

INDUSTRY RELATIONS MANAGEMENT

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	
2.0	Academic Compliance Office	DVC	

1. PURPOSE

This Procedure has been developed to support British University Vietnam's Student Engagement Department and Career Services & Industry Relations in particular, to manage the procedure of building, maintaining and developing relationships with industry partners to provide career services that are not only practical and satisfy market needs to students but also bringing mutual benefits to industry partners in a position of a leading university.

2. SCOPE

This procedure is applied for all prospective partners that hold potential collaboration opportunities with University of London programmes, Staffordshire University programmes & BUV Own Degree programmes.

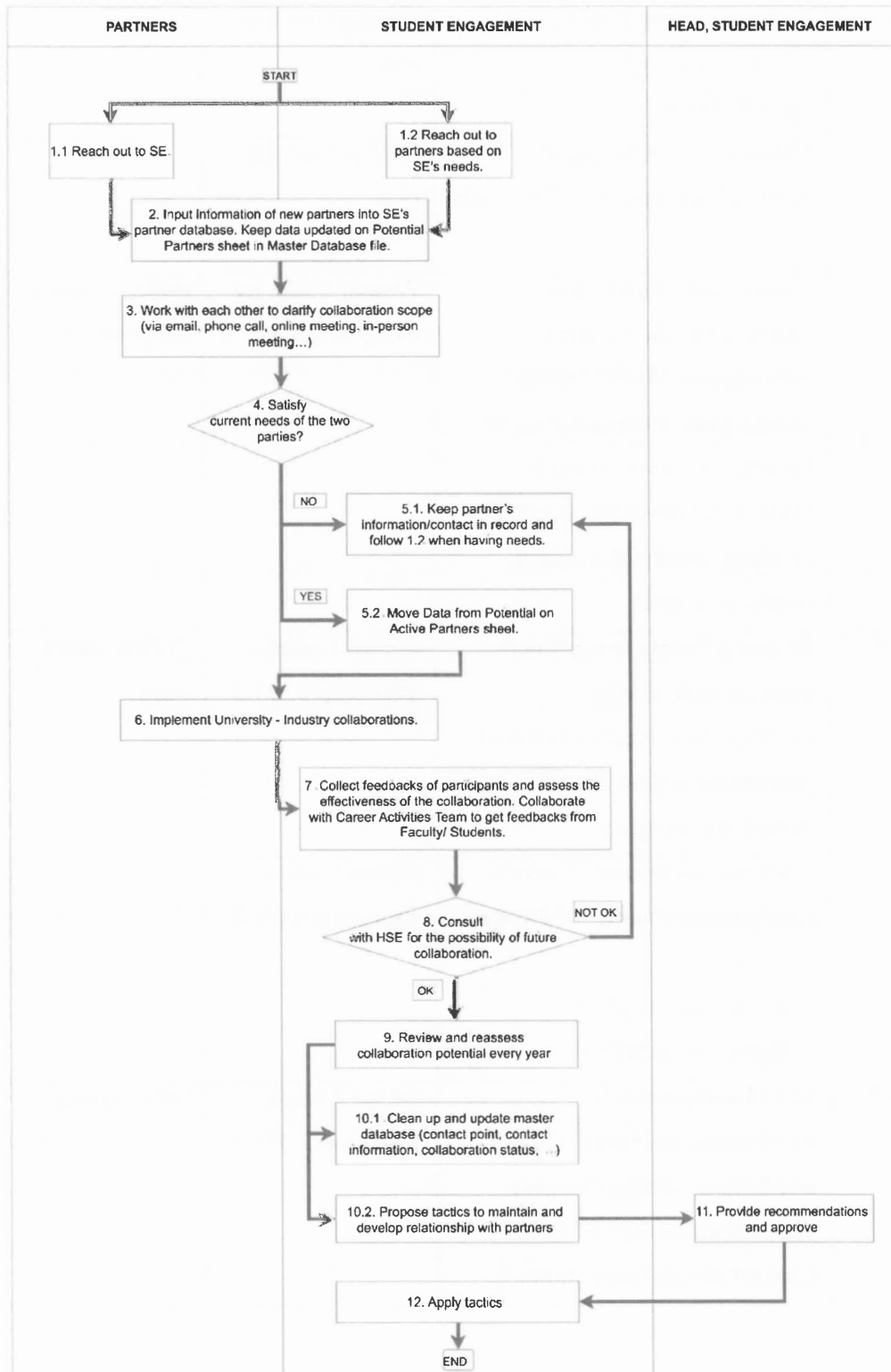
3. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
HSE	Head, Student Engagement.
SE	Student Engagement
MOU	Memorandum of Understanding

