STUDENT ENGAGEMENT
STUDENT LIFE

BRITISH
UNIVERSITY
VIETNAM
BUV

STUDENTS AND CLUBS' ACTIVITY PROPOSAL

DOCUMENT HISTORY

Version	Author	Approved by	Date
2.0	Academic Compliance Office	Deputy Vice Chancellor	

1. PURPOSE

This Procedure has been developed to support British University Vietnam's Student Engagement Department in particular, to manage the procedure of monitoring, facilitating and implementing activities that are initiated by students & student clubs.

2. SCOPE

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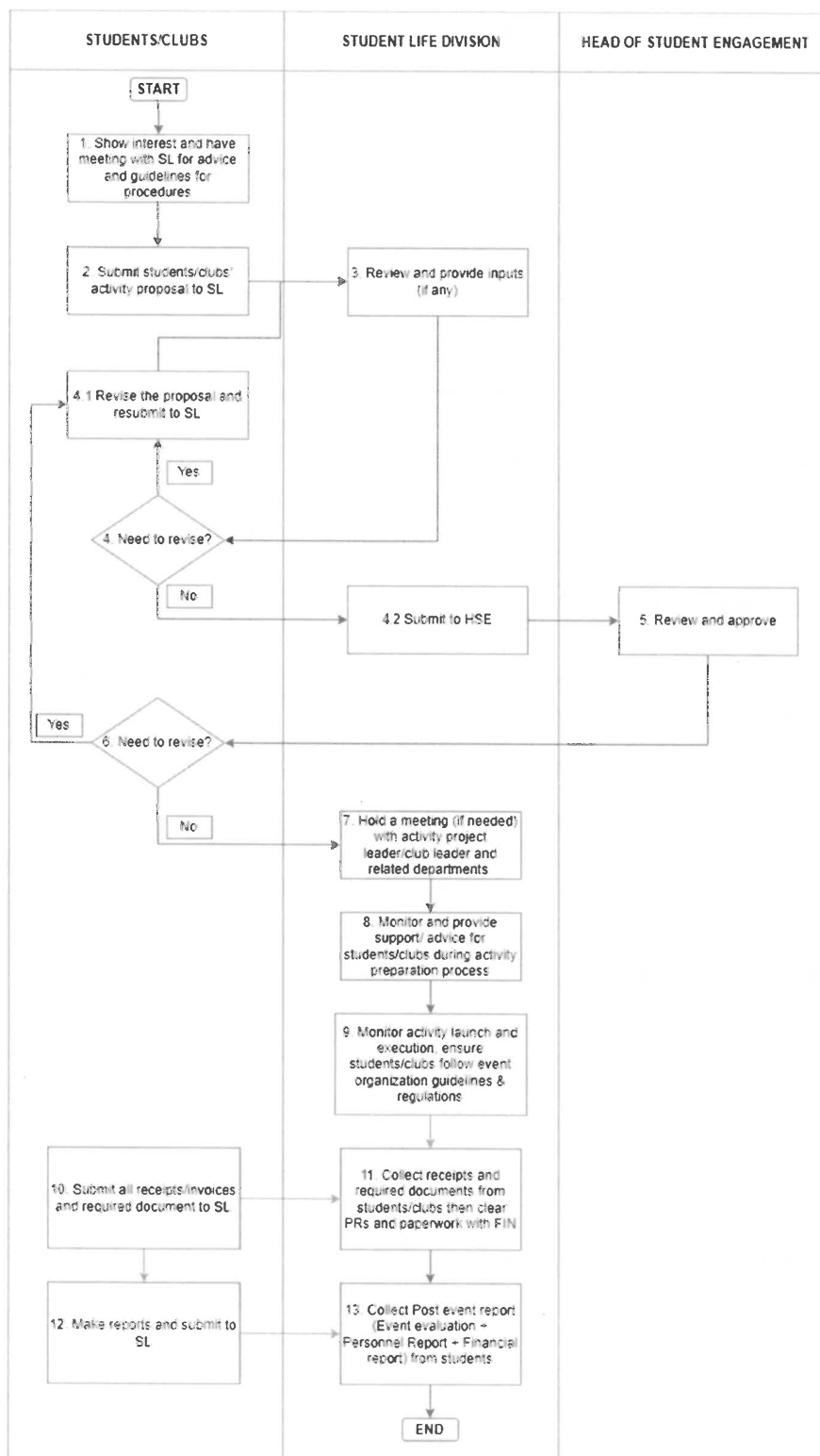
3. DEFINITIONS

