

TEXTBOOK ORDER & PAYMENT PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	DVC	
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1. PURPOSE

This process has been developed to support British University Vietnam (BUV)'s Learning Resource Centre (LRC) to ensure that all textbooks are available and accessible to students and teaching staff to ensure learning and teaching quality at BUV.

2. SCOPE

This process is applied for all programmes that are being implemented at BUV.

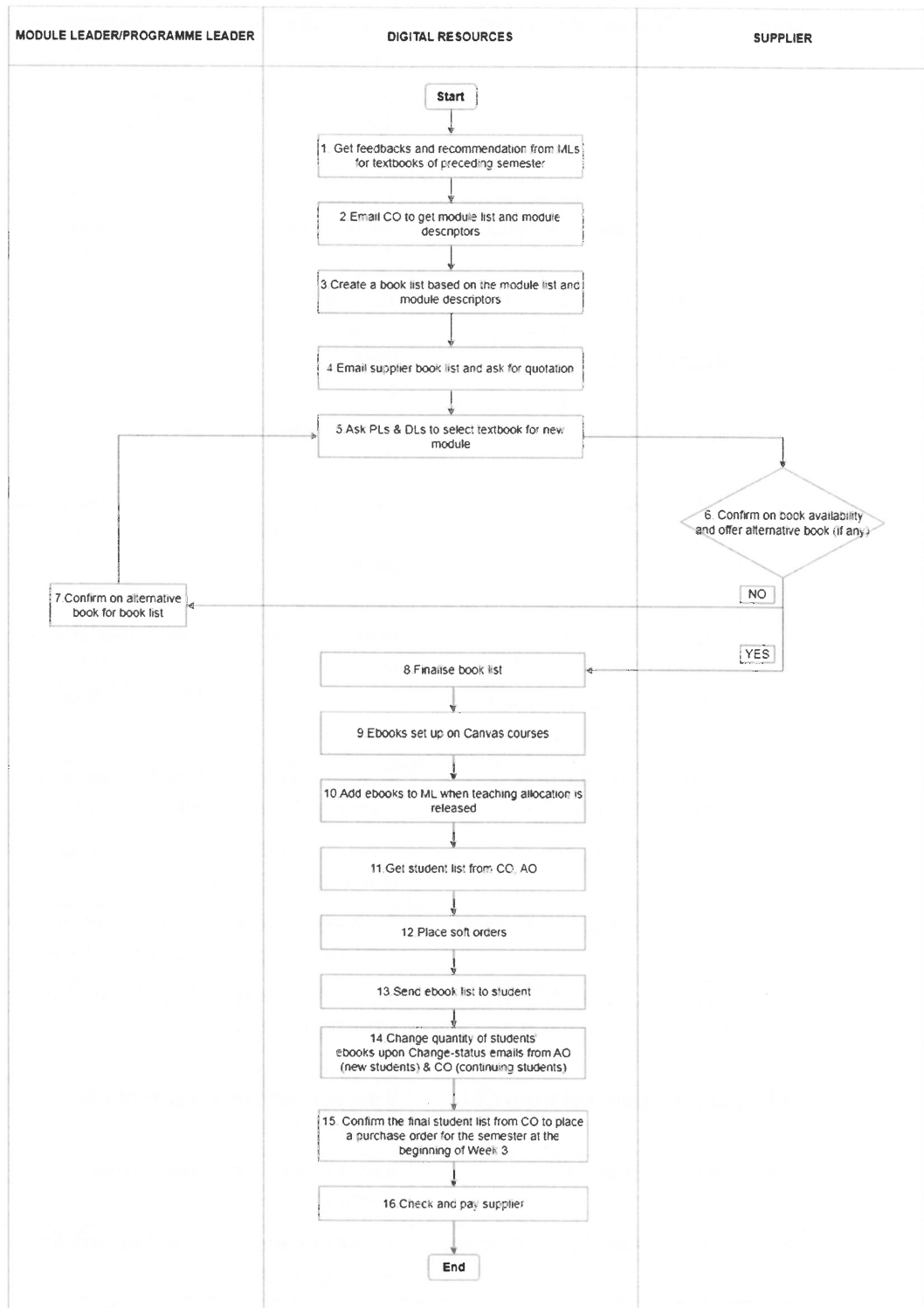
3. DEFINITIONS

a. Abbreviations

Abbreviations	Definitions
BUV	British University Vietnam
DR	Digital Resources
CO	Course Office
AO	Admissions Office
AEM	Academic English Master
ML	Module Leader
PL	Programme Leader

4. PROCESS

a. Flowchart



b. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Get feedbacks and recommendation from MLs for textbooks of preceding semester	14 weeks before starting date	Confirmation on books for current modules	DR
2	Email CO to get module list and module descriptors	13 weeks before starting date	Email on module list and module descriptors	DR
3	Create a book list based on module list and module descriptors	12 weeks before starting date	Book list	DR
4	Email supplier book list and ask for quotation	12 weeks before starting date	Email on book list and quotation	DR
5	Ask PLs & DLs to select textbook for new module	12 weeks before starting date	Email book list for new module	DR
6	Confirm on book availability and offer alternative books (if any) - If No, move to step 7 - If Yes, move to step 8	10 weeks before starting date	Confirmation on book availability and alternative books (if any)	Supplier
7	Confirm on alternative books for book list	8 weeks before starting date	Confirmation on alternative books	ML/PL/ Dean
8	Finalise book list	5 weeks before starting date	Final book list	DR
9	Ebooks set up on Canvas courses	5 weeks before starting date	Ebooks set up on Canvas courses	DR
10	Add ebooks to ML when teaching allocation is released	4 weeks before starting date	Ebooks on Canvas	DR
11	Get student list from CO, AO	3 weeks before starting date	Student list	DR
12	Place soft orders	3 weeks before starting date	Soft order	DR
13	Send ebook list to student	2 weeks before starting date	Send ebook list	DR

14	Change quantity of students' ebooks upon Change-status emails from AO (new students) & CO (continuing students) Withdraw/Defer: remove ebooks - New student: add ebooks - Change cohort: change ebooks	Week 2	Changed ebooks based on update from CO and AO	DR
15	Confirm the final student list from CO to place a purchase order for the semester at the beginning of week 3	Week 3	Purchase order	DR
16	Check and complete payment process to supplier	Week 8	Payment for supplier	DR

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
<i>Hoang Linh Chi</i> Sep 5, 2023	<i>Vu Thuy Chau</i> 5 Sep 2023	<i>An Nhat Linh</i> 8 Sep 23	<i>Tran Duc Trung</i> 12/9/23	<i>Tony Summers</i> 12/9/23	<i>Rick Bennett</i>
Hoang Linh Chi Senior Officer, Academic Compliance Office	Vu Thuy Chau Associate Manager, Learning Resource Centre	An Nhat Linh Manager, Student Academic Support	Tran Duc Trung Deputy University Registrar	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>
004/2023/LRC/BUV-SAS	Textbook order & payment

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