

STUDENT TRANSFER PROCEDURE

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DOCUMENT HISTORY

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

1. PURPOSE

This Procedure has been developed to support British University Vietnam's International Office to operate and manage recruitment, selection and admissions process for students currently studying an undergraduate degree at another institution and wishing to transfer to BUV and for current BUV undergraduate students who are considering transferring another institution from our partnership network.

2. SCOPE

This procedure is applied for all undergraduates studying University of London programmes, Staffordshire University programmes & BUV Own Degree programmes.

3. DEFINITIONS

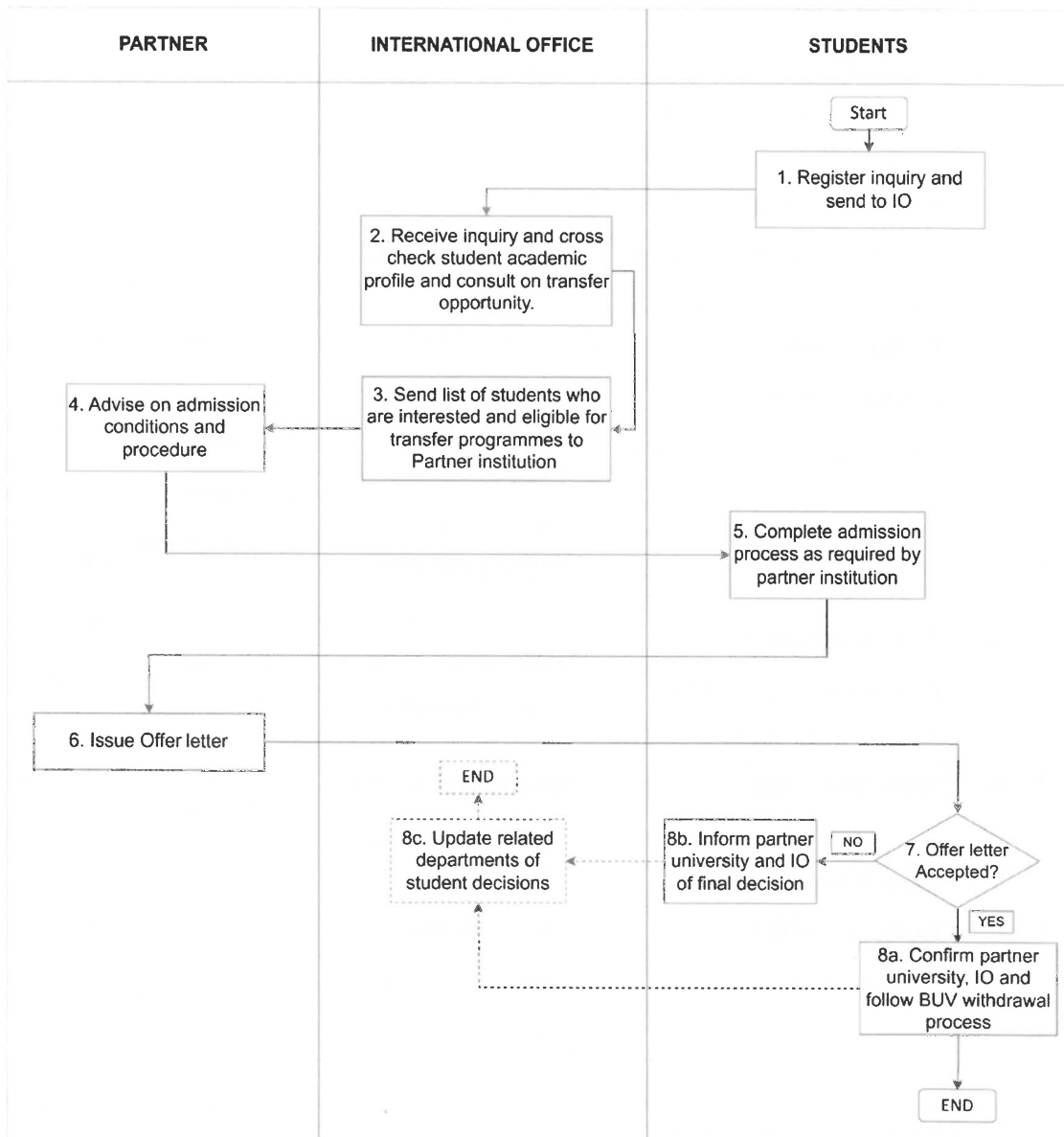
Definitions of abbreviations used throughout the policy and related references are as follows

Abbreviations	Definitions
BUV	British University Vietnam
IO	International Office

4. PROCESS

4.1. Outbound transfer

a. Flowchart



b. Roles & Responsibilities

Step	Process Activities	Turnaround time	Output	PIC
1	Register inquiry and send to IO.	Upon student's request	Email query	Student

2	Receive registration form and cross check student academic profile and consult on transfer opportunity. If eligible: Move to [3a] If not eligible: Move to [3b]	2-5 working days	IO Eligibility check	IO
3	Send list of students who are interested and eligible for transfer programmes to Partner institution.	3 working days from Step 2	List sent via email	IO
4	Advise on admission conditions and procedure.	7-10 days (or longer, 3 months prior to start of study period)	Confirmation on Profile check result & provide admission guide (via email)	Partner
5	Complete admission process as required by partner institution.	Depends on partner school timeline	Admission documents	Student
6	Issue Offer letter	Depends on partner school timeline	Offer Letter	Partner school
7	Offer letter accepted? If yes, go to [8a] If no, go to [8b]	10-20 days (no later than 1 month prior to start of new semester at BUV)		Students
8a	Confirm acceptance of partner university OL, inform IO and follow BUV withdrawal process.	3 working days after Step 7	Email / In-person notice	Students
8b	Inform partner university and IO of final decision.	No later than 1 month prior to start	Email / In-person notice	Students

		of new semester at BUV		
8c	Update related departments of student decisions.		Email notice	IO



4.2. Inbound transfer: Follow Admissions procedure

5. APPROVALS

Policy development or review will be endorsed by International Office Manager and approved by CAO prior to implementation and execution.

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

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

Prepared by	Checked by	Confirmed by	Approved by
 9/11/2023 Tran Duc Trung Deputy University Registrar	 9/11/2023 Nguyen Thi Thu Hien International Office Manager	 9/11/23 Tony Summers University Registrar	 Christopher Jeffery Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Student's transfer form	Hard Copy/ Soft Copy	International Office	3 years
Offer Letter - issued by Partner	Soft Copy	International Office	3 years

7. REFERENCES

Document Ref
04/2023/IO/BUV

Document Title
Student Transfer procedure

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