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
FIN	Finance & Accounting Department

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4. PROCESS

a. Flowchart

STUDENTS/CLUBS	STUDENT LIFE DIVISION	HEAD OF STUDENT ENGAGEMENT

START

1. Show interest and have meeting with SL for advice and guidelines for procedures

2. Submit students/clubs' activity proposal to SL

3. Review and provide inputs (if any)

4.1 Revise the proposal and resubmit to SL

Yes

4. Need to revise?

No

4.2 Submit to HSE

5. Review and approve

Yes

6. Need to revise?

No

7. Hold a meeting (if needed) with activity project leader/club leader and related departments

8. Monitor and provide support/ advice for students/clubs during activity preparation process

9. Monitor activity launch and execution, ensure students/clubs follow event organization guidelines & regulations

10. Submit all receipts/invoices and required document to SL

11. Collect receipts and required documents from students/clubs then clear PRs and paperwork with FIN

12. Make reports and submit to SL

13. Collect Post event report (Event evaluation + Personnel Report + Financial report) from students

END

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b. Roles & Responsibilities

Step	Process Activities	Turnaround time	Output	PIC
1	Students/Clubs to show interest and have meeting with SL for advice and guidelines for procedures		Advice and guidelines for procedures	Students/Clubs
2	Students/Clubs to submit students/ clubs' activity proposal to SL	2 months-6 months in advance of the activity depend on scale	Students/Clubs' proposal	Students/Clubs
3	SL to review and provide inputs on students /clubs' proposal (if any)	03 to 14 days		SL
4	Students/Clubs' proposal needs to be revised following SL's advice? - If yes, move to (4.1) - If no, move to (4.2)			Students/Clubs
4.1	Students/clubs to revise the proposal and resubmit to SL	Within 07 days after meeting with SL	Students/Clubs' proposal	Students/Clubs
4.2	SL to submit students/clubs' proposal to HSE	Within 01 days after meeting with SL	Students/Clubs' proposal	SL
5	HSE to review and approve students/clubs' proposal	03 to 05 days		HSE
6	Students/ Clubs' proposal needs to be revised following HSEs advice? - If yes, move to (4.1) - If no, move to (7)	With 03 days after SL informs	Finalized Students/Clubs' proposal	Students/Clubs
7	With large-scale events, SL to hold a meeting with activity project leader/club leader and related	Right after HSE's approval	Meeting	SL

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	departments to implement student activity proposal			
8	SL monitor and provide support/ advice (logistic, finance, creative) for students during activity preparation process	Throughout the project implementation		SL
9	SL to monitor activity launch and execution to ensure students follow event organization guidelines & regulations			SL
10	Students/Clubs to submit all receipts/invoices and required documents to SL	No later than 5 days after event		Students/Clubs
11	SL to collect receipts and required documents from students then clear PRs and paperwork with FIN	No later than 30 days after event the activity launch		SL
12	Students/Clubs to make reports and submit SL	After 5 days of event		Students/Clubs
13	SL to collect Post event report (event evaluation + Personnel Report + Financial report) from students	After 5 days of event		SL

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5. APPROVALS

a. Policy development or review will be endorsed by HSE and approved by DVC 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
Nov 7, 2023			*7/11/23*	
Hoang Linh Chi	**Nguyen Khanh Huong**	**Ta Ha Lan**	**Tony Summers**	**Rick Bennett**
Senior Officer Academic Compliance Office	Associate Manager, Student Life	Head of Student Engagement	University Registrar	Deputy Vice-Chancellor and Vice-President

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Students and Clubs' Activity Proposal Procedure	Soft copy	Student Life Division	Maximum upon BUV policy

7. REFERENCES

Document Ref	Document Title
03/2023/SE/BUV-SE	Students and Clubs' Activity Proposal Procedure

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