	REGISTRY DEPARTMENT	Doc. Ref. : 04/2022/CAIS/BUV-REGISTRY
BRITISH UNIVERSITY VIETNAM **BUV**	**REGISTRY DEPARTMENT** MANAGEMENT OF STUDENT LIST & STATUS PROCESS	Doc. Ref. : 04/2022/CAIS/BUV-REGISTRY Approved by : Christopher Jeffery Approved Date: April 11th, 2022 Effective Date : April 11th, 2022 Version No : 1.1

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 (BUV)'s Registry Department, Central Academic Information Services & Course Office in managing student list & status process. This documentation will provide a formal standardised and repeatable process with clear timelines for departments of Central Academic Information Services.

II. SCOPE

This process will be applied for managing student list & status process of all students from British University Vietnam Own Degree programmes, Staffordshire University programmes & University of London programmes.
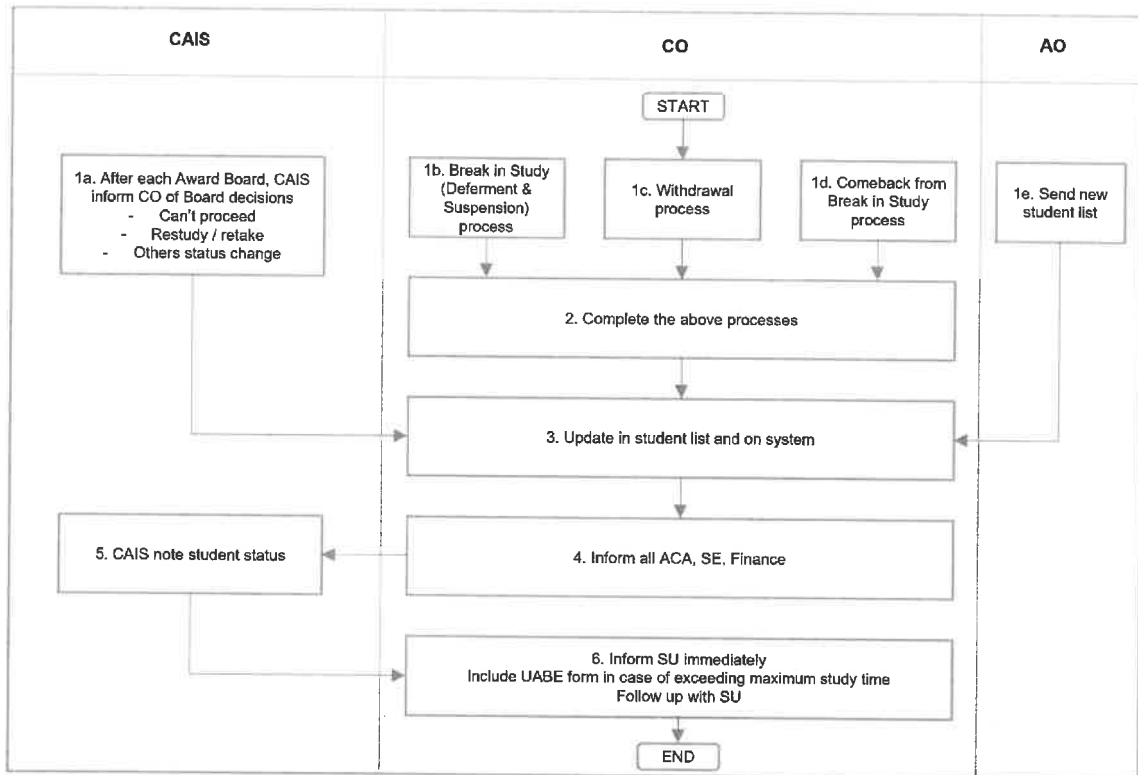
III. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
CAIS	Central Academic Information Services
CO	Course Office
BiS	Break in Study

IV. PROCESS

1. Flowchart:

2. Roles & responsibilities:

Step	Process Activities	Output	PIC
1a	After each Award Board, CAIS inform CO of Board decisions - Can't proceed - Restudy / retake - Others status change	Email to CO	CAIS
1b	Break in Study (Deferment & Suspension) process		CO
1c	Withdrawal process		CO
1d	Comeback from Break in Study process		CO
1e	Send new student list		AO
2	Complete the above processes Complete the processes that result in change of student status: - Break in Study (due to deferment or suspension) - Withdrawal - Comeback for Break in Study	Break in Study form Deferment form Suspension decision Withdrawal form	CO
3	Update in student list and on system	Updated student list	CO
4	Inform CAIS & related teams	Email to CAIS & related teams	CO
5	CAIS note student status		CAIS
6	Inform SU immediately and cc CAIS Include UABE form in case of exceeding maximum study time Follow up with SU		CO

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			8/4/22	8/4/22	12/4/22
Tran Duc Trung	**Nguyen Thi Dung**	**Hoang Phuong Yen**	**Vu Lan Anh**	**Tony Summers**	**Christopher Jeffery**
Academic Compliance Manager	Central Academic Information Services Manager	Associate Manager, Admissions Office	Head of Registry	Deputy Chief Academic Officer	Chief Academic Officer

VI. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Student defer-withdraw-change programme list	Soft copy	CAIS	7 years

VII. REFERENCES

Document Ref	Document Title
04/2022/CAIS/BUV-REGISTRY	Management of student list & status

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