REGISTRY SERVICES
CENTRAL ACADEMIC INFORMATION
SERVICES

BRITISH
UNIVERSITY
VIETNAM
BUV

CANNOT PROCEED STUDENT STUDY MANAGEMENT

PROCEDURE

DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	

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1. PURPOSE

This procedure has been developed to support British University Vietnam (BUV)'s Central Academic Information Services to communicate special progression statuses such as Cannot Proceed & Restudy to parents and students and to support Course Office to organize their study. This documentation will provide a formal standardised and repeatable process with clear timelines for department of Central Academic Information Services and Course Office.

2. SCOPE

This procedure shall apply for students in Staffordshire University & BUV own programmes.
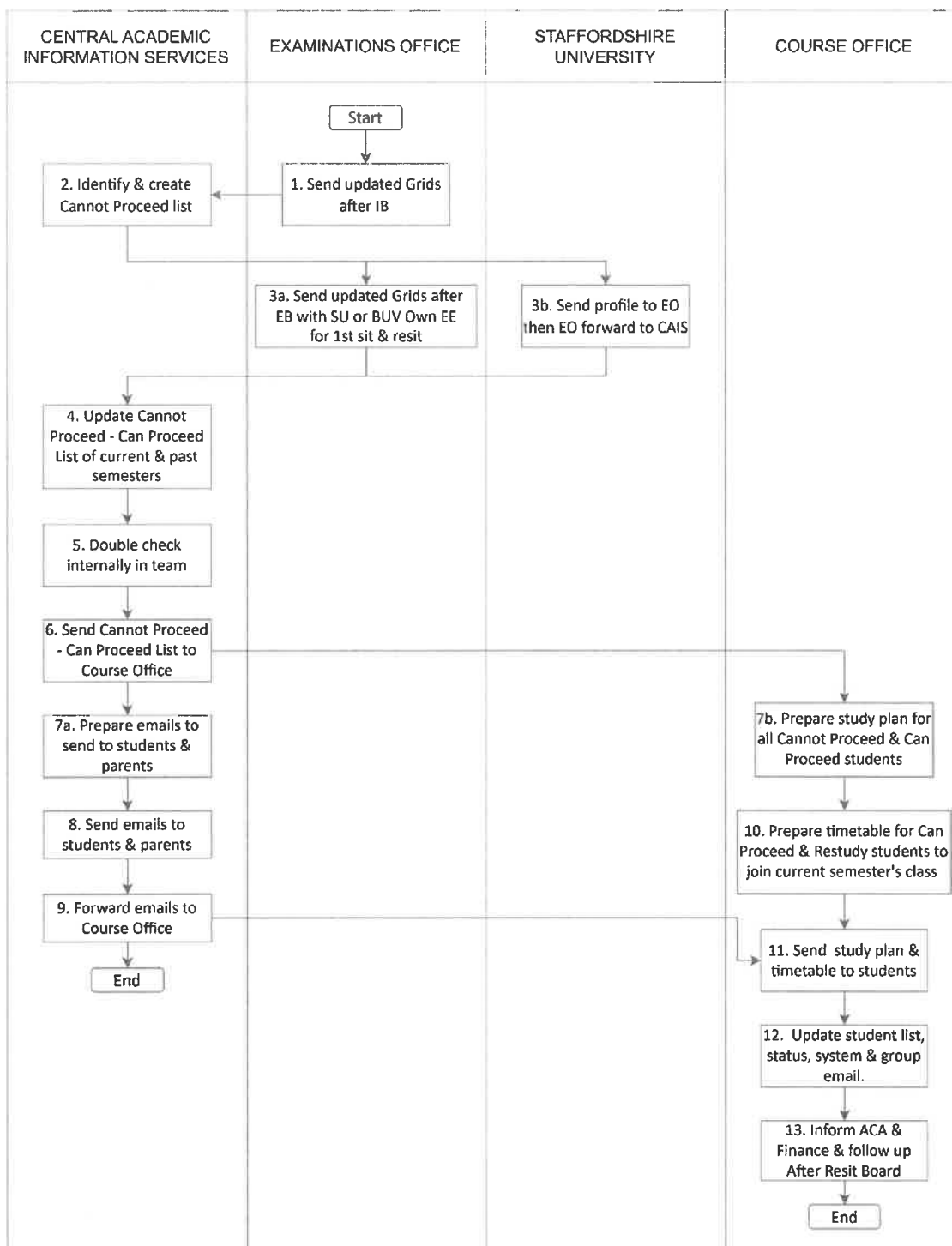
3. DEFINITIONS

