



## Coordination Process for Implementing Program Accreditation

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# 1. Purpose, Guiding Principles, Roles and Responsibilities

## 1.1 Purpose

This document establishes the working procedure for program accreditation activities between Accreditation and Quality Assurance Department (AQA) and the Colleges at VinUniversity. It aims to ensure the clearly defined roles and responsibilities, efficient allocation of resources among Colleges and relevant departments, and to facilitate a higher success rate in achieving program accreditation.

## 1.2 Principles

The working procedure and responsibility matrix are governed by the following principles:

- **Transparency:** Processes are clearly defined, with specific roles and responsibilities assigned to each step.
- **Collaboration:** Accreditation is a shared responsibility, supported by mutual cooperation and engagement.
- **Flexibility:** The responsibility matrix may be customized to align with each program’s specific competencies and unique characteristics.
- **Strategic Alignment:** All efforts are directed toward supporting VinUniversity’s institutional goals for academic excellence and global reputation.

## 1.3 Roles and Responsibilities

### 1.3.1 Accreditation and Quality Assurance Department:

- Develops the university-wide accreditation roadmap.
- Coordinates accreditation timelines and internal communication across the University.
- Lead self-assessment report for quality standards regarding institutional support to programs.
- Monitor and carry out the audit for implementing the action plan for maintenance and enhancement by programs

### 1.3.2 Colleges/Programs:

- Lead the development of action plans and communication with accrediting bodies throughout the accreditation process.
- Prepare program-level self-evaluation reports and compile supporting documentation.
- Lead site-visit related arrangements such as agenda, logistics, mock interviews.
- Develop and implement action plans for the ongoing quality maintenance and enhancement of the program

## 2. High-level Process for Program Accreditation

In principle, the accreditation has five steps as below:



(Source: <https://emap.org/steps-to-accreditation/>)

### 3. Accreditation Procedure and Matrix of Responsibilities

|              | Actions  | Prime Responsibility <sup>1</sup> | Shared Responsibility <sup>2</sup> |
|--------------|--|-----------------------------------|------------------------------------|
| <b>I.</b>    | <b>Subscription</b>  |                                   |                                    |
| 1.           | Make an accreditation roadmap for the whole university in each period (5 years, 10 years)  | AQA                               | Program                            |
| 2.           | Propose accreditation standards/body for the offered programs  | Program                           | AQA                                |
| 3.           | Develop annual accreditation plan for the whole university   | AQA                               | Program                            |
| 4.           | Participate in training and buy-in activities by accreditation bodies  | Program                           | AQA                                |
| 5.           | Carry out administrative procedure with MOET to recognize the accreditation bodies in Vietnam, if any                                      | AQA                               | Program                            |
| 6.           | Complete and submit Eligibility Application (EA)/ Candidacy Presentation / Readiness Report, if any to accreditation bodies                | Program                           | AQA                                |
| <b>II.</b>   | <b>Self-Assessment (*)</b>   |                                   |                                    |
| <b>PLAN</b>  | Establish self-assessment committee, sub-committee(s), and assign tasks for each member of the committee and sub-committee(s)              | Program&AQA                       |                                    |
|              | Finalize the action plan for the accreditation project   | Program&AQA                       |                                    |
| <b>DO</b>    | Communicate with internal stakeholders about the project (kick-off meetings, invitations for interviews, preparation for site-visit, etc.) | Program&AQA                       |                                    |
|              | Carry out training sessions about quality standards and requirements for SAR   | Program&AQA                       |                                    |
|              | Collect data & evidence, write SAR for university-level standards  | AQA                               | Departments/<br>Units/ Center      |
|              | Collect data & evidence, write SAR for program-level standards   | Program                           | AQA                                |
|              | Identify the gaps and closure action plan for university-level standards   | AQA                               | Program/Depart<br>ments            |
|              | Identify the gaps and closure action plan for program-level standards  | Program                           | AQA                                |
|              | Format the whole SAR and evidence list (version 1)   | Program                           | AQA                                |
| <b>CHECK</b> | Coordinate internal review for SAR   | AQA & Program                     |                                    |

<sup>1</sup> The main owner who leads and is accountable for the task's completion.

<sup>2</sup> Others who actively collaborate or support the task. They're not the lead, but they contribute significantly.

|            |  |                   |         |
|------------|--|-------------------|---------|
|            | Coordinate external/ peer review for SAR   | AQA & Program     |         |
| <b>ACT</b> | Consolidate report after comments and feedback (version 2)   | Program           | AQA     |
|            | Finalize SAR and submit to accrediting body (final version)  | Program           | AQA     |
| <b>III</b> | <b>On-site Assessment</b>  |                   |         |
| 1.         | Finalize agenda of the site-visit (interviews, tour)   | Program           | AQA     |
| 2.         | Finalize the list of interviewees (leaders, department head, faculty, students, employers, staff, alumni, etc.)  | Program           | AQA     |
| 3.         | Arrange logistics for assessment team before the site-visit (flight, accommodation, transport)                   | Program           | AQA     |
| 4.         | Arrange logistics for site-visit on campus (normally 2-3 days), including interview sessions and campus/lab tour | Program           | AQA     |
| 5.         | Communicate with interviewees and VinUni members about the site-visit  | AQA               | Program |
| 6.         | Organize mock interview or training sessions for interviewees  | Program&AQA       |         |
| 7.         | Organize opening ceremony and exit meeting for site assessment   | AQA & Program&AQA |         |
| 8          | Monitor assessment activities: interviews, site tour, document examination                                       | Program           | AQA     |
| 9          | Supply additional evidence and data during site-visit if requested by panel/assessment team                      | Program           | AQA     |
| <b>IV.</b> | <b>Committee Review / Appeal Process</b>   |                   |         |
| 1.         | Communicate with representatives from accrediting body   | Program           | AQA     |
| 2.         | Respond to shortcomings identified in the Draft Statement/ Preliminary Report                                    | Program           | AQA     |
| 3.         | Develop and coordinate a corrective action plan  | Program           | AQA     |
| <b>V.</b>  | <b>Accreditation and Maintenance</b>   |                   |         |
| 1          | Inform the results to VinUni members   | AQA               | Program |
| 2          | Organize an Awarding Ceremony (if needed)  | AQA               | Program |
| <b>V.</b>  | <b>Quality Enhancement</b>   |                   |         |
| 3.         | Develop and implement an action plan for maintenance and enhancement   | Program           | AQA     |
| 4.         | Monitor and carry out the audit for implementing the action plan for maintenance and enhancement by programs     | AQA               | Program |
| 5.         | Register for re-accreditation  | Program           | AQA     |

(\*) The preparation for SAR should be started at least 12 months before the site-assessment date.