

# **POLICY ON DISCIPLINE OPENING AND PROGRAMME**

## **ISSUANCE**

***(Enclosed with the Decision No. 0304/2023/BUV-QD)***

**Article 1. Issuing together with this Decision is the document “Policy on Discipline Opening and Programme Issuance”.**

### **Article 2. Scope and applicable entities**

1. This policy applies to British University Vietnam (BUV)
2. This policy applies to opening disciplines, issuing, amending programmes at bachelor, master and doctoral levels, including:
  - a) Open the discipline, issue programmes of British University Vietnam and collaborative programmes with foreign educational institutions which grant degrees.
  - b) Amend the programme contents to update the content to be more suitable for the development of the economy, society, science, modern technology and engineering.

### **Article 3. Definitions**

In this Policy, the following terms are construed as follows:

1. The list of disciplines means the level-four classification of education at bachelor’s degree level, promulgated by the Ministry of Education and Training.
2. The discipline means a combination of professional knowledge and skills within the scope of vocational, science and technology activities, disciplines shall be listed and categorized in the list of disciplines.
3. A major is a collection of specialized knowledge and skills of a training discipline.
4. The group of disciplines means a combination of a number of disciplines which share common professional contents, within the scope of professions or scientific and technology activities; group of disciplines shall be listed and categorized in the level-three classification of education within the national education system according to regulations issued by the Prime Minister.
5. The field means a combination of groups of disciplines which share common contents in professional knowledge and skills within the scope of professions or scientific and technological activities; fields shall be listed and categorized in the level-two classification of education within the national education system.
6. The appropriate discipline of a discipline to be opened is the one with the same name and the same last 6 digits of the discipline code according to the list of disciplines. Special cases:

- a) For disciplines in the group of disciplines in teacher training, the appropriate discipline is the professional discipline corresponding to the discipline in teacher training or is the theory and teaching approaches of the subject (of the respective professional discipline).
  - b) In case the discipline to be opened has not been trained in the country or there are not many graduates, the appropriate discipline is the one with the closest professional knowledge content and under the same group of disciplines with the discipline to be opened.
7. The components of a programme include a group of modules and other learning and research activities sharing common professional contents; they play clear role in implementing a set of objectives and outcome requirements of the programme.
  8. The full-time lecturers in the training disciplines to be opened include permanent lecturers and lecturers who sign labor contracts with a definite term of 12 months or more and currently work full-time at BUV (hereinafter referred to as full-time lecturers), specifically as follows:
    - a) The permanent lecturers are determined according to the provisions at Point e, Clause 1, Article 10 of the Decree No. 99/2019/ND-CP dated December 30, 2019 of the Government detailing and guiding the implementation of a number of articles of the Law Amending and Supplementing a Number of Articles of the Law on Higher Education;
    - b) The lecturers sign labor contracts with a definite term of 12 months or more and currently work full-time at BUV according to the current regulations of the Ministry of Education and Training on working regimes of the university lecturers for the whole academic year at the time of submitting the application for opening disciplines, and at the same time do not sign a labor contract with a term of 3 months or more with another employer.
  9. Visiting lecturers in the training disciplines to be opened are persons who are not specified in Clause 8 of this Article but have signed visiting lecturer contract with BUV in accordance with law, currently teach according to the assigned plan at the time of submitting the application for opening disciplines and are paid salary and remuneration by the training institutions according to the visiting lecturer contract BUV.

10. Programme is a system of designed and organized educational and training activities that count towards training objectives and a higher education degree. In terms of BUV own programmes, they include objectives, knowledge volume, structure, content, methods for assessment appropriate to the subjects, academic discipline and qualification, and expected learning outcomes in compliance with the Vietnamese Qualifications Framework; in case of collaborative programmes, the QAA Framework for Higher Education Qualification.
11. Major and minor changes in programme: Minor and Major changes in programme are defined as in below table. Minor change shall be approved by Learning and Teaching committee and report to Senate. Major change must be reviewed by Learning and Teaching Committee and endorsed by Senate before final approval and announcement of Vice Chancellor in accordance with effective regulations.

<b>Changes</b>	<b>Minor change</b>	<b>Major change</b>
Change in programme start date	Y	
Add or remove a mode of study (full-time, part-time)		Y
Add or remove a delivery mode (e.g. online, offline, blended)	Y	
Add or remove teaching location	Y	
Add, remove, amend academic pathway	Y	
Changes in Programme Title		Y
Changes in programme structure that affect study period		Y
Changes in Compulsory Module selection		Y
Changes in Selective Module selection	Y	
Changes in collaborative arrangements		Y
Changes in Module descriptor	Y	

#### **Article 4. Structure and content of the programme**

1. General requirements on the structure of the programme
  - a) Must clearly show the role of each component, module, logical connection and mutual complementarity between components and modules to ensure the achievement of the overall objectives and requirements of the programme;
  - b) Must clearly show the characteristics and general requirements of expertise and profession in the field or group disciplines at the training level, facilitating the articulation between educational levels and disciplines; show the specific characteristics and requirements of the discipline;
  - c) Prerequisite, compulsory and optional modules shall be clearly defined for student to choose between available options that best match with their career orientation.
  - d) Must be able to orient learners while ensuring flexibility, supporting learners to develop individual learning plans according to the progress and sequence suitable to their capacity and conditions.
2. Structure and content of the bachelor programme
  - a) The bachelor programme can be arranged by year or by combinations of modules
  - b) The standard bachelor programme is designed with a minimum of 120 Vietnam credits or 360 UK credits (Hons. Award) or equivalent international credit system, follows [QAA Framework for Higher Education Qualification](#).
    - The collaborative programme that foreign educational institutions award shall follow foreign partners with necessary adjustment and supplement to meet the requirements and regulations of Vietnam.
    - The collaborative programme that both foreign educational institutions award and BUV award shall follow both foreign partners and BUV regulations to meet the requirement and regulations of Vietnam.
  - c) The content of programme shall be designed to ensure that Bachelor's degrees with honours are awarded to students who have demonstrated:
    - A systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
    - An ability to deploy accurately established techniques of analysis and enquiry within a discipline
    - Conceptual understanding that enables the student:
      - to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
      - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline

- an appreciation of the uncertainty, ambiguity and limits of knowledge
- the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

Typically, holders of the qualification will be able to:

- apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects
  - critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem
  - communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.
- d) The required courses in the programme included: physical education, defence - security education and supplementary skills. The results of the assessment of the conditional courses are not included in the semester GPA, the GPA of the courses and the cumulative GPA, but are a condition for graduation.

### 3. Structure and content of the master's degree programme

- a) The standard master programme is designed with a minimum of 60 Vietnam credits or 180 UK credits or equivalent international credit system, follows [QAA Framework for Higher Education Qualification](#).
- The collaborative programme that award foreign educational institutions award shall follow foreign partners with necessary adjustment and supplement to meet the requirements and regulations of Vietnam.
  - The collaborative programme that award both foreign educational institutions award and BUV award shall follow both foreign partners and BUV regulations to meet the requirement and regulations of Vietnam.
- b) The content of programme shall be designed to ensure that Master's degrees are awarded to students who have demonstrated:
- A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice
  - A comprehensive understanding of techniques applicable to their own research or advanced scholarship
  - Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
  - Conceptual understanding that enables the student:
    - to evaluate critically current research and advanced scholarship in the discipline

- to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

#### 4. Structure and content of the doctoral programme

a) The standard doctoral programme is designed with a minimum study load of 90 Vietnam credits for master's degrees and 120 Vietnam credits for university graduates in the same major or follows [QAA Framework for Higher Education Qualification](#).

- The collaborative programme that award foreign educational institutions award shall follow foreign partners with necessary adjustment and supplement to meet the requirements and regulations of Vietnam.
- The collaborative programme that award both foreign educational institutions award and BUV award shall follow both foreign partners and BUV regulations to meet the requirement and regulations of Vietnam.
- The content of programme shall be designed to ensure that Doctoral degrees are awarded to students who have demonstrated:
  - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
- Typically, holders of the qualification will be able to:
  - make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.
  - continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

## Chapter II

### OPENING TRAINING DISCIPLINE

#### Section 1

### PRINCIPLES AND CONDITIONS FOR OPENING DISCIPLINE

## **Article 5. Principles of opening a discipline**

The opening of a discipline must be based in the following principles:

1. Disciplines with high social demand or special needs are assigned or ordered, have been surveyed, have forecast of human resources demand that suitable to the training scale, have high efficiency level, and meeting the requirement of socio-economic development.
2. Ensure the systematicity and interconnection between training programmes at university, master, and doctoral levels in the master plan for development of disciplines and majors.
3. Prioritize developing interdisciplinary, unique disciplines that improve the strengths of BUU; Partnering with research institutes, businesses and institutions that employ graduate students.
4. In line with the master plan in training, the discipline development plan and the mission, functions and responsibilities associated with the implementation of the development strategy of BUU; play a pioneering role in Vietnam's education system.
5. In line with the criteria for accreditation of programmes, existing quality assurance conditions, including the professional ability of the teaching staff, and the ability to supplement BUU's implementation resources; capable of exploiting the resources of enterprises, agencies, units, donors as well as non-budget capital sources and other socialization possibilities; bring resources and academic prestige to BUU.
6. Prioritize investment and development of quality assurance conditions, especially teaching staff, curriculum system, reference materials, finance... on the basis of mobilizing and integrating resources legal force before conducting specialized training. Focus on investing resources for the construction and development of priority training programmes.
7. In line with the master plan in training, the discipline development plan and the mission, functions and responsibilities associated with the implementation of the development strategy of BUU; play a pioneering role in Vietnam's education system.
8. Prioritize investment and development of quality assurance conditions, especially teaching staff, curriculum system, reference materials, finance... on the basis of mobilizing and integrating resources legal force before conducting specialized training. Focus on investing resources for the construction and development of priority training programmes.
9. Promote the effectiveness of international cooperation to develop training programs and organisations, and have a roadmap to soon reach international standards.

**Refer to the training programs of universities/educational institutions in the top 500 universities/educational institutions in the world or the top 50 universities/educational institutions in the UK according to the ranking of THE WUR (Times Higher Education World University Rankings), THE AUR (Asia university Rankings), QS (Quacquarelli Symonds) or equivalent; or training programmes in the**

**field ranked in the field rankings of prestigious organisations such as THE, QS, ARWU (Academic Ranking of World Universities). Amending and supplementing the modules and other contents according to mandatory requirements of relevant ministries and branches, meeting the requirements of socio-economic development and the outcome standards of the training programme.**

**Article 6. General conditions for opening a discipline**

The training unit must satisfy the general conditions when opening a discipline at university, master, or doctoral levels, including:

1. Market demand and government direction
  - a) Conform with human resource needs for socioeconomic development of localities, regions, the country and of the training field, ensure international integration; ensure conformity with human resource development planning approved and announced by ministries, sectors, localities or official reports of competent state agencies (if any), conform with functions, mission and development strategy of BUV.
  - b) The name of the discipline is included in the Official list of disciplines.  
In case the discipline is not included in the Official list of disciplines, this will be considered as special cases and shall be considered and decided by Vice Chancellor and President of BUV.

