

ACADEMIC CERTIFICATE ISSUANCE PROCEDURE

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DOCUMENT HISTORY

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

1. PURPOSE

This Policy defines academic certificates and sets out the ways in which they may be used in order to ensure that the information provided by the University about individual students' academic achievements and contribution are appropriate and consistent.

2. SCOPE

This policy is applicable to the issuance of non-academic certificates to students of the University. It is not applicable to large scale events such as conferences or competitions organized by the University and attended by BUV's and / or non-BUV's students or the public in general.

3. DEFINITIONS

a. Abbreviations

Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
CAIS	Central Academic Information Services
SAS	Student Academic Support
CAO	Chief Academic Officer
DVC	Deputy Vice-Chancellor and Vice-President

4. CERTIFICATE REGULATIONS

a. Type of certificates

No	Type of Certificate	Description
1	BUV Own MBA's Micro - credentials and Post - Grad Certificates	Certificates awarded to students enrolled in the BUV Own MBA programmes with the condition that they have accumulated a number of required credits in the programme. Conditions may vary for different certificates.

b. Issuance Authority

The BUV Own MBA's Micro - credentials and Post - Grad Certificates can only be issued by the University's Registry with the approval of the University Registrar.

c. Templates

The BUV Own MBA's Micro - credentials and Post - Grad Certificates templates must be endorsed by Legal and Compliance and approved by Vice - Chancellor / Deputy Vice - Chancellor.

The BUV Own MBA's Micro - credentials and Post - Grad Certificates must be printed on University security papers and / or letterheads with hologram stamps.

d. Issuance requests

The BUV Own MBA's Micro - credentials and Post - Grad Certificates can be issued upon request for students who are originally enrolled in the full time MBA programme.

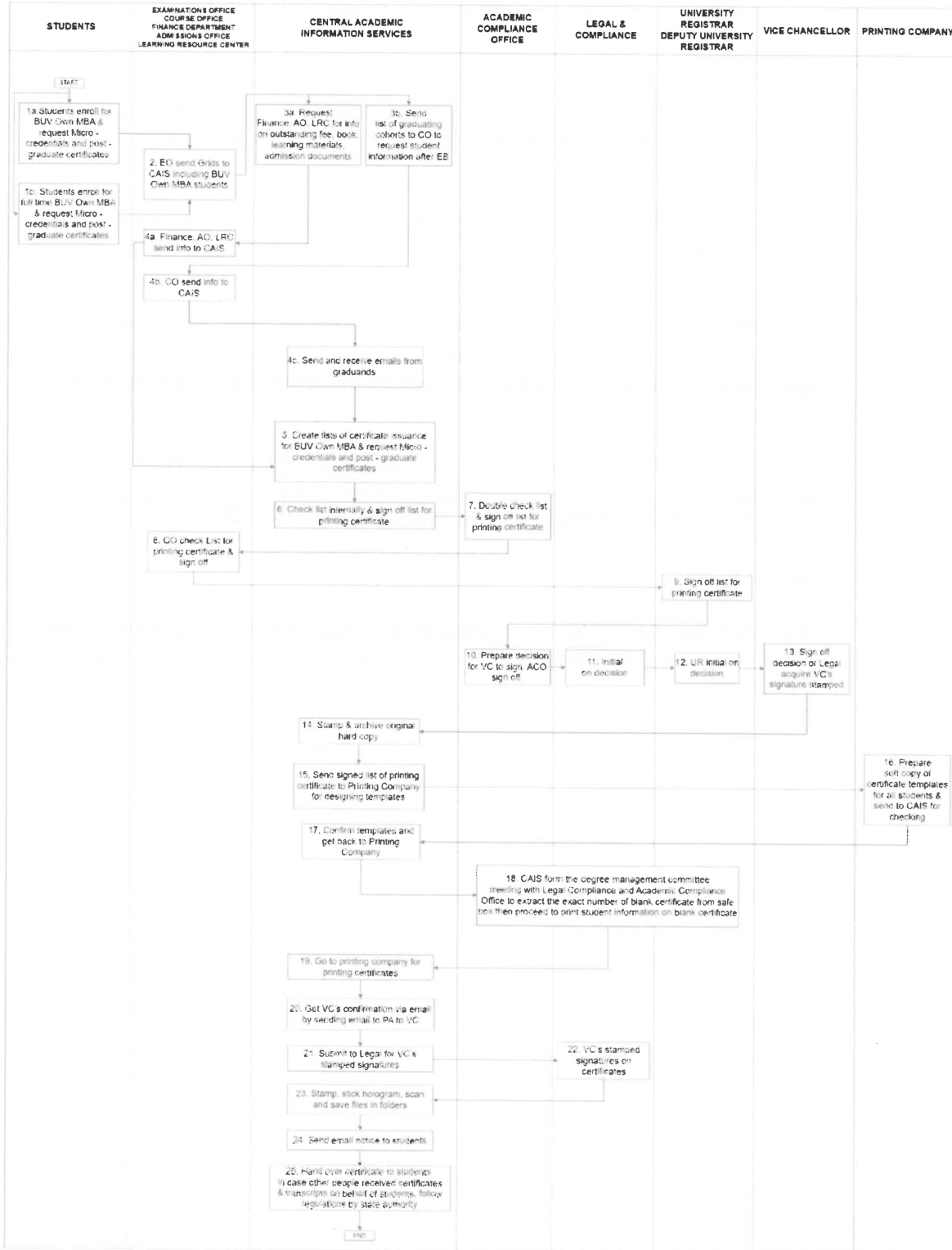
The BUV Own MBA's Micro - credentials and Post - Grad Certificates will be issued automatically by the University for the student who are enrolled specifically in the respective micro - programmes within the MBA programme.

