

STUDENT PRINTING AND LIBRARY ACCOUNT SETUP PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	DVC	
2.0	Academic Compliance Office	DVC	

1. PURPOSE

This process has been developed to support British University Vietnam (BUV)'s Learning Resource Centre (LRC) to ensure that appropriate learning materials, facilities and technologies are available and accessible to students, helping them do their best in study and foster student success.

2. SCOPE

This procedure encompasses the process of managing printing and library accounts for all undergraduates and postgraduates of University of London programmes, Staffordshire University programmes & BUV Own Degree programmes.

3. DEFINITIONS

a. Abbreviations

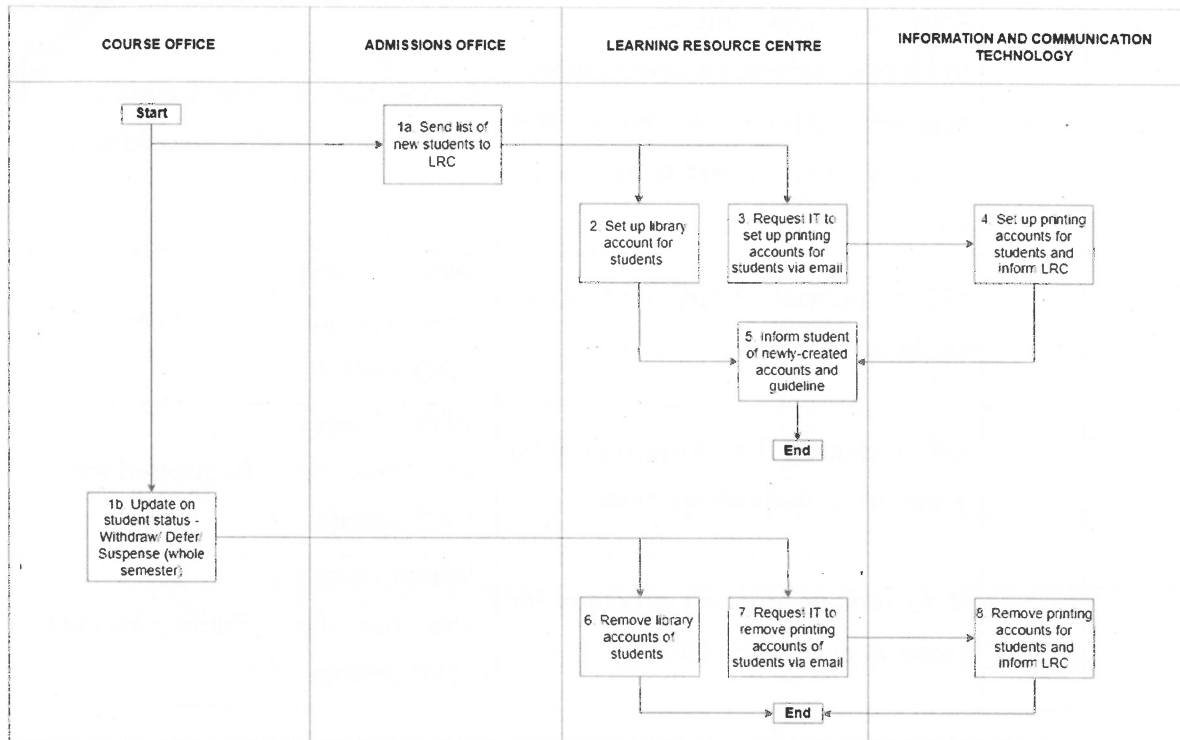
Abbreviations	Definitions
BUV	British University Vietnam
AO	Admissions Office
CO	Course Office
LRC	Learning Resource Centre
IT	Information and Communication Technology

b. Terminologies

Terminologies	Definitions
Printing account	The account is set up by IT for students to utilize their learning experiences at the library, including printing, photocopy and scanning documents.
Library account	The account is set up by LRC for students to borrow/return print books at the library. Students can borrow up to 5 books at a time.

4. PROCESS

a. Flowchart







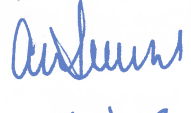
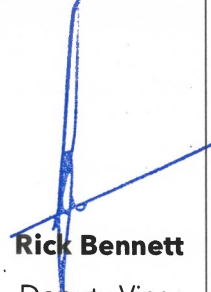
b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1a	AO to send list of new students to LRC (move to step 2)	Within 1st week of student enrolment	List of new students	AO
1b	CO to update on student status - Withdraw/ Defer/ Suspend (whole semester) (move to step 6)		List of student with updated status	CO
2	LRC to set up library accounts for students on LRC system	1 week before starting date	Library account	LRC
3	LRC to request IT to set up printing accounts for students via email	1 weeks before starting date	Requested email	LRC

4	IT set up printing accounts for students and inform LRC of the successfully created accounts	1 week before starting date	Printing account	IT
5	After completing step 2 and 4, LRC to Inform students of newly-created accounts (library accounts and printing accounts) and guideline via email	Before starting date	Notification email with guideline	LRC
6	LRC to remove library accounts of students	Within 1 week after receiving AO update	Library account	LRC
7	LRC to request IT to remove printing accounts of students via email	Within 1 week after receiving AO update	Requested email	LRC
8	IT to remove printing accounts for students and inform LRC	Within 1 week after receiving LRC update	Printing account	IT

5. APPROVALS

- a. Policy development or review will be endorsed by University Registrar 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	Checked by	Confirmed by	Approved by
 5 Sep 2023 Hoang Linh Chi Senior Officer, Academic Compliance Office	 5 Sep 2023 Vu Thuy Chau Associate Manager, Learning Resource Centre	 8 Sep 23 An Nhat Linh Manager, Student Academic Support	 12/9/23 Tran Duc Trung Deputy University Registrar	 12/9/23 Tony Summers University Registrar	 Rick Bennett Deputy Vice- Chancellor and Vice-President

6. RECORDS

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

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
003/2023/LRC/BUV-SAS	Student Printing and Library Account Setup Procedure

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