

QUALITY ASSURANCE PLAN IN 2024

I. BASIS FOR FORMULATION OF THE PLAN

Pursuant to Circular 12/2017/TT - BGDDT dated 19/5/2017 of the Minister of Education and Training, promulgating regulations on quality accreditation of higher education institutions,

Pursuant to Decision No. 4611/ĐHQGHN - DBCL dated 28/12/2012 of the Director of Vietnam National University on the promulgation of the Quality Assurance Strategy of VNU for the period of 2013 - 2020, with a vision to 2030,

Pursuant to Decision No. 1023/QĐ-DBCL dated 05/4/2013 of the President of VNU on the promulgation of regulations on assessment of education quality in Vietnam National University;

Pursuant to Guidance 581/HD - VNU dated 05/02/2020 of the Director of VNU on guiding quality assessment through feedback from stakeholders;

Pursuant to Decision No. 207/QĐ-VNU dated 25/3/2021 of the Rector on promulgating the strategy to ensure the quality of education of Vietnam Japan University in the period of 2021- 2025, vision 2035,

II. OBJECTIVES AND REQUIREMENTS

2.1. Purpose

- Perform the key tasks of the 2023-2024 academic year;
- Improve the quality of training and quality in the management of the University; meet the requirements of the output standards of the training program, employers and social needs;
- Consolidate the system of ensuring the quality of education inside, developing quality culture in the school; improve the efficiency of university governance activities, ensure the criteria for quality accreditation of higher education institutions and training programs;
- It is the basis for units in the school to develop a plan to ensure and improve the quality of each unit.

2.1. Requirements

- The plan is developed and implemented in accordance with the reality of the University and each unit; ensuring feasibility, gradually improving the quality of education, meeting increasingly high quality accreditation standards;
- Completed on schedule and with the highest quality;
- Each content must have a specific operation plan, must have a dossier proving the operation results;

- Units proactively develop plans to ensure the quality of education of their units; deploy and coordinate with relevant units throughout the University according to each content.

III. WORK CONTENT AND IMPLEMENTATION TIME

STT	Implementation content	Presiding unit /coordinate	Implementation time
1	Implement Institution-level Self-Assessment according to JUAA's set of standards	Educational Testing and Quality Assurance Office/Functional Offices and Faculties	3-12/2024
2	Implementing self-assessment at the level of training programs for Japanese bachelor's training programs according to the AUN-QA standard set	Faculty of Interdisciplinary Sciences and Social Sciences/ Functional Offices and Bachelor Program of Japanese Studies	6-12/2024
3	Collect data for university rankings (Webometrics, QS, THE)	Educational Testing and Quality Assurance Office/Functional Offices and Faculties	1 - 12/2024
4	Developing a quality improvement plan for the Master of Civil Engineering training program	Masters' Program in Civil Engineering/Functional Offices	Before 5/2024
5	Complete the evaluation of the implementation of the plan to improve the quality of the Master of Environmental Engineering and Master of Public Policy	Educational Testing and Quality Assurance Office /Masters' Program in Environmental Engineering, Masters' Program in Public Policy and Functional Offices	Before 6/2024
6	Publicly announcing quality assurance conditions	Educational Testing and Quality Assurance Office/Functional Offices	Before 10/2024
7	Conduct stakeholder surveys		
7.1.	Lecturers self-evaluate teaching activities	Educational Testing and Quality Assurance Office/Offices and Faculties	Before 5/2024
7.2.	Survey to evaluate the administration, leadership and comments with administrative officials and share the survey results with stakeholders	Educational Testing and Quality Assurance Office/Staff and Lecturers	Before 6/2024
7.3.	Conduct student surveys on courses and share the survey results with stakeholders	Educational Testing and Quality Assurance Office/Faculties and Training programs	Before February 2024 and before August 2024

STT	Implementation content	Presiding unit /coordinate	Implementation time
7.4.	Conduct a student survey on training and scientific research support activities and share the survey results with stakeholders	Educational Testing and Quality Assurance Office/R&D Cooperation and Development Offices	Before 30/6/2024
7.5	Survey the employment situation and capacity of students to meet the e-commerce output standards after graduation and share the survey results with relevant parties	Educational Testing and Quality Assurance Office, Academic and Student Affairs Office	Before August 2024
7.6	Survey employers' feedback on recruitment needs and quality of graduates and share survey results with stakeholders	Educational Testing and Quality Assurance Office, Academic and Student Affairs Office	6 - 9/2024

IV. IMPLEMENTATION ORGANIZATION

4.1. Science and Training Council

- Organize inspection, supervision, urge and remind the implementation of the plan in units contributing to the successful implementation of the Quality Assurance Plan.

- Evaluate the results of the implementation of the School Year Quality Assurance Plan and develop the next plan.

4.2. Educational Testing and Quality Assurance Office

- Coordinate with units to disseminate the policy and guide the implementation of the University's plan on the implementation of documents of the Ministry of Education and Training and VNU on quality assurance.

- Supervise, urge and monitor the implementation of the quality assurance plan, synthesize and report to the Board of Rector.

4.3. Functional offices, Institute of Sustainable Sciences, Centres under the University, Faculties and training programs

- Organize the development of quality objectives, plans, processes, work guidelines in accordance with the current situation of the units and the development requirements of the University.

- Implement documents on education quality assurance, regularly inspect, evaluate and report on performance in each period;

- Report to the Rectorate Board, the Science and Training Council and relevant units as requested.

Heads of units shall, based on their assigned functions and tasks, seriously implement the university's quality assurance plan.

Recipient:

- Chairman of the UC (to report)
- RB
- Functional offices, programs;
Save: AO

**P.P. RECTOR
VICE RECTOR**

Nguyen Hoang Oanh