e. Issuance

The BUV Own MBA's Micro - credentials and Post - Grad Certificates issuance must follow the procedure presented in Item 5 below to ensure security and credibility.

5. PROCEDURES

a. Flowchart



b. Roles & Responsibilities



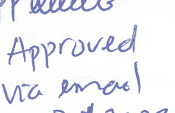



Step	Process Activities	Deadline	Output	PIC
1a	Students enroll for BUV Own MBA & request Micro - credentials and post - graduate certificates			Student
1b	Students enroll for full time BUV Own MBA & request Micro - credentials and post - graduate certificates			Student
2	EO send Grids to CAIS including BUV Own MBA students	1 working day after External Board	All grids of graduating cohorts sent to CAIS	EO
3a	Request Finance, AO, LRC for info on outstanding fee, book, learning materials, admission documents	3-4 working days after step 2	Email request	CAIS
3b	Send list of graduating cohorts to CO to request student information after EB	3-4 working days after step 2	Email request & list of graduating cohorts sent to CO	CAIS
4a	Finance, AO, LRC send info to CAIS	2-3 working days after step 3a	Info sent to CAIS	Finance - AO - LRC
4b	CO send student information to CAIS	2-3 working days after step 3b	Info sent to CAIS	CO
4c	Send and receive emails from graduands	2-4 working days after step 4b	Info sent to CAIS	CAIS
5	Create lists of certificate issuance for BUV Own MBA & request Micro - credentials and post - graduate certificates	3-4 working days after step 2	List created	CAIS
6	Check list internally & sign off list for printing certificate	1-2 working days after step 5	2 lists checked	CAIS
7	Double check list & sign off list for printing certificate	1-2 working days after step 6	2 lists checked	ACO

8	CO check List for printing certificate & sign off	1 working day after step 4	List checked & sign off	CO
9	Sign off list for printing certificate	1 working day after step 8	List signed off	UR
10	Prepare decision for VC to sign. ACO sign off.	2 working days after step 9	Decision prepared	ACO
11	Sign off decision	2 working days after step 10	Decision signed off	Legal
12	UR sign off decision	1 working day after step 11	Decision signed off	CAO
13	Sign decision	1-2 working days after step 12	Decision signed off	VC
14	Stamp & archive original hard copy	1 working days after step 13	Decision original hard copy stamped & archived	CAIS
15	Send signed list of printing certificate to printing company for designing templates	1 working days after step 12	List of printing certificate sent	CAIS
16	Prepare soft copy of certificate templates for all students & send to CAIS for checking	2-3 working days after step 9	Certificate templates sent to CAIS	Printing company
17	Confirm templates & get back to printing company	1-2 working days after step 15	Certificate templates confirmed	CAIS
18	CAIS form the degree management committee meeting with Legal Compliance and Academic Compliance Office to extract the exact number of blank certificate from safe box then proceed to print student information on blank certificate	1 working day after step 17	Blank certificates issued	Legal & Compliance - CAIS - ACO
19	Go to printing company for printing certificates	3 working days after step 18	Printed certificates collected	CAIS
20	Get VC's confirmation via email by sending email to PA to VC	2 working days after step 19	Certificate and	CAIS

			transcript approval	
21	Submit to legal for VC's stamped signatures	5 working days after step 20 (Including reprinting time for error certificates)	Certificates submitted	CAIS
22	VC's stamped signatures on certificate	2 working days after step 21	Certificates signed	Legal
23	Stamp, stick hologram, scan and save files in folders	2 working days after step 22	Certificates stamped with hologram	CAIS
24	Send email notice to students	1 working day after step 23	Email notice	CAIS
25	Hand over certificate to students In case other people received certificates & transcripts on behalf of students, follow regulations by state authority	After step 24 onwards	Certificates handed over	CAIS

6. 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	Confirmed by	Confirmed by	Approved by
 Dec 2023 Hoang Linh Chi Senior Officer, Academic Compliance Office	 21/12/23 Nguyen Thi Dung Central Academic Information Service Manager	PP  Approved via email Dec 20, 2023 Tran Duc Trung Deputy University Registrar	 21/12/23 Jason MacVaugh Dean (Higher Education)	 21/12/23 Tony Summers University Registrar	 22/12/23 Chris Jeffery Chief Academic Officer

7. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Decisions and lists	Hard copy	CAIS	5 years

8. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
06/2023/CAIS/BUV-REGISTRY	Academic Certificate Issuance Procedure

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