- c) The programme of the discipline to be opened is developed, appraised, and promulgated to ensure compliance with the regulations of the Ministry of Education and Training, meeting the standard training programme of the field, group of disciplines, training disciplines and complying with the Vietnamese Qualifications Framework.
- d) The council of the training institution has passed a resolution approving the policy of opening the training discipline of the training institution

2. Academic staff

- a) Evidence that BUV has a sufficient number of lecturers in terms of quantity and quality assurance to organize the implementation of the programme (including full-time lecturers and visiting lecturers), meeting the requirements of the teaching staff according to regulations. In which, visiting lecturers (calculated for each academic year) only undertake up to 30% of the teaching volume in each component of the programme;
- b) For training disciplines in the field of Health (as specified in the List of statistics of training disciplines), lecturers and instructors of practice courses related to medical examination and treatment must have practice certificates. medical examination and treatment profession, has or is working directly at medical examination and treatment establishments that are eligible to be practice establishments in training in the health field according to the Government's regulations on training organisation. Creating practice in health sector training.
- c) Evidence that BUV has a specialized unit at the faculty level or equivalent to manage professional activities, lecturers, learners and other management tasks for the training discipline to be opened.

3. Facilities

- a) Evidence that BUV has sufficient physical foundations, facilities, libraries, and course books that meet the requirements of teaching, learning and research as required by the training programme, and the requirements for physical foundations as prescribed by the standard training programs of the fields, groups of disciplines, training disciplines and the provisions of effective regulations;
- b) Evidence that BUV has enough classrooms, laboratories, practice rooms, experimental production facilities, information technology systems, systems of learning support management, training management and necessary equipment to meet requirements for teaching, learning and scientific research under the requirements of the training programme, under the training scale at each training level, and must have a plan to use classrooms, laboratories, practice rooms with specific areas and equipment of each laboratory, in compliance with the number of students engaging in experiments and practices at each table and each equipment in each laboratory, practice room, in compliance with the training scale required by the discipline for each academic year.

- c) Evidence that BUV has a contract of cooperation in practical training and probation with practice and probation establishments outside the school in accordance with the teaching, learning and scientific research plan for the whole course; for practice establishments for training disciplines in the field of Health, the training institution must have principle contract on practice training to ensure compliance with the Government's regulations on organisation of practice training in health discipline training;
- d) Evidence that BUV has traditional library and electronic library ensuring enough course books and supporting materials for teaching, learning and research of lecturers and learners; has the right to access national databases on books and scientific journals related to the training disciplines, meeting the requirements of the disciplines and training levels, under the training scale; from the academic year of 2023 - 2024 onwards, it is mandatory for the training institution to have the copyright to access international databases of books and scientific journals related to the training disciplines, meeting the requirements of the disciplines and training levels, under the training scale;
- e) Evidence that BUV has a website that publishes all information required to be disclosed according to regulations of the Ministry of Education and Training and other relevant provisions of law
- f) Evidence that BUV meet the minimum requirements and conditions under current regulations of the Ministry of Education and Training to be ready to shift to online teaching under the prescribed training quality

### **Article 7. Conditions for opening a bachelor-level discipline**

BUV can open a bachelor-level discipline when meet the general conditions for opening a discipline as prescribed in Article 5 of this document and the following specific conditions for the entire course at the time of submitting the Dossier of application for opening a discipline:

1. Evidence that BUV has at least 01 full-time lecturer with PhD in an appropriate discipline, who is not a condition for opening other disciplines. The PhD holder must have experience in training management or university teaching and in charge of leading the development, organisation and implementation of training programme.
2. Evidence that BUV has at least 05 PhDs who are full-time lecturers with appropriate professional qualifications to lead the teaching of the programme (including the PhD who was specified in Clause 1 of this Article), in which each component of the discipline shall be assigned to lecturers with relevant expertise preside over the teaching.
3. Evidence that BUV has enough lecturers to carry out the training programme for the first two academic years of the training programme and ensure that each module of the training programme must have at least 02 lecturers with appropriate professional qualifications in charge, ensuring the student-to-lecturer ratio as prescribed; have a plan on recruitment and development of lecturers for the next academic years of the entire programme so that from the 3rd academic year, no later than 1 year before the start of the new academic year, BUV can ensure the quantity and the quality of lecturing staff to implement the training programme for each academic year of the course. For special disciplines in the fields of Health, Law, Educational sciences and teacher training, academic staff conditions shall be met when submit the application for opening discipline.
4. Evidence that BUV meet facilities conditions for the first two years of the programme, and have plans on investment in facilities, purchase of equipment so that from the 3rd academic year, no later than 1 year before the start of the new academic year, BUV can fully satisfy the conditions on facilities under the requirements of the programme for each academic year. For special disciplines in the fields of Health, Law, Educational sciences and teacher training, facilities conditions shall be met when submit the application for opening discipline.

