

- a. Policy development or review will be endorsed by the University Registrar and approved by CAO 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	Approved by
 Tran Duc Trung Deputy University Registrar	 Vu Thuy Chau Associate Manager, Learning Resource Centre	 26/10/23 Tony Summers University Registrar	 Christopher Jeffery Chief Academic Officer

7/11/23

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Academic Conduct exam results	Canvas Quiz	AC	5 years

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
05/2023/ACO/BUV-REGISTRY	Academic Conduct Training Procedure

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