

STUDENT EXCHANGE 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 monitor and manage student exchange opportunities whereby a registered student at BUV is able to study abroad at an overseas Partner institution as part of their degree programme and vice versa, with or without credit transferring.

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

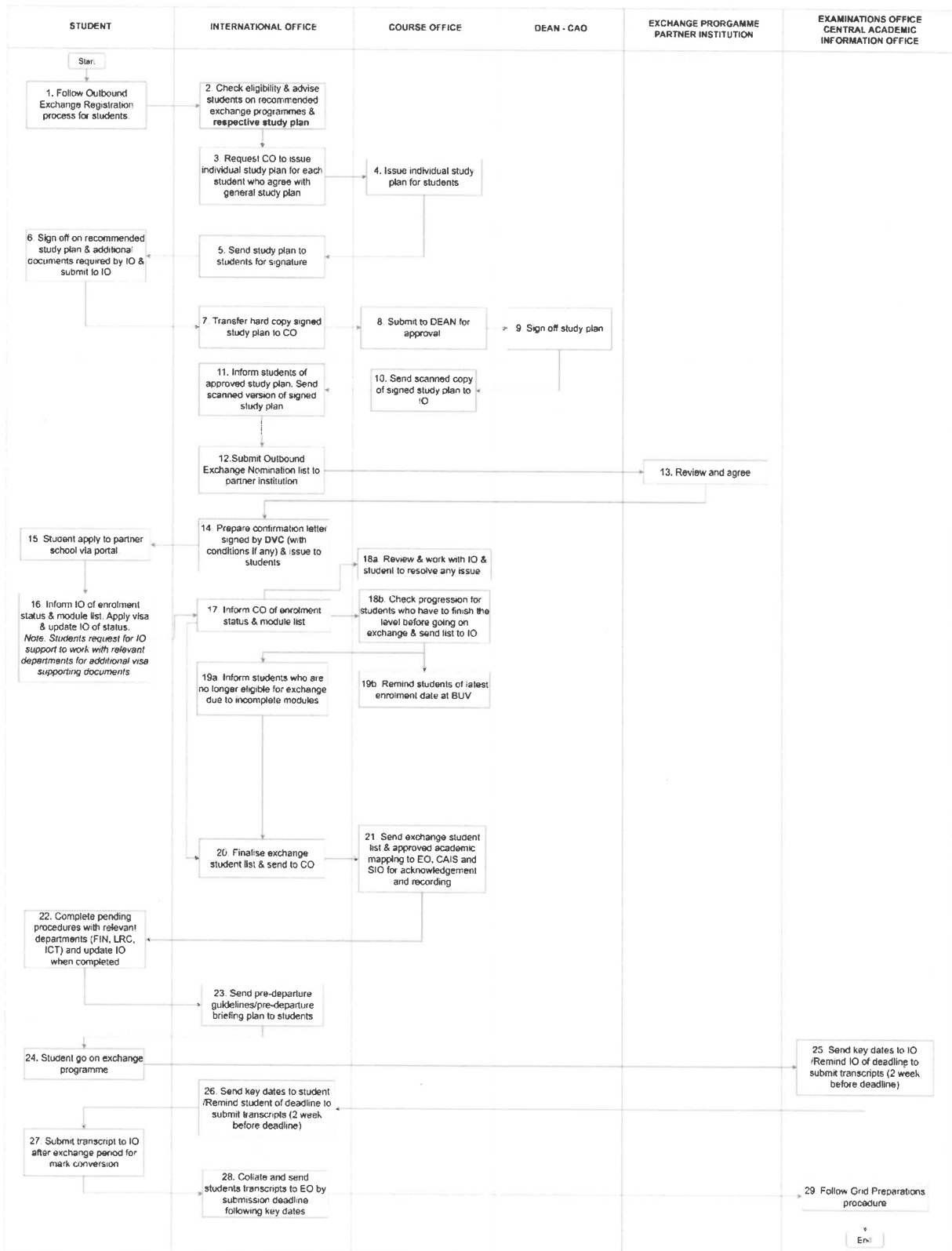
Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
IO	International Office
AO	Admissions Office
CO	Course Office
CAIS	Central Academic Information Services