### **Article 8. Conditions for opening a master-level discipline**

BUV can open a master-level discipline if satisfy the general conditions for opening a discipline as prescribed in Article 5 of this document and the following conditions at the time of submitting the application dossier:

5. Evidence that BUV has at least 05 PhDs in appropriate discipline as full-time lecturers (disciplines in the field of Arts or other special fields, must have at least 03 PhDs in relevant disciplines as full-time lecturers), including a professor or associate professor with at least 03 years of experience in training management or university teaching (not the same as a full-time lecturer for opening training discipline at master's degree of other disciplines), and in charge of leading the development, organisation and implementation of training programs.
6. Evidence that BUV ensure the quantity and quality of lecturers to carry out the programme, including full-time lecturer with appropriate expertise to lead the teaching for each module in the programme.
7. Evidence that BUV ensures the quantity and standards of thesis instructors as prescribed in the current regulations on enrolment and training at master's level of the Ministry of Education and Training.
8. Evidence that BUV has trained and granted a bachelor's degree in the respective discipline, or in an appropriate discipline in case the training discipline at the bachelor's level is not included in the list of the training disciplines.
9. If BUV cannot satisfy the conditions specified in Clause 4 of this Article, the responsible team must demonstrate satisfaction of other conditions as prescribed in the Circular 02/2022/TT-BGDDT and compared with domestic training institutions, including the following conditions: lecturing staff (quantity, qualifications, prestige in professional qualifications); physical foundations for training and research; scientific research capacity and results; international cooperation; quantity of training disciplines and the number of learners who have been granted a master's degree by the training institution; the training disciplines to be opened are in priority fields or urgent needs for the country's socio-economic development. The Ministry of Education and Training shall verify, inspect the practical conditions and consider and decide to open the discipline in this case.

#### **Article 9. Conditions for opening a doctoral discipline.**

BUV can open a doctoral-level discipline if satisfy the general conditions for opening a discipline as prescribed in Article 5 of this document and the following conditions at the time of submitting the application dossier:

1. Evidence that BUV has at least 01 professor or 02 associate professors and 03 PhDs in appropriate disciplines who are full-time lecturers (disciplines in the field of Arts or other special fields, must have at least 01 professor or 01 associate professor and 02 PhDs in appropriate disciplines who are full-time lecturers). Including one professor or associate professor with at least 03 years of experience in training management or university teaching (not the same as a permanent lecturer for opening training discipline at doctoral degree of other disciplines), and in charge of leading the development, organisation and

implementation of training programme.

2. Evidence that BUV can ensure the quantity and quality of the lecturing staff to carry out the training programme, the lecturers participating in the teaching must meet the standards of the lecturers at doctoral level according to the current regulations of the Ministry of Education and Training on enrolment and training at doctoral degrees to teach the contents of the training programme, in which there must be permanent lecturer with appropriate professional qualifications to lead the teaching of each subject and module in the training programme.
3. Evidence that BUV can ensure quantity and standards of a PhD. Candidate instructors as prescribed in the current regulations on enrolment and training at doctoral level of the Ministry of Education and Training.
4. Evidence that BUV has trained and awarded a master's degree in the respective discipline, or in an appropriate discipline in case the training discipline at the master's level is not included in the list of the training disciplines.
5. If BUV cannot satisfy the conditions specified in Clause 4 of this Article, the responsible team must demonstrate superior satisfaction of other conditions compared to those specified in this document and compared with domestic training units. , including: teaching staff (number, qualifications, professional reputation); facilities for training and research; scientific research capacity and results; international cooperation; the number of training disciplines and the number of learners who have been granted a doctorate degree by the training unit; The disciplines to be opened are in priority fields or have urgent needs for the country's socio-economic development. The Ministry of Education and Training verifies, examines the facts and considers and decides before opening the industry in this case.

## **Section 2**

### **ORDER AND PROCEDURES FOR OPENING NEW PROGRAMME OR DISCIPLINE**

#### **Article 10a. Building, proposing and approving BUV's new programme or discipline**

Step 1: Vice Chancellor establishes the New Programme Committee. The New Programme Committee prioritise programme expansion plan.

Step 2: Vice Chancellor requests Market Research for a designated new programme.

Step 3: The New Programme Committee assess research and makes a recommendation.

Step 4: Vice Chancellor requests all relevant department to form Frame Principle document.

Step 4a: Vice Chancellor direct and organize the formulation the Frame Principle of opening a programme.

Step 4b: The New Programmes Committee will draft the Frame Principle of opening a programme.

Step 4c: Senate appraises and draws conclusion on the Frame Principle. Senate issues the Minutes of evaluation of the Frame Principle.

Step 5: Final Frame Principle is sent to Vice-Chancellor's Executive for approval.

Step 6: Final Frame Principle is sent to University Council for approval.

Step 7: Vice Chancellor decide to form Programme Drafting Committee to form academic plan of programme.

Step 7a: Vice Chancellor issue the decision to set up the Programme Drafting Committee

Step 7b: Programme drafting Committee build up the new programme

Step 8: Vice Chancellor decide to form External Programme Appraisal Committee to assess the plan and write minutes.

Step 8a: Vice Chancellor issue the decision to set up the External Programme Appraisal Committee. Member of External Programme Appraisal Committee must not be members of Programme drafting Committee, follow conditions as stated in article 18 of circular 17/2021/TT-BGDĐT.

Step 8b: External Programme Appraisal Committee appraise the new programme (following the approach and procedure as specified in Article 18.2 of circular 17/2021/TT-BGDĐT).

Step 8c: Senate endorses the new programme

Step 9: Based on minute of the External Programme Appraisal Committee and endorsement Senate, Vice Chancellor make final decision to open new programme.

Step 9a: Vice Chancellor issue the decision to approve the new programme

Step 9b: Vice Chancellor direct and organize the formulation of the Detailed Scheme

Step 10: Academic School form Curriculum Design Group to work on Detailed Scheme

Step 11: Final Detail Scheme is sent to Learning & Teaching Committee for approval

Step 12: Learning and Teaching Committee submit the final Detail Scheme to Senate for appraisal

Step 13: Based on Senate appraisal, Vice Chancellor signs final approval and announce decision to open new programme/discipline.

