

VIETNAM NATIONAL UNIVERSITY VIETNAM JAPAN UNIVERSITY No. 206 / QD - DHVN	SOCIALIST REPUBLIC OF VIETNAM <u>Independence – Freedom – Happiness</u> <i>Hanoi, March 25 , 2021</i>
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DECISION

Regarding the promulgation of regulations on quality assurance

Pursuant to the Prime Minister's Decision No. 1186/QD-TTg dated July 21, 2014, on the establishment of the Vietnam-Japan University of Hanoi National University;

Pursuant to Decision No. 391/QD-TTg dated March 31, 2017, on the promulgation of the Regulation on the organization and operation of Vietnam Japan University;

Pursuant to Circular No. 38/2013/TT-BGDDT dated 29/11/2013 of the Minister of Education and Training promulgating regulations on the process and cycle of accreditation of training programs of universities, colleges and professional secondary schools;

Pursuant to Guidance No. 694/HD-ĐHQGHN dated February 25, 2015, on quality assessment and quality accreditation in Hanoi National University;

According to the proposal of the Chief of the Educational Testing and Quality Assurance Office,

DECIDE:

Article 1. Promulgated together with this Decision "Regulations on quality assurance" of Vietnam Japan University.

Article 2. This Decision takes effect from the date of signing.

Article 3. Chief of the Administrative Office, Chief of Academic and Student Affairs Office, Chief of R&D Promotion, Cooperation and Development Office, Chief of Finance - Planning Office, Chief Educational Testing and Quality Assurance Office, the Faculties, Institutes, Directors of Training Programs and affiliated departments shall be responsible for the implementation of this Decision./.

Recipient: - As in Article 3; - Save VT, VP, DBCL.	RECTOR Furuta Motoo
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Hanoi, on ...25.month...03. Year 2021

REGULATION

Regarding the quality assurance of Vietnam Japan University

(accompanied with Decision No. ...206.. /QĐ-ĐHVN on ...25... month...03. in 2021
by the Rector of Vietnam Japan University)

Chapter I. GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

This document regulates quality assurance activities of Vietnam Japan University; applicable to functional offices, training programs, institutes, and centers affiliated with Vietnam Japan University (*hereinafter collectively referred to as "units"*).

Article 2. Interpretation of terms

In this Regulation, the following words shall be construed as:

2.1. "*Education quality*" means the meeting of the objectives set by the training institution; meeting the requirements of the Law on Education, the Law amending and supplementing a number of articles of the Law on Education and the Law on Higher Education; in line with the demand for human resources for the socio-economic development of the locality and the whole country.

2.2. "*Quality assurance*" is a commitment to implement standards, criteria and processes for quality management to achieve quality objectives.

2.3. "*Quality assurance activities*" are activities to realize quality assurance content.

2.4. "*Quality culture*" is a collection of habits and behaviors with the wide participation of officials, lecturers, staff, and students in quality-related activities; developed in quality management activities continuously and regularly to create a quality environment in the University.

2.5. "*Quality assurance process*" is the procedures and sequence of implementing quality assurance activities.

2.6. "*Training program*" expresses educational objectives, and stipulates standards of knowledge, skills, scope, and structure of educational contents, methods and forms of organizing educational activities, and methods of evaluating educational results for subjects in each class, each grade or training level. In this regulation, training programs are understood as undergraduate and postgraduate training programs.

2.7. "*Educational quality of the training program*" means the satisfaction of the objectives set out in the training program; ensuring the requirements on educational objectives specified in the Law on Education, the Law amending and supplementing several articles of the Law on Education, and the Law on Higher Education; by the

requirements of training human resources in each certain professional fields to serve the socio-economic development of the locality and the country.

2.8. *"Education quality assessment"* is the process of using methods and tools to determine the level of satisfaction according to the objectives of the training institutions or training programs.

2.9. *"Quality accreditation"* is the assessment and recognition of the level of educational institutions or training programs that meet the education quality standards issued by the Ministry of Education and Training (MOET) or organizations in Southeast Asia (AUN-QA), Asia and around the world

2.9. *"Accreditation of training institutions"* is the activity of assessing and recognizing the level of meeting the quality assessment standards of training institutions.

2.10. *"Accreditation of training program"* is the activity of evaluating and recognizing the level of meeting the quality assessment standards of the training program.

2.11. *"Self-assessment of education quality"* is the process by which the training institution itself considers, researches, and does benchmarking with the quality assessment standards of the institution or training program to report on the quality and efficiency of training, scientific research, human resources, facilities and other related issues of the institution or training program shall be assessed, serving as a basis to adjust resources and implementation processes to meet the prescribed standards.