4. PROCESS

a. Flowchart



b. Roles & Responsibilities



Step	Process Activities	Turnaround time	Output	PIC
1.1	Partners to reach out to SE for collaboration opportunities	Throughout the year		Partners
1.2	SE to reach out to target partners or based on SE's needs	Throughout the year		SE
2	Input information of new partners into SE's partner database (Potential Partners sheet). Keep data updated on Potential Partners sheet in Master Database file. (Update on Company list & Contact database sheet)	Weekly basis, by every Wednesday	Partner's general information	SE
3	SE and partners to work with each other to clarify collaboration scope (via email, phone call, online meeting, in-person meeting...)	Within 1 week after step 1.1/1.2	Collaboration scope	Partners/ SE
4	Does the collaboration scope satisfy current needs of the two parties? - If no, move to (5.1) - If yes, move to (5.2)	Within 1 week after step 1.1/1.2		Partners/ SE
5.1	SE to keep partner's information/contact in record and follow 1.2 when having needs (Remember to update Contact status into Potential)	Within 1 week after step 1.1/1.2	Data in place	SE

5.2	Move Data from Potential on Active Partners sheet. (Contact status should be changed to Active)	Within 1 week after step 1.1/1.2		SE
6	SE and partners to implement University - Industry collaborations (internships, job opportunities, events, charity, ...)	Upon each activity's timeline	Specific collaboration	Partners/ SE
7	SE to collect feedback of participants and assess the effectiveness of the collaboration. Collaborate with Career Activities Team to get feedbacks from Faculty/ Students.	Depend on collaboration - Internship: Middle and end of internship - Events: 1 week after the event completes	Feedbacks	SE
8	SE consult with HSE for the possibility of future collaboration - If not OK, move to (5.1) - If OK, move to (9)	Quarterly	HSE's recommendations	SE
9	SE to review and reassess collaboration potential every year	Annually	Collaboration assessment	SE
10.1	SE to clean up and update master database (contact point, contact information, collaboration status, ...)	Quarterly	Information updated	SE
10.2	Based on the assessment outcome, SE to propose tactics (gift, offline visit, MOU...) to	Annually	Proposed tactics	SE

	maintain and develop relationship with partners			
11	HSE to provide recommendations and approve	Annually	HSE's recommendations and approval	HSE
12	SE to apply tactics to maintain and develop relationship with partners	Annually		SE

5. APPROVALS

- a. Policy development or review will be endorsed by Head, Student Engagement and approved by Deputy Vice-Chancellor 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	Checked by	Confirmed by	Approved by
 10/09/2023 Hoang Linh Chi Senior Officer, Academic Compliance Office	 Nov 9, 2023 Vu Tra My Associate Manager, Career Services and Industry Relations	 14/11/23 Ta Ha Lan Head, Student Engagement	 17/11/23 Tony Summers University Registrar	 Rick Bennett Deputy Vice- Chancellor and Vice-President

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
SE database	Soft Copy	SE Career Services	Maximum upon BUV policy.
Supporting documents related to each collaboration	Both Hard and Soft Copies	SE Career Services	Maximum upon BUV policy.

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
05/2023/SE/BUV-SE	Industrial relations management
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