ACADEMIC AND STUDENT OPERATIONS
STUDENT EXPERIENCE, PLACEMENTS AND ALUMNI
OFFICE

BRITISH
UNIVERSITY
VIETNAM
BUV

CONTRIBUTION & CLUB AWARD PROCEDURE

DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	

1. PURPOSE

This procedure has been developed to support British University Vietnam (BUV)'s Student Experience, Placements and Alumni Office to create & get approval for the Contribution & Club Award each semester. This documentation will provide a formal standardised and repeatable process with clear timelines for department of Student Experience, Placements and Alumni Office.

2. SCOPE

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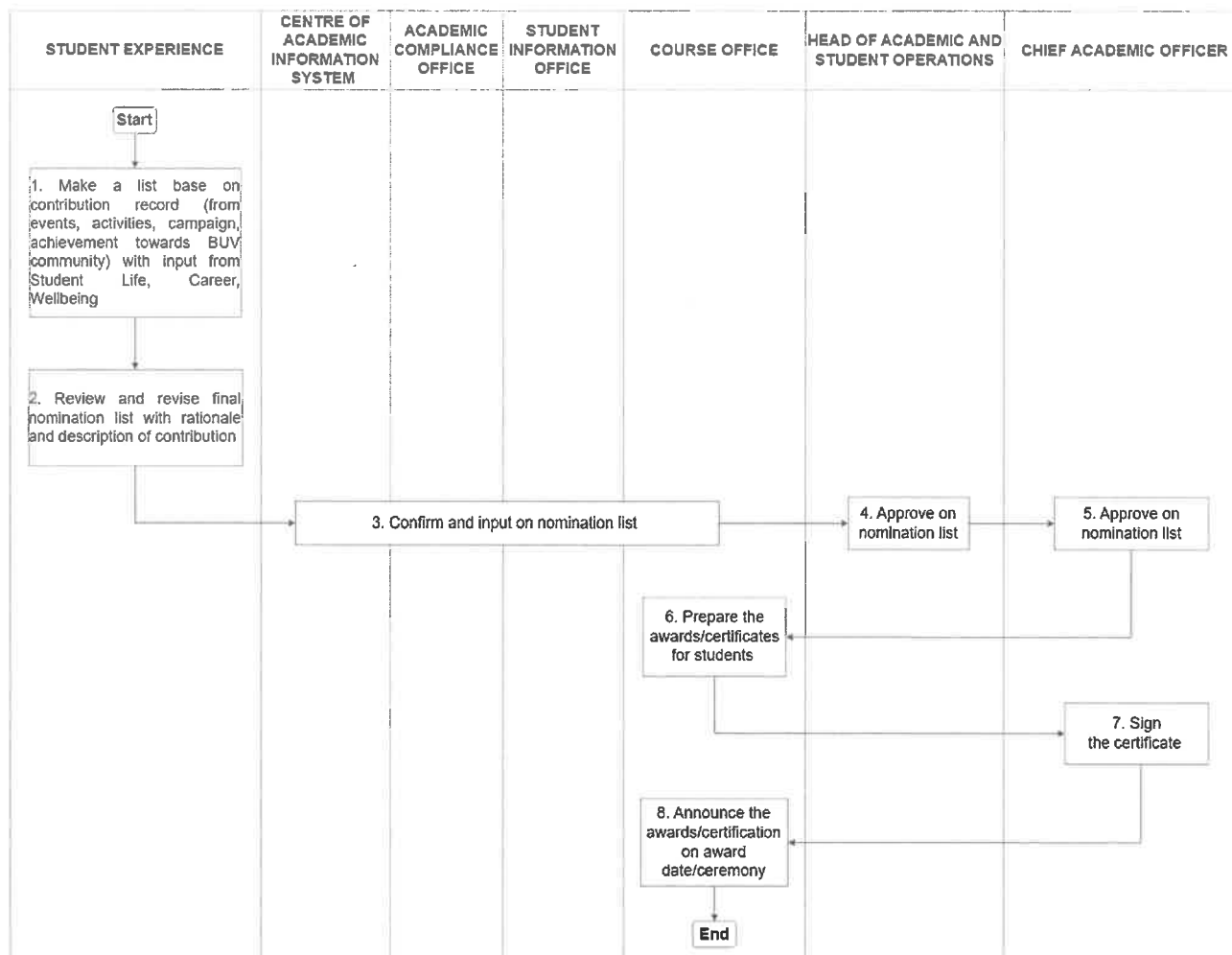
3. DEFINITIONS

