

Ref. No.: 311/QĐ-ĐHKHCN

Hanoi, Sep 24th, 2021

NOTICE

About the implementing plan of Examination and Quality Assurance in the academic year 2021-2022

The University of Science and Technology of Hanoi (herein referring as the USTH) kindly announces the implementing plan of Examination and Quality Assurance in the academic year 2021-2022 as following:

I. Objectives and requirements

1. Objectives

- To keep implementing the regulations and rules of the Ministry of Education and Training on quality assurance activities in training;
- To keep enhancing training quality to reach the objectives, strategy, mission specified in the agreement between the Socialist Republic of Vietnam and the Republic of France; and to meet the high increasing requirements of companies and society;
- To unify implementing steps involving in training quality assurance across the units of the USTH in the academic year 2021-2022.

2. Requirements

- To be consistent with the reality of the USTH;
- To be able to connect the regards and cooperation of other units of the USTH during implementation to fulfill assignments as the approved timelines.
- It is necessary to respect highly the regulations of the Ministry of Education and Training and the USTH on training quality assurance.

II. The intended timelines and detail activities

A. Examination

| No. | Contents | Intended time | The Host | The Implementer |
|-----|--|---------------|----------|-----------------|
| I | The examinations for admission activities | | | |
| 1 | Organizing tests for academic assessment | 3, 5/2022 | DAA | DAA ADs |
| 2 | Organizing English placement test | 9/2021 | DAA | FLC |

| No. | Contents | Intended time | The Host | The Implementer |
|-----------|---|--|----------|-----------------|
| II | The final examinations for courses | | | |
| 1 | Monitoring the organization of final examinations for courses | According to the current teaching plan | DAA | ADs |

B. Quality Assurance

| TT | Contents | Intended time | The Host | The Implementer |
|----------|---|-----------------------|----------|-----------------|
| I | Quality Assurance activities | | | |
| 1 | Reviewing the academic programs at Bachelor's degree level and Master's degree level (program learning outcomes, delivery methods...) | | | |
| 1.1 | Establishing the CdP of the academic program | 9, 10/2021 | DAA | ADs |
| 1.2 | Implementing the CdP (01 extraordinary meeting, 02 ordinary meetings) | 10/2021 01, 7/2022 | DAA | The CdP |
| 1.3 | Reporting the results of implementing the CdP and the action plan for improving the training quality | 7, 8/2022 | ADs | The CdP |
| 2 | Implementing self-assessment at program level (according to the standards of HCERES) | | | |
| 2.1 | For 06 accredited academic programs | From 02-6/2022 | | |
| | To implement self-assessment | | ADs | The CdP |
| | To fulfil self-assessment report | | ADs | The CdP |
| | To prepare documents for re-accrediting | | DAA | DAA ADs |
| 2.2 | For other academic programs | | | |
| | Implementing surveys to define the qualified academic programs for accreditation submission | 10/2021 | DAA | DAA |

| TT | Contents | Intended time | The Host | The Implementer |
|------------|--|--------------------------------|-------------------------------|---------------------------------------|
| II | Survey activities to collect feedbacks of stakeholders | | DAA | DAA |
| 1 | Survey to collect feedbacks of students on online training quality | 9, 10/2021 | DAA | DAA |
| 2 | Survey to collect feedbacks of lecturers on online training quality | 9, 10/2021 | DAA | DAA |
| 3 | Survey to collect feedbacks of students on training courses | According to the teaching plan | DAA | ADs Department of Student Affairs |
| 4 | Survey to collect feedbacks of companies on training quality of academic programs | 8/2022 | DAA | ADs Department of Student Affairs |
| 5 | Survey to collect feedbacks of alumni on training quality of academic programs | 8/2022 | Department of Student Affairs | ADs Department of Student Affairs |
| III | Monitoring activities | | | |
| 1 | Monitoring the implementation of secret Juries on evaluating the internship report and graduation thesis | According to the teaching plan | DAA | ADs |
| 2 | Reviewing the information relating training quality publicized on website of the USTH | 12/2021 | DAA | DAA Marketing Department ADs |
| 3 | Updating information according to regulations of Circus no. 36/2017/TT-BGDĐT | 05/2022 | DAA | All units of the USTH |
| IV | Refresh training courses (02 sessions) | 3/2022 7/2022 | DAA | DÂ |

III. Implementation

1. The Department of Academic Affairs (DAA)

- DAA acts as the host to monitor, track and summarize the results of quality assurance activities;
- DAA is responsible for supporting AD for their activities regarding quality assurance if having any request.
- DAA has to prepare the reports on quality assurance according to the assigned duties and functions.

2. The academic departments (ADs)

- AD acts as the implementer to deploy implementing the detail activities on quality assurance according to the approved implementing plan.

- AD is responsible for cooperating with the DAA to solve quality assurance related arising problems if any.

3. Other units of the USTH

The above mentioning contents are of the implementing plan of Examination and Quality Assurance at the USTH in the academic year 2021-2022. All related units of the USTH are kindly asked to implement accordingly.

Recipients:

- Rector;
- Academic departments;
- For filing: Admin, DAA. P(2).

PP. RECTOR
VICE RECTOR
(Signed and sealed)
Nguyen Hai Dang