

BEST STUDENT AWARD & UK TRIP SELECTION 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 (BUV)'s Central Academic Information Services & Examinations Office to create & get approval for the Best Student Award each semester and select best students to join the UK Trip each year. This documentation will provide a formal standardised and repeatable process with clear timelines for department of Central Academic Information Services.

2. SCOPE

The Best Student Award procedure shall apply for Staffordshire University programmes, BUV Own programmes & University of London programmes. The UK Trip selection procedure shall apply for Staffordshire University programmes & University of London programmes.

3. RULES

The Central Academic Information Services team (CAIS) is responsible for creating Best Student Award Nomination & Award list based on the following rules:

a. For Best Student Award For Staffordshire University programmes and BUV Own programmes

Rule 1: Number of Best student awardees

The number of nominees and awardees for each cohort is 02 students regardless of cohort size.

Rule 2: Criteria for Best Student nomination & award

Students must satisfy all the following criteria to be nominated for Best Student Award:

- (1) Highest average score of the cohort in the applicable semester;
- (2) Semester Average score must be equal or higher than 64.50%;
- (3) No failed module(s);
- (4) No Academic Misconduct (including Academic Misconduct in resits that may come after the Best Student Nomination & Award list has been created).
- (5) No violation of BUV Student Code of Conduct that led to disciplinary decision of temporary suspension or higher (including violation during semester break that may come after the Best Student Nomination & Award list has been created).

(6) If no student meet all criteria (1) to (5) above to be nominated, CAIS report to DCAO & CAO. Special consideration shall be given by written approval only.

Rule 3: Semester Average Score calculation

Semester Average score is calculated based on students' score of each module regardless of credit weights, for example:

Student name	Student number	Business Agility (15 credits)	Creating and Implementing Marketing Campaigns (30 credits)	Average marks
	HAN	91	76	$(91+76)/2 = 83.5$

For modules which span 2 teaching blocks:

- In teaching block 1, all this block's assessment components (regardless of weighting) will contribute to the average of the module to consider best student nomination. Some special modules of C programmes are not counted (Tiny components whose average cannot be calculated)
- In teaching block 2, the rest of the assessment components (of the modules that have assessment components counted in block 1) will contribute to the average of the module to consider best student nomination. Special modules that have not been included in the component scores in block 1 will be counted as whole modules of block 2.

Teaching block	Super module A Sprint 3%	Super module B Component 40% TB1 & 60% TB2	Super module C Component 100% TB2	Super module D Component 20% & 10% TB 1 and 70% TB 2	Mark to consider best student
TB1	N/A	70	N/A	$\frac{60 * 20\% + 70 * 10\%}{30\%} = 63$	$\frac{70 + 63}{2} = 67$
TB2	65	60	70	65	$\frac{65 + 60 + 70 + 65}{4} = 65$

b. For Best Student Award for University of London programmes

Rule 1:

The number of nominees and awardees for each subject is 02 students regardless of the number of students enrolled in each subject.

If no students reach the minimum subject average score to be nominated, CAIS report to DCAO & CAO. Special consideration shall be given by written approval only.

Rule 2:

Students must satisfy all the following criteria to be nominated for Best Student Award:

- (1) Highest average score of the internal assessments of the subject in the applicable year.
- (2) Subject Average score must be equal or higher than 60.00%;
- (3) If all students scored less than 60% in a subject, then no student is chosen for Best Student Award in that subject.
- (4) Only first sit scores are used to consider for Best Student Award
- (5) If three students have the same subject average scores, consider each class test's score (Class Test 1 & Class Test 2 & Mock Exam) and choose the student who scored more than 60 in each test. If all three students scored more than 60 in each test, all three students are eligible for Best Student Award
- (6) No Academic Misconduct (including Academic Misconduct in resits that may come after the Best Student Nomination & Award list has been created).
- (7) No violation of BUV Student Code of Conduct that led to disciplinary decision of temporary suspension or higher (including violation during semester break that may come after the Best Student Nomination & Award list has been created).

