

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**

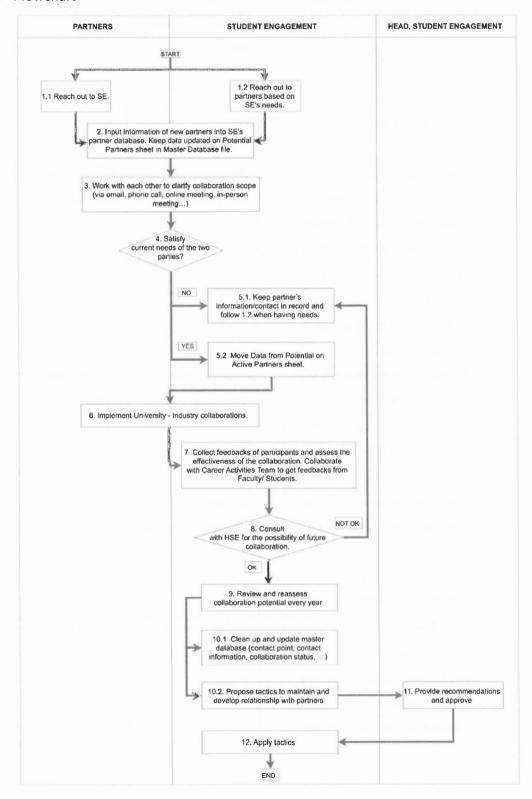
Definitions of abbreviations used throughout the policy and related references are as follows

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, inperson 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



Active Partners sheet. (Contact status should be changed to Active) 6 SE and partners to implement University - Industry collaborations (internships, job opportunities, events, charity,) 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. 8 SE consult with HSE for the possibility of future collaboration - If not OK, move to (9) 9 SE to review and reassess collaboration potential every year 10.1 SE to clean up and update master database (contact point, contact information, collaborations, collaborations, collaboration, collaboration, collaborations, collaboration status,) 10.2 Based on the assessment outcome, SE to propose tactics 4 In the first step 1.1/1.2 after ste	5.2	Move Data from Potential on	Within 1 week		SE
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	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
10019,203	Nov 3, 2023	(III) 14111123	USuml 17/11/23	1
Hoang Linh Chi	Vu Tra My	Ta Ha Lan	Tony Summers	Rick Bennett
Senior Officer,	Associate Manager,	Head, Student	University	Deputy Vice-
Academic	Career Services and	Engagement	Registrar	Chancellor and
Compliance Office	Industry Relations			Vice-President

6. RECORDS

Records	Medium Responsibility		Retention Period	
(What)	(How)	(Who)		
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

Document Ref

Document Title

05/2023/SE/BUV-SE

Industrial relations management

--End of Document--