Step 14: Legal department form statement and documents to submit to MOET for reporting.

Step 15: Student Recruitment and Marketing department begin public announcement and new programme launch.

### **Article 10b. Proposing and approving new collaborative programme.**

Step 1: Vice Chancellor establishes the New Programme Committee. The New Programme Committee will be responsible for implementing market research and preparing Frame Principle for the new programme.

Step 2: Vice Chancellor requests the New Programme Committee to work with relevant schools to form Frame Principle document.

Step 2a: Vice Chancellor directs and organizes the formulation the Frame Principle of opening a programme.

Step 2b: Senate appraises and draws conclusion on the Frame Principle. Senate issues the Minutes of evaluation of the Frame Principle.

Step 3: New Programme Committee negotiates with UK partners (if partnership programme)

Step 4: Final Frame Principle is sent to Vice-Chancellor's Executive for approval.

Step 5: Vice Chancellor requests the New Programme Committee to build up the new programme.

Step 6: Vice Chancellor decides to form the External Programme Appraisal Committee to assess the plan and write minutes.

Step 6a: Vice Chancellor issue the decision to set up the External Programme Appraisal Committee. Member of External Programme Appraisal Committee must not be members of Programme drafting Committee, follow conditions as stated in article 18 of circular 17/2021/TT-BGDĐT.

Step 6b: External Programme Appraisal Committee appraise the new programme to ensure there should be no content that harms national defense, national security, or community interests; no propagation of religion or distortion of history; no negative impact on Vietnamese culture, ethics, and traditions, and it must ensure the connectivity between different levels of education and the learning outcomes standard of the collaborative must not be lower than the standards of Vietnam.

Step 6c: Senate endorses the new programme.

Step 7: Based on minute of the External Programme Appraisal Committee and endorsement Senate, Vice Chancellor makes final decision to open new programme.

Step 7a: Vice Chancellor issues the decision to approve the new programme.

Step 7b: Vice Chancellor requests the New Programme Committee to build up the Detailed Scheme of the new programme.

Step 8: Final Detail Scheme is sent to Learning & Teaching Committee for approval.

Step 9: Learning and Teaching Committee submits the final Detail Scheme to Senate for appraisal.

Step 10: Based on Senate appraisal, Vice Chancellor signs final approval and announce decision to open new programme.

Step 11: Legal department works with Student Recruitment and Marketing department for public announcement and new programme launch.

### **Article 11. Building up the detailed scheme of programme**

This article guides the implementation of step 8a to 8c in Article 10. This shall only be applied for BUU own programme.

The development of BUU own programme is an important part of discipline opening procedure and shall be carried out in the following steps:

Step 1. Follow the decision of Vice Chancellor to form Programme Drafting Committee, the Committee work with the Dean and related Discipline Leads to establish suitable working groups. The working group is responsible for developing the programme dossier and course structure (collectively referred to as the scheme). The Dean shall appoint the leader of each working group. The composition of the working group includes representatives for: lecturers; managers at all levels; experts related to the training industry and alumni.

Step 2. Developing the 1st Draft of programme:

- The working group studies and benchmarking at least 3 similar programme in UK and other countries where relevant.

- Based on BUV students' graduate attributes, the working group identify how new programme and Personal and Social Growth programme address the graduate attributes.
- The working group is also responsible for studying and updating knowledge and technology in the field, understanding requirements of Vietnamese socio-economic development and available conditions at BUV;
- Supplementing additional courses according to regulations of MOET such as National Defence, Physical Education and compulsory Vietnamese modules.
- Adjusting the modules of foreign universities to suit the conditions of Vietnam, ensuring that total amount of credit meet requirements of the Vietnamese Qualifications Framework

Step 3. Develop the second draft of training programme: Conduct research to understand the market demand and social needs on output standards and training programs. The working group discussed, designed the research, determined the information to be collected, the subjects, the time, the cost estimate of the research. Result of the research shall be used to complete the first draft of the programme.

Step 4. Organize the development of output standards for each module in the 2nd draft training programme in the following order:

- Organize seminars on building learning outcomes for modules in the programme;
- Develop learning outcomes for each module on the basis of output standards of the training programme;
- Learning and Teaching Committee meet to evaluate the learning outcomes of the modules.
- Programme Drafting Committee amend learning outcomes for modules based on comments from Learning and Teaching Committee if required.

Step 5: Programme Drafting Committee completed the 2<sup>nd</sup> draft of programme with detail module descriptors.

Step 6: Organize a wide workshop to collect comments from managers, scientists, experts, graduate recruitment agencies, lecturers, students, and alumni... and complete training programme mentioned above. The product of this step is the 3rd Draft Training Programme that shall be ready for external appraisal panel to evaluate at Step 8b in Article 10.

