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Table of Contents

1. Purpose.....	1
2. Scope.....	1
3. Principles	1
4. Policy Procedural.....	1
5. Roles and Responsibilities	2
6. Related Documents and Forms.....	2

1. Purpose

This guideline serves to establish clear guidelines and procedures for the creation, publication, maintenance, and archiving of the annual University Academic Catalog (also known as the Curriculum Framework, or the “Catalog”). This policy ensures that the Catalog remains an accurate and up-to-date resource for students, faculty, staff, and other stakeholders.

2. Scope

This guideline applies to the content of the University Academic Catalog, encompassing both undergraduate and postgraduate programs and establishes the process for regular review, update, approval, publishing, maintenance, and archiving of the catalog.

3. Principles

The Catalog is an authoritative source for information about VinUni’s academic programs. To ensure that this information is complete, accurate, clear, and sufficient and is accessible to students, faculty, and the public for the academic year at hand and in the future, catalog content is required to be reviewed, updated, approved, published, maintained, and archived in accordance with policy procedures and guidelines.

4. Policy Procedural

4.1 Authority: The responsibility for the publication of the University Academic Catalog lies with the University Registrar under the Office of Planning and Academic Administration.

4.2 Timeline: The Catalog shall be published annually. The timeline for publication will be determined by the University Registrar, in consultation with relevant academic and administrative units. The catalog for the upcoming academic year is published prior to the Spring commencement of the preceding academic year or in accordance with institutional requirements. The catalog is approved by the Provost or its designated academic authority prior to publication.

4.2 Content review: The creation, elimination, or other modification of programs, courses, or degree requirements, or any other curricular changes approved through the established processes of the university curriculum committees prior to February will be included in the catalog for the upcoming academic year, provided any requirements under the Curriculum Development Process have been met.

4.2.1 New courses may be offered once they have been published in the catalog. Course restrictions and prerequisites are enforced as published in the catalog.

4.2.2 Additions or modification to other information in the catalog are subject to the approval of the Provost and may be requested at any time during the year. If submitted and approved prior to the Registrar’s deadline for publication, these will be incorporated to the catalog for the upcoming academic year.

4.2.3 Changes to the catalog are not permitted after the publication date, with the following exceptions:

- Correction of an obvious typographical error or error in graphics
- With approval of the Provost:
 - Correction of an error, confirmed by documented approvals
 - Change to College structure or faculty

- In exceptional circumstances and at the direct request of the Provost:
 - Change to courses, degrees, or policy requirements
 - Addition of a new program
- At the request of the Provost, changes required by law, regulation, or accreditation requirements

4.2.4 Failure to abide by this guideline may result in delay of publishing or incorporation of requested changes to the academic catalog, thereby delaying the implementation of those changes.

4.3 Archiving:

4.3.1 Public Access: Each academic year's catalog is archived when the next year's catalog is published. Catalog access is available via the University policy home page.

4.3.2 Digital Archive: The digital versions of the University Catalog shall be archived on the University's Dataroom, ensuring access to past catalogs.

4.3.3 Print Archive: Hard copies of all university catalogs are included in the university archive in the Registrar's Office or other designated repositories for historical reference of the Colleges.

4.4 Publication

The academic catalogs applicable for the current cohorts are published on the university's website for information and compliance purposes.

5. Roles and Responsibilities

5.1 The University Registrar is responsible for publishing, maintaining, and archiving the catalog; coordinating regular review and update of the catalog; setting the annual deadline for catalog changes and updates, seeking the Provost's approval as required, and ensuring that approved additions or other modifications are made.

5.2 Program Directors are responsible to ensure information in the catalog about their department and its programs is correct, current, and reviewed by the department at least annually, and to submit requests for any corrections or edits to the University Registrar prior to the publication deadline.

6. Related Documents and Forms

Curriculum Development Process:

<https://policy.vinuni.edu.vn/all-policies/curriculum-development-process/>