ACADEMIC & STUDENT OPERATIONS
ADMISSIONS OFFICE

BRITISH
UNIVERSITY
VIETNAM
BUV

IFP PROGRESSION 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's Academic & Student Operation Department in general and Admissions Office in particular to manage the progression process for International Foundation Program (IFP). This documentation will provide a formal standardised process for IFP progression process for department of Admissions Office.

2. SCOPE

This procedure is applied for International Foundation Program (IFP) at British University Vietnam only.

3. DEFINITIONS

a. Abbreviations

Definitions of abbreviations used throughout the policy and related references are as follows:
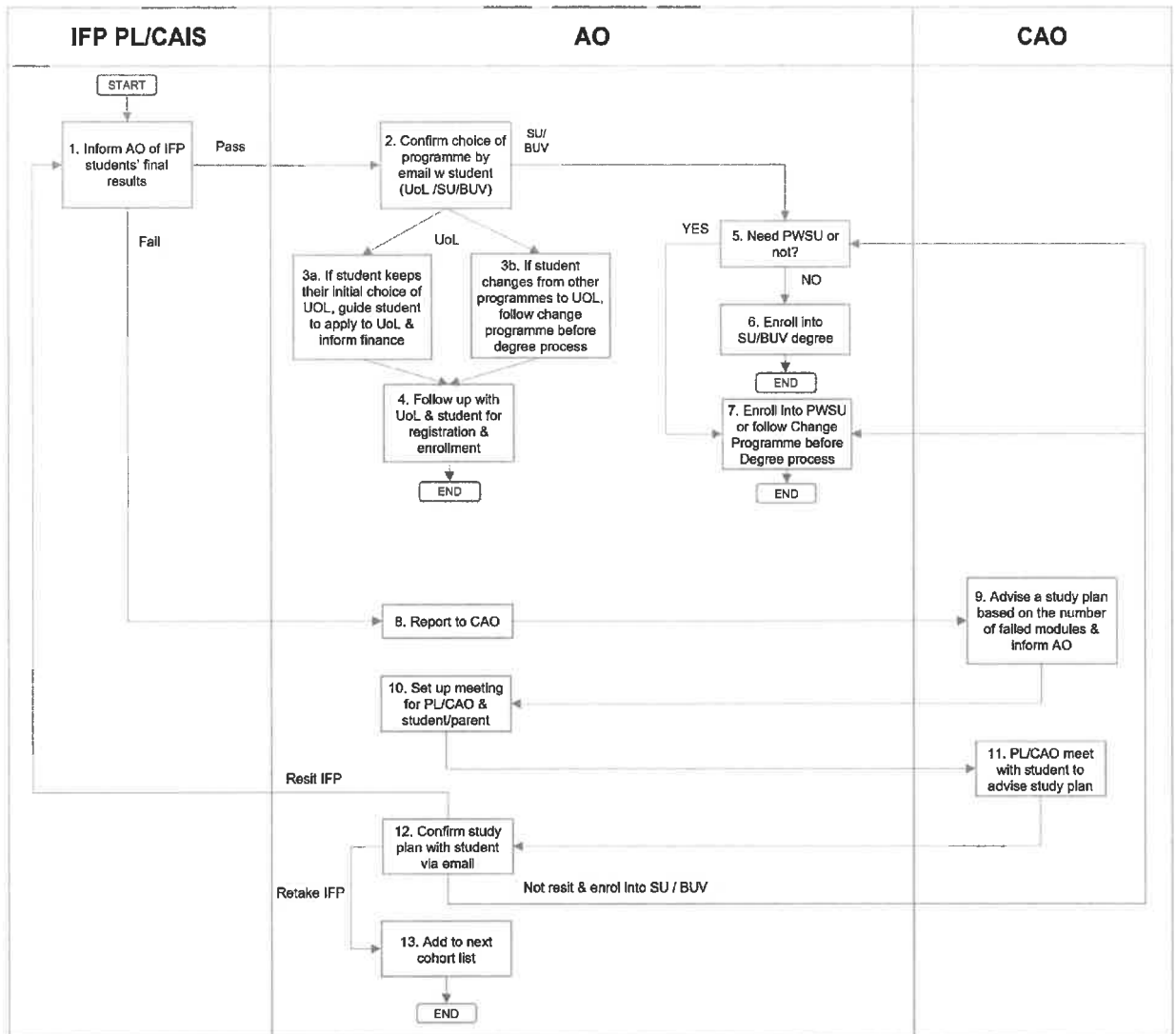
Abbreviations	Definitions
BUV	British University Vietnam
IFP	International Foundation Program
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
AO	Admissions Office
PL	Programme Leader

