

SCHOLARS ACADEMIC PERFORMANCE EVALUATION

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0			
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1. PURPOSE

At British University Vietnam, there are many types of scholarship that required students to achieve certain academic performance requirements in order to maintain the scholarship status. Thus, every semester, Academic & Student Operations & Registry Services will review scholars' academic performance and recommend next action for Senior Leadership Team and Vice Chancellor to consider and make final decision. This documentation will provide a formal standardised and repeatable process with clear timelines for department of Academic & Student Operations & Registry Services.

2. SCOPE

This procedure shall apply for all scholarship and bursary that included academic performance requirement as conditions to maintain the relate scholarship and bursary status.

3. DEFINITIONS

a. Abbreviations

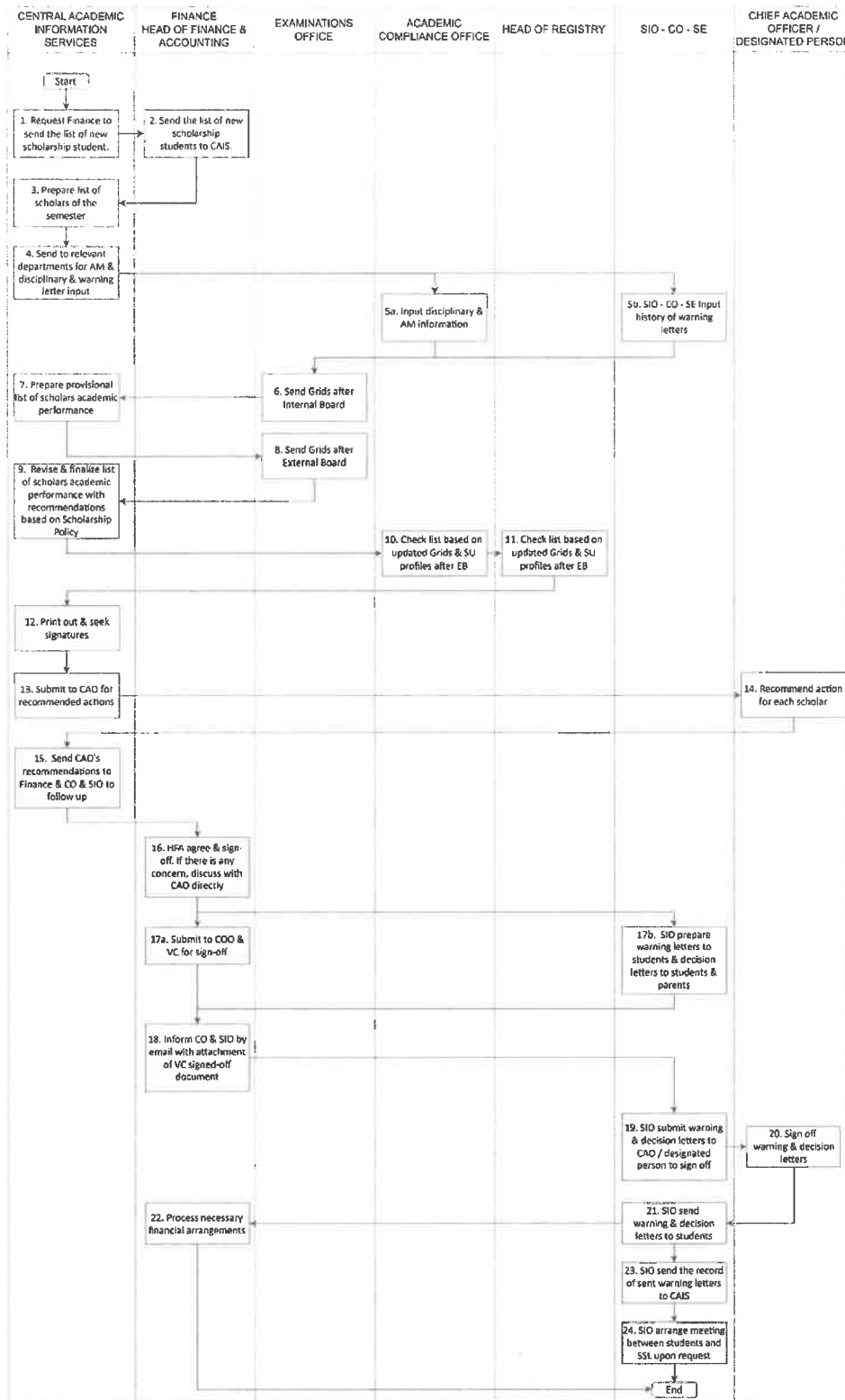
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
CAIS	Centre of Academic Information System
FIN	Finance Department
CO	Course Office
EO	Examinations Office
ACM	Academic Compliance Manager
HoR	Head of Registry
HoASO	Head of Academic and Student Operations
SIO	Student Information Office
SE	Student Experience
HFA	Head of Finance & Accounting
SSL	Student Success Lead

b. Terminologies

Terminologies	Definitions

4. PROCEDURE i. Flowchart



ii. Roles & Responsibilities:

Step#	Process Activities	Deadline	Output	PIC
1	Request Finance to send the list of new scholarship student.	Within week 2 of semester	Email notice	CAIS
2	Send the list of new scholarship students to CAIS.	Within week 2 of semester	List sent to CAIS	Finance
3	Prepare list of scholars of the semester	About 1 - 3 weeks after step 2	Scholars list prepared	CAIS
4	Send to relevant departments for AM & disciplinary & warning letter input	1 working day after step 3	List sent to ACO, SIO, CO, SE for input	CAIS
5a	Input disciplinary & AM information	Until Internal Board	Disciplinary & AM history inputted	ACO
5b	Input history of warning letters	Until Internal Board	Warning letter history inputted	SIO - CO - SE
6	Send Grids after Internal Board	03 working days after IB	Updated Grids sent to CAIS	EO
7	Prepare provisional list of scholars academic performance	05 working days after internal board	Provisional list of scholars	CAIS
8	Send Grids after External Board	1 working day after EB	Updated Grids sent to CAIS	EO
9	Revise & finalize list of scholars academic performance with recommendations based on Scholarship Policy. Refer to Scholarship Policy for justification of scholarship maintenance.	5 - 10 working days after EB	List revised	CAIS
10	Check list based on updated Grids & SU profiles after EB	01 working day after Step 9	List checked	ACO
11	Check list based on updated Grids & SU profiles after EB	01 working day after Step 9	List checked	HoR
12	Print out & seek signatures from CAIS managers, ACO managers, Head of Registry, Head of ASO	1 working day after Step 11	Printed list to seek signature from stakeholders	CAIS
13	Submit to CAO for recommended actions	01 working day after Step 12	Printed list submitted to CAO	CAIS
14	Recommend action for each scholar. Refer to Scholarship Policy for justification of scholarship maintenance	02 working days after Step 13	Actions recommended	CAO
15	Send CAO's recommendations to Finance & CO & SIO to follow up	Within the same day or 1 working	List with recommended	CAIS

		day after CAO's approval	actions sent to Finance, CO, SIO	
16	HFA agree & sign-off. If there is any concern, discuss with CAO directly	01 working day after Step 15	List signed off by HFA	Finance
17a	Submit to COO & VC for sign-off	02 working days after Step 16	List signed off by COO & VC	Finance
17b	SIO prepare warning letters to students & decision letters to students & parents	02 working days after Step 16	Warning letter Decision	SIO
18	Inform CO & SIO by email with attachment of VC signed-off document	01 working day after Step 17a	List signed off by COO & VC	Finance
19	SIO submit warning & decision letters to CAO / designated person to sign off	01 working days after Step 18	Warning & decision letters submitted to CAO	SIO
20	Sign off warning & decision letters	01 working day after Step 19b	Warning & decision letters	CAO
21	SIO send warning & decision letters to students	02 working days after Step 20	Warning & decision letters sent to students	SIO
22	Process necessary financial arrangements.		Financial arrangements	Finance
23	SIO send the record of sent warning letters to CAIS	02 working days after step 21	The record of sent warning letters	SIO
24	SIO arrange meeting between students and SSL per request			SIO

5. APPROVALS

- a. Policy development or review will be endorsed by Head of Academic and Student Operations 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	Confirmed by	Confirmed by	Confirmed by	Confirmed by	Agreed by	Approved by
 28/11/22	 30/11/2022	 30 Nov 22	 2/12/22	 29/11/2022	 29/11/22	 7/12/22	 7/12/22	 7/12/22
Tran Duc Trung Academic Compliance Manager	Nguyen Thi Dung Central Academic Information Service Manager	Hoang Thi Vien Exams Office Manager	An Nhat Linh Registry Services Associate Manager	Tran To Uyen Student Information Office Team Leader	Ta Ha Lan Head of Academic & Student Operations	Tran Lam Chau Head of Finance & Accounting	Tony Summers Deputy Chief Academic Officer	Christopher Jeffery Chief Academic Officer

NOTE THIS WILL CHANGE WITH SETS & FINANCE TAKE OVER

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Scholars' academic performance report by semester	Soft/Hard copy	CAIS/FIN	5 years

7. REFERENCES

Document Ref

15/AC-PD- 2021 - BUV

Document Title

Scholars academic performance evaluation procedure

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