
 HOA SEN UNIVERSITY <small>WORLD CLASS EDUCATION</small>	HOA SEN UNIVERSITY	Code: DBCL-QyD-28
		Version: 02
		Author: Office of Testing – Quality Assurance
University-level document	REGULATIONS ON ROLES, RESPONSIBILITIES, AND AUTHORITY OF THE QUALITY ASSURANCE COUNCIL	Approved by: Vo Thi Ngoc Thuy
		Issue date: 14/11/2023


REGULATIONS ON ROLES, RESPONSIBILITIES, AND AUTHORITY OF THE QUALITY ASSURANCE COUNCIL

	Author	Appraisal	Approval
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Position	Deputy Head Office of Testing – Quality Assurance	Vice President	President

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MODIFICATION TRACKING

Version	Date	Modified Section	Modified Content
01	28/12/2018	/	/
02	Based on the date of approval	Article 1	Adding Article 1, Clause 2, sections a and b
		Article 2	Adding Article 2, Clause 1, section d
			Adding Article 2, Clause 3, sections c and d
		Article 5	Adding Article 5. Validity

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Article 1. Roles and responsibilities of the Council

1. Roles

The roles of the Council include advising and guiding on issues related to educational quality assurance and developing quality assurance strategies to maintain, improve, and enhance the academic quality at the University.

2. Responsibilities

a. Advise and guide on quality assurance policies that are in line with current regulations of the Government and the University's development strategy.

b. Advise on quality assurance and accreditation by the regulation of the Higher Education Law, relevant regulations of the Ministry of Education and Training, and international standards.

c. Advise on the development, modification, supplementation, and adjustment of regulations related to quality assurance.

d. Advise on the development of the University's quality assurance strategy and annual plan; monitor and evaluate the implementation of this strategy and plan.

e. Advise on the development of plans/projects to improve and enhance the academic quality of the University and its programs.

f. Advise on other issues related to quality assurance and accreditation.

Article 2. Responsibilities of Council Members

1. *The Chairman of the Council* is responsible for all of the Council's activities and has the following responsibilities:

a. Direct and manage the Council's activities and assign specific responsibilities to the Council members.


b. Direct the preparation of the content to be discussed at the Council's meetings.

c. Convene and lead the Council's meetings.

d. Approve quality assurance policies.

e. Modify, supplement, adjust, and approve quality assurance regulations.

f. Approve the annual quality assurance strategy and plan.

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g. Approve plans/projects to improve and enhance the academic quality of the University and its programs.

h. Decide to establish quality assurance and accreditation units in faculties, institutes, and administration divisions.

i. During the Council Chairman’s absence, the Vice Chairman is authorized to handle the Council's affairs.

2. *The Vice Chairman of the Council* is responsible for the following duties assigned by the Council Chairman as follows:

a. Represent the Council Chairman to direct and resolve the Council's affairs when authorized.

b. Represent the Council Chairman to approve the agenda and reports to be discussed at the Council's meetings.

3. *The Secretary of the Council* has the following responsibilities:

a. Report to the Council on the results of quality assurance activities of the University.

b. Consult the Council on the objectives, policies, procedures, regulations, and plans related to the implementation of quality assurance.

c. Support the preparation of content and materials for Council meetings.

d. Attend all Council meetings and take full and accurate notes of the opinions presented, write meeting minutes, reports, and recommendations of the Council for the Chairman, and Vice Chairman to review.


e. Archive documents and data on quality assurance activities according to the University's archiving regulations.

4. *Council Members*

a. Have the responsibility to attend all Council meetings and participate to give their opinions following the meeting’s contents.

b. Conduct in-depth research of documents and contribute opinions on the issues discussed at the Council meetings.

c. Participate in the implementation of the roles, responsibilities, and authority of the Council according to the assignment of the Council Chairman.

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d. Implement document security under legal regulations.

5. *The Office of Testing – Quality Assurance* is the standing division of the Council that is responsible for assisting the Council in preparing the Council meetings’ content and agenda, receiving opinions from Council members; summarizing and reporting the results of tasks assigned during the most recent Council meeting; and handling other related tasks assigned by the Council.

Article 3. Principles of the Council

1. The Council meets regularly every 6 months and may hold extraordinary meetings at the Council Chairman’s request.

2. A Council meeting is held when at least 2/3 of the Council members can attend. If a meeting cannot be scheduled, the Council Chairman may send an email or document to the Council members to gather their opinions on issues related to the Council's responsibilities.

3. The Council Secretary prepares and sends the issues to be discussed to each member at least 3 days before the Council meeting. The Council members read and provide their opinions on the issues by email or written document, or correct directly on the documents and send them back to the Council Secretary before the meeting.


4. The Council works on the democracy principle; the conclusions or resolutions are voted on through a secret ballot. The written opinions of absent members are solely for reference; all opinions and recommendations of Council members must be fully recorded in the minutes. Only those contents that are supported by more than 50% of the Council members are considered the Council’s conclusions or resolutions.

5. Between two regular meetings of the Council, members may contribute their opinions on the Council’s activities by sending suggestions or feedback through the Council Secretary.

Article 4. Authority of Council members

1. Council members are guaranteed the necessary conditions and benefits according to the University’s regulations to fulfill their responsibilities effectively.

2. Council members coordinate with the functional divisions in the University to effectively perform the roles and responsibilities of the Council.

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3. Council members discuss and propose issues within the scope of the Council's responsibilities. They have the right to vote or reserve their own opinions on issues within their scope of consultation.

4. Council members are responsible to the Council Chairman for their consulting opinions and recommendations.

Article 5. Validity

1. This Regulation takes effect from the issue date and replaces the previous relevant documents.

2. During the implementation process, if modification, supplementation, or adjustment is necessary, divisions and individuals shall submit their opinions to the Council's standing division, which is the Office of Testing – Quality Assurance. These opinions will be compiled and presented to the President for review and result in decisions on amendments, supplements, and adjustments to reflect the actual situation and legal changes.

3. Council members and Heads/Deputies of the affiliated divisions of the University are responsible for implementing this Regulation.

PRESIDENT

(signed)

Assoc.Prof.Dr. Vo Thi Ngoc Thuy