

**SECURITY PAPER & HOLOGRAM RECORD KEEPING &  
HALF-YEARLY AUDIT PROCEDURE**

**1. PURPOSE ..... 2**

**2. SCOPE..... 2**

**3. DEFINITIONS ..... 2**

**4. PROCEDURE ..... 3**

**5. APPROVALS ..... 7**

**6. RECORDS ..... 7**

**7. REFERENCES..... 7**

**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)'s Central Academic Information Services to manage and keep record of security paper & hologram. This documentation will provide a formal standardised and repeatable process with clear timelines for department of Central Academic Information Services.

## 2. SCOPE

This procedure encompasses the process of keeping record for security paper & hologram including the following sub-procedures:

- Security paper & Hologram record keeping procedure
- Half-yearly security paper & hologram audit

## 3. DEFINITIONS

### a. Abbreviations

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

<b>Abbreviations</b>	<b>Definitions</b>
BUV	British University Vietnam
CAO	Chief Academic Officer
CAIS	Central Academic Information Services
ACO	Academic Compliance Office
HoR	Head of Registry

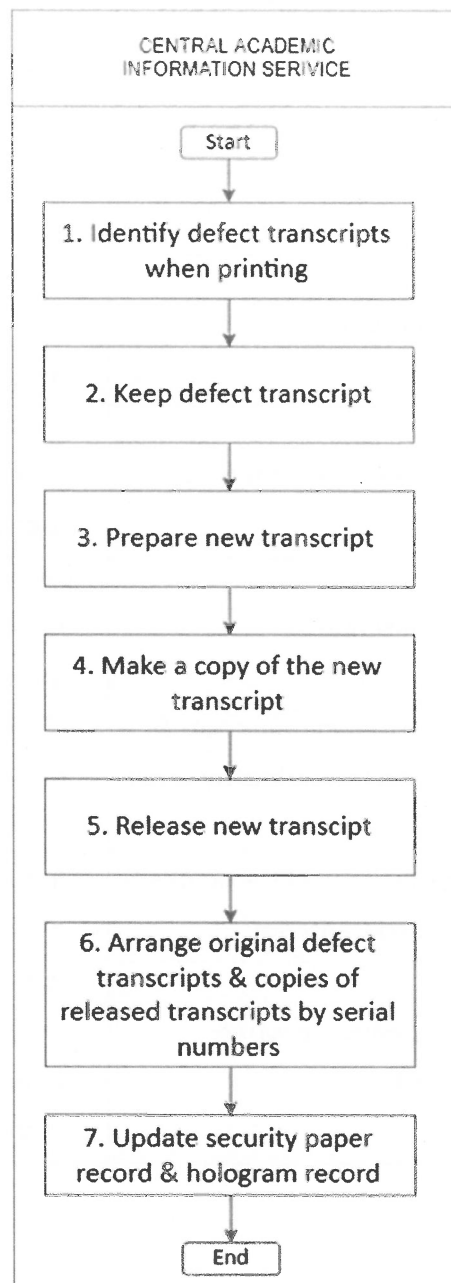
### b. Terminologies

<b>Terminologies</b>	<b>Definitions</b>

#### 4. PROCEDURE

a. Security paper & Hologram record keeping

i. Flowchart:

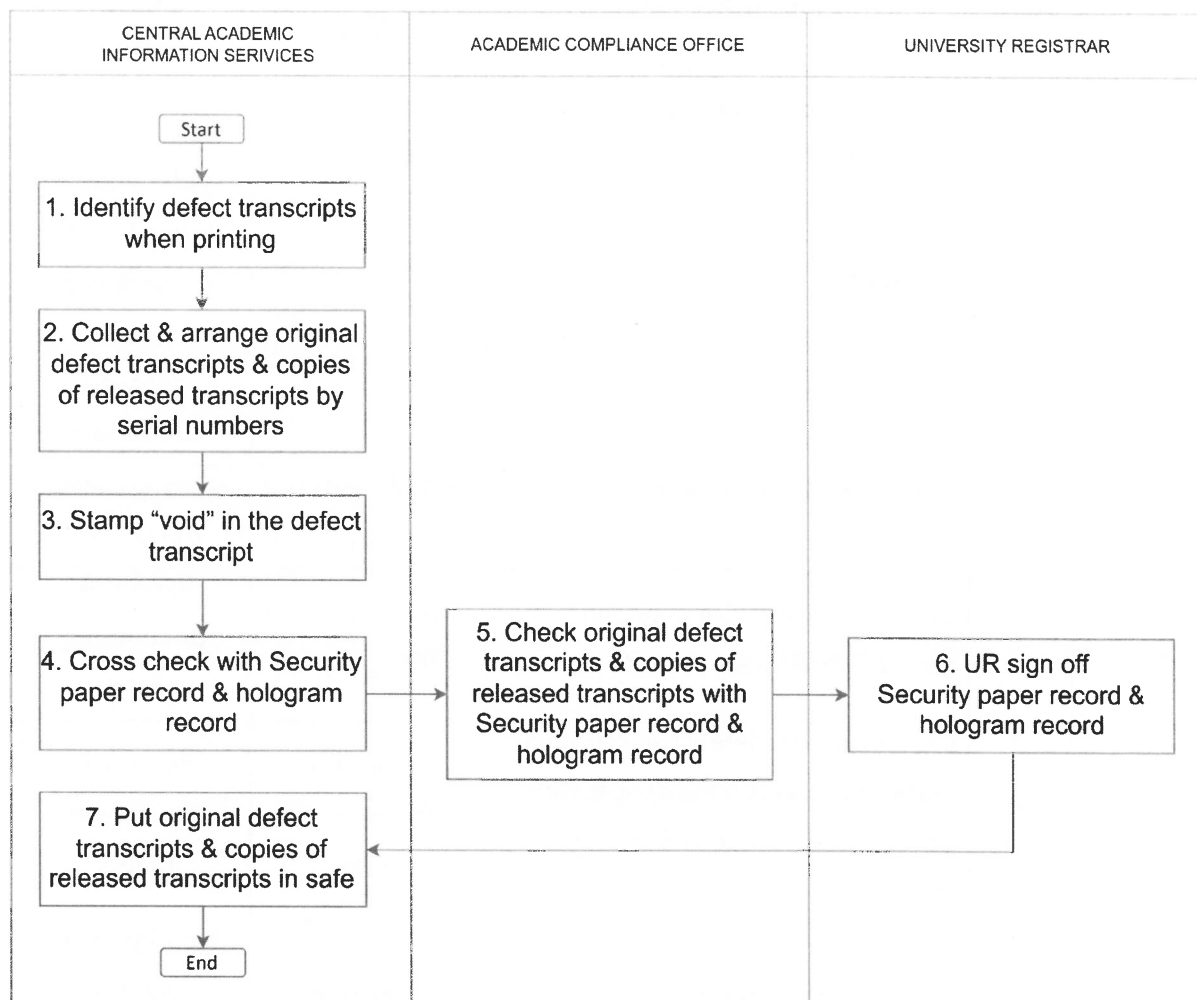


ii. Roles & Responsibilities:

<b>Step#</b>	<b>Process Activities</b>	<b>Turnaround time</b>	<b>Output</b>	<b>PIC</b>
1	Identify defect transcripts when printing	Transcript printing period	Defect transcripts identified	CAIS
2	Keep defect transcript	Transcript printing period	Defect transcripts	CAIS
3	Prepare new transcript	Transcript printing period	New transcripts	CAIS
4	Make a copy of the new transcript	Transcript printing period	Black & white copies of new transcripts	CAIS
5	Release new transcript	Transcript printing period	New transcripts released	CAIS
6	Arrange original defect transcripts & copies of released transcripts by serial numbers Keep both original defect transcripts & copies of released transcripts	End of transcript printing period	Original defect transcripts & copies of released transcripts	CAIS
7	Update security paper record & hologram record	End of transcript printing period	Security paper record & hologram record updated	CAIS

b. Half-yearly security paper & hologram audit

i. Flowchart:








ii. Roles & Responsibilities:

<b>Step#</b>	<b>Process Activities</b>	<b>Turnaround time</b>	<b>Output</b>	<b>PIC</b>
1	Identify defect transcripts when printing	Transcript printing period	Defect transcripts identified	CAIS
2	Collect & arrange original defect transcripts & copies of released transcripts by serial numbers	End of transcript printing period	Original defect transcripts & copies of released transcripts	CAIS
3	Stamp "void" in the defect transcripts	End of transcript printing period	Classify defect transcripts	CAIS
4	Cross check with Security paper record & hologram record	End of transcript printing period	Record & documents match	CAIS
5	Check original defect transcripts & copies of released transcripts with Security paper record & hologram record	In April & October every year	Record & documents match	ACO
6	University Registrar sign off Security paper record & hologram record	In April & October every year	Security paper record & hologram record signed off	UR
7	Put original defect transcripts & copies of released transcripts in safe	In April & October every year	Defect transcripts & copies of released transcripts in safe	CAIS

**5. APPROVALS**

- a. Policy development or review will be endorsed by 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	Agreed by	Approved by
 <b>Hoang Linh Chi</b> Senior Officer Academic Compliance Office	 5/9/2023 <b>Nguyen Thi Dung</b> Central Academic Information Service Manager	 5/9/23 <b>Tran Duc Trung</b> Deputy University Registrar	 7/9/23 <b>Tony Summers</b> University Registrar	 <b>Christopher Jeffery</b> Chief Academic Officer

**6. RECORDS**

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Security paper record	Soft copy	CAIS	5 years
hologram record	Soft copy	CAIS	5 years
Defect transcripts	Hard copy	CAIS	5 years
Copies of released transcripts	Hard copy	CAIS	5 years

**7. REFERENCES**

Document Ref

04/2023/CAIS/BUV-REGISTRY

Document Title

Security Paper and Hologram record keeping &  
Half-yearly Audit Procedure - Version 02

--End of Document--