2.12. *"External assessment"* is the process of surveying and evaluating education quality accreditation organizations to determine the level of satisfaction with education quality assessment standards.

2.13. *"Comparison"* is the activity of comparing the actual performance of the university or the actual quality results of the training program with the requirements to be achieved according to the set of quality assessment standards issued by the Ministry of Education and Training.

2.14. *"Benchmarking"* means the activity of comparing the activities of the University with other universities or the quality of the University's training programs with other selected training programs

2.15. *"Stakeholders"* are objects related to the evaluation activities of an educational institution, in this document are understood as managers, lecturers, students, alumni, and employers.

Chapter II. QUALITY ASSESSMENT AND QUALITY ACCREDITATION

Article 3. Objectives and principles

1. Objectives a) To ensure and improve the quality of higher education; b) Certifying the level of the institution or training program meeting the objectives of higher education in each certain period; c) Serve as a basis for the institution to explain to the competent state management agencies and society about the current status of training quality; d) Serve as a basis for students to choose institutions, training programs, and employers to recruit human resources.

2. Principle a) Independence, objectivity, and lawfulness; b) Honesty, publicity, and transparency; c) Equal, compulsory, and periodic.

Article 4. Conditions for registration and quality assessment/quality inspection process

1. The peer assessment in the university or training program according to the quality assessment standards of VNU is carried out when the university or training program has at least one course of graduates and is continuing to organize training.

2. Quality assessment of training programs according to AUN's standards is conducted when the university or program has at least three courses of graduates and is continuing to organize training.

3. Conditions for quality accreditation of educational institutions and training programs according to the standards of other regional and international quality accrediting organizations shall comply with the regulations of these organizations.

4. The process of assessing the quality of educational institutions and training programs is carried out following the guidance issued by VNU.

5. The process of accreditation of educational institutions and training programs according to the standards of regional and international accreditation organizations shall comply with the guidance of these organizations.

Article 5. Publicizing the results of quality assessment/quality inspection

1. Publish the internal self-assessment report at least 30 days before registering the external assessment with an education quality accreditation organization.

2. Publish the Certificate of quality accreditation or quality assessment results on the University's website within 30 days after being granted the Certificate/result of education quality accreditation.

Article 6. Quality assessment through feedback from stakeholders

1. The scope of quality assessment activities through feedback from stakeholders includes lecturers' self-assessment; students' feedback on courses; feedback on the quality of training and scientific research support activities; feedback on student support activities; and feedback from alumni and employers.

2. Quality assessment activities through feedback from stakeholders are included in the school's quality assurance plan for the school year; The evaluation process and the use of quality assessment results through feedback from stakeholders are carried out in accordance with VNU's technical guidance.

Chapter III. ASSIGNMENT OF IMPLEMENTATION TASKS

Article 7. Tasks performed by the Educational Testing and Quality Assurance Office:

1. Develop quality assurance processes (standards and criteria for evaluating the performance of divisions) of Vietnam Japan University and guide the implementation of the work into a set of quality assurance dossiers; urging, inspecting and supervising the implementation of

2. Periodically conduct self-assessment of all VJU activities and register for education quality accreditation, preserve and archive self-assessment dossiers.

To perform this work, the the Educational Testing and Quality Assurance Office needs to do the following:

- Monitor and record the implementation of procedures, processes, work instructions of units (using tables, charts, flowcharts, etc.). for daily management via operating system software, email, telephone, ...).
- Guide units to keep evidence, make evidence dossiers for their units as a basis for self-assessment activities and write self-assessment reports.
- Withdraw and preserve the evidentiary dossier after the self-assessment periods.
- Register for education quality accreditation with 01 independent accreditation organization and organize the implementation.

3. Collect feedback from students/trainees after the end of each subject, process information, synthesize the results into a report of each module to find quality improvement measures for each semester, and send the results to each lecturer, program director and report to the Rector, to the relevant units in the University.

4. Store job search results of students/graduates.

5. Implementation of the reporting regime: a) Quarterly report on the summary of activities of the the Educational Testing and Quality Assurance Office before each quarterly briefing meeting of the School Board of Directors; b) Report on the plan for improvement and implementation of the unit's mobile power plant activities; c) A report on the summary of the school year and orientations of the new school year plan with the work of the unit; d) To propose commendations and rewards for individuals with outstanding achievements in the unit's training activities, as well as to propose discipline for individuals who fail to complete their assigned tasks at the end of each academic year.

