

## ACADEMIC PLANNING WORKFLOW

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## DOCUMENT HISTORY

Version	Author	Approved by	Date
2.0	Academic Compliance Office	Chief Academic Officer	

## 1. PURPOSE

This document provides British University Vietnam (BUV) with approved workflow for the centralised academic planning for the higher education area.

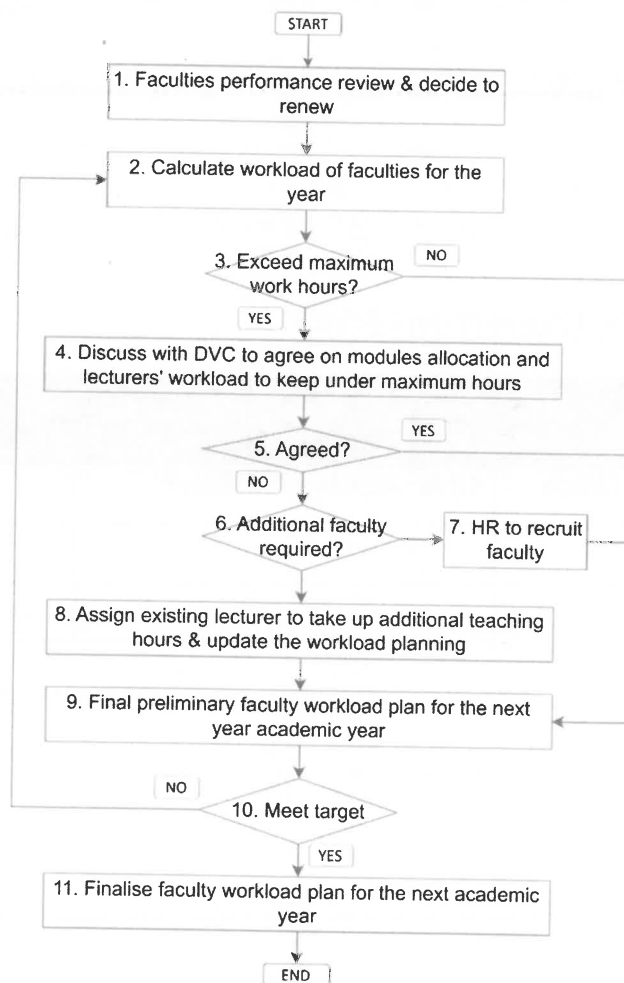
## 2. SCOPE

This document covers all higher education programmes at BUV.

## 3. WORKFLOWS

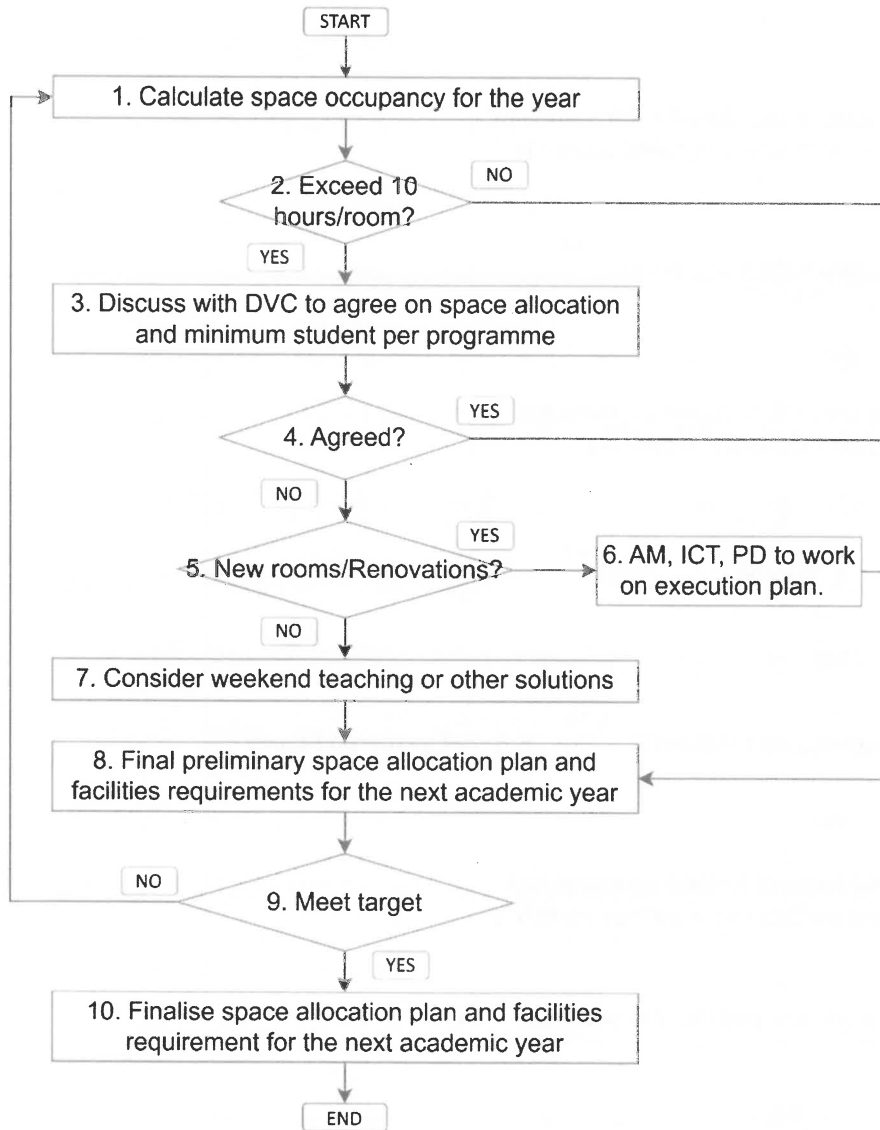
### 3.1 Academic Workload Annual Planning:

