

QUALITY ASSURANCE PLAN IN 2025

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,

Pursuant to plan No. 1254/KH-DHVN dated November 14, 2024 on the plan to improve the quality of the Master's training program in Civil Engineering.

II. OBJECTIVES AND REQUIREMENTS

2.1. Purpose

- Perform the key tasks of the 2024-2025 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 period
1	Update and complete the website (Vietnamese and English)	Administrative Office/Functional Offices and Faculties	By 2/2025
2	Share workflows with stakeholders	Functional Offices and Faculties	By 2/2025
3	Promulgating the development strategy of the Faculty of Advanced Technology and Engineering and the interdisciplinary Faculty of Social Sciences	Functional Offices and Faculties	By 3/2025
4	Review quality improvement activities for MEE, MPP, and develop a quality improvement plan 2025-2026	MEE, MPP/ Functional Offices	By 3/2025
5	Self-assessment process of functional units and training programs	Educational Testing and Quality Assurance Office	By 3/2025
6	Promulgating VJU's commendation and reward regulations	Administrative Office/R&D Office/ASA Office	By 6/2025
7	Complete the Officer Handbook	Administrative Office	By 7/2025
8	Complete the student handbook	ASA Office	By 7/2025
9	Promulgating guidelines for management of scientific and technological topics, projects and tasks at the VJU level	R&D Office	By 7/2025

STT	Implementation content	Presiding unit /coordinate	Implementation period
10	Review and adjust regulations, strategies and policies of VJU Quality Assurance	Educational Testing and Quality Assurance Office/ Functional Offices	By 7/2025
11	Review regulations on Educational Testing activities and the regulations on the prevention of plagiarism at VJU	Educational Testing and Quality Assurance Office/ Functional Offices	By 7/2025
12	Publicly announcing quality assurance conditions	Educational Testing and Quality Assurance Office/ Functional Offices	By 10/2025
13	Implement a quality improvement plan for MCE	MCE/ Functional Offices	Mid-term report on 11/2025
14	Develop a plan to develop open spaces for students	Planning and Finance Office/ Functional Offices and Faculties	By 12/2025
15	Self-assessment of training program level according to AUN-QA version 4.0 for MCCD	FATE/ Functional Offices and MCCD	3-12/2025
16	Collect data for university rankings (Webometrics, QS, THE)	Educational Testing and Quality Assurance Office/Functional Offices and Faculties	1-12/2025
17	Self-assessment of training programs according to AUN-QA version 4.0 standards for MAS and BJS	FISS/ Functional Offices, MAS and BJS	3-12/2025
18	Implement the quality improvement plan for MEE, MPP	MEE, MPP/ Functional Offices	3/2025-3/2026
19	Promulgation and implementation of BCSE self-assessment plan	FATE/ Functional Offices and BCSE	8/2025-8/2026
7	Conduct stakeholder surveys		
7.1.	Lecturers self-evaluate teaching activities	Educational Testing and Quality Assurance Office/Offices and Faculties	By 6/2025

STT	Implementation content	Presiding unit /coordinate	Implementation period
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	By 1/2025 and by 6/2025
7.3.	Conduct student surveys on courses and share the survey results with stakeholders	Educational Testing and Quality Assurance Office/Faculties and Training programs	
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	By 31/5/2024
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	By 8/2024
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