# REGISTRATION & ENROLMENT PROCEDURE

## DOCUMENT HISTORY

| Version | Description of Changes | Approved by | Date |
|---------|------------------------|-------------|------|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ACADEMIC & STUDENT OPERATIONS**
**ADMISSIONS OFFICE**

BRITISH
UNIVERSITY
VIETNAM
**BUV**

## 1. PURPOSE

This Procedure has been developed to support British University Vietnam's Academic & Student Operation Department in general and Admissions Office in particular, to manage the process of registration and enrolment. This documentation will provide a formal standardised process for registration and enrolment for Admissions Office.

## 2. SCOPE

This procedure is applied for all new British University Vietnam students including: Staffordshire University programmes, University of London programmes & British University Vietnam Own Degree programmes. The process is also applied for both undergraduate & postgraduate students.

## 3. DEFINITIONS

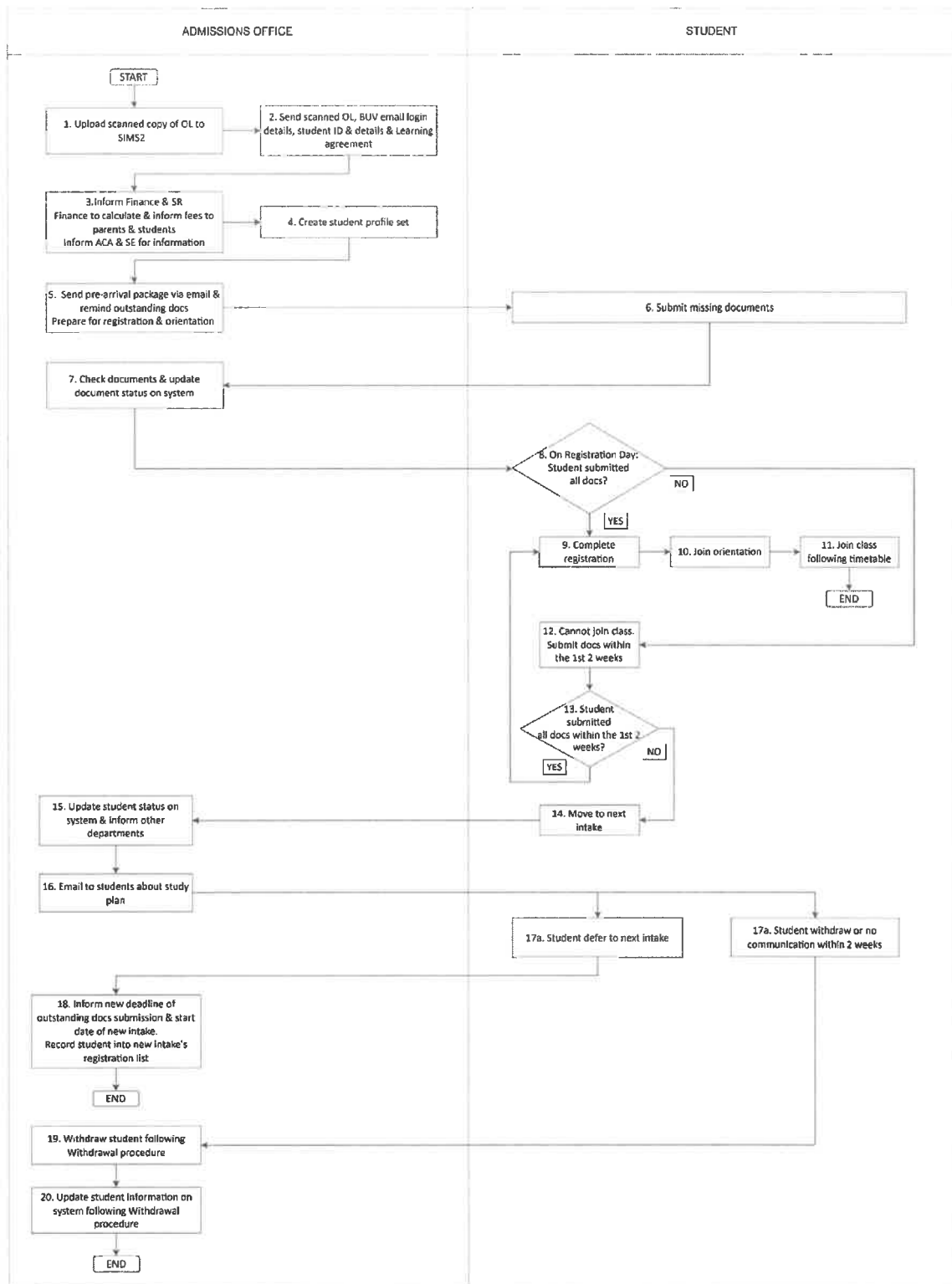a. Abbreviations

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

| Abbreviations | Definitions |
| --- | --- |
| BUV | British University Vietnam |
| AO | Admissions Office |
| OL | Offer Letter |

**ACADEMIC & STUDENT OPERATIONS**
**ADMISSIONS OFFICE**

BRITISH
UNIVERSITY
VIETNAM
**BUV**

## 4. PROCEDURES

### a. Flowchart

| ADMISSIONS OFFICE | STUDENT |
|---|---|

START

1. Upload scanned copy of OL to SIMS2

2. Send scanned OL, BUV email login details, student ID & details & Learning agreement

3. Inform Finance & SR
Finance to calculate & inform fees to parents & students
Inform ACA & SE for information

4. Create student profile set

5. Send pre-arrival package via email & remind outstanding docs
Prepare for registration & orientation

6. Submit missing documents

7. Check documents & update document status on system

8. On Registration Day:
Student submitted all docs? — NO

YES

9. Complete registration

10. Join orientation

11. Join class following timetable

END

12. Cannot join class. Submit docs within the 1st 2 weeks

13. Student submitted all docs within the 1st 2 weeks? — NO

YES

15. Update student status on system & inform other departments

14. Move to next intake

16. Email to students about study plan

17a. Student defer to next intake

17a. Student withdraw or no communication within 2 weeks

18. Inform new deadline of outstanding docs submission & start date of new intake.
Record student into new intake's registration list

