

**PATHWAY TO STAFFORDSHIRE UNIVERSITY PROGRAMME
RESIT & RESULT RELEASE PROCEDURE**

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DOCUMENT HISTORY

Version	Description of Changes	Approved by	Date
1.0	Academic Compliance Office	Chief Academic Officer	

1. PURPOSE

This procedure has been developed to support British University Vietnam (BUV)'s Central Academic Information Services & Examinations Office to manage the result release for Pathway To Staffordshire University (PWSU). 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 releasing result for Pathway To Staffordshire University (PWSU).

3. DEFINITIONS

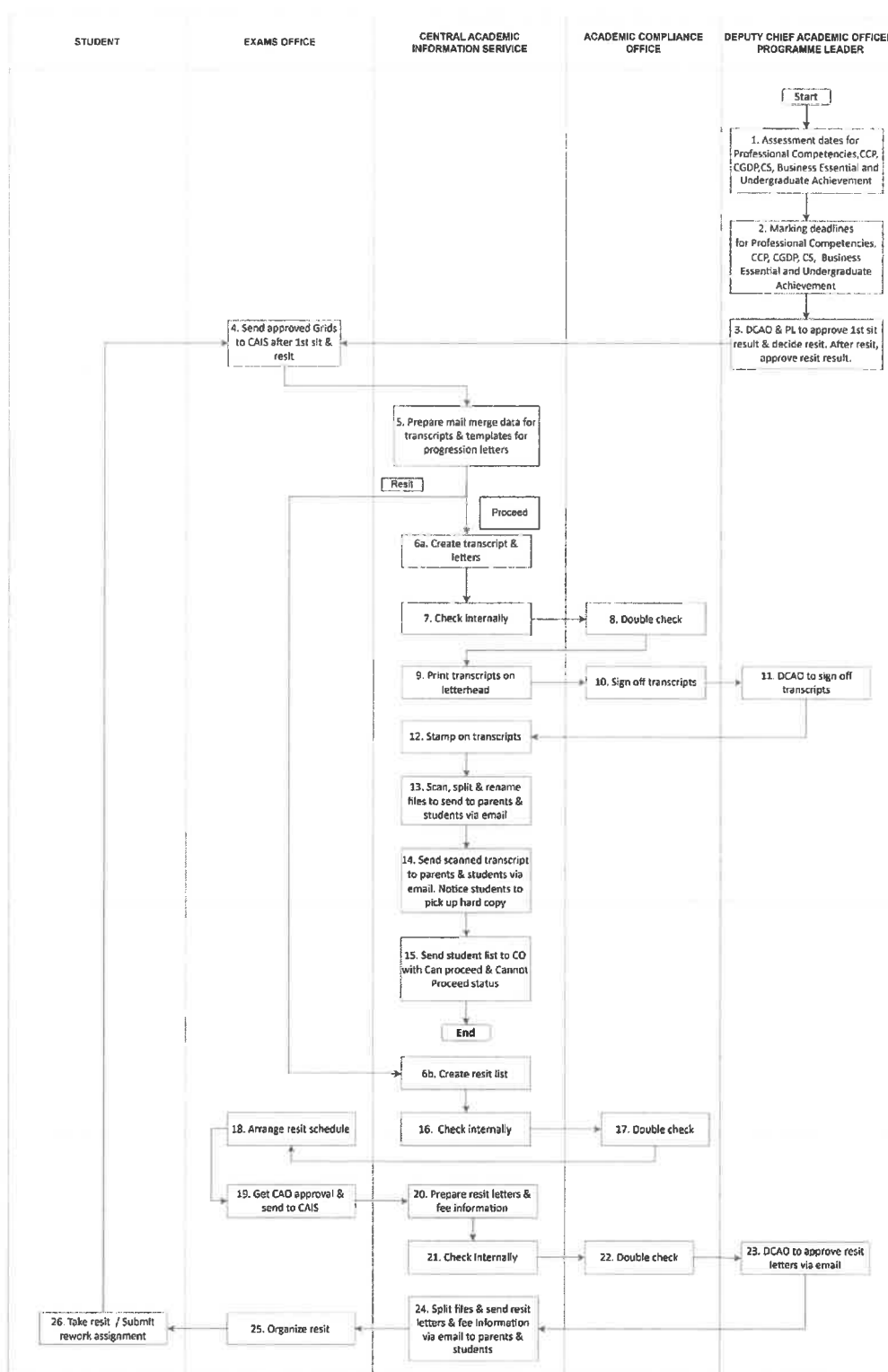
a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
CAO	Chief Academic Officer
CAIS	Central Academic Information Services
ACO	Academic Compliance Office
EO	Examinations Office
PWSU	Pathway To Staffordshire University
DCAO	Deputy Chief Academic Officer
PL	Programme Leader
ML	Module Leader

