



**GOVERNANCE STRUCTURE AND MANAGEMENT**  
**MEDICAL DOCTOR PROGRAM**  
**COLLEGE OF HEALTH SCIENCES - VINUNIVERSITY**

Reference number : GDL-CHS-001-V2.0  
Published date : 28/8/2025  
Effective date : 28/8/2025  
Applicable Department : College of Health Sciences  
Access level : VinUni all

**Records of changes**

Version	Published Date	Effective Date	Approved by	Description of changes
1.0	25/3/2024	25/3/2024	Developed by: Executive Officer- Medical Program Committee Reviewed by: Vice Dean of Medical Education Approved by: Dean of College of Health Sciences	First released
2.0	28/8/2025	28/8/2025	Revised by: Medical Program Committee Reviewed by: Program Director Approved by: Dean of College of Health Sciences	Update for AY25-26

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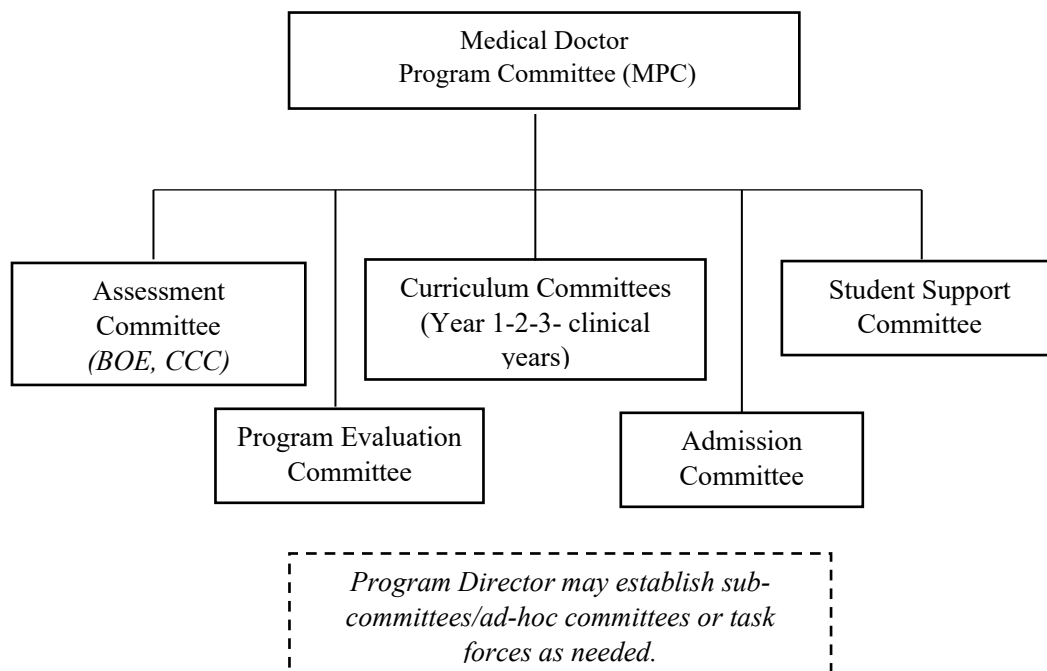
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## I. BACKGROUND

**Purpose:** Medical Doctor Program, College of Health Sciences at VinUniversity has developed a governance structure and management in line with our commitment to continuous improvement and the pursuit of excellence in medical education, This structure holds the responsibility and authority necessary to oversee the six-year Medical Doctor (MD) Program.

**Scope:** The governance structure is applicable for MD Program offered at College of Health Sciences, VinUniversity. A defined structure for teaching and learning is expected to be transparent, accessible to all stakeholders, and aligned with VinUniversity's vision and mission, ensuring the institution's stability. The goals of this document is to describe the leadership and decision-making model governing our program, including information about committee structures, membership, roles and responsibilities, reporting hierarchies, quorum requirements, and logistical considerations for meetings. By aligning the structure with the Accreditation Standards set forth by the World Federation of Medical Education (WFME) for Basic Medical Education, we are able to further reinforce our commitment to maintaining high standards in medical education.

