

CAMPUS ACCESS & ROOM BOOKING REGISTRATION PROCEDURE

1. PURPOSE 2

2. SCOPE..... 2

3. DEFINITIONS 2

4. PROCESS..... 3

5. APPROVALS 6

6. RECORDS 6

7. REFERENCES..... 6

DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	2022
2.0	Academic Compliance Office	CAO	2023

1. PURPOSE

This procedure has been developed to support British University Vietnam (BUV)'s Student Information Office to receive Campus Facilities Access requests from students and proceed requests for consideration. This documentation will provide a formal standardised and repeatable process with clear timelines for department of Student Information Office.

2. SCOPE

This procedure encompasses the process of Campus Facilities Access Registration for all BUV students of all programmes and all levels: Staffordshire University programmes, BUV Own Degree programmes & University of London programmes, IELTS students, foundation students.

3. DEFINITIONS

a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
PL	Programme Leader
DL	Discipline Lead
SIO	Student Information Office
AM	Asset Management

b. Terminologies

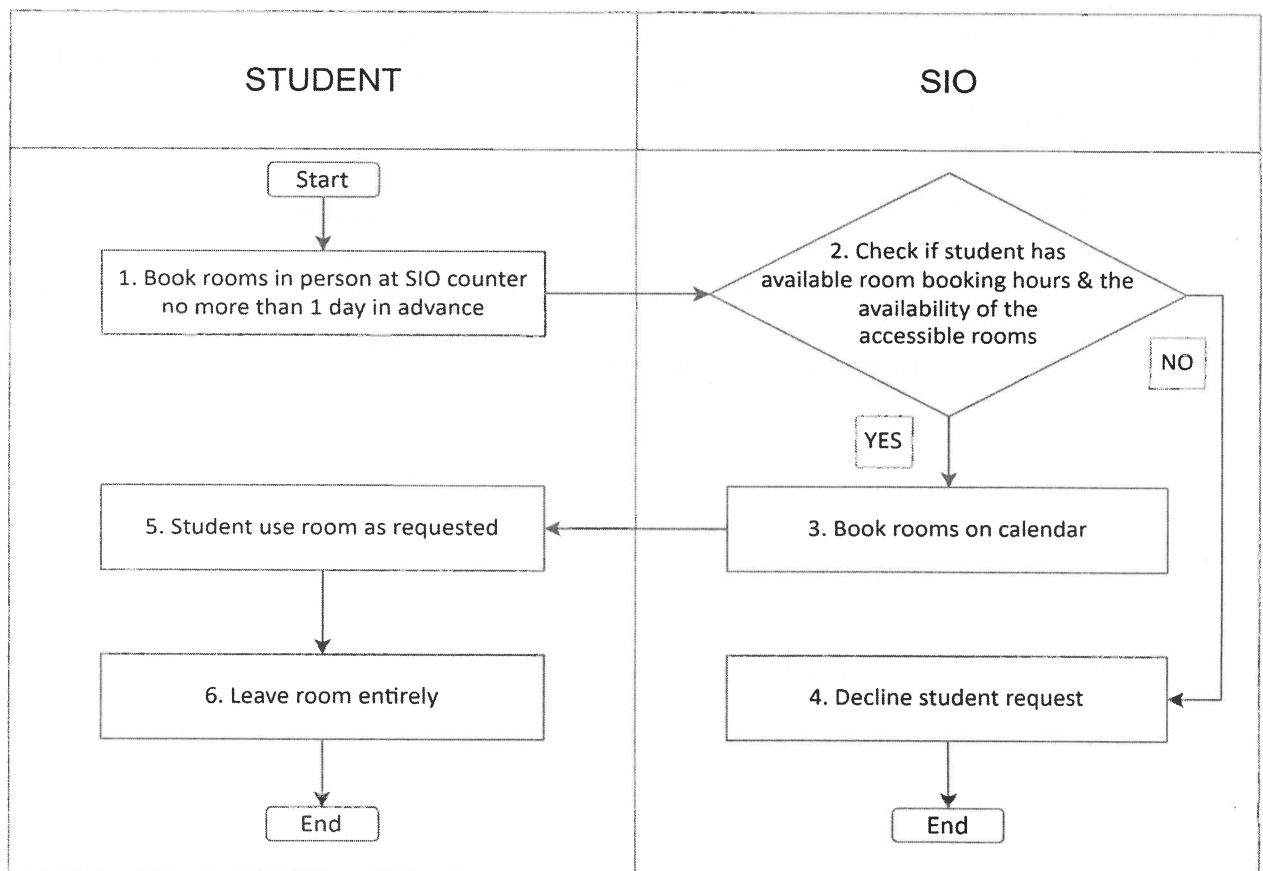
Terminologies	Definitions
Operation-hours Campus Facilities Access	<p>Operation-hours Campus Facilities Access is defined as access to the campus's facilities for students' activities between 8.30 am and 6.30 pm from Monday to Friday.</p> <p>Accessible Rooms: classrooms & discussion rooms except for the 1st and 2nd floor discussion rooms (which are bookable by staff only or for BUV-organised meetings with students).</p> <p>Facilities for students' booking will be based upon availability.</p>

