	REGISTRY DEPARTMENT	Doc.Ref.:02/2022/CAIS/BUV-REGISTRY
BRITISH UNIVERSITY VIETNAM **BUV**	MANAGEMENT OF STUDENT POPULATION, DIVERSITY AND PERFORMANCE PROCESS	Approved by : Christopher Jeffery Approved Date: April 5th, 2022 Effective Date : April 5th, 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 population, diversity and performance. 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 population, diversity and performance of all 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
HoASO	Head of Academic & Student Operation Department
HoR	Head of Registry
CAIS	Central Academic Information Services
CO	Course Office

IV. PROCESS

1. Flowchart:
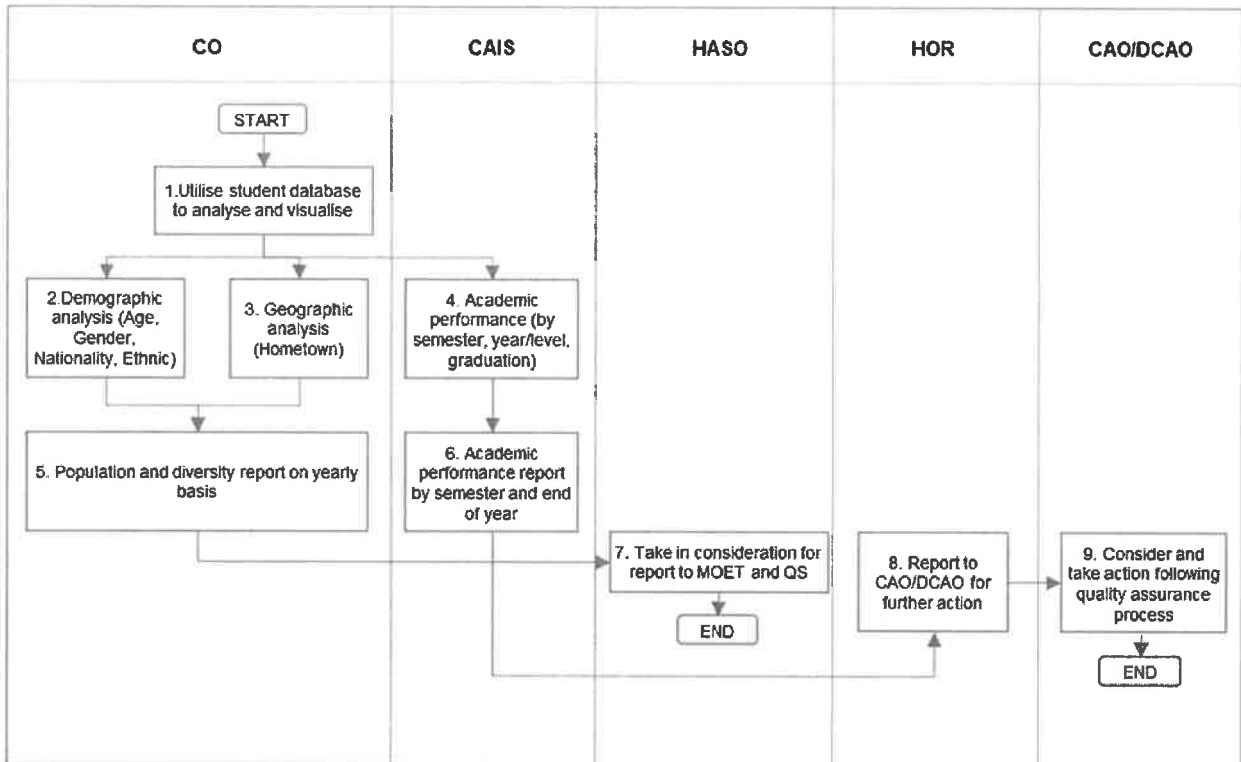
2. Roles & responsibilities:

Step#	Process Activities	Output	PIC
1	**CO utilise student database to analyse and visualise students in different categories**		CO
2	**CO categorise student based on demographic analysis (Age, Gender, Nationality, Ethnic)**	Student demographic analysis	CO
3	**CO categorise student based on geographic analysis (Hometown)**	Student geographic analysis	CO
4	**CAIS categorise student based on academic performance (by semester, year/level, graduation)**	Student academic performance analysis	CAIS
5	**CO create Population and diversity report on yearly basis**	Population and diversity report	CO
6	**CAIS create Academic performance report**	Academic performance report	CAIS

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	by semester and end of year			
7	**HoASO take into consideration the reports created by CO to report to MOET and QS**			HoASO
8	**HoR report to CAO/DCAO for further action**			HoR
9	**CAO consider and take action following quality assurance process**			CAO

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	Confirmed by	Approved by
Approved by email			8/4/22	12/4/22
Tran Duc Trung Academic Compliance Manager	**Nguyen Thi Dung** Central Academic Information Services Manager	**Vu Lan Anh** Head of Registry	**Tony Summers** Deputy Chief Academic Officer	**Christopher Jeffery** Chief Academic Officer

VI.   RECORDS

Records (What)	Mediu m	Responsibilit y	Retention Period
Population and diversity report	Soft copy	CAIS	7 years
Academic performance report	Soft copy	CAIS	7 years

VII.   REFERENCES

<u>Document Ref</u>   <u>Document Title</u>

02/2022/CAIS/BUV-REGISTRY Management of Student Population, Diversity and Performance

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