

STAFFORDSHIRE UNIVERSITY REGISTRATION PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.1	Academic Compliance Office	DCAO	
2.0	Academic Compliance Office	CAO	

1. PURPOSE

This procedure has been developed to support British University Vietnam (BUV)'s Course Office to complete SU students' registration after enrolment. This documentation will provide a formal standardised and repeatable process with clear timelines for departments of Course Office.

2. SCOPE

The Process applies to undergraduate and post graduate studying Staffordshire University programmes.

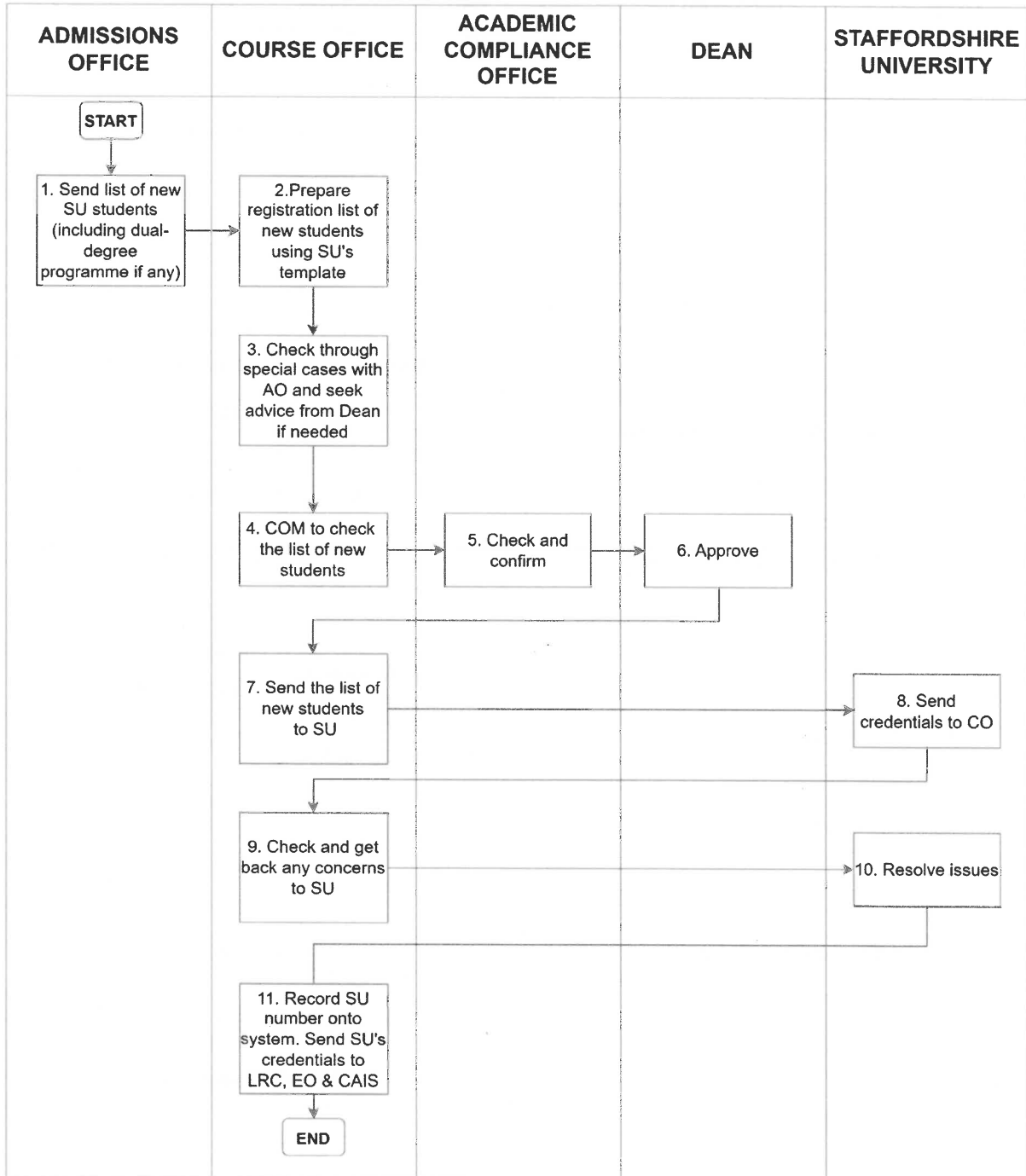
3. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
AO	Admissions Office
CO	Course Office
ACM	Academic Compliance Manager
COM	Course Office Manager

4. PROCEDURE

a. Flowchart



b. Roles & Responsibilities

Step	Process Activity	Turnaround time	Output	P.I.C
1	AO to send list of new SU students (including dual-degree programme if any) to CO	2 weeks before semester and keep update until the end of week 2	List of new students	AO
2	Prepare registration list of new students using SU's template	Week 3	List of new students	CO
3	CO to check through special cases (deferment, withdrawal, highest qualification ...) with AO and seek advice from Dean if needed	Week 3	Registration list of new students	CO
4	COM to check the list of new students to SU	Week 3	List checked	COM
5	ACO to check and confirm the list	2 days after Step 4	List checked & confirmed	ACO
6	Dean to approve the list	1 day after Step 5	List approved by Dean	CAO
7	CO to send the list of new students to SU	Monday of Week 4	List sent to SU	CO
8	SU to send credentials to CO		Credentials received by CO	SU
9	CO to check and get back to SU any concerns	2 days after Step 8	Credentials checked	CO
10	SU to resolve issues		Issues resolved	SU
11	Record SU Student Code onto system and send SU's credentials to LRC, EO & CAIS	1 day after Step 10	SU student code recorded & credentials sent	CO

5. APPROVALS & EXCEPTIONS

Policy development or review will be endorsed by Dean (Higher Education) and approved by CAO prior for 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
 18/10/2023 Tran Duc Trung Deputy University Registrar	 Hoang Phuong Yen Course Office Manager	 Jason MacVaugh Dean (Higher Education)	 18/10/23 Tony Summers University Registrar	 Christopher Jeffery Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
SU credentials	Soft Copy	CO	5 years

7. REFERENCES

Document Ref	Document Title
01/2023/CO/BUV-CO	Staffordshire University Registration Procedure

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