**FORM 1: REQUEST FOR CHANGE FORM**

Academic Year 20…-20… (PROGRAM NAME)

**Request made by: Date:**

**Position: College/Faculty:**

**Submitted to:**

**Type of Proposal:** [ ] New [ ] Supplementary [ ] Adjustment

**Type of Change:**

[ ]  Type 1 – Critical changes of the conceptual framework

[ ]  Type 2 – Change/Delete an Existing Course, or Request New Course(s) of the Active Curriculum

[ ]  Type 3 – Change an existing majors/minors/concentration; New major/minors/concentration
[ ]  Others: …………………………………………………….

**INSTRUCTIONS**

All changes are subject to review and approval following the University-wide Delegation of Authority (DOA), the University Curriculum Development Process, and the MOET/MOH approval process.

1. **Main content for approval**

Specific description of what you want to propose for changes.

**2. Rationale for the proposal**

Clarify the rationale for the proposal – why we should change and which value it may bring.

*Some principles for reference:*

* *What are the “wow” effect that change will create for VinUni?*
* *What are the objectives of change? Why do we need to change?*
* *How to measure the success of change?*
* *What actions/activities/initiatives need to be conducted? Any alternatives that were considered (if any)*
* *Will the proposed changes require any extra resources: money, human resources, etc?*

**3. Other Remarks**

* List out all concerns regarding potential risks, uncertified information (that can affect the proposal), alternative options, conflict of interest, quality assurance, etc, which you think VinUni needs to pay attention to.
* Professional opinions from Finance, HR, IT, or other related departments/committees (if needed.)

**Appendix (as needed) – review/validation report**

Course Syllabet/Syllabus