

## ADMISSION PROCEDURE

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## DOCUMENT HISTORY

Version	Author	Approved by	Date
1.1	Academic Compliance Office	DCAO	

## 1. PURPOSE

This Procedure has been developed to support British University Vietnam (BUV)'s Academic & Student Operation Department in general & Admissions Office in particular to assess applications from students. This Procedure also sets clear responsibilities and accountabilities for selection and admissions procedure and to ensure its transparency.

## 2. SCOPE

This procedure applies for applicants who have applied to study undergraduate or postgraduate programmes of BUV, Staffordshire University (SU) and University of London (UOL).

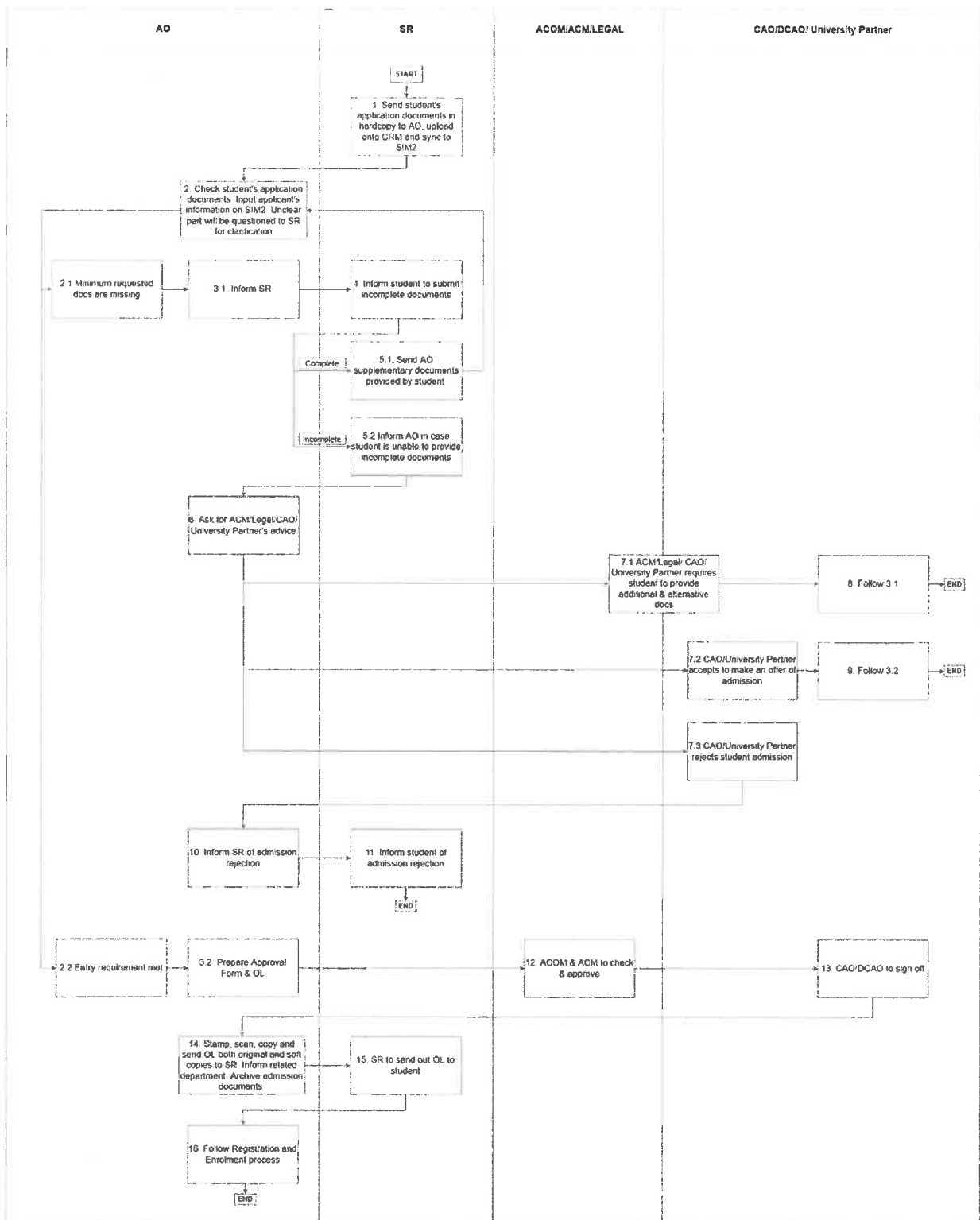
## 3. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
UOL	University of London
CAO/DCAO	Chief Academic Officer/ Deputy Chief Academic Officer
AO	Admissions Office
ACOM	Admissions and Course Office Manager
ACO	Academic Compliance Office
ACM	Academic Compliance Manager
SR	Student Recruitment