**Article 12. Dossier of proposal for opening a discipline**

A dossier to open discipline for the Vice Chancellor & President's approval includes:

1	<b>Formulating the Frame Principal</b>
Procedure 1	Vice Chancellor directs and organises the formulation the Frame Principle of opening a programme.
Procedure 2	Senate appraises and draws conclusion on the Frame Principle. Senate issues the Minutes of evaluation of the Frame Principle.
Procedure 3	Uni's council approves a resolution on implementation of the Frame Principles

<b>2</b>	<b>Development of programme</b>
Procedure 4	Vice Chancellor issues the decision to set up the Programme drafting Committee
Procedure 5	Programme drafting Committee builds up the new programme
<b>3</b>	<b>Appraisal of programme</b>
Procedure 6	Vice Chancellor issues the decision to set up the External Programme Appraisal Committee
Procedure 7	External Programme Appraisal Committee appraises the new programme
Procedure 8	Senate endorses the new programme
<b>4</b>	<b>Issuance of new programme</b>
Procedure 9	Vice Chancellor issues the decision to approve the new programme
<b>5</b>	<b>Appraisal the Detailed Scheme</b>
Procedure 10	Vice Chancellor directs and organises the formulation of the Detailed Scheme
Procedure 11	Senate appraises the Detailed scheme
<b>6</b>	<b>Approval for opening the new programme</b>
Procedure 12	Vice Chancellor issues the decision for opening the new programme

### **Article 13. Appraisal and promulgation of programme**

The Vice Chancellor & President issues a decision on the establishment of External Programme Appraisal Council.

1. Standard and structure of the Programme Appraisal Council:
  - a) Programme Appraisal Council shall include professors, associate professors and holders of doctorates in the programme's academic discipline or an academic discipline close to the programme's discipline if it is a new discipline and experts in the discipline and specialized area of the programme who are capable of formulating and developing the programme and ensuring higher education quality. Members of programme appraising councils may not join programme formulating councils;
  - b) Programme Appraisal Council shall have an odd number of members and be composed of a chairperson, secretary, at least 02 reviewers from two different training institutions and other council members, with at least 01 member representing employers.
  - c) The Vice Chancellor & President shall decide standards, quantity, composition, structure and members for programme appraising councils in compliance with regulations in the above points a and b.
2. Programme Appraisal Council is responsible for appraising the necessity and feasibility of the Scheme and its objectives, volume of modules or topics, content and structure of

knowledge blocks, and modules of the programme and quality assurance conditions. The Programme Appraisal Council must make a clear conclusion on the approval of the Scheme and request for amendments, supplements (if any), or not to approve and the reasons for not approving the Scheme.

3. After having the conclusion of the Programme Appraisal Council, on the basis of the opinions of the Senate, the Vice Chancellor & President signs a decision to promulgate and apply the programme.

#### **Article 14. Purpose of programme amendment**

6. Adjust training content, teaching - learning methods, testing, assessment and management methods in association with the output standards of the programme; improve training efficiency and quality, meet the need of employers, society and future development;
7. Update knowledge and new technology in the field to meet the development of science and technology;
8. Strengthening international integration; implementing linkages with advanced universities in the region and the world in recognition and transfer of credits, exchange and exchange of staff and students, recognition of degrees and training certificates.

#### **Article 15. Principles of programme amendments**

1. The process of updating and adjusting programmes should be considered within the context of both the University Strategic Plan and school annual plan as well as any relevant regulations or policy that guide and support the structure of programmes. Depending on the scale or nature of the amendment proposed, Learning and Teaching Committee and Senate level approval may also be required.
2. All franchised programmes are subject to amendments by a partner university. Amendments in Dual programmes shall be informed and/or agreed by a partner university depending on the nature of the amendment.
3. Major programme amendments to BUJ undergraduate and postgraduate programme, including but not limited to changes in total study period, changes in more than 50% of modules shall be approved by the Senate.
4. All changes shall be approved and decided by Vice Chancellor by the decision to be effective.
5. Major or Minor Amendments: Minor amendments to programmes will be considered and approved by Learning and Teaching Committee while Major amendments shall be reviewed by Learning and Teaching Committee then escalated to the Senate for approval. If this change is created via the development of a new partnership this will be considered a major amendment. The following table sets out the definition of minor and major amendments.

<b>Amendment category</b>	<b>Minor</b>	<b>Major*</b>
Change in programme start date	Y	
Add or remove a mode of study (full-time, part-time)		Y
Add or remove a delivery mode (e.g. online, offline, blended)		Y
Add or remove teaching location		Y
Add or remove academic pathway	Y	
Amend academic pathway	Y	
Changes in Programme Title*		Y
Changes in programme structure that affect study period		Y
Changes in Compulsory Module selection		Y
Changes in Selective Module selection	Y	
Changes in collaborative arrangements		Y
Changes in Module descriptor	Y	

6. It should be noted that where a significant number of minor amendments are made at one time, or in successive years these may amount to a major amendment and therefore require a Senate level approval. Minor amendments would typically be considered major if minor amendments account for more than 50% of total modules.
7. For programmes with major amendments, the new programmes will have to go through all steps of Article 10a (BUV-owned programmes) or 10b (collaborative programmes).

### **Article 16a. Developing, proposing and approving major amendments of BUV's programme**

Step 1: Vice Chancellor establishes the Programme Review Committee. The Programme Review Committee prioritises the programme review plan.

Step 2: Vice Chancellor requests Programme Review Committee to work on Detail Scheme for review and revise the programme.

Step 3: The Programme Review Committee assesses the programme, research market, collect information and feedback from stakeholders to develop Detail Scheme.

Step 4: Detail Scheme is sent to Learning & Teaching Committee for approval.

Step 5: Learning and Teaching Committee propose to Senate for approval.

Step 6: Based on Senate appraisal, Vice Chancellor signs final approval and announce decision to open new programme.

Step 7: Legal department works with Student Recruitment and Marketing department for public announcement and programme amendments.

## **Article 16b. Reporting and approving major amendments of collaborative programme**

Step 1: Vice Chancellor establishes the Programme Review Committee. The Programme Review Committee prioritises the programme review plan.

Step 2: Vice Chancellor requests Programme Review Committee to work on Detail Scheme for review and revise the programme.

