

STUDENT CLUB OPENING PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Manager	Chief Academic Officer	Dec 7th 2022
2.0	Deputy University Registrar	Chief Academic Officer	

1. PURPOSE

This Procedure has been developed to support British University Vietnam's Student Engagement to manage the procedure of monitoring, facilitating and implementing Clubs initiated by students.

2. SCOPE

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

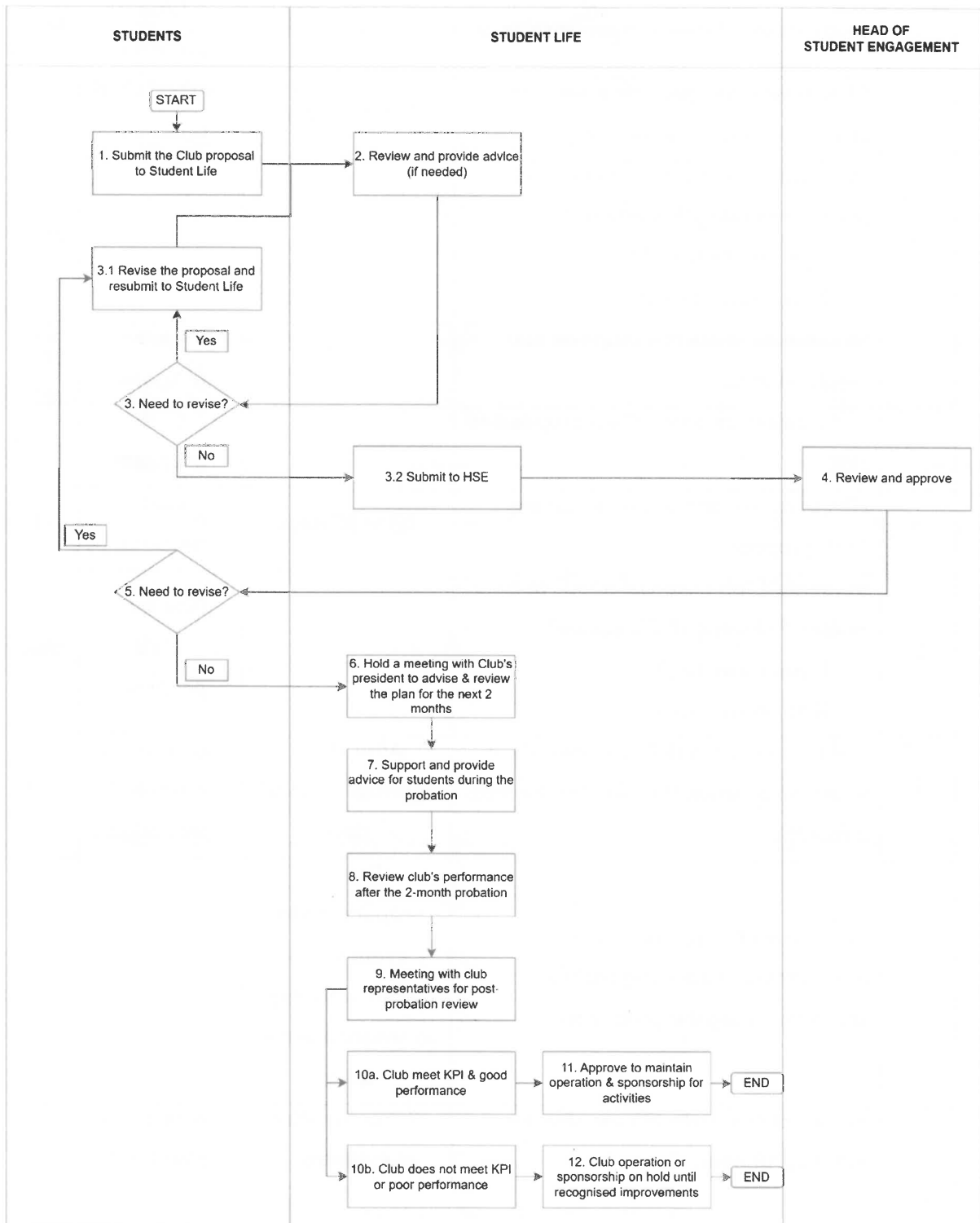
3. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
HSE	Head of Student Engagement
SL	Student Life

4. PROCESS

a. Flowchart



b. Roles & Responsibilities

Step	Process Activities	Turnaround time	Output	PIC
1	Students to submit Club proposal to SL		Club proposal	Students
2	SE to review and provide advice on student's Club proposal (if any)	Within 05 days	Revised Club proposal	SL
3	Students' Club proposal needs to be revised following SL's advice? - If yes, move to (3.1) - If no, move to (3.2)			Students
3.1	Students to revise the proposal and resubmit to SL		Club proposal	Students
3.2	SL to submit student's Club proposal to HSE		Club proposal	SL
4	HSE to review and approve student's Club proposal	03 to 05 days	Club proposal	HSE
5	Students' Club proposal needs to be revised following HSE's advice? - If yes, move to (3.1) - If no, move to (6)		Finalized Club proposal	Students
6	Hold a meeting with Club's president to advise & review the plan for the next 2 months	After HSE's approval 01 to 02 days	Club plan for 2 months' probation	SL
7	SL to provide support/ advice (recruitment, media, logistic) for students during the probation	During preparation for event for 01 month or 07 days in advance at the latest		SL
8	Review club's performance after the 2-month probation	2 months after club opening	Revised Club plan for 2	SL

			months' probation	
9	Meeting with club representatives for post-probation review	2 months after club opening	Meeting	SL
10a	Club meet KPI & good performance	2 months after club opening	KPI met	Club
10b	Club does not meet KPI or poor performance	2 months after club opening	KPI not met	Club
11	Approve to maintain operation & sponsorship for activities	2 months after club opening	Approval for operation & sponsorship	HSE
12	Club operation or sponsorship on hold until recognised improvements	2 months after club opening	Operation or sponsorship on hold	HSE

5. APPROVALS

- a. Policy development or review will be endorsed by Head of 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
 22/11/2023 Hoang Linh Chi Senior Officer, Academic Compliance Office	 Nguyen Khanh Huong Associate Manager, Student Life	 Ta Ha Lan Head of Student Engagement	 30/11/23 Tony Summers University Registrar	 Rick Bennett Deputy Vice - Chanellor and Vice President 20/12/23

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Students' Club proposal	Soft copy	SE Student Life	5 years

7. REFERENCES

Document Ref
04/2023/SE/BUV-SE

Document Title
Student Club Opening procedure
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