<p>Out-of-hours Campus Access</p>	<p>Out-of-hours Campus Access is defined as any studying activities undertaken on campus outside of 8.30 am to 6.30 pm from Monday to Friday.</p> <p>Accessible Rooms (upon registration & approval where required)</p> <p>24/7 Study Area</p> <p>Classrooms 3-4, 3-5, 3-6, 3-7, 3-8, 3-9</p> <p>Specialised rooms: upon approval by DL.</p>
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4. PROCEDURE

a. Operation-hours Campus Access and Room booking Registration

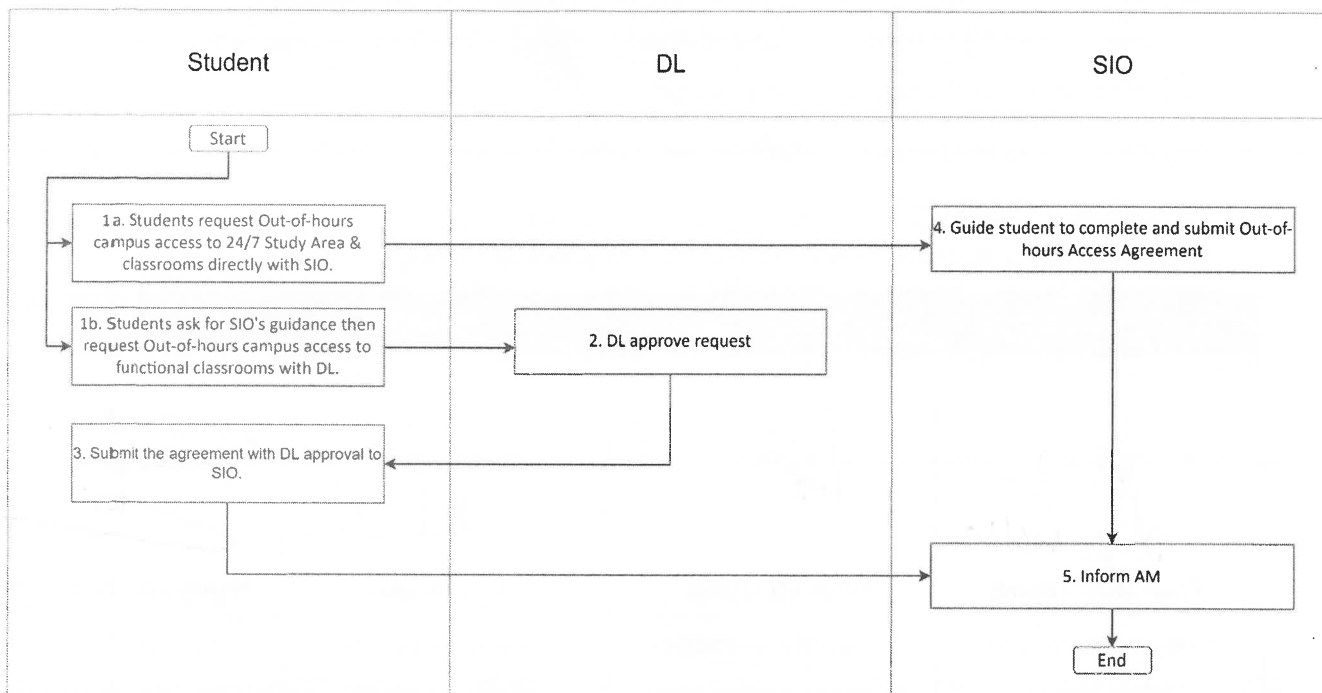
i. Flowchart:



ii. Roles & Responsibilities

Step#	Process Activities	Deadline	Output	PIC
1	Book rooms in-person at SIO counter no more than 1 day in advance. Each student can use rooms for at most 1 hour per booking & at most 2 hours per week. Students must submit their student cards at the SIO counter at the time of registration.	No more than 1 day in advance during SIO's counter working hours	SIO receive student request at counter	Student
2	Check if students have available room booking hours and the availability of the accessible rooms. If Yes, move to (3). If No, move to (4).	Immediately after Step 1	Student's available room booking hours checked	SIO
3	Book rooms on Calendar When booking room, SIO include students' email and attach Operation Hours Room Usage regulations.	Immediately after Step 2	Room booked on Calendar Room booking tracking log updated	SIO
4	Decline student request.	Immediately after Step 2		SIO
5	Student use room as requested.	During booked time		Student
6	Leave room entirely and ensure tidiness.	End of booked time		Student

b. Out-of-hours Campus Access and Room booking Registration
i. Flowchart







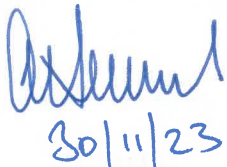
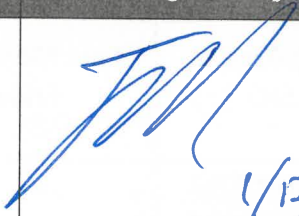
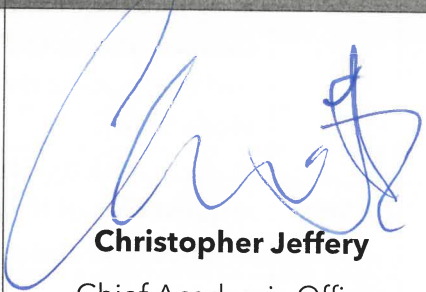
ii. Roles & Responsibilities

Step#	Process Activities	Deadline	Output	PIC
1a	Students request Out-of-hours campus access to 24/7 Study Area and classrooms directly with SIO. Move to (4)	4pm Monday to Friday		Student
1b	Students ask for SIO's guidance then request Out-of-hours campus access to functional classrooms with DL.		Directly	Student
2	DL approves request.		Signed form/ Email approval	DL
3	Students submit the Out-of-hours Access agreement form with DL approval to SIO. Move to (5)	4pm Monday to Friday	Directly	Student/SIO
4	SIO guides students to complete and submit Out-of-hours Access Agreement	4pm Monday to Friday	Directly	SIO
5	SIO inform AM. Send email to AM with a list of room registers. Record information in the tracking log.	5pm Monday to Friday	Email notice	SIO

5. APPROVALS

- a. Policy development or review will be endorsed by Head of Student Engagement and approved by CAO prior to implementation and execution.
- b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- c. This document is approved and effective from the date of signing:

Prepared by	Checked by	Confirmed by	Agreed by
 Tran Duc Trung Deputy University Registrar	 Tran To Uyen Associate Manager, Student Information Office	 Ta Ha Lan Head, Student Engagement	 Nguyen Thai Vuong Senior Manager, Campus Facilities & Services

Agreed by	Agreed by	Approved by
 Tony Summers University Registrar	 Dr. Jason MacVaugh Dean (Higher Education)	 Christopher Jeffery Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Out-of-hours Access Agreement	Hard copy	SIO	5 years
Operations Hours Access Agreement	Hard copy	SIO	5 years

7. REFERENCES

Document Ref	Document Title
02/2023/SIO/BUV-ASO	Campus Access & Room Booking Registration Procedure.

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