## 4. PROCEDURE

### a. Procedure flow



b. Procedure details

Step	Procedure Activities	Turnaround time	Output	PIC
1	SR to send student's application documents in hardcopy to AO, upload scan version onto SIM2 and sync to SIM2			SR
2	AO to assess the application documents and input applicant's information on SIM2 <ul style="list-style-type: none"> <li>- Check candidate's eligibility based on programme's entry requirements</li> <li>- Check required documents</li> <li>- Assign candidate into cohort</li> <li>- Input candidate's information onto SIM2</li> </ul> Unclear part or additional documents needed will be questioned to SR for clarification throughout the checking process	6 working hours if there is no further document needed		AO
2.1	AO to check and find that student fails to submit minimum requested documents => move to (3.1)			AO
2.2	AO to check and find that entry requirement are met => move to (3.2)			AO
3.1	AO to inform SR of the student's supplementary document submission	1 day		AO

3.2	AO to prepare Approval Form and Offer Letter - In case the student meets entry requirements of Degree programme and submitted all required documents => Prepare "Unconditional Offer Letter" - In case the student is accepted with conditions => Prepare "Conditional Offer Letter"	6 working hours	Approval Form and Offer Letter	AO
4	SR to ask the student to provide incomplete documents as per AO's request			AO
5.1	When the student provides supplementary documents, SR to send to AO => Return to (2)			SR
5.2	In case the candidate is not able to provide incomplete documents, SR to inform AO			SR
6	AO to ask for ACM/Legal/CAO/University Partner's advice for further process	1 day		AO
7.1	ACM/ Legal/ CAO/ University Partner to consider and require the student to submit additional & alternative documents => Move to (8)			ACM/Legal
7.2	CAO/ University Partner to accept to make an offer of admission			CAO/ University Partner






7.3	CAO/University Partner to reject student admission			CAO/ University Partner
8	Follow 3.1			AO
9	Follow 3.2			AO
10	AO to inform SR of admission rejection	1 day		AO
11	SR to inform the student of admission rejection			SR
12	ACOM & ACM to check and approve Approval Form and Offer Letter			ACOM/ACM
13	CAO/DCAO to sign off	8 working hours		CAO/DCAO
14	AO to <ul style="list-style-type: none"> <li>- Stamp, scan and make a copy of Offer Letter</li> <li>- Handover an original Offer Letter and soft copies of Offer Letter to SR</li> <li>- Inform FIN to issue Fee letter</li> <li>- Archive admission documents</li> </ul>	4 working hours	Stamped Offer Letter and Approval Form	AO
15	SR to send out OL to student			SR
16	Follow Registration and Enrolment process			AO

## **5. APPROVALS & EXCEPTIONS**

Policy development or review will be endorsed by Head of Academic & 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	Checked by	Confirmed by	Approved by
 18/8/2022 <b>Tran Duc Trung</b> Academic Compliance Manager	 18/8/2022 <b>Hoang Phuong Yen</b> Admissions & Course Office Manager	 18/8/2022 <b>Ta Ha Lan</b> Head of Academic & Student Operation	 19/8/22 <b>Tony Summers</b> Deputy Chief Academic Officer	 23/8/22 <b>Christopher Jeffery</b> Chief Academic Officer

**6. RECORDS**

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Offer Letter	Both Soft and Hard Copies	AO	
Approval Form	Both Soft and Hard Copies	AO	
Student's Application	Both Soft and Hard Copies	AO	

**7. REFERENCES**

Document Ref  
07/2022/AO/BUV-ASO

Document Title  
Admission Process

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