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
CO	Course Office
EO	Examinations Office
SU	Staffordshire University
IB	Internal Board
EB	External Board
UoL	University of London

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4. PROCEDURE

   a. Cannot Proceed for SU & BUV Programmes
      i. Flowchart

CENTRAL ACADEMIC INFORMATION SERVICES	EXAMINATIONS OFFICE	STAFFORDSHIRE UNIVERSITY	COURSE OFFICE
	Start		
2. Identify & create Cannot Proceed list	1. Send updated Grids after IB		
	3a. Send updated Grids after EB with SU or BUV Own EE for 1st sit & resit	3b. Send profile to EO then EO forward to CAIS	
4. Update Cannot Proceed - Can Proceed List of current & past semesters			
5. Double check internally in team			
6. Send Cannot Proceed - Can Proceed List to Course Office			
7a. Prepare emails to send to students & parents			7b. Prepare study plan for all Cannot Proceed & Can Proceed students
8. Send emails to students & parents			10. Prepare timetable for Can Proceed & Restudy students to join current semester's class
9. Forward emails to Course Office			11. Send study plan & timetable to students
End			12. Update student list, status, system & group email.
			13. Inform ACA & Finance & follow up After Resit Board
			End

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ii. Roles & Responsibilities:

Step#	Process Activities	Deadline	Output	PIC
1	Send updated Grids after IB	1 day after IB	Updated Grids sent to CAIS	EO
2	Identify & create Cannot Proceed list	1 week from Step 1	Provisional Cannot Proceed List	CAIS
3a	Send updated Grids after EB with SU or BUV Own EE for 1st sit & resit Grids after 1st sit EB for SU programmes Grids after resit board for SU programmes Grids after 1st sit EB for BUV programmes Grids after resit board for BUV programmes	1 day after EB/ Resit board	Updated Grids sent to CAIS	EO
3b	Send profile to EO, EO forwards to CAIS Only applicable for SU programmes	After EB/ Resit board	Profiles sent to EO, CAIS	SU - EO
4	Update Cannot Proceed - Can Proceed List of current & past semesters After each board, update the following status: - Cannot proceed of current semester - Cannot proceed of past semesters (still cannot proceed no restudy / cannot proceed with restudy / can proceed no resit no restudy / can proceed with resit no restudy / can proceed resit restudy, etc)	1 working day from Step 3	Final Cannot Proceed List	CAIS
5	Double check internally in team	1 working day from Step 4	Checked Final Cannot Proceed List	CAIS
6	Send Cannot Proceed - Can Proceed List to Course Office	For 1st sit: 1 working day from Step 5 or Wednesday of Result Release week if the exam	Final Cannot Proceed List sent to Course Office	CAIS