END

19. Withdraw student following Withdrawal procedure

20. Update student information on system following Withdrawal procedure

END

3

**ACADEMIC & STUDENT OPERATIONS**
**ADMISSIONS OFFICE**

BRITISH
UNIVERSITY
VIETNAM
**BUV**

b. Roles & Responsibilities

| Step | Process Activities | Deadline | Output | PIC |
|---|---|---|---|---|
| 1 | Upload scanned copy of OL to SIMS2 | 2 days after application submitted | OL updated | AO |
| 2 | Send scanned OL, BUV email login details, student ID & details & Learning agreement | 2 days after application submitted | Email notice to students | AO |
| 3 | Inform Finance & SR<br>Finance to calculate & inform fees to parents & students<br>Inform ACA & SE for information & updates if any changes ( 4 weeks before start date) | 2 days after application submitted | Email notice | AO |
| 4 | Create student profile set<br>Print student card<br>Create new student profile set: put in clear bag, print label<br>Shelf new student profile set | Before Orientation Day (usually weekend of Week (-1) | Student card printed<br>New student profile hard copy created & shelved | AO |
| 5 | Send pre-arrival package via email<br>Prepare for registration & orientation<br>- For all students: Students are required to sign the Acceptance letter and Learning Agreements which includes Terms and Conditions, Learning Agreements, Assumption of Risks, Release of Liability, Waiver for Claims, Release Form, Student card, aware of computer specifications required.<br>For C-programmes and IHM: As above and Regulation of specialized classrooms | Pre-arrival package: 2 weeks before start date | Pre-arrival package sent via email<br>Docs are prepared for orientation | AO |
| 6 | Submit missing documents | From Monday to Wednesday of Week (-1) | All documents submitted | Student |
| 7 | Check documents & update document status on system | Immediately after receiving documents | Status updated on system | AO |
| 8 | On Registration Day:<br>Student submitted all docs?<br>If Yes, move to (9)<br>If No, move to (12) | | | |

***Registration and Enrolment Procedure**

BUV Ecopark Campus, Ecopark Township, Van Giang, Hung Yen
www.buv.edu.vn    •    info@buv.edu.vn

**ACADEMIC & STUDENT OPERATIONS**
**ADMISSIONS OFFICE**

BRITISH
UNIVERSITY
VIETNAM
**BUV**

| | | | | |
|---|---|---|---|---|
| 9 | Complete registration<br>- Sign Learning Agreement<br>- Receive student card student gifts and iPad ( for Degree & IFP students) | From Monday to Wednesday of Week (-1) | All documents submitted | Student |
| 10 | Join orientation<br>- Rules and Regulations & Support Center<br>- Programme Briefing<br>- Student Experience & Personal Development Programme<br>- Academic English Masterclass & English support<br>- Ebook & Canvas training<br>- Academic Conduct | Usually weekend of Week (-1) | Joined all sessions | Student |
| 11 | Join class following timetable | Week 1 | Join class | Student |
| 12 | Cannot join class. Submit docs within the first 2 weeks. | | | |
| 13 | Student submitted all docs within the first 2 weeks?<br>If Yes, move to (9)<br>If No, move to | Within 2 weeks from start date | All documents submitted | Student |
| 14 | Move to next intake | Week 3 | Student added to next intake's list | Student |
| 15 | Update student status on system & inform other departments | Week 3 | System updated | AO |
| 16 | Email to students about study plan | Week 3 | Email notice | AO |
| 17a | Student defer to next intake | | | |
| 17b | Student withdraw or no communication within 2 weeks | | | |
| 18 | Inform new deadline of outstanding docs submission & start date of new intake. Record student into new intake's registration list | Week 3 | Email notice | AO |
| 19 | Withdraw student following Withdrawal procedure | Week 5 | | |
| 20 | Update student information on system following Withdrawal procedure | Week 5 | System updated | AO |

## ACADEMIC & STUDENT OPERATIONS
## ADMISSIONS OFFICE

BRITISH
UNIVERSITY
VIETNAM
BUV

## 5. APPROVALS

i)   Policy development or review will be endorsed by Head of Academic and Student Operations and approved by CAO prior to implementation and execution.

ii)  Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.

iii) This document is approved and effective from the date of signing:

| Prepared by | Checked by | Confirmed by | Agreed by | Approved by |
|---|---|---|---|---|
| 6/12/22 | | 6/12/2022 | 7/12/22 | 7/12/22 |
| **Tran Duc Trung** | **Hoang Phuong Yen** | **Ta Ha Lan** | **Tony Summers** | **Christopher Jeffery** |
| Academic Compliance Manager | Admissions & Course Office Manager | Head of Academic and Student Operations | Deputy Chief Academic Officer | Chief Academic Officer |

## 6. RECORDS

| Records (What) | Medium (How) | Responsibility (Who) | Retention Period (Active) (When) |
|---|---|---|---|
| Offer Letter | Hard Copy | AO | 5 years |

## 7. REFERENCES

| Document Ref | Document Title |
|---|---|
| 05/2022/AO/BUV-ASO | Registration & Enrolment Procedure |

--End of Document--