Article 8. General responsibilities of units under the University

1. Develop medium-term and annual plans for the University, ensuring to meet the requirements of the University's Development Strategy.

2. Implement the tasks of the quality assurance of the unit as prescribed.

3. Coordinate with the Educational Testing and Quality Assurance Office to implement the activities of the quality assurance as planned.

4. Collect feedback from stakeholders (if any) following current regulations of the University.

5. Archiving evidence records, and forming a database system for quality accreditation of educational institutions and training programs.

6. Providing databases and supporting information for quality accreditation of educational institutions and training programs.

7. Periodically report (annually) the results of the implementation of the unit's quality assurance tasks.

8. Perform other tasks as assigned by the Rector.

Article 9. Tasks are presided over or coordinated by units

1. Academic and Student Affairs Office

- To assume the prime responsibility for implementing training activities related to the field of training such as:
 - + Policies on training in the University; enrollment and enrollment activities;
 - + Activities of designing and reviewing teaching programs; teaching and learning activities in the school;
 - + Benchmarking and matching activities...
 - + Assume the prime responsibility for developing the process and organize the investigation, monitoring and management of students/trainees' information after graduation and have an annual report. Build a database system of alumni and students, information channels about the university's training and training activities to disseminate to students, alumni and stakeholders.
 - + Presiding over the retention of students' learning results after each subject and the whole training course.
 - + To assume the prime responsibility for implementing the activities of the Quality assurance related to serving and supporting students; serving the community.
- Assume the prime responsibility for developing procedures, processes, guiding each job in the unit, organize supporting documents for the unit and write self-assessment reports at the request and coordination of the Educational Testing and Quality Assurance Office. Coordinate with the Educational Testing and Quality Assurance Office to collect feedback from students after the end of each subject.

2. Faculties, Training Programs

In addition to the provisions of Article 8 of this document, it is necessary to:

- Building the mission, goals and development strategy of the Faculty based on the mission, goals and development strategy of the University.
- Assume the prime responsibility for developing procedures, processes, and guidelines for each job in the unit, proactively collect information and evidence, prepare for the writing of self-assessment reports on training programs of the Faculty/Training Center
- Assume the prime responsibility for formulating and implementing the plan to improve the e-commerce project after external assessment and periodic evaluation
- Coordinate with the Academic and Student Affairs Office to develop a process and organize the investigation, monitoring and management of post-graduation student information.
- Coordinate with the Educational Testing and Quality Assurance Office to collect feedback from students after the end of each subject.
- Proactively organize information and education activities about the faculty's training and training programs for students.

3. Planning – Finance Office

Presiding over the implementation of QA activities related to planning and finance throughout the university to ensure progress and efficiency, proactively allocating funds for SEA activities of units throughout the university to ensure quality and progress.

4. R&D Promotion, Cooperation and Development Office and Institute of Sustainable Sciences

Assume the prime responsibility for implementing QA activities related to the field of scientific research and international cooperation such as: Developing policies on scientific research in School; networks and external relations; management of scientific research and intellectual property in the University; developing cooperation and scientific research partners...

5. Other units of the University

- To assume the prime responsibility for developing procedures, processes, guiding each job in the unit, organizing proof dossiers for the unit and writing self-assessment reports according to the requirements and instructions of Educational Testing and Quality Assurance Office.
- Coordinate with relevant units to carry out quality assurance activities according to the requirements and instructions of the Educational Testing and Quality Assurance Office.

Article 10. Enforcement responsibilities

1. Heads of units affiliated to the University shall be responsible for disseminating to officials, lecturers and experts of their units about the contents of this Regulation.
2. The units under the University are responsible for coordinating with the units in charge of implementing the activities of the University in the University.

Article 11. Commendation and handling of violations

1. Collectives and individuals that have well implemented the quality assurance activities , have excellent results or initiatives in the activities of the Delta, are proposed to be commended and rewarded according to current regulations.
2. Collectives and individuals that do not comply with the regulations on the quality assurance will be handled according to current regulations.

Article 12. Enforcement Terms

1. This Regulation takes effect from the date the Rector signs and promulgates it.
2. The Educational Testing and Quality Assurance Office is responsible for inspecting, urging and guiding units to implement this regulation.
3. In the course of implementation, this Regulation may be adjusted, amended and supplemented to suit the practical situation. The amendment and supplementation shall be considered and decided by the Rector of Vietnam Japan University on the basis of the proposal of the Chief of the Educational Testing and Quality Assurance Office.

RECTOR

Furuta Motoo