



REGISTRY DEPARTMENT

**MANAGEMENT OF
INTERNATIONAL
STUDENT DATA**

Doc. Ref. : 03/2022/CAIS/BUV-REGISTRY

Approved by : Christopher Jeffery

Approved Date : April 11th, 2022

Effective Date : April 11th, 2022

Version No : 1.1

I. PURPOSE 2

II. SCOPE 2

IV. PROCESS 3

V. APPROVALS 4

VI. RECORDS 5

VII. REFERENCES 5

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 in managing international student data. 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 students' data of all international students from British University Vietnam Own Degree programme, Staffordshire University programmes & University of London programmes.

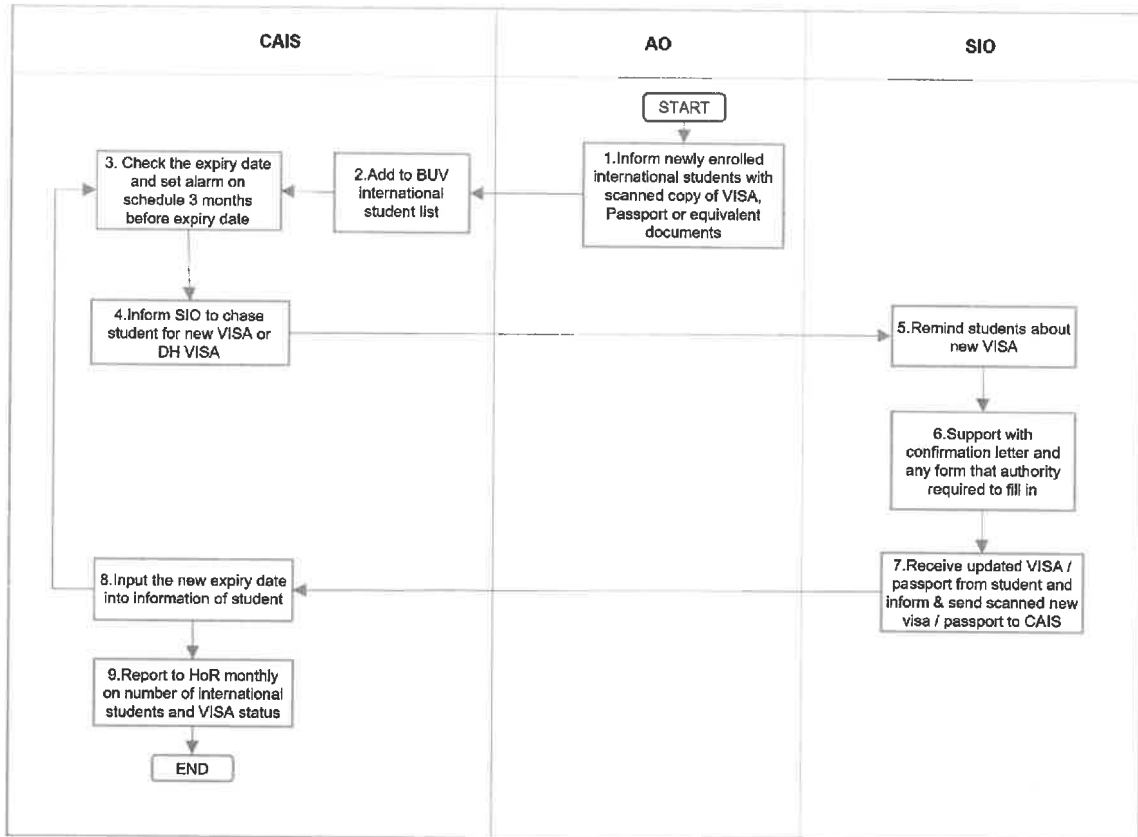
III. DEFINITIONS

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
AO	Admissions Office

IV. PROCESS

1. Flowchart:



2. Roles & responsibilities:

Step	Process Activities	Output	PIC
1	AO inform newly enrolled international students with scanned copy of VISA, Passport or equivalent documents within 1 week from receiving documents from students and no later than 3 months before visa expiration.	List of new international students	AO
2	Add to BUV international student list		CAIS
3	Check the expiry date and set alarm on schedule 3 months before expiry date		CAIS
4	Inform SIO to chase student for new VISA or DH VISA		CAIS



5	Remind students about new VISA		SIO
6	Support with confirmation letter and any form that authority required to fill in		SIO
7	Receive updated VISA / passport from student and inform & send scanned new visa / passport to CAIS		SIO
8	Input the new expiry date into information of student		CAIS
9	Report to HoR monthly on number of international students and VISA status		CAIS

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



**BRITISH
UNIVERSITY
VIENTIANE
BUV**

REGISTRY DEPARTMENT

MANAGEMENT OF
INTERNATIONAL
STUDENT DATA

Doc. Ref. : 03/2022/CAIS/BUV-REGISTRY
Approved by : Christopher Jeffery
Approved Date : April 11th, 2022
Effective Date : April 11th, 2022
Version No : 1.1

VI. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
International students & VISA status report	Soft copy	CAIS	7 years

VII. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
03/2022/CAIS/BUV-REGISTRY	Management of student list & status

--End of Document--