The organizational structure for the MD Program's government can be outlined as follows:



## **II. MEDICAL PROGRAM COMMITTEE (MPC)**

### **TERMS OF REFERENCE**

High-level responsibilities for the oversight of the Medical Doctor (MD) Program:

- Policy Establishment: Approve policies for all aspect of the MD program, ensuring alignment with regulatory standards and educational best practices.
- Program Management & Enhancement: Direct the subcommittees to operate the program and oversee program evaluation & improvement, ensuring alignment with the vision, mission and curriculum objectives of the program and VinUni, as well as compliance with regulatory requirements.
- Stakeholder Engagement: Lead initiatives to engage key stakeholders, fostering collaboration and alignment with program objectives.

### **MEMBERS**

- The committee consists of members representing key stakeholders, including faculty, students, program leaders and hospital representatives.
- MD Program Director is the chair for the committee.
- Membership should reflect diversity and expertise in areas relevant to the program's objectives and responsibilities.
- The Committee Chair or their designee may extend invitations to additional individuals as needed.
- The membership is reviewed annually and may be updated on a regular basis based on the changes in the member roles at CHS and at VinUni.
- The MPC has the following voting members:
  - Chair of the Committee
  - MD Program PD, Associate PD
  - Standing Subcommittees (Chairs)
  - Teaching Faculty representatives
  - Affiliated hospital representative(s)
  - Student representatives
  - Senior leaders (Ex-officio member)

### **QUORUM**

At least half of the current voting members of the Committee present in person or virtually shall constitute a quorum.

### **MEETING**

- MPC will convene quarterly, with an annual retreat. In exceptional cases, the MPC Chair may call for additional meetings as needed.
- The tentative meeting agenda will be prepared by the Committee Chair and distributed at least one week prior. Members wishing to add agenda items must seek approval from the Chair.

- Student representatives are required to submit written feedback to the MPC Chair at least two days before the meeting.
- In the absence of submitted reports, it will be assumed that there are no updates to report.
- If items or issues pertaining to students are raised, student representatives should be excused from that particular portion of the meeting.

## **REPORT**

Report to Chair of the MPC.

When required, report to Dean, Vice Dean(s)- College of Health Sciences, VinUniversity.

## **III. STANDING SUBCOMMITTEES**

### **3.1. Assessment Committee**

#### **TERMS OF REFERENCE**

##### *Assessment Policies and Strategies*

- Provide comprehensive oversight of assessment activities within the MD Program, ensuring fairness, validity, reliability, and adherence to institutional, accreditation, and regulatory standards.
- Align assessment strategies with the MD Program's curriculum, vision, mission, and objectives, ensuring comprehensive evaluation of student learning outcomes.
- Contribute to the development, review, and refinement of assessment policies, strategies, and guidelines, integrating best practices in medical education.
- Evaluate and recommend appropriate assessment tools and techniques for courses within the program, identifying areas for enhancement and innovation.
- Support faculty in the effective design, implementation, and evaluation of assessment strategies, offering resources and guidance for continuous improvement.

##### *Assessment Management*

- Collaborate with relevant stakeholders and committees to ensure alignment and effective communication in assessment practices across the MD Program.
- Review and validate assessment blueprints and examination papers to ensure alignment with curriculum and educational objectives.
- Analyze assessment data and integrate student and faculty feedback into continuous improvement of assessment quality and fairness.

#### **MEMBERS**

- The committee consists of members with diverse expertise and roles that collectively contribute to effective assessment strategies and practices within the MD Program.
- The Committee Chair or their designee may extend invitations to additional individuals as needed.
- The committee has the following voting members:
  - Chair of the Committee (Assessment Lead)
  - Faculty Representative

- Student representatives
- Quality Assurance Representative
- Office of Registrar Representative
- Research or Data Analyst
- Ex-Officer Members (Center for Educational Management)
- Executive Officer

## MEETINGS

- Assessment Committee meetings are typically held quarterly. However, in exceptional circumstances, additional meetings may be called by the Chair as necessary.
- The tentative meeting agenda will be prepared by the Committee Chair and distributed at least one week prior. Members wishing to add agenda items must seek approval from the Chair.
- The Executive Officer is responsible for recording meeting minutes, which will be circulated within two weeks following each meeting.

## REPORT

Report to MPC Chair.

When required, report to Dean, Vice Dean(s)- College of Health Sciences, VinUniversity.

### **3.2. Board of Examiners (BOE) (Subcommittee of the Assessment Committee)**

The Board of Examiners (ad hoc committee), consisting of faculty and academic staff, ensures the integrity, fairness, and impartiality of MD Program assessments focusing on the pre-clinical phase, free from biases and conflicts of interest. These objectives are vital for upholding educational excellence and offering students equitable and accurate evaluations of their performance.

