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DOCUMENT REVISION HISTORY

Revision Date	Revision Made By	Description of Changes	Revision No.

I. PURPOSE

This Procedure has been developed to support British University Vietnam's Academic & Student Operation Department & Student Experience to manage student profile hardcopy version.

II. SCOPE

This process is applied whenever there is change or new input required to be added into the student's profile.

III. DEFINITIONS

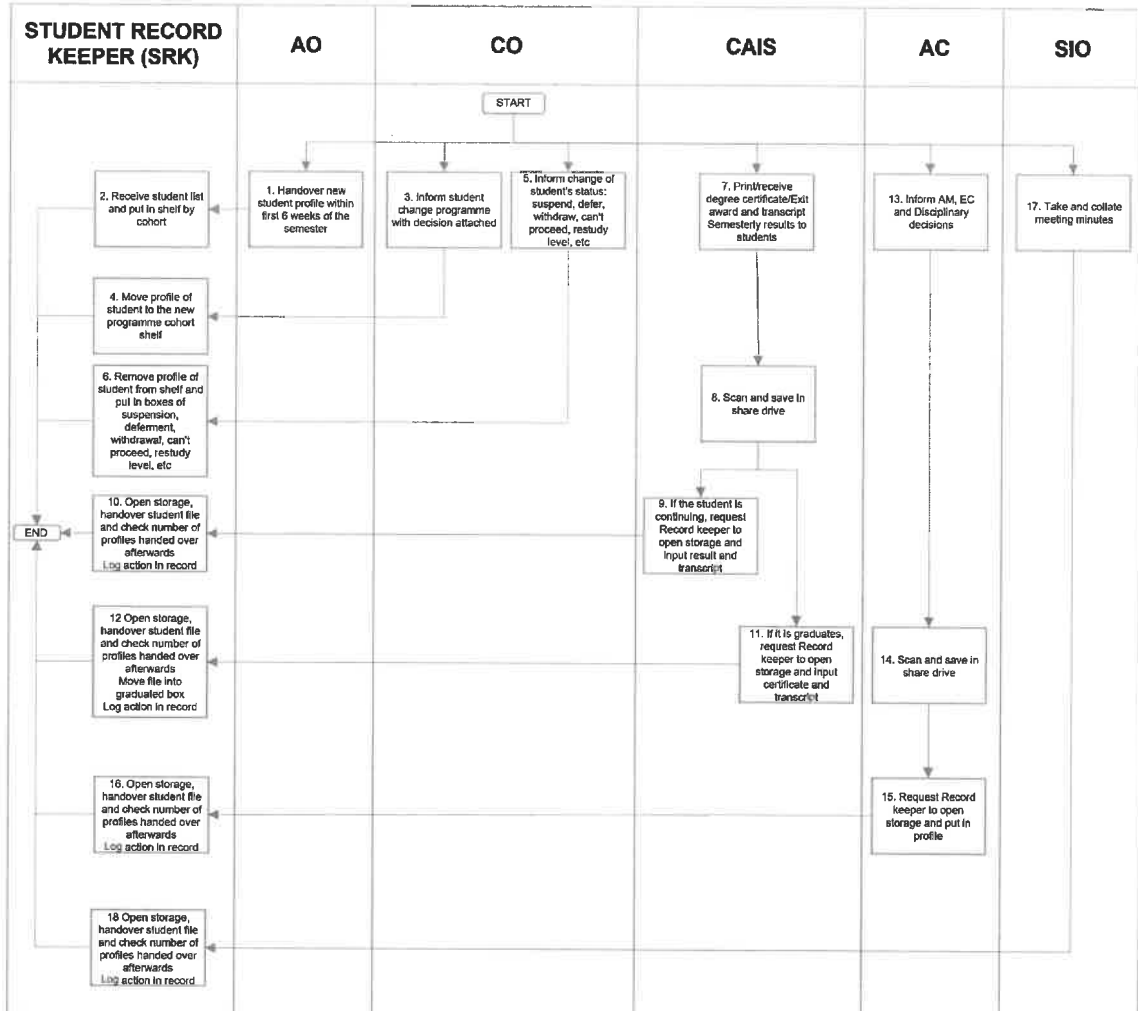
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
HASO	Head of Academic & Student Operation
CO	Course Office
AO	Admissions Office
CAIS	Centre Academic Information Services
AC	Academic Compliance Office



IV. PROCESS


1. Flowchart:





2. Roles & responsibilities:

Step	Process Activities	Output	PIC
1	Handover new student profile within first 6 weeks of the semester	Student list and profile	AO
2	Receive student list and put in shelf by cohort	Profile on shelf by cohort	SRK
3	Inform student change programme with decision attached	Change programme decision	CO
4	Move profile of student to the new programme cohort shelf	Profile on shelf by cohort	SRK
5	Inform change of student's status: suspend, defer, withdraw, can't proceed, restudy level, etc	Change status decisions	CO
6	Remove profile of student from shelf and put in boxes of suspension, deferment, withdrawal, can't proceed, restudy level, etc	Profile on shelf by cohort	SRK
7	Print/receive degree certificate/Exit award and transcript Semesterly results to students	Degree and transcript	CAIS
8	Scan and save in share drive	Scan copy of degree and transcript on drive	CAIS
9	If the student is continuing, request Record keeper to open storage and input result and transcript	Email to request SRK copy HoR and HoASO	CAIS
10	Open storage, handover student file and check number of profiles handed over afterwards Log action in record with student HAN number		SRK
11	If it is graduates, request Record keeper to open storage and input certificate and transcript	Email to request SRK copy HoR and HoASO	CAIS
12	Open storage, handover student file and check number of profiles handed over afterwards Move file into graduated box Log action in record with student HAN number		SRK
13	Inform AM, EC and Disciplinary decisions	AM/EC/Disciplinary Decision	ACO

	REGISTRY DEPARTMENT STUDENT PROFILE HARDCOPY MANAGEMENT PROCESS	Doc. Ref. : 01/2022/CAIS/BUV-REGISTRY
		Approved by : Christopher Jeffery Approved Date: April 11 th 2022 Effective Date : April 11 th 2022 Version No : 1.1

14	Scan and save in share drive	Scanned version of decision	ACO
15	Request Record keeper to open storage and put in profile	Email to request SRK copy HoR and HoASO	ACO
16	Open storage, handover student file and check number of profiles handed over afterwards Log action in record		SRK
17	Take and collate meeting minutes	Meeting minutes	SIO
18	Open storage, handover student file and check number of profiles handed over afterwards Log action in record with student HAN number		SRK



V. APPROVALS

Policy development or review will be endorsed by Head of Registry 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	Checked by	Confirmed by	Approved by
Approved by email Tran Duc Trung Academic Compliance Manager	 Nguyen Thi Dung Central Academic Information Services Manager	 Hoang Phuong Yen Associate Manager, Admissions Office	8/14/22 Vu Lan Anh Head of Registry	 8/14/22. Tony Summers Deputy Chief Academic Officer	 Christopher Jeffery Chief Academic Officer 12/4/22

VI. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)

VII. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
01/2022/CAIS/BUV-REGISTRY	Student profile hardcopy management process

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