Rule 3:

Average score for each subject is calculated as below:

Subject Average score = (Class test 1 x 30%) + (Class test 2 x 30%) + (Mock test x 40%)

Student name	Student number	Subject name	Class test 1 score 30%	Class test 2 score 30%	Mock exam score 40%	Subject average score
xxx	HAN	xxx	60	70	65	$60*30\%+70*30\%+65*40\%$

In case Mock test score is not available in time for Parent Day, average score for each subject is calculated as below

$$\text{Subject Average score} = (\text{Class test 1} \times 50\%) + (\text{Class test 2} \times 50\%)$$

Student name	Student number	Subject name	Class test 1 score 50%	Class test 2 score 50%	Subject average score
xxx	HAN	xxx	60	65	60*50%+65*50%

The Central Academic Information Services team (CAIS) is responsible for creating UK Trip Nomination list based on the following rules:

c. For UK Trip Selection

Rule 1:

The number of nominees and awardees for:

- Staffordshire University programmes is 02 students
- University of London programme is 01 student

Rule 2:

For Staffordshire University programmes, nominees and awardees must be in Year 2 Semester 1 or Year 2 Semester 2 or Year 3 Semester 1 at the time of selection.

For University of London programme, nominees and awardees must be in Year 2 or Year 3 at the time of selection.

Rule 3:

For Staffordshire University programmes, the 02 nominees and awardees must have the highest semester average scores in the October and April semester of the previous academic year (i.e: the 02 nominees and awardees are the students with the highest semester average scores in the Best Student Award list of October and April semester of the previous academic year. The UK Trip selection procedure will start once the Best Student Award procedure of the previous October semester is complete).

For University of London programme, the 01 nominee and awardee must have the highest average score of internal assessments of all modules of the current academic year at the time of selection.

Rule 4:

- (1) No Academic Misconduct (including Academic Misconduct in results that may come after the Best Student Nomination & Award list has been created).
- (2) No violation of BUV Student Code of Conduct that led to disciplinary decision of temporary suspension or higher (including violation during semester break that may come after the Best Student Nomination & Award list has been created).

Rule 5:

Average score calculation for University of London programme:

Subject 1 internal test scores		Subject 1 average	Subject 2 internal test scores		Subject 2 average	Subject 3 internal test scores		Subject 3 average	Subject 4 internal test scores		Subject 4 average
Class test 1	60	60*30%	Class test 1	70	70*30%	Class test 1	70	70*30%	Class test 1	80	80*30%
		+			+			+			+
Class test 2	55	55*30%	Class test 2	55	55*30%	Class test 2	55	55*30%	Class test 2	75	75*30%
		+			+			+			+
Mock test	50	50*40%	Mock test	50	50*40%	Mock test	60	60*40%	Mock test	80	80*40%
		=			=			=			=
		54.5			57.5			61.5			78.5
Average score for UK Trip Selection = $(54.5 + 57.5 + 61.5 + 78.5) / 4 = 63$											