## TERMS OF REFERENCE

- Receive the results and make decisions on progression status in line with program requirement and assessment policy.
- Review and ensure the examination standards are clear, consistent, and appropriate for the program.
- Develop plans for makeup exams, remediation and communication to the students.
- Analyze examination results, including pass rates, student performance, and trends.
- Provide regular assessment reports and recommendations to relevant authorities based on data analysis.
- Receive, document, and oversee incidents and violations, ensuring adherence to institutional policies and regulations.
- Identify and rectify issues or irregularities in assessments.
- Collect and act upon feedback from students, faculty, and stakeholders regarding examination quality and fairness.
- Continuously improve assessment processes based on feedback.

## **MEMBERS**

Members of the Board of Examiners (BOE) shall be flexibly selected as follows, ensuring a diverse and knowledgeable composition that aligns with the meeting's objectives. The Chair of the BOE will have the authority to determine the membership, which may include:

- Chairperson (Year Chair Lead)
- Teaching faculty
- Teaching Assistants
- Course Instructors/Block Leaders
- Academic Assistant (secretariat)

## **MEETINGS**

The timing and frequency of BOE meetings are at the discretion of the BOE Chair, and they are determined based on the educational activities schedule, academic calendar, assessment cycles, and specific needs of the MD Program. These meetings should be scheduled to facilitate effective assessment review, discussion, and decision-making, ensuring the fairness, validity, and reliability of assessments. Additional meetings may be called by the Committee Chair as necessary.

Common meeting practices include:

- At the end of semester, academic year, or during the annual retreat.
- Following mid-term exams, final exams, make-up exams, or block exams.
- Pre- and post-examination meetings.
- Ad-hoc emergency meetings when urgent matters arise.
- Data analysis meetings to identify trends and areas for improvement.
- Addressing other educational needs, such as curriculum revision.

Executive Officers document meeting proceedings and securely stored.

Communication with students following the meetings is determined by the Chair.

Confidentiality is rigorously upheld within the BOE's discussions, as members have access to sensitive academic data and assessment-related information.

## **REPORT**

Report to the Program Director.

When required, report to Dean, Vice Dean(s)- College of Health Sciences, VinUniversity.

### **3.3. Clinical Competency Committee (CCC)**

The Clinical Competency Committee is the governing body responsible for reviewing, monitoring, and rendering decisions on the progress of medical students during their clinical training of medical school years 4 through 6. This committee assesses medical students' readiness for greater professional responsibilities, academic advancements, and their transition to clinical practice. The committee makes recommendations to the Chair of Assessment for medical student

progress, including promotion, remediation, corrective actions or dismissal, but cannot render a final decision.

The ultimate purpose of the CCC is to demonstrate our accountability as medical educators to the public, that our students will provide high quality, safe care to our patients and maintain the standards of the health care system following graduation from medical school.

The CCC shall include a minimum of three (3) program faculty members, at least one (1) of whom is a core faculty member. The program director may attend in an observer role, but should not chair the committee or lead discussions. Members shall be appointed by the program director. Meetings will occur at least every 6 months and maintain written minutes. Documentation and comments should be summative, fact-based, and not directly attributable to any specific individual (e.g., use general terms to capture the outcome). These documents must be kept confidential and archived for several years. A simple majority of members, present in person, via videoconference, or via phone, will constitute a quorum of the VinUniversity CCC.

In the event of remediation, the CCC will determine the appropriate course for each student on an individual basis including: intensifying mentoring, additional reading, skills or simulation experience, added clerkships or electives, to extend their overall educational program, or counseling. In the event the CCC and Chair of Assessment disagree on performance, the Program Director will make the final decision on a student's performance. In the event a student disagrees with the CCC assessment, there is no appeal of the CCC assessment. A student may appeal a decision by the program on probation, termination or non-promotion.

### **TERMS OF REFERENCE**

The CCC will fulfill the following responsibilities with no voting role, but rather in an advisory role to the Chair of Assessment.

### **MEMBERS**

The Chair of the CCC is the Year Chair for each year. There is expected to be a minimum of three faculty members on the committee. It is expected that members of the committee will maintain meeting attendance for ongoing active membership in the committee. The coordinator is responsible for scheduling the meeting location and time, notifying attendees of the meeting, aggregating data sources and summarizing data. At the meeting they will record recommendations on each student. Membership may include:

- Chair of CCC by Year
- Clerkship Director or Assistant Clerkship Director(s)
- Clinical faculty
- Executive Officer (or Coordinator)
- Academic Assistant (secretariat)

### **MEETINGS**

The CCC will meet at least semi-annually.