12 months before new academic year, Dean starts preliminary workload planning round.



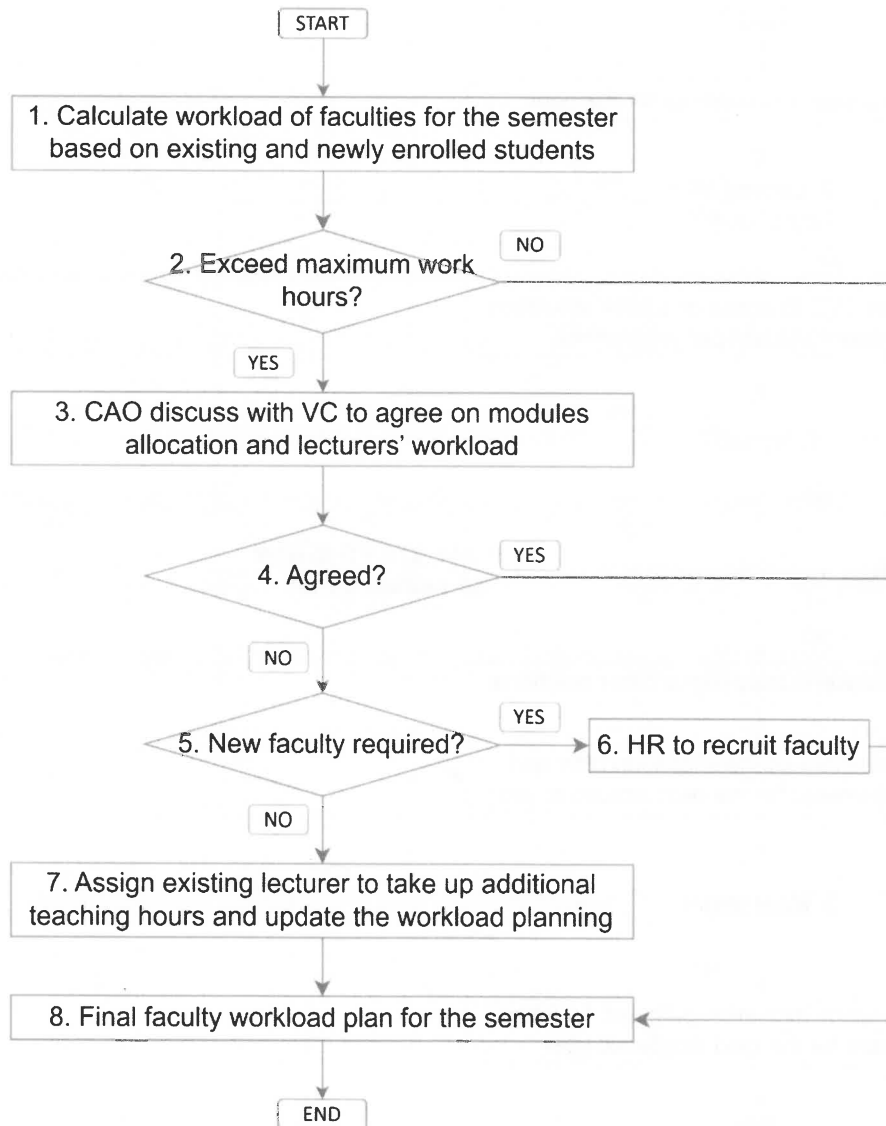
### 3.2 Space and Facilities Requirements Annual Planning

12 months before new academic year, Dean starts preliminary space and facilities requirements planning round.