Step 3: The Programme Review Committee evaluate changes in programmes, take into consideration local market element and negotiates with UK partners if necessary to develop Detail Scheme.

Step 4: Detail Scheme is sent to Learning & Teaching Committee for approval.

Step 5: Learning and Teaching Committee propose to Senate for approval.

Step 6: Based on Senate appraisal, Vice Chancellor signs final approval and announce decision to revise the programme.

Step 7: Legal department works with Student Recruitment and Marketing department for public announcement and programme amendments.

## **Article 16c. Authority of Learning and Teaching Committee**

The following should be considered by the Learning and Teaching Committee when reviewing minor and major amendment as well as when review and approve minor amendment.

- What is the overall aim of the amendment?
- Does this amendment support the achievement of the learning and teaching annual plan?
- Has impact of the amendment on the market for this programme/module been considered?
- Will the amendment require additional teaching resource either due to expertise requirements or time allocations?
- Does the amendment have impact beyond learning and teaching?
- Have student views been taken into account?
- Have external views, e.g. those of employers or external examiners been taken into account?
- If the amendment includes innovations in areas such as delivery model or approaches to employability or teaching tools have relevant stakeholders been engaged in the development of the concept?
- These areas are not exhaustive and further areas of consideration may be identified by the Dean and/or Discipline Lead

The following decisions are available to the Learning and Teaching Committee on consideration of the amendment:

- Approved - for minor amendments move to implementation, for major amendments, submit to Senate
- Referred - the amendment is not approved, and specific questions/amendments are asked, or required, of the design team. The amendment will be considered again on resubmission to Learning and Teaching Committee

- Qualified approval - the amendment is approved at Learning and Teaching Committee level with outstanding Senate level questions clearly identified.
- Rejected- the amendment will not be considered further at that time.

The following should be considered by the Senate when reviewing and approving the major amendment.

- The amendment will support the achievement of the University's strategic plan.
- The amendment is robust and supports the continued delivery of a high-quality programme that will continue to enhance the portfolio.
- Due consideration has been given to the impact of the amendment on current and future students.
- Due consideration has been given to accessibility and inclusion, employability, learning technology and the amendment designed accordingly.
- Due consideration has been given to financial, estate and staff resource planning (if necessary).
- Quality, systems, and regulatory requirements have been met.

The following decisions are available to the Senate on consideration of an amendment:

- Approved - the amendment moves to implementation
- Referred - the amendment is not approved, and specific questions/amendments are asked, or required, of the design team. The amendment will be considered again on resubmission to Senate
- Rejected - the amendment will not be considered further at that time.

#### **Article 16d. Required content of programme amendment dossier**

1. The amendment proposal to Learning and Teaching Committee for **collaborative programme** must include:
  - A written request for amendment of the programme, which clearly mention changes in programmes, such as the number of credits, structure, learning outcomes, etc;
  - Revised programme specification (if any);
  - Revised Modules Descriptors (if any);
  - Supportive documents from partner university (if any);
2. The amendment proposal to Learning and Teaching Committee for **BUV own programme** must include:
  - A full description of the background, context and rationale for the amendment, clearly outlining the need for this amendment and alignment with the learning and teaching annual plan and University strategic plan.
  - A full outline of the proposed amendment including updated programme or module descriptors
  - Any information regarding relevant accreditations impacted by the amendment and how

this will be managed

- Consideration of the resource implications of the amendment including teaching resource, finances, technical requirements and space
- Evidence of the involvement of students in the development of the amendment
- Evidence of the involvement of external experts and advisors in the development of the amendment (if appropriate)

### **Article 17a. Extension of collaborative programme**

Step 1: Vice Chancellor establishes the Programme Review Committee. The Programme Review Committee prioritises the programme review and extension plan.

Step 2: Vice Chancellor requests Programme Review Committee to work on Detail Scheme for extending the programme.

Step 3: The Programme Review Committee assesses market research and relevant evidence and makes a recommendation.

Step 4: The Programme Review Committee negotiates with UK partners.

Step 5: Detail Scheme is sent to Learning & Teaching Committee for approval.

Step 6: Learning and Teaching Committee propose to Senate for approval.

Step 7: Based on Senate appraisal, Vice Chancellor signs final approval and announce decision to extend the programme.

Step 8: Legal department works with Student Recruitment and Marketing department for public announcement and programme extension.

### **Article 17b. Dossier of request for extending the programme**

The following documents must be submitted for Senate approval:

1. New collaborative academic partnership agreement
2. Agreement for extension of the programme between BUV and partner universities
3. Updated OfS letter
4. SU - BUV Partnership review report
5. Power of Attorney
6. Report on implementation of collaborative programme
7. Detail Scheme
8. Proposal of Dean to Senate on extension of the programme

Once Senate appraises and approves the extension of the programme, the meeting minutes of Senate to approve extension of programme will be released. Based on Senate appraisal, Vice Chancellor signs final approval and issues the decision to extend the programme.

## Chapter IV

### ASSESSMENT OF THE PROGRAMME IMPLEMENTATION

#### **Article 18. Evaluation of the implementation of the programme**

1. The programme shall be regularly reviewed follow Programme Monitoring and Periodic Review Policy, Academic Monitoring Policy and Procedure as well as ensuring compliance with applicable MOET regulations.
2. Before graduating from the first course, the BUV own programme must be evaluated for quality; right after the first course graduates, the programme must be accredited according to the regulations of the Ministry of Education and Training.
3. The maximum cycle of evaluation of the programme is 05 years. After each cycle, the programme must be reviewed and re-evaluated for quality assurance conditions, follow the procedure as regulated in Article 10a of this policy.