4. PROCEDURE

a. Flowchart



b. Roles & Responsibilities

Step	Process Activities	Turnaround time & deadline	Output	PIC
1	Assessment dates for Professional Competencies, CCP, CGDP, CS, Business Essential and Undergraduate Achievement	1 st sit: Week 5 for Professional Competencies, CCP, CGDP Week 6 for CS, UA and BE Resit: Monday & Tuesday of Week 7	Assessments	MLs
2	Marking deadlines for Professional Competencies, CCP, CGDP, CS, Business Essential and Undergraduate Achievement. DCAO make decisions based on MLs report.	1 st sit: Week 6 Resit: 12:00PM, Wednesday of Week 7	Marks	MLs/ DCAO
3	DCAO & PL to approve 1st sit result & decide resit. After resit, approve resit result. To progress to the SU Degree programme: - Students must achieve the minimum overall pass mark which is 40% (no condonement for 38/39% grades) - Students must pass every module on the PWSU - There will be no re-sits of weekly quizzes. Students joining the programme late (in week 2) will be allowed to retrospectively take the week 1 quiz.	1 st sit: Wednesday of Week 6 Resit: 12:00PM, Thursday of Week 7	Decisions on proceed and resits	DCAO/ PL
4	Send approved Grids to CAIS after 1st sit & resit EO send Grids after 1st sit for CAIS to release results to Can Proceed students & prepare resit for Cannot Proceed students. After resit, EO send updated Grids for CAIS to update Can Proceed list Steps from 4 - 11 are applied for both after 1st sit & resit Steps from 12 - 20 are applied only after 1st sit	1 st sit: Wednesday of Week 6 Resit: Thursday of Week 7	Updated Grids sent to CAIS	EO
5	Prepare mail merge data for transcripts & templates for progression letters - If student is proceeded, move to (6a) - If student has to take resit, move to (6b)	2 working hours or 1 working day (after step 4)	Mail merge data prepared	CAIS

6a	Create transcript & letters	1-2 working hour or 1 working day (after step 5)	Transcript & letters created	CAIS
6b	Create resit list	1-2 working hour or 1 working day (after step 4)	Resit list created	CAIS
7	Check transcripts internally	1-2 working hours or 1 working day (after step 6a)	Transcript & letters checked	CAIS
8	Double check transcript	1-2 working hours or 1 working day (after step 7)	Transcript & letters double checked	ACO
9	Print transcripts on letterhead	1 working hour or 1 working day (after step 8)	Transcripts printed	CAIS
10	Sign off transcripts	2-3 working hours or 1 working day (after step 9)	Transcripts signed off	ACO
11	Sign off transcripts	2-4 working hours or 1 working day (after step 10)	Transcripts signed off	DCAO
12	Stamp on transcripts	2 working hours or 1 working day (after step 11)	Transcripts stamped	CAIS
13	Scan, split & rename files to send to parents & students via email	2 working hours or 1 working day (after step 12)	Scanned transcripts prepared	CAIS
14	Send scanned transcript to parents & students via email. Notice students to pick up hard copy	2 working hours or 1 working day (after step 13)	Email notice Scanned transcripts sent	CAIS
15	Send student list to CO with Can proceed & Cannot Proceed status	1 working day after step 4	Email notice with list attached	CAIS
16	Check internally resit list	1-2 working hour or 1 working day after step 6b	1 st checked resit list	CAIS
17	Double check resit list	1-2 working hour or 1	Resit list double checked	ACO

		working day after step 16		
18	<p>Arrange resit schedule</p> <ul style="list-style-type: none"> - An alternative rapid turnaround assessment for students who failed: <ul style="list-style-type: none"> - Professional Competencies module final presentation - Business Essential and Undergraduate Achievement modules - CS (Computer Science) Essentials - Portfolio Rework (due Friday of Week 6) for students who failed CS (Computer Science) Essentials 	Within half a working day from Step 17	Resit schedule set up	EO/DC AO
19	Get DCAO approval & send to CAIS	Within half a working day from Step 18	Resit schedule approved	EO/DC AO
20	Prepare resit letters & fee information	1-2 working hours or 1 working day after step 19	Resit letter PDF file prepared	CAIS
21	Check internally resit letters	1-2 working hours or 1 working day after step 20	1 st checked resit letters	CAIS
22	Double check resit letters	1-2 working hours or 1 working day after step 21	Resit letters double checked	ACO
23	Approve resit letters via email	1-2 working hours or 1 working day after step 22	Resit letters approved	DCAO
24	Split files & send resit letters & fee information via email to parents & students	1-2 working hours or 1 working day after step 23	Resit letters sent	CAIS
25	Organize resit	Week 7 or follow the schedule	Resit exams organized	EO
26	Take resit / Submit rework assignment	Week 7 or follow the schedule		Student

5. APPROVALS

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

Prepared by	Checked by	Confirmed by	Confirmed by	Agreed by	Approved by
 21/11/22 Tran Duc Trung Academic Compliance Manager	 30/11/2022 Nguyen Thi Dung Central Academic Information	 22 Nov 22 Hoang Thi Vien Examinations Office Manager	 5/12/22 An Nhat Linh Registry Services Associate Manager	 6/12/22 Tony Summers Deputy Chief Academic Officer	 6/12/22 Christopher Jeffery Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Scanned transcripts	Soft Copy	CAIS	5 years
Scanned progression letters	Soft Copy	CAIS	5 years

7. REFERENCES

Document Ref

16/2022/CAIS/BUV-REGISTRY

Document Title

Pathway To Staffordshire University Programme
Resit & Result Release Procedure

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