4. PROCESS

4.1. Outbound exchange

4.1.1. Credit bearing programme

a. Flowchart



b. Roles & Responsibilities

Step	Process Activities	Deadline / Turnaround time	Output	PIC
1	Follow Outbound Exchange Registration process for students.	As per timeline of spring or fall exchange registration	Process followed	Student
2	Check eligibility & advise students on recommended exchange programmes & respective study plan	7 working days	Students are advised on exchange programmes & study plans	IO
3	Request CO to issue individual study plan for each student who agree with general study plan	1 working day	Email request	IO
4	Issue individual study plan for students	3 working days	Study plan issued to IO	CO
5	Send study plan to students for signature	1 working day	Study plan sent to students	IO
6	Sign off on recommended study plan & additional documents (incl student exchange agreement) required by IO & submit to IO	3 working days	Study plan & docs sent	Student
7	Transfer hard copy signed study plan to CO	1 working day	Signed study plan sent to CO	IO
8	Submit to DEAN for approval	1 working day	Study plan submitted	CO
9	Sign off study plan	3 working days	Study plan signed	Dean - CAO
10	Send scanned copy of signed study plan to IO	1 working day	Signed study plan sent to IO	CO

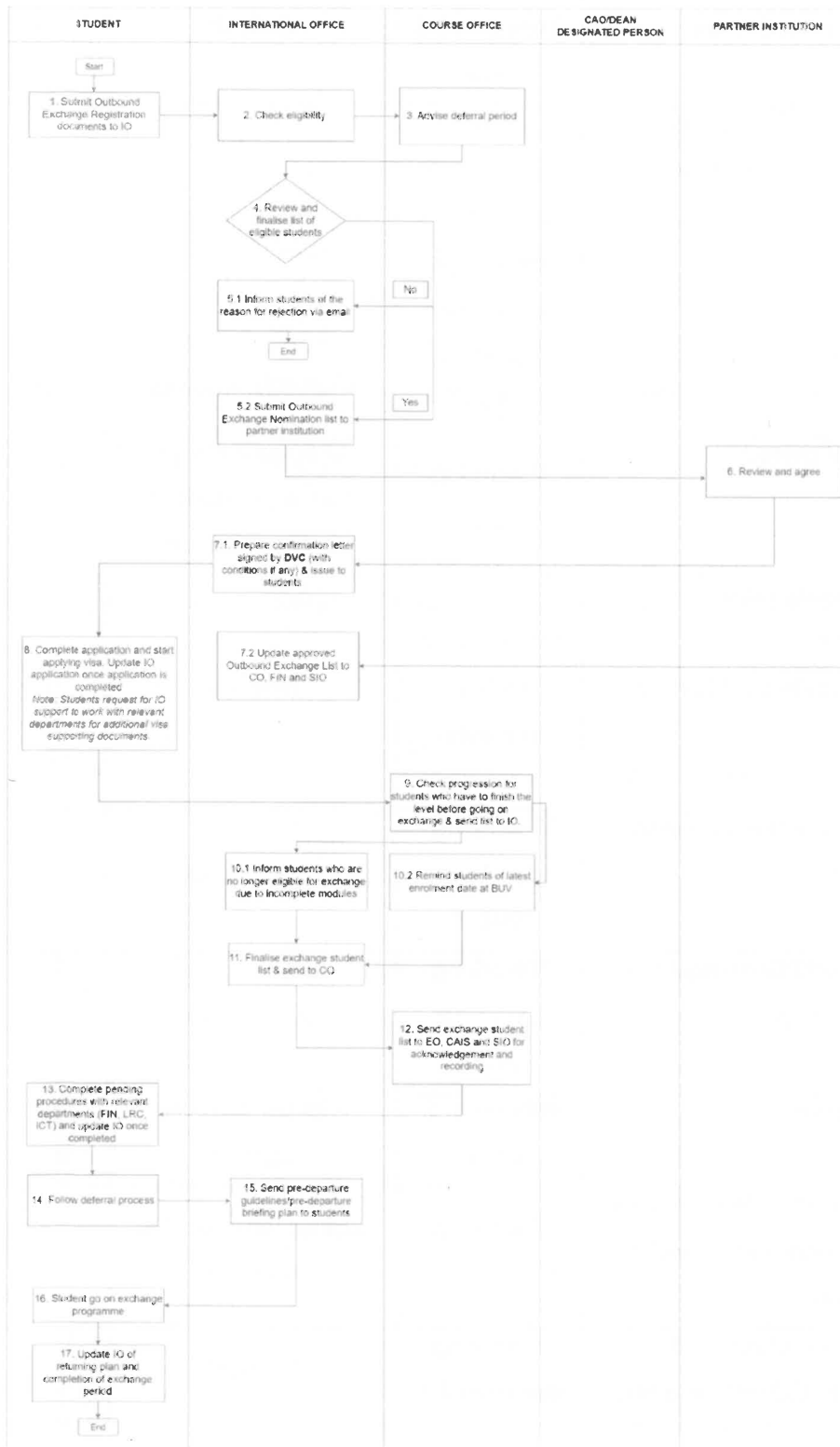
11	Inform students of approved study plan. Send scanned version of signed study plan.	1 working day	Scanned version of signed study plan sent	IO
12	Submit Outbound Exchange Nomination list to partner institution	3 working days	Outbound Exchange Nomination list submitted	IO
13	Review and agree	Minimum 2 weeks	Outbound Exchange Nomination list reviewed & agreed	Exchange Programme Partner Institution
14.1	Prepare confirmation letter signed by DVC (with conditions if any) & issue to students.	7 working days	Confirmation letter signed	IO
14.2	Update approved Outbound Exchange List to CO, FIN and SIO	1 working day from 14.1	List sent	IO
15	Student apply to partner school via portal.	As per partner school registration deadline	Application done via partner school's portal	Student
16	Inform IO of enrolment status & module list. Apply visa & update IO of status. <i>Note: Students request for IO support to work with relevant departments for additional visa supporting documents.</i>	As soon as student is informed	Email notice from student Visa applied by student	Student
17	Inform CO of enrolment status & module list	1 working day	Email notice	IO
18a	Review & work with IO & student to resolve any issue.	7 working days	Enrolment status & module list reviewed	CO

