

STUDENT AT RISK PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	

1. PURPOSE

This Procedure has been developed to support British University Vietnam’s Academic & Student Operations to manage students at risk in all classes. This documentation will provide a formal standardised and repeatable procedure with clear timelines for the department of Academic & Student Operations.

2. SCOPE

This procedure encompasses the monitoring and management of students at risk. The procedure applies for undergraduate students who study programmes of Staffordshire University and British University Vietnam.

3. DEFINITIONS

a. Abbreviations

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

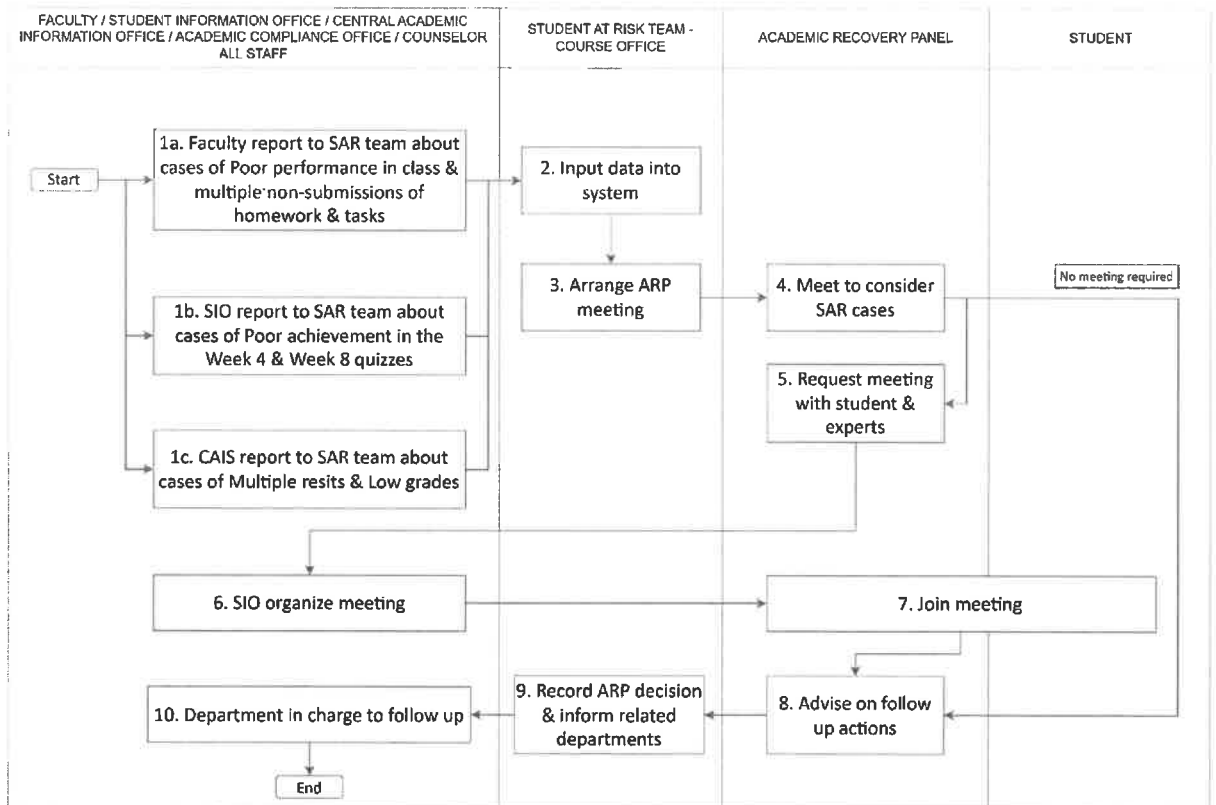
Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
ML	Module Leader
ACO	Academic Compliance Office
CO	Course Office

b. Terminologies

Terminologies	Definitions
	Students at Risk Committee (SAR Committee): The SAR panel comprises three senior faculty who meet to consider each case of students who are deemed at risk of not satisfying academic programme requirements and failing the programme. This may be due to mental health concerns such as anxiety or depression, other health concerns or adverse personal circumstances. The SAR Committee will intervene and provide timely, appropriate, customised and coordinated support designed to assist the student in completing their degree.

4. PROCEDURE

a. Flowchart



b. Roles & Responsibilities

Step#	Process Activities	Turnaround time	Output	PIC
1a	Faculty report to SAR team about cases of Poor performance in class & multiple non-submissions of homework & tasks Report SAR case to SAR email address student-alert@buv.edu.vn Report needs to include student's name, student number & cohort Report needs to include a summary on the case.	As soon as possible	SAR report email	Faculty

1b	SIO report to SAR team about cases of Poor achievement in the Week 4 & Week 8 quizzes	Weekly	Poor attendance report	SIO
1c	CAIS report to SAR team about cases of Multiple resits & Low grades	Week 1 of each semester for the previous semester	Lists	CAIS
2	Input data into system	2 days after Step 1a 1b 1c	Database updated	SAR team
3	Arrange ARP meeting	Within 1 week after step 1	Meeting organized	SAR team
4	Meet to consider SAR cases	Following schedule	Meeting	ARP
5a	Request meeting with student & experts	Within 1 week after step 3	Meeting request	ARP
5b	Advise on follow up actions		Advice for follow up actions	ARP
6	SIO organize meeting	2 days after Step 5a	Meeting organized	SIO
7	Join meeting	Following schedule	Advice for follow up actions from ARP	ARP, experts & students
8	Record ARP decision & inform related departments	Within 2 days from step 5b	ARP decision recorded	SAR team
9	Department in charge to follow up	Within 2 days from step 5b		Department in charge

5. APPROVALS

- i) Policy development or review will be endorsed by Head of Academic and Student Operations and approved by CAO prior to implementation and execution.
- ii) Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- iii) This document is approved and effective from the date of signing:

Prepared by	Checked by	Checked by	Confirmed by	Agreed by	Approved by
<p>Approved via email 7/12/22</p> <p>Tran Duc Trung Academic Compliance Manager</p>	<p> 07/12/22</p> <p>Hoang Phuong Yen Admissions & Course Office Manager</p>	<p> 7/12/22</p> <p>Ta Ha Lan Head of Academic and Student Operations</p>	<p> 7/12/22</p> <p>An Nhat Linh Registry Services Associate</p>	<p> 8/12/22</p> <p>Tony Summers Deputy Chief Academic Officer</p>	<p> 9/12/22</p> <p>Christopher Jeffery Chief Academic Officer</p>

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
SAR summary	Soft copy	SAR team	5 years
Meeting minutes	Soft copy	SAR team	5 years
Related decisions on Sims2	Scanned copy of documents	SAR Administrator	5 years

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
10/2022/CO/BUV-ASO	Student At Risk Procedure

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