4. DEFINITIONS

a. Abbreviations

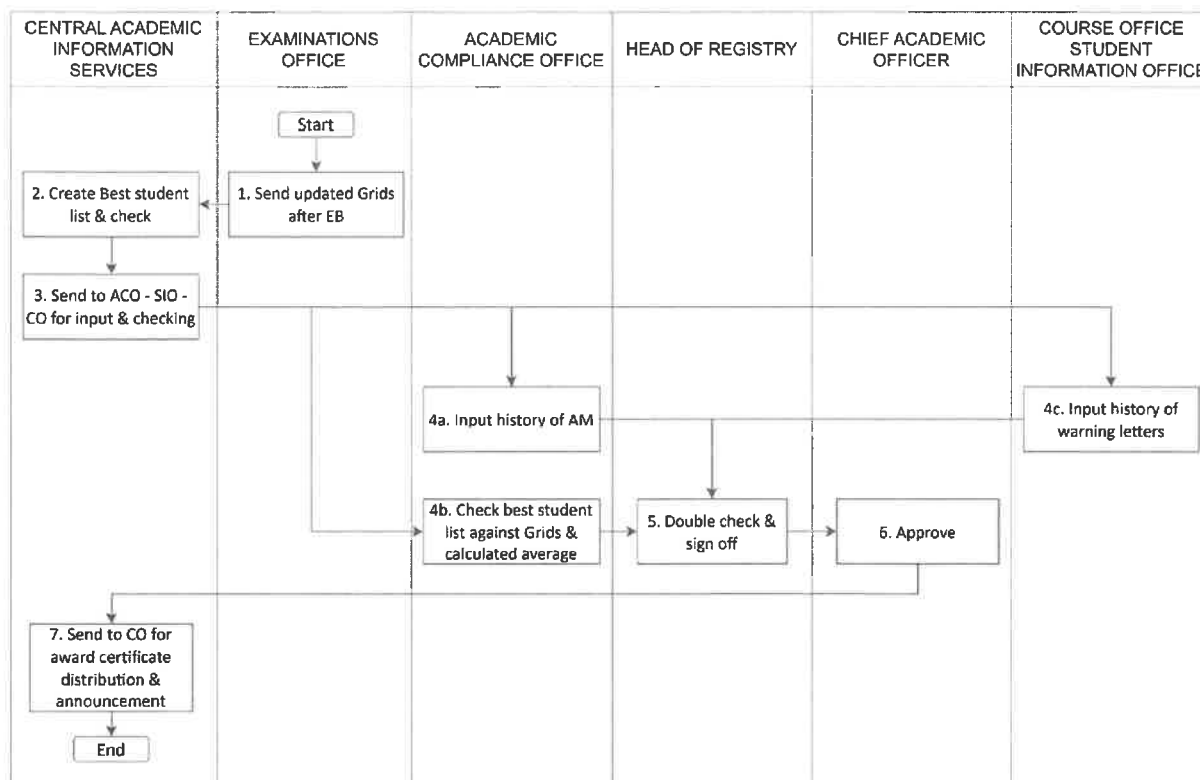
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
CAIS	Centre of Academic Information System
CO	Course Office
EO	Examinations Office
ACO	Academic Compliance Office
HoR	Head of Registry
SIO	Student Information Office

5. PROCEDURE

a. Best Student Nomination & Award for SU & BUV programmes

i. Flowchart



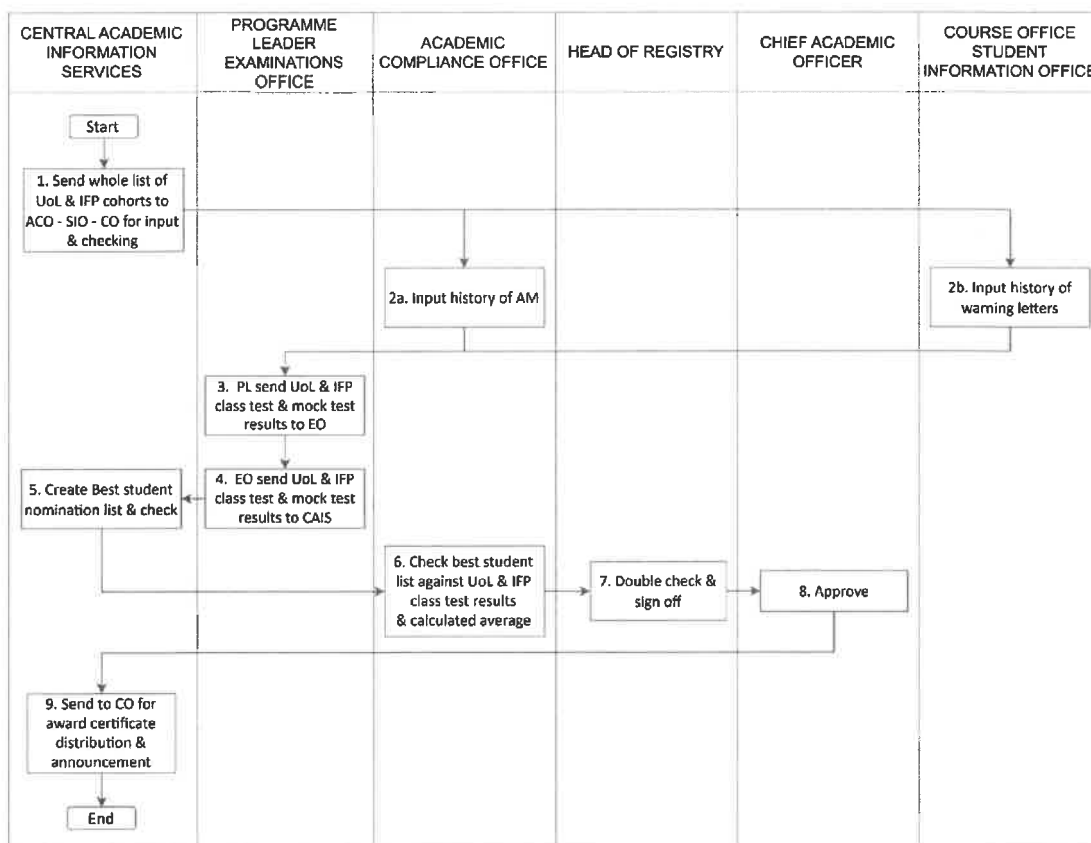
ii. Roles & Responsibilities:

Step#	Process Activities	Deadline	Output	PIC
1	Send updated Grids after EB	1 day after the board meeting	Updated Grids sent to CAIS	EO
2	Create Best student list & check	Week 2 of new semester	Best student list	CAIS
3	Send to ACO - SIO - CO for input & checking	1 working day after step 2	Best student list sent to relevant	CAIS
4a	Input history of Academic Misconduct	2 working days after step 3	AM history inputted	ACO

4b	Check best student list against Grids & calculated average	2 working days after step 3	Best student list checked	ACO
4c	Input history of warning letters	2 working days after step 3	Warning letter history inputted	CO - SIO
5	Double check & sign off	1 working day after step 4	Best student list checked & signed off	HoR
6	Approve	1 working day after step 5	Best student list approved	CAO
7	Send to CO for award certificate distribution & announcement	1 working day after step 6	Approved Best student list	CAIS

b. Best Student Nomination & Award for UoL & IFP programmes

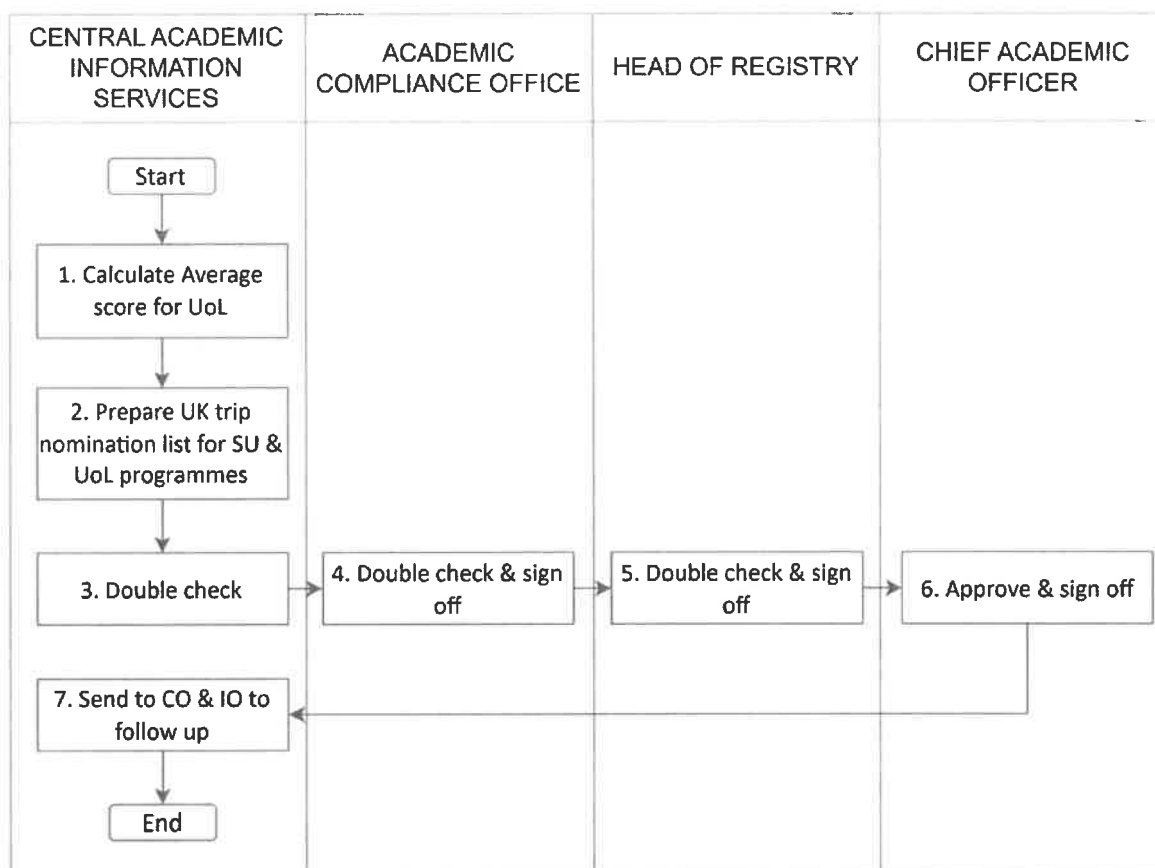
i. Flowchart



ii. Roles & Responsibilities

Step#	Process Activities	Deadline	Output	PIC
1	Send whole list of UoL & IFP cohorts to ACO - SIO - CO for input & checking	Week 21	Best student list sent to relevant	CAIS
2a	Input history of Academic Misconduct	Week 21	AM history inputted	ACO
2b	Input history of warning letters	Week 21	Warning letter history inputted	CO - SIO
3	PL send UoL & IFP class test & mock test results to EO	Friday of Week 22	Updated UoL & IFP class test results sent to EO	PL
4	EO send UoL & IFP class test & mock test results to CAIS	Monday of Week 23	Updated UoL & IFP class test results sent to CAIS	EO
5	Create Best student nomination list & check	Tuesday of Week 23	Best student list	CAIS