#### **Article 19. Conditions for proposing the addition of a new discipline to the List of pilot disciplines**

1. BUV is only able to provide a pilot programme if it is listed in the list of pilot disciplines issued by the MOET. If the pilot discipline is not listed, BUV is required to submit a dossier to the MOET to request for their review and acceptance of such discipline to the list of pilot disciplines. The approval for including such pilot discipline is at the MOET's sole discretion.
2. Conditions for proposing the addition of a new discipline to the List of pilot disciplines are as follows:
  - a) There must be scientific and practical basis for the formation of the new discipline (based on the separation from an existing discipline or the combination of multiple disciplines in response to the development requirements of science, technology, and professional practice);
  - b) There must be a minimum difference of 30% in terms of knowledge and specialized skills compared to the existing fields in the group of disciplines at bachelor degree level as stipulated by current laws and regulations;
  - c) There must be reliable data analysis and forecasting of the demand for human resources that current disciplines are not able to meet. For disciplines that already have graduates, there must be reliable data analysis and evaluation of their ability to meet the demand for human resources that other disciplines are not able to meet;
  - d) The discipline must have been provided at multiple prestigious educational institutions worldwide or included in at least two tables classifying common programs and disciplines worldwide (except for some disciplines that are only provided in Vietnam or disciplines related to national security and defense);

- e) For disciplines in the domains of teacher training, arts, sports, law, health, security, and defense, there must be agreement from the state management agency on the corresponding disciplines.

## **Article 20. Suspending or terminating the implementation of programme/discipline**

The cases in which disciplines are suspended include:

1. Disciplines are suspended when there is a conclusion of a competent state agency regarding violations by BUV in one of the following cases:
  - a. BUV opens such discipline when it does not meet the conditions of autonomy to open it.
  - b. BUV opens such discipline when it does not meet one of the conditions required for opening such discipline under current regulations (including conditions committed to in the detailed scheme).
2. The Minister of Education and Training decides to suspend the discipline of the institution when a competent state agency concludes that it has violated Clause 1 of this Article, which clearly identifies the reasons, scope, duration of suspension and is publicly announced on the mass media.
3. In the case of the discipline being suspended under Clause 1 of this Article, BUV must take measures to ensure the legitimate rights and interests of students, teachers, management officials, and employees of the educational establishment and is not allowed to self-authorize to open a discipline within a period of 5 years, from the date of the conclusion of the competent state agency on violations by BUV.
4. After the period of discipline suspension, if the cause leading to the suspension of discipline has been remedied and the educational establishment ensures all necessary conditions for opening an discipline under current regulations, the Minister of Education and Training shall decide to allow the discipline to resume. In case the period of educational activity suspension has expired but the Minister of Education and Training has not yet decided to allow the educational activities to resume, if BUV wants to continue recruiting and providing educational activities in such discipline, BUV must fully prepare the conditions for opening the discipline and follow the procedures for opening the discipline as prescribed in this Policy.
5. For disciplines that have been opened but during 3 consecutive years (for undergraduate) or 5 consecutive years (for master's or doctoral) BUV does not recruit students, the decision of discipline opening will expire. If BUV wishes to continue recruiting and providing such discipline, BUV must follow the procedures and regulations outlined in this document to open the discipline again.

## **Article 21. Withdrawal of the decision to open the programme/discipline - Legal**

1. The discipline will be withdrawn where one of the following cases occurs:
  - a. There is any fraudulent act in applying for opening the discipline;
  - b. There is any serious violation against regulations on enrolment, management and education process;
  - c. If the deadline for suspending the discipline has expired without addressing the cause of the suspension, the discipline will remain suspended.
  - d. It has committed any offence against laws and regulations on education that is subject to revocation of the decision to approve opening of discipline imposed as an administrative penalty;
  - e. It falls within other circumstances prescribed by laws and regulations.
2. The Ministry of Education and Training issues a decision to revoke the decision to open the discipline. The revocation decision must clearly state the reason for revocation and specific measures to ensure the rights of students and teachers.

## **Article 22. Information reporting, storage and disclosure regime**

1. Legal & Compliance Department and Academic Compliance Department are responsible for storing and preserving the Dossier of opening discipline and documents/proofs related to the opening discipline including proofs of meeting all conditions to open discipline and ensuring compliance with the provisions of current law.
2. After receiving documents to open discipline from Legal & Compliance Department, at least 30 working days before implementing the programme and within 05 days from the date of issuing the decision to open discipline, Marketing & Communications department is responsible for publishing on BUV website the following contents:
  - Decision on opening discipline
  - Basic contents of the approved training programme, including: input standards, output standards and programme outlines; the list of lecturers implementing the programme; the list of facilities and equipment in service of training and scientific research; tentative plan for enrollment and training in the first 5 years of enrollment; training locations and a list of practice and probation locations.
3. Academic Compliance Department is responsible for updating information on disciplines, schemes on opening disciplines into the national database on higher education.
4. Legal & Compliance Department sends the decision on opening discipline or the decision on collaborative programme to the Ministry of Education and Training within 30 days from the date of issuance of the decision.

## **Chapter V**

### **IMPLEMENTATION PROVISIONS**

### **Article 23. Effect and Organisation of Implementation**

1. This Decision takes effect from the date of signing and promulgation.
2. In the course of implementation, if there are any problems, please report to the Legal & Compliance Department and the Academic Compliance Department to promptly review, adjust and supplement the contents of the Regulation. This provision is consistent with current regulations and practice.