

INTERNSHIP APPROVAL LETTER PROCEDURE

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DOCUMENT HISTORY

| Version | Author | Approved by | Date |
|---------|----------------------------|------------------------|------|
| 2.0 | Academic Compliance Office | Deputy Vice Chancellor | |
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1. PURPOSE

This Procedure has been developed to support British University Vietnam's Student Engagement Department to manage the procedure of issuing Internship Approval Letter for students.

2. SCOPE

This process is applied for all graduates studying University of London programmes, Staffordshire University programmes & BUV Own Degree programmes.

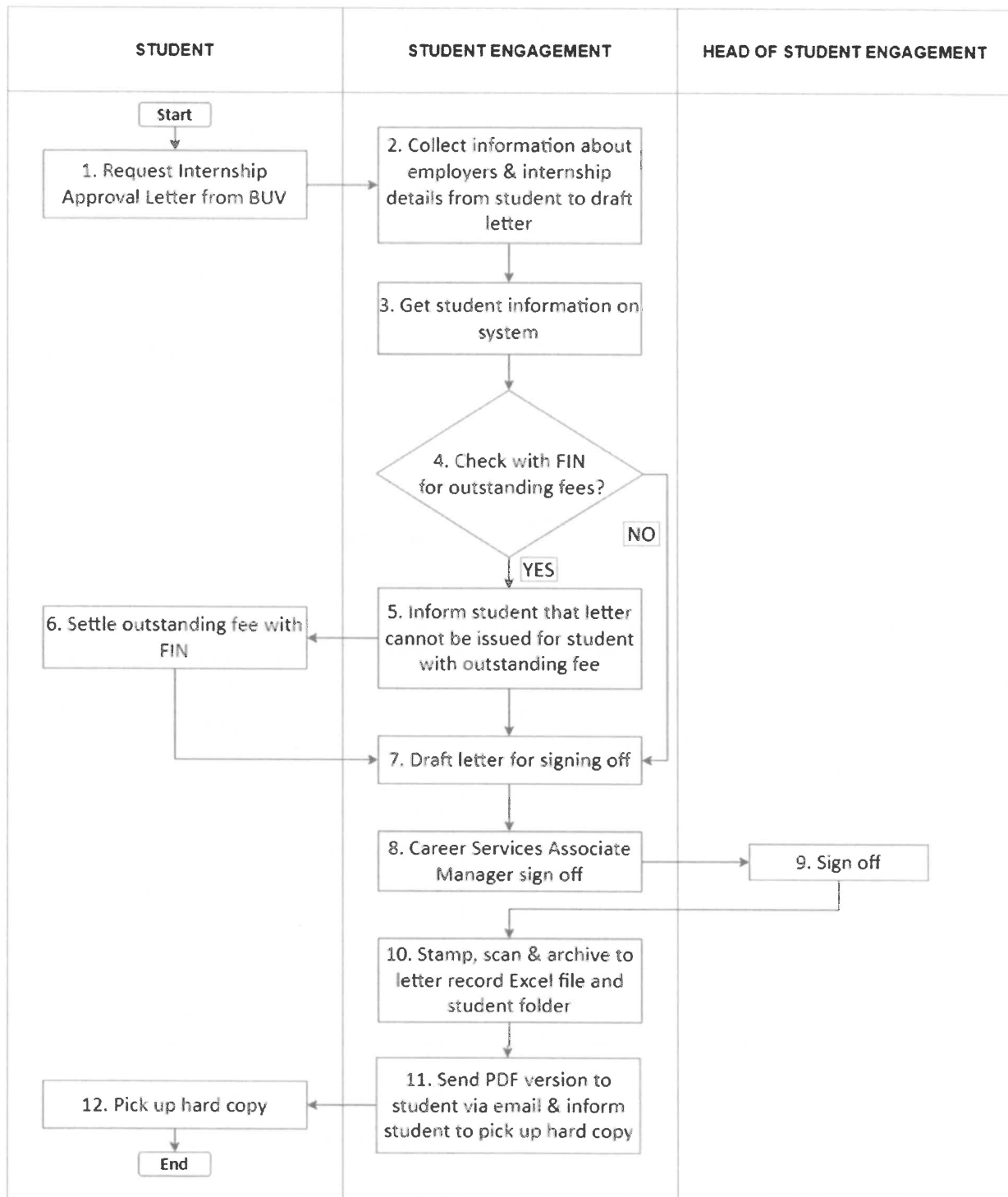
3. DEFINITIONS

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

| Abbreviations | Definitions |
|---------------|---------------------------------|
| BUV | British University Vietnam |
| HSE | Head of Student Engagement |
| FIN | Finance & Accounting Department |

4. PROCESS

a. Flowchart



b. Roles & Responsibilities

| Step | Process Activities | Deadline | Output | PIC |
|------|---|-------------------------------|--|-----------------------------------|
| 1 | Request Internship Approval Letter from BUV | Any date of request | Email request | Student |
| 2 | Collect information about employers & internship details from student to draft letter | 1 day after the request date | Email request to student to collect information | SE Admin |
| 3 | Get student information on system | 1 day after the request date | Student information checked Email confirmation from Finance | SE Admin |
| 4 | Check with FIN for outstanding fees - If Yes, move to (5) - If No, move to (7) | 1 day after the request date | | |
| 5 | Inform student that letter cannot be issued for student with outstanding fee | 1 day after the request date | Email notice | SE Admin |
| 6 | Settle outstanding fee with FIN | Varied | Outstanding fee settled | Student |
| 7 | Draft letter for signing off | 2 days after the request date | Letter | SE Admin |
| 8 | Career Services Associate Manager sign off | 2 days after the request date | Internship Approval Letter signed off | Career Services Associate Manager |
| 9 | Sign off | 3 days after the request date | Internship Approval Letter signed off | HSE |

| | | | | |
|----|--|-------------------------------|--|----------|
| 10 | Stamp, scan & archive to letter record Excel Letter Record file and student folder | 3 days after the request date | Scanned letter archived | SE Admin |
| 11 | Send PDF version to student via email & inform student to pick up hard copy | 3 days after the request date | PDF version | SE Admin |
| 12 | Pick up hard copy | 4 days after the request date | Internship Approval Letter hard copy picked up | Student |

5. APPROVALS

- Policy development or review will be endorsed by HSE and approved by DVC prior to 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 |
|--|--|--|---|--|
|  Nov 7, 2023 Hoang Linh Chi Senior Officer Academic Compliance Office |  Le Phuong Hoa Personal & Social Growth Programme (PSG) Administrator |  Ta Ha Lan Head of Student Engagement |  7/11/23 Tony Summers University Registrar |  Rick Bennett Deputy Vice- Chancellor and Vice-President |

6. RECORDS

| Records (What) | Medium (How) | Responsibility (Who) | Retention Period |
|---------------------------|-------------------------|---------------------------------|-------------------------|
| Stamped approval letter | Soft copy | SE Administrator | 5 years |

7. REFERENCESDocument Ref

04/2023/SE/BUV-SE

Document Title

Internship approval letter procedure

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