18b	Check progression for students who have to finish the level before going on exchange & send list to IO.	3 working days after Award Board	Progression status checked	CO
19a	Inform students who are no longer eligible for exchange due to incomplete modules	3 working days	Email notice	IO
19b	Remind students of latest enrolment date at BUV	1 week prior to new semester	Email notice	CO
20	Finalise exchange student list & send to CO	2 weeks prior to new semester	Final list sent to CO	IO
21	Send exchange student list & approved academic mapping to EO, CAIS and SIO for acknowledgement and recording	Week 1 of the semester	Exchange list & academic mapping sent	CO
22	Complete pending procedures with relevant departments (FIN, LRC, ICT) and update IO when completed	1 week prior to departure date	Email notice	Student
23	Send pre-departure guidelines/pre-departure briefing plan to students	1 week within visa issuance	Email notice	IO
24	Student go on exchange programme			Student
25	Send key dates to IO /Remind IO of deadline to submit transcripts (2 week before deadline)	Week 7 of the semester that student is on exchange programme	Key dates sent / Reminder sent	EO
26	Send key dates to student /Remind student of deadline to submit transcripts (2 week before deadline)	1 working day to send the 1 st time Remind 2 week before deadline	Key dates sent to students / Reminder sent to students	IO

27	Submit transcript to IO after exchange period for mark conversion and inform IO of returning plan	Following deadline	Transcript submitted by student	Student
28	Collate and send students transcripts to EO by submission deadline following key dates	Following key dates	Transcripts sent to EO	IO
29	Follow Grid Preparations procedure		Grid Preparations procedure	EO