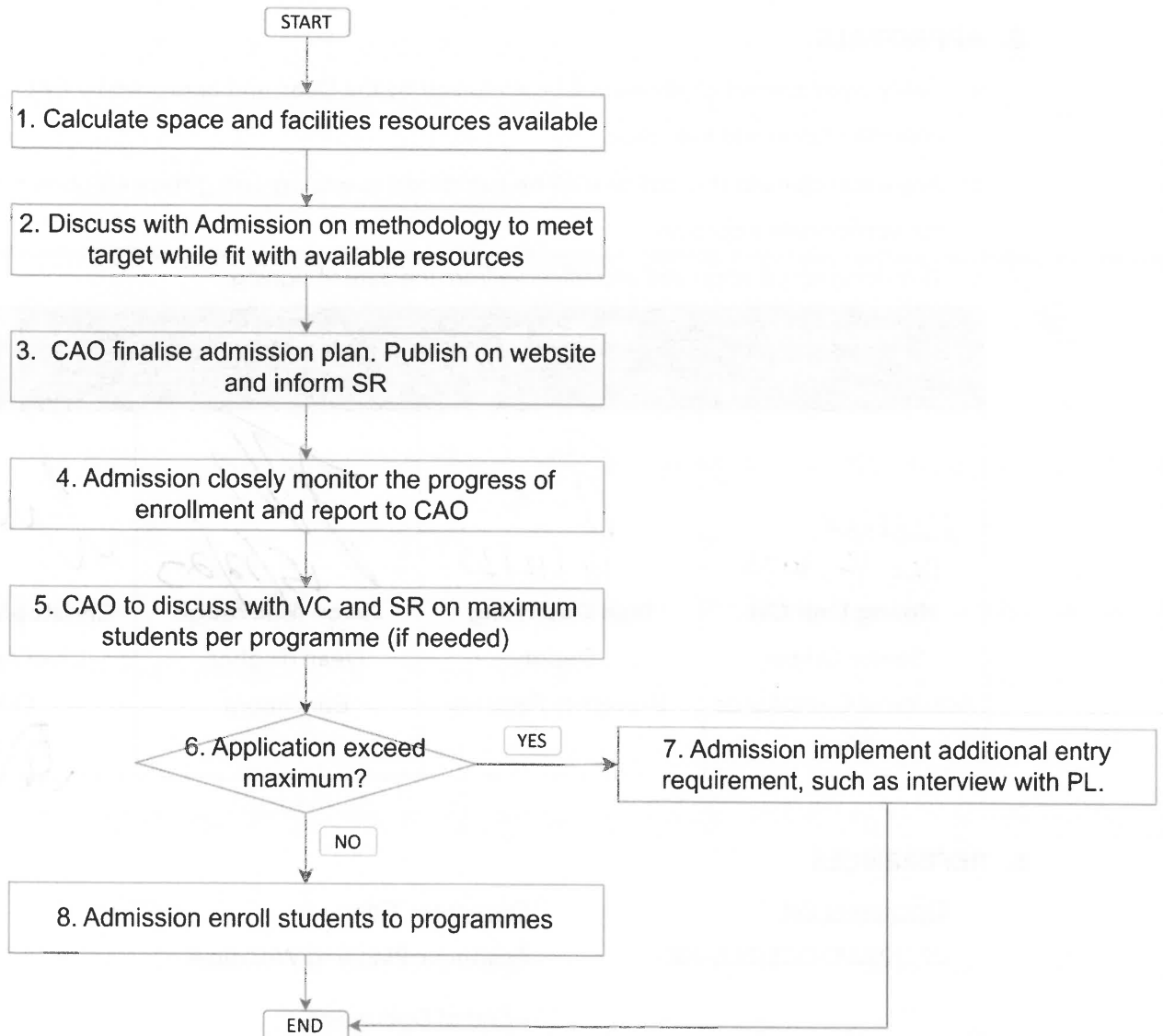
### 3.3 Academic Workload Semester Planning

4-6 weeks before new semester (4 per year), Dean starts semester workload planning round based on annual plans and target for semester



### 3.4 Admission Semester Planning

12-16 weeks before new intake (2 per year), Dean starts student admission planning round based on annual plans and target for semester



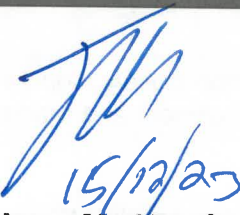
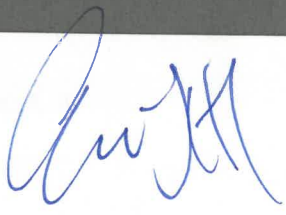



**4. DOCUMENT RESPONSIBILITIES**

Document Owner : Higher Education  
 Document Delegate : Dean

**5. APPROVALS**

- a. Policy development or review will be endorsed by the Dean 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	Agreed by	Approved by
 Dec 14, 2023 <b>Hoang Linh Chi</b> Senior Officer Academic Compliance Office	 14/12/23 <b>Tran Duc Trung</b> Deputy University Registrar	 15/12/23 <b>Jason MacVaugh</b> Dean (Higher Education)	 <b>Christopher Jeffery</b> Chief Academic Officer 

**6. REFERENCES**

<u>Document Ref</u>	<u>Document Title</u>
02/2023/DOCS/BUV-HE	Academic Planning Workflow
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