

## PROGRAMME MONITORING AND PERIODIC REVIEW POLICY

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### DOCUMENT HISTORY

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## 1. PURPOSE AND SCOPE

Programme monitoring and periodic review policy facilitate a comprehensive, cyclical review of academic Programmes and plans for official programme review process at British University Vietnam (BUV) that comply with the regulations of the Ministry of Education and Training of Vietnam (MOET) as well as requests from partner universities in collaborative programmes.

The purpose of the Programme monitoring and periodic review policy is to undertake an evidence-based evaluation of the design, market appeal, viability, competitiveness, student satisfaction, employment outcomes and longevity of Programmes and associated plans. In addition to the review of periodic performance against internal institutional benchmarks, it is encouraged to use external sources to measure performance. This policy only applies to BUV own programmes.

## 2. APPROACH AND PRINCIPLES

The Programme monitoring and review policy requires that all BUV own Programmes are subject to a comprehensive review subject to the applicable regulations of the Ministry of Education and Training of Vietnam (MOET). Reviews may be held sooner if required by the Learning and Teaching Committee.

Programme monitoring and periodic reviews for undergraduate and postgraduate programmes are overseen by the Learning and Teaching Committee and Quality Assurance Committee with approval from the Senate. Reviews of Pre-University Programmes which are designed by BUV shall be overseen by the Chief Academic Officer or designated personnel and approved by the Chair of Learning and Teaching Committee.

Formal programme reviews comply with MOET regulations, to effectively monitor and control the overall quality of our academic programmes. BUV established Academic Monitoring Policy and Procedure (AMPP) collects staff feedback on all taught modules to allow a continuous growth and development of the programmes. To allow a quality enhancement AMPP is applied to all BUV programmes and is carried out in addition to any reporting or monitoring requests by partner institutions.

### 3. KEY REQUIREMENTS

The Programme monitoring and periodic review policy process is underpinned by the following key principles:

- The review must consider the latest research in the given discipline thus ensuring that the programme is up to date in terms of:
  - changing needs of the society;
  - students' workload, progression and completion;
  - effectiveness of procedures for assessment of students;
  - student expectations, needs and satisfaction in relation to the programme;
  - learning environment and support services and their appropriateness to the purpose of the programme.
- Ensure that programme monitoring and periodically review policy process complies with MOET regulations and aligns with the size, viability, and complexity of the Programme.
- Ensure that any conflict of interest is considered and addressed.
- Ensure that stakeholder input is sought and considered throughout every stage of the review process and includes both student and external perspectives.
- Ensure that where a programme is subject to external accreditation, elements that are included in the external accreditation must be reviewed separately to fulfil the requirements of external parties.
- Ensure that where the programme forms part of a dual degree, the partner university review is applied accordingly.

### 4. PROGRAMME REVIEW DOSSIER SUBMISSION

The 'Review Dossier' is a document that is considered by the Appraisal panel and complies with the applicable regulations of MOET. The focus of the dossier is to identify future directions and strategic intentions for the programme through analysis and reflection of the programme history, the programme at present, and future plans for programme improvement and development, including consideration of market demand and competition, BUV and faculty members' strategic alignment. The dossier informs deliberation by the appraisal panel and assists panel members to make decisions and recommendations.

The Academic Compliance Manager coordinates development of the review dossier to the Programme monitor and periodically review policy panel, in consultation with the Chief Academic Officer and designated personnel. The Academic Compliance Manager will seek input from stakeholders (such as employers, international partners) through forums/focus groups, student and staff submissions, surveys/consultation, and workshops. Input must be sought from student and external representatives as well as from relevant schools/units across BUV.

The review dossier will contain information from benchmarking and related analysis with other Vietnamese and international universities where appropriate. The submission will also incorporate information and analysis from relevant academic quality assurance reports and related reports including, as appropriate:

- student attrition, retention, progression and achievement (pass rates, completions, grade distributions);
- student satisfaction and Student Experience Survey;
- graduate satisfaction and employment ratio;
- assessment of learning outcomes;
- modes of teaching;
- financial sustainability.

## **5. RELATED POLICIES, PROCEDURES AND DOCUMENTS**

- Academic Monitoring Policy and Process