4.1.2. Non-credit bearing programme

a. Flowchart



b. Roles & Responsibilities

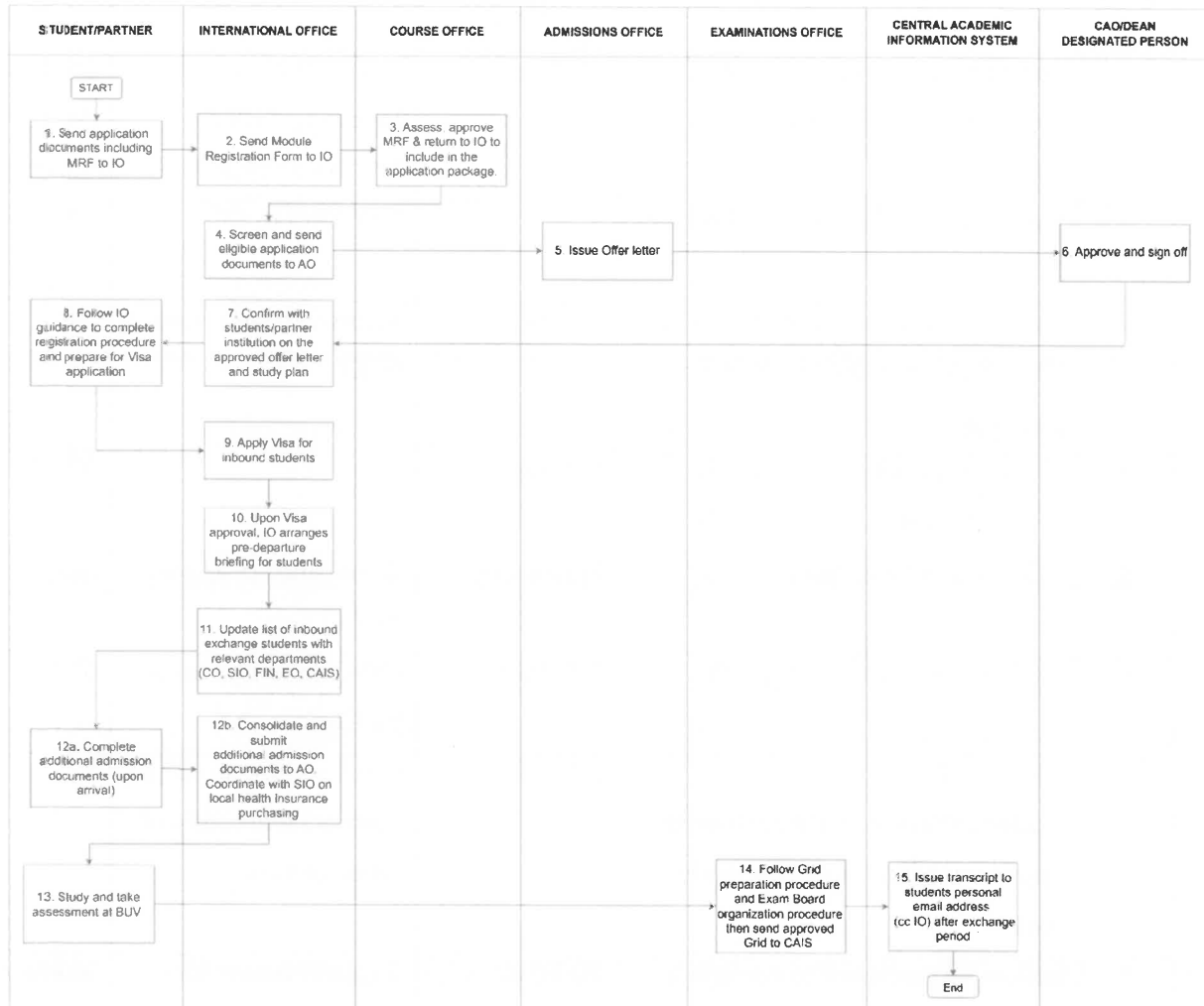
Step	Process Activities	Deadline/ Turnaround time	Output	PIC
1	Submit Outbound Exchange Registration documents to IO	As per timeline of spring or fall exchange registration	Documents submitted	Student
2	Check eligibility	7 working days	Eligibility checked	IO
3	Advise deferral period	2 working days	IO & students are aware of possible deferral period	CO
4	Review and finalise list of eligible students For ineligible students: Move to (5.1) For eligible students: Move to (5.2)	2 weeks prior to new semester	Final list	IO
5.1	Inform students of the reason for rejection via email	1 working day from Step 4	Email notice	IO
5.2	Submit Outbound Exchange Nomination list to partner institution	3 working days from Step 4	List submitted	IO
6	Review and agree	Minimum 2 weeks	List reviewed & agreed	Partner institution
7.1	Prepare confirmation letter signed by DVC (with conditions if any) & issue to students	7 working days	Signed letter sent to students	IO
7.2	Update approved Outbound Exchange List to CO, FIN and SIO	1 working day from 7.1	List sent	IO