6	Check best student list against Grids & calculated average	Wednesday of Week 23	Best student list checked	ACO
7	Double check & sign off	Thursday of Week 23	Best student list checked & signed off	HoR
8	Approve	Friday of Week 23	Best student list approved	CAO
9	Send to CO for award certificate distribution & announcement	Friday of Week 23	Approved Best student list	CAIS

c. UK Trip selection
i. Flowchart



ii. Roles & Responsibilities

Step#	Process Activities	Deadline	Output	PIC
1	Calculate Average score for UoL	After Best Student Award has been approved	UoL Average scores calculated	CAIS
2	Prepare UK trip nomination list for SU & UoL programmes	March - Follow UK Trip schedule	UK trip nomination list for SU & UoL programme	CAIS

3	Double check	1 day after step 2	List checked	CAIS
4	Double check & sign off	1 day after step 3	List checked & signed off	ACO
5	Double check & sign off	1 day after step 4	List checked & signed off	HoR
6	Approve & sign off	1 day after step 5	List checked & signed off	CAO
7	Send to CO & IO to follow up	1 day after step 6	Email notice	CAIS

6. 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	Agreed by	Approved by
 9/12/22	 9/12/2022	 9 Dec 22	 9/12/22	 9/12/22	 9/12/22	 9/12/22
Tran Duc Trung Academic Compliance Manager	Nguyen Thi Dung Central Academic Information Service Manager	Hoang Thi Vien Examinations Office Manager	An Nhat Linh Registry Services Associate Manager	Ta Ha Lan Head of Academic & Student Operations	Tony Summers Deputy Chief Academic Officer	Christopher Jeffery Chief Academic Officer

7. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Best student list by semester	Soft/Hard copy	CAIS	5 years

8. REFERENCES

Document Ref

09/2022/CAIS/BUV-REGISTRY

Document Title

Best Student Award & Uk Trip Selection Procedure

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