### **REPORT**

Report to the Chair of Assessment.

### **3.4. Curriculum Year Committee(s)**



## **TERMS OF REFERENCE**

- Oversee the operation of curriculum relevant to the specific year in the MD program.
- Monitor resource allocation for effective implementation.
- Receive, evaluate, and act upon student feedback, ensuring effective resolution of concerns.
- Review evaluation reports for all courses in the year, providing recommendations for implementation.
- Approve proposed course changes within the relevant year.
- Identify opportunities for program enhancement and implement strategies for continuous improvement.
- Monitor and review student progress within the specific year.
- If necessary, submit relevant issues to the Medical Program Committee (MPC) for further action at a higher level.

## **MEMBERS**

- The committee consists of members representing key stakeholders, including faculty, students, program leaders and academic officers.
- Membership should reflect diversity and expertise in areas relevant to the program's objectives and responsibilities.
- The Committee Chair or their designee may extend invitations to additional individuals as needed.
- The committee has the following voting members:
  - Chair of the Committee
  - Course Instructors/Block Leaders/Clerkship Directors
  - Student representatives
  - Adjunct/Affiliated teaching faculty nominates.

## **MEETINGS**

- Curriculum Year Committee meetings are typically held on a monthly or bi-monthly basis. However, in exceptional circumstances, additional meetings may be called by the Committee Chair as necessary.
- The tentative meeting agenda will be prepared by the Committee Chair and distributed at least one week prior. Members wishing to add agenda items must seek approval from the Chair.
- If the Course Instructors/Block Leaders/Clerkship Directors are unable to attend, they may submit a written report to the Chair in advance.
- Student representatives are required to submit written feedback to the Chair at least two days before the meeting.
- In the absence of submitted reports, it will be assumed that there are no updates to report.

- The Executive Officer is responsible for recording meeting minutes, which will be circulated within two weeks following each meeting.

## **QUORUM**

At least half of the current voting members of the Committee present in person or virtually shall constitute a quorum.

## **REPORT**

Report to MD Program Director.

When required, report to Dean, Vice Dean(s)- College of Health Sciences, VinUniversity.

### **3.5. Student Support Committee**

## **TERMS OF REFERENCE**

- Develop and implement strategies to support student welfare, academic success, and personal development.
- Address student concerns, grievances, and issues related to student life, ensuring a supportive and inclusive environment.
- Review and propose improvements to student support services, including counseling, mentorship, and extracurricular activities.
- Oversee policies and initiatives aimed at fostering a positive student experience, including orientation programs, health services, and accommodation facilities.
- Collaborate with faculty, administration, and relevant stakeholders to address student-related matters effectively.
- Monitor student satisfaction, feedback, and engagement to enhance the overall student experience.

## **MEMBERS**

Members of Student Support Committee typically involve a diverse set of members who collectively oversee and address various aspects of student welfare, support, and engagement within MD Program. The Chair will have the authority to determine the membership, which may include:

- Chair of the Committee
- Faculty Representative
- Student representative
- Academic Staff
- Ex-Officio members (Representatives from Office of Registrar, Student Affair Management...)
- Executive Officer

## **MEETINGS**

- The frequency of meetings for a Student Support Committee can vary based on the needs, activities, and ongoing issues related to student welfare within the MD program. Additional meetings may be called by the Committee Chair as necessary.

Common meeting practices include:

- Regular meetings will be scheduled in accordance with the committee's decisions.
- In response to the issues
- Following student feedback cycle
- Executive Officer document meeting proceedings and securely stored.

## **REPORT**

Report to MD Program Director.

When required, report to Dean, Vice Dean(s)- College of Health Sciences, VinUniversity.