8	Complete application and start applying visa. Update IO application once application is completed <i>Note: Students request for IO support to work with relevant departments for additional visa supporting documents.</i>	As soon as student receives updates on visa application status	Visa applied Email notice from students	Student
9	Check progression for students who have to finish the level before going on exchange & send list to IO	3 working days after Award Board	Progression status checked	CO
10.1	Inform students who are no longer eligible for exchange due to incomplete modules	3 working days	Email notice	IO
10.2	Remind students of latest enrolment date at BUV	1 week prior to new semester	Email notice	CO
11	Finalise exchange student list & send to CO	2 weeks prior to new semester	List sent	IO
12	Send exchange student list & approved academic mapping to EO, CAIS and SIO for acknowledgement and recording	Week 1 of the semester	List sent	CO
13	Complete pending procedures with relevant departments (FIN, LRC, ICT) and update IO once completed.	1 week before departure date	Email notice	Student
14	Follow deferral process		Deferral process	Student

15	Send pre-departure guidelines/pre-departure briefing plan to students	1 week within visa issuance	Plans sent to students	IO
16	Student goes on exchange programme		Exchange programme	Student
17	Update IO of returning plan and completion of exchange period	1 week prior to exchange programme completion	Email notice	Student

4.2. Inbound exchange (credit bearing and non-credit bearing programmes)

a. Flowchart:



b. Roles & Responsibilities:

Step	Process Activities	Turnaround time	Output	PIC
1	Send application documents including Module Registration Form to IO	10-15 days	List of documents following BUV's admission process	Students/ Partner Institution
2	Send Module Registration Form to CO		MRF sent to CO	IO
3	Assess, approve MRF & return to IO to include in the application package.	1-3 days	Approved MRF sent to IO	CO
4	IO to screen and send eligible application documents to AO	2-3 days		IO
5	AO to issue Offer letter	7-10 days	Offer letter prepared by AO	AO
6	CAO to approve and sign off	3-5 days	Offer letter approved by CAO	CAO
7	IO to confirm with students/Partner Institution on the approved offer letter and study plan	2-3 days	Confirmation email to Partners with copy of Offer Letters	IO
8	Follow IO guidance to complete registration procedure and prepare for Visa application	20-30 days	Support letters for students if any	Student
9	Apply Visa for inbound students	As soon as possible & as per immigration regulations	Visa granted	IO

10	Upon Visa approval, IO arranges pre-departure briefing for students	1 week within visa issuance	Plans sent to students / Online meeting	IO
11	Update list of inbound exchange students with relevant departments (CO, SIO, FIN, EO, CAIS)	2 weeks prior to new semester	List updated and sent	IO
12a	Student to complete additional admission documents (upon arrival)	Upon arrival	Admission documents prepared	Student
12b	Consolidate and submit additional admission documents to AO. Coordinate with SIO on local health insurance purchasing	Upon student's arrival	Full document set submitted. Health insurance purchased	IO
13	Study and take assessment at BUV			Student
14	Follow Grid preparation procedure and Exam Board organization procedure then send approved Grid to CAIS	As per semester key date schedule	Grids	EO
15	Issue transcript to students personal email address (cc IO) after exchange period	20-30 days	Transcript issued	CAIS

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	Checked by	Checked by
 Nov 14, 23 Tran Duc Trung Deputy University Registrar	 Nguyen Thi Thu Hien International Office Manager	 Hoang Phuong Yen Course Office Manager	 Jason MacVaugh Dean of Higher Education
Checked by	Checked by	Approved by	Approved by
 Hoang Thi Vien Examinations Office Manager	 Nguyen Thi Dung Central Academic Information Services Manager	 12/12/23 Tony Summers University Registrar	 Christopher Jeffery Chief Academic Officer 14/12/23

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Partnership agreement (MOUs, Exchange agreements...)	Hard Copy/ Soft Copy	International Office	5 years
Exchange documents (applications, confirmations between students, Home institutions and Host Institutions, transcripts post-exchange study programme)	Soft Copy	International Office	5 years

7. REFERENCES

Document Ref

03/2023/IO/BUV

Document Title

Student Exchange procedure

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