

## Coordination Process for Implementing Program Accreditation

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### Records of changes

Version	Published Date	Effective Date	Approved by	Decription of changes
v1.0	19/05/2025	17/05/2025	<b>Developed by:</b> Accreditation and Quality Assurance Manager <b>Reviewed by:</b> College Leaders and Program Directors <b>Approved by:</b> Associate Vice Provost of Academic Administration	<i>First Release</i>

# 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:

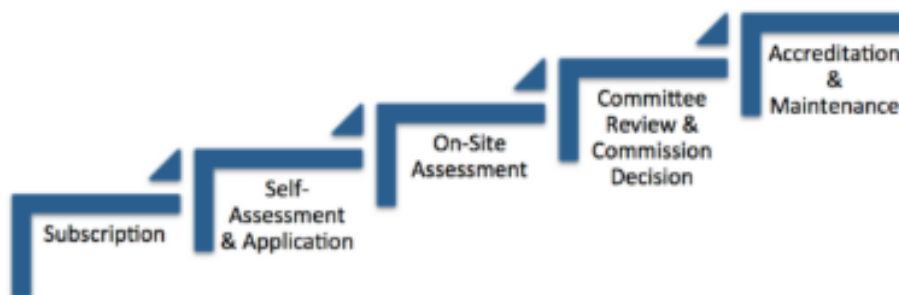
- Develops the university-wide accreditation roadmap.
- Coordinates accreditation timelines and internal communication across the University.
- Lead self-assessment report for quality standards regarding institutional support to programs.
- Monitor and carry out the audit for implementing the action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