### **3.6. Program Evaluation Committee**

## **TERMS OF REFERENCE**

- Establish an evaluation framework outlining key performance indicators (KPIs) and metrics to assess the MD Program's effectiveness and compliance with educational goals.
- Oversee the collection, analysis, and interpretation of data related to the MD Program's performance, including student outcomes, faculty contributions, and curriculum effectiveness.
- Identify areas for improvement based on evaluation findings, recommending strategies and initiatives to enhance program quality and effectiveness.
- Facilitate engagement with stakeholders, including faculty, students, alumni, and external partners, to gather diverse perspectives for evaluation purposes.
- Ensure alignment of the MD Program with accreditation standards and regulatory requirements through ongoing evaluation and compliance monitoring.
- Generate comprehensive annual reports summarizing evaluation findings, recommendations, and actions taken to improve the MD Program's quality and outcomes.
- Stay informed about current research and best practices in medical education, incorporating relevant findings into evaluation methodologies and recommendations.
- Develop, review, and revise policies and guidelines related to program evaluation, ensuring they adhere to best practices and regulatory requirements.

## **MEMBERS**

The Program Evaluation Committee should consist of individuals with diverse expertise and roles, ensuring comprehensive oversight, analysis, and improvement of the Medical Doctor (MD) Program. The chair of the Program Evaluation Committee should be impartial, objective, and dispassionate in order to ensure a fair evaluation and decision. The Chair will have the authority to determine the membership, which may include:

- Faculty Representative
- Student representative
- Academic Staff representative

- Quality Assurance and Accreditation officer
- Stakeholder Liaison (Representatives responsible for engaging with stakeholders, including administration, accreditation bodies, and external partners...)
- Ex-Officio members (Representatives from Office of Registrar, Teaching and Learning Excellence center, Library Team, Operation...)
- Data analyst/Statistician
- Executive Officer

## **MEETINGS**

Program Evaluation Committee meetings are held at least once per semester. However, in exceptional circumstances, additional meetings may be called by the Chair as necessary. Common meeting practices include:

- Annual Review meeting
- Pre-Self-evaluation review cycle

The Executive Officer is responsible for recording meeting minutes, which will be circulated within two weeks following each meeting.

## **REPORT**

Report to MD Program Director.

When required, report to Dean, Vice Dean(s)- College of Health Sciences, VinUniversity.

### **3.7. Admission Committee**

The Admissions Committee is responsible for developing, reviewing, and overseeing the policies, criteria, and procedures for admitting students to the MD Program. The Committee ensures that the admissions process aligns with the college mission and vision, adheres to accreditation requirements, and promotes equity, transparency, and academic excellence.

## **TERMS OF REFERENCE**

- Develop, review, and refine policies, criteria, and procedures for admitting students into the Medical Doctor (MD) Program, ensuring alignment with institutional objectives and accreditation standards.
- Collaborate with Admission Team at institutional level to review and evaluate applications received for the MD program, ensuring fairness, consistency, and compliance with established admission criteria.
- Collaborate with Admission Team to organize the admission process, events and activities for successful students' enrollment.
- Collect, analyze, and report admission statistics, including demographics and success rates, to inform future admissions strategies and planning.
- Identify areas for improvement in the admissions process and recommend strategies to enhance its effectiveness, transparency, and fairness.

## **MEMBERS**

The Admission Committee should consist of individuals with diverse expertise and roles to ensure a comprehensive and effective admission process for the Medical Doctor (MD) Program. The Chair will have the authority to determine the membership, which may include:

- Chair of the Committee (Admission Lead)
- Admission officer/Director (institutional level)
- Faculty Representative
- Student Representative
- Stakeholder Liaison (Representatives responsible for engaging with stakeholders, including alumni, community partners, or healthcare professionals, to ensure alignment with program goals and industry needs)
- Ex-Officio members (Representatives from Office of Registrar, ...)
- Executive Officer

## **MEETINGS**

The meeting frequency for an Admission Committee should align with the demands of the admissions cycle, the volume of applications, and the need for timely decision-making. Common meeting practices include:

- Regular Meetings During Application Periods
- Interview Period Discussions
- Admission Decision Meetings
- Periodic Review Meetings

The Executive Officer is responsible for recording meeting minutes, which will be circulated within two weeks following each meeting.

## **REPORT**

Report to MD Program Director.

When required, report to Dean, Vice Dean(s)- College of Health Sciences, VinUniversity.

## **IV. REVIEW AND AMENDMENT**

- Program Director may create ad-hoc subcommittees or taskforce as needed.
- Guidelines and detailed descriptions for the functioning of each committee and working group may be provided in separate documents.
- The committee membership will be determined at the beginning of the academic year and will remain in effect throughout the year unless a specific request is made for change.
- This document will be periodically reviewed and updated as needed to ensure alignment with the program's evolving needs.