

## 2022 QUALITY ASSURANCE PLAN

### 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 Guideline 581/HD – VNU dated 05/02/2020 of the Director of VNU on guiding quality assessment through feedback from stakeholders;

Pursuant to the Rector's Decision No. 207/QĐ-VNU dated March 25, 2021 on promulgating the strategy to ensure the quality of education of Vietnam Japan University for the period of 2021 - 2025, with a vision to 2035,

Pursuant to the Rector's Plan No. 777/ĐHVN-KT&DBCL dated 04/11/2021 on the promulgation of the Plan for the survey of stakeholders for the period of 2021-2025,

### II. OBJECTIVES AND REQUIREMENTS

#### 2.1. Purpose

- 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;

- Consolidating the VJUs' internal quality assurance system; developing quality culture in the University; improving the efficiency of university governance activities, ensuring the criteria for quality accreditation of higher education institutions and training programs;

- It is the basis for units in the university to develop a plan to ensure and improve the quality of each unit.

#### 2.2. 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	Perform external assessment for 1 Curriculum	Master's program Public Policy	February 2022
2	Organizing seminars and training sessions on building module output standards and training programs	Academic and Student Affairs Office, Educational Testing and Quality Assurance Office Training Programs	Month 2-6/2022
3	Student satisfaction survey of Modules	Educational Testing and Quality Assurance Office	February and 6/2022
4	Pre-graduation student survey on training support activities of the university	Academic and Student Affairs Office	4 -6/2022
5	Conduct a survey and publicly announce the number of graduates the university has a job after 1 year.	Testing and Quality Assurance Department	4 -6/2022
6	Survey of lecturers' opinions on training	Administrative Office	6-9/2022
7	Evaluation of the administration, leadership and comments to the staff of the administrative	Educational Testing and Quality Assurance Office	6-7/2022
8	Collecting opinions from learners and graduates on training and learner support activities	Educational Testing and Quality Assurance Office Academic and Student Affairs Office	2 –7/2022
9	Survey of user feedback labor on recruitment needs and the quality of graduates	Training Programs	6-9/2022
10	Review and adjust online teaching activities, teaching methods and test and evaluate training programs	Academic and Student Affairs Office Educational Testing and Quality Assurance Office Training Programs	6-9/2022
11	Perform a Self-Assessment for 1 Curriculum	Master's program in Business Administration	6-12/2022
12	Publicly announcing the conditions for ensuring quality assurance	Educational Testing and Quality Assurance Office	12/2022

### IV. IMPLEMENTATION ORGANIZATION

#### 4.1. Rectorate Board

- 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 University 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 Directors.

#### **4.3. Functional offices, Institute of Sustainable Sciences and 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 Board of Rector, the Science and Training Council and relevant units as requested.

Heads of units based on their assigned functions and tasks, seriously implement the quality assurance plan of VJU.

Recipient:

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

**VICE RECTOR**

**Tran Thi Thanh Tu**