a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
SE	Student Experience, Placements and Alumni Office
HASO	Head of Academic and Student Operations
CAIS	Centre of Academic Information System
CO	Course Office
ACO	Academic Compliance Office
SIO	Student Information Office
SL	Student Life
SAC	Student Association Committee
CAO	CHIEF ACADEMIC OFFICER

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4. PROCEDURE

a. Contribution Award Procedure

i. Flowchart

ii. Roles & Responsibilities:

Step#	Process Activities	Deadline	Output	PIC
1	SE makes a list base on contribution record (from events, activities, campaign, achievement towards BUV community) with input from Student Life, Career, Well-being - SAC: Nominate 03 outstanding students who contribute to BUV's community - Club: Each club nominate 2 students (who supporters on	Within 01 month before award date	Consolidated nomination list from all sources	SE

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	organizing events/activities during the whole semester) Nomination from all sources have to be submitted with credits/ evidence/ report and a description of student contribution			
2	SE reviews and revises final nomination list with rationale and description of contribution before sending out to other departments for academic info checking	Within 03 - 05 days after the list submitted	Revised nomination list	SE
3	CAIS: Study records ACO: Disciplinary record SIO: Attendance and Relevant behavior CO: Participation in courses All departments above to confirm and input on nomination list	Within 07 days before award date	Confirmed nomination list	CAIS, ACO, SIO, CO
4	HASO approves on nomination list	Within 03 day since final list submitted	Approved nomination list	HASO
5	CAO approves on nomination list	Within 03 day since final list submitted	Approved nomination list	CAO
6	ACA prepares the awards/ certificates for students	05 days since SE send the approved list	Awards/certificates for students	CO
7	CAO signs the certificates	Within 03 days	Signed certificates	CAO
8	CO announces the awards/ certification on award date/ ceremony	On award date	Announcement	CO

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b. Club Award Procedure
   i. Flowchart

ii. Roles & Responsibilities:

Step #	Process Activities	Deadline	Output	PIC
1	SE makes a list of nomination base on contribution record (from events, activities, campaign, achievement towards BUV community) with input from Student Life, Career, Well-being -SAC: Nominate 02 clubs that contribute to BUV's community Nomination from all sources must submitted with credits/ evidence/ report and a description of student contribution	Within 01 month before award date	Consolidated nomination list from all sources	SE
2	SE reviews and revises final nomination list with rationale and description of contribution before	Within 03 – 05 days after the list submitted	Revised nomination list	SE

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	sending out to other departments for academic info checking			
3	CAIS: Study records ACO: Disciplinary record SIO: Attendance and Relevant behavior CO: Participation in courses All departments above to confirm and input on nomination list	Within 07 days before award date	Confirmed nomination list	CAIS, ACO, SIO, CO
4	HASO approves on nomination list	Within 03 day since final list submitted	Approved nomination list	HASO
5	CAO approves on nomination list	Within 03 day since final list submitted	Approved nomination list	CAO
6	ACA prepares the awards/certificates for club/projects	05 days since SE send the approved list	Awards/certificates for club/projects	CO
7	CO announces the awards/ certification on award date/ceremony	On award date	Announcement	CO

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5. APPROVALS

a. Policy development or review will be endorsed by Head of Academic and Student Operations 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	Approved by
Approved via email.		7/12/22	8/12/22	9/12/22
Tran Duc Trung Academic Compliance Manager	**Nguyen Thu Hoai** Student Life Associate Manager	**Ta Ha Lan** Head of Academic & Student Operations	**Tony Summers** Deputy Chief Academic Officer	**Christopher Jeffery** Chief Academic Officer

6. RECORDS

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

7. REFERENCES

Document Ref

12/2022/SE/BUV-ASO

Document Title

Contribution & Club Award Procedure

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