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		board is held on Friday of the previous week. For resit: 1 working day from Step 5 or Wednesday of Week 3 if the resit board is held on Friday of the previous week.		
7a	Prepare emails to send to students & parents	1 working day from Step 6	Emails prepared	CAIS
7b	Prepare study plan for all statuses. Prepare study plan depending on availability of modules in the following semesters.	1 working day from Step 6	Study plans	CO
8	Send emails to students & parents	1 day from Step 7	Emails sent	CAIS
9	Forward emails to Course Office	1 working day from Step 8	Emails forwarded	CAIS
10	Prepare timetable for Cannot Proceed, Can Proceed & Restudy students to join current semester's class	2 working days from step 7b	Timetable	CO
11	Send study plan & timetable to students following up on email from CAIS in Step 9	1 working day from Step 10	Study plan & timetable sent to students	CO
12	Update student list, status, system & group email	1 working day from Step 11	List, system & email list update	CO
13	Inform ACA & Finance	1 working day from Step 11	Email notice	CO

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b. Cannot Proceed for UoL Programmes
  i. Flowchart
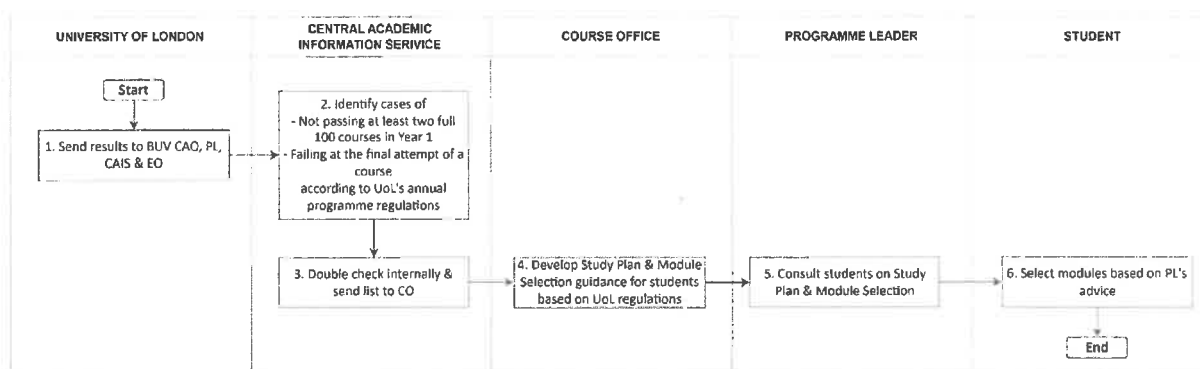
ii. Roles & Responsibilities

Step#	Process Activities	Deadline	Output	PIC
1	Send results to BUV CAO, PL, CAIS & EO	Week 2 of August	Email with results	UoL
2	Identify cases of - Not passing at least two full 100 courses in Year 1 - Failing at the final attempt of a course according to UoL's annual programme regulations	2-3 working days after step 1	Possible "Cannot proceed" cases identified	CAIS
3	Double check internally & send list to CO	1-2 working days after step 2	Possible "Cannot proceed" cases identified	CAIS
4	Develop Study Plan & Module Selection guidance for students based on UoL regulations. Also refer to UoL Module Selection Procedure for reference.	Week 3 of August	Study Plan & Module Selection guidance	CO
5	Consult students on Study Plan & Module Selection Also refer to UoL Module Selection Procedure for reference.	End of August	Module Selection counseling	PL
6	Select modules based on PL's advice Also refer to UoL Module Selection Procedure for reference.	October November	Module selection finished	Student

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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	Agreed by	Approved by
20/14/22	20/12/22	20/12/22	20/12/22	20/12/22	20/12/22	20/12/22
Tran Duc Trung Academic Compliance Manager	**Nguyen Thi Dung** Central Academic Information Service Manager	**Hoang Phuong Yen** Admissions & Course Office Manager	**Ta Ha Lan** Head of Academic & Student Operations	**An Nhat Linh** Registry Services Associate Manager	**Tony Summers** Deputy Chief Academic Officer	**Christopher Jeffery** Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Emails	Soft Copy	CAIS	5 years

7. REFERENCES

Document Ref

10/2022/CAIS/BUV-REGISTRY

Document Title

Cannot Proceed Student Study Management Procedure

--End of Document--