b. Terminologies

Terminologies	Definitions

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4. PROCEDURES

a. Flowchart

IFP PL/CAIS	AO	CAO

START

1. Inform AO of IFP students' final results

— **Pass** →

2. Confirm choice of programme by email w student (UoL /SU/BUV) — SU/BUV

Fail

UoL

3a. If student keeps their initial choice of UOL, guide student to apply to UoL & inform finance

3b. If student changes from other programmes to UOL, follow change programme before degree process

4. Follow up with UoL & student for registration & enrollment

END

YES → 5. Need PWSU or not?

NO

6. Enroll into SU/BUV degree

END

7. Enroll into PWSU or follow Change Programme before Degree process

END

8. Report to CAO

9. Advise a study plan based on the number of failed modules & inform AO

10. Set up meeting for PL/CAO & student/parent

11. PL/CAO meet with student to advise study plan

Resit IFP

12. Confirm study plan with student via email

Not resit & enrol into SU / BUV

Retake IFP

13. Add to next cohort list

END

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b. Roles & Responsibilities

Step	Process Activities	Output	PIC
1	Inform AO of IFP students' final results Final result: - For students who passed => Move to (2) - For students who failed => Move to (8)	List of IFP students result	PL/CAIS
2	Confirm programme of choice by email with student (UoL or SU/BUV)		
3a	If student keeps their initial choice of UOL, guide student to apply to UoL & inform finance		AO
3b	If student changes from other programmes to UOL, AO to follow change programme before degree process then move to (4)		AO
4	Follow up with UoL & student for registration & enrollment		AO
5	Student changes their initial choice to SU's programme that - IFP is compatible => No need to enroll PWSU => Move to (6) - IFP is not compatible => Need to enroll PWSU => Move to (7)		AO
6	Enroll into SU/BUV degree and inform FIN		AO
7	Student's final choice of SU's programme: - Remains the same as initial choice => Enroll into PWSU and inform FIN - Has been changed => follow *Change Programme before Degree* process		AO
8	Report to CAO		AO

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9	Devise a study plan based on the number of failed modules & inform AO Advice: - 1 module failed: direct entry to SU business programmes. Study PWSU to enter C-programme of SU - 2 modules failed: to study PWSU to enter SU - 3-4 modules failed: CAO to consider next action For student applied to BUV programme, CAO to consider based on highschool qualification.		CAO
10	Set up meeting for PL/CAO & student/parent	Student invitation email	AO
11	Meeting with student to advise study plan		CAO

12	Confirm study plan with student via email and follow Change programme process (if needed)
	- If students fail 1-2 modules & resit: Move back to (1)
	- If students fail & do not resit:
	  o Retake IFP: Move to (13)
	  o Fail 1-2 modules & go to SU: Move to (5)
	  o Fail 3-4 modules & have High School qualification: Move to (5)
	  o Fail 3-4 modules & do not have High School qualification: Follow Admission Process
		Student confirmation email	AO

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5. APPROVALS

i) Policy development or review will be endorsed by Head of Academic and Student Operations and approved by CAO prior to implementation and execution.

ii) Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.

iii) This document is approved and effective from the date of signing:

Prepared by	Checked by	Confirmed by	Agreed by	Approved by
19/8/22	19/8/2022	19/8/2022	19/8/22.	
Tran Duc Trung	**Hoang Phuong Yen**	**Ta Ha Lan**	**Tony Summers**	**Christopher Jeffery**
Academic Compliance Manager	Admissions & Course Office Manager	Head of Academic and Student Operations	Deputy Chief Academic Officer	Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Offer Letter	Hard Copy	AO	5 years

7. REFERENCES

Document Ref | Document Title
02/2022/AO/BUV-ASO | IFP Progression Procedure

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