

MINISTRY OF EDUCATION AND TRAINING	SOCIALIST REPUBLIC OF VIETNAM
THE SAIGON INTERNATIONAL UNIVERSITY	Independence - Freedom - Happiness

PROCEDURE OF DESIGNING AND UPDATING CURRICULUM

I. OBJECTIVE

The procedure of designing and updating curriculum aims to:

- Facilitate the cooperation among relevant units in the designing of high quality curriculums.
- Design and update curriculums to meet the needs of society and international integration.
- Ensure that the newly designed or updated curriculum is in accordance with the prescribed requirements and regulations.

II. CONTENT

1. Scope and objects of application

Office of Academic Affair, functional offices and schools

2. Concepts and abbreviations

- MOET: Ministry of Education and Training
- BOT: Board of Trustees
- SB: School Board
- OAF: Office of Academic Affairs
- OT&QA: Office of Testing & Quality Assurance
- AC: Academic Council
- C: Curriculum
- SO: Student Outcome

3. Procedure

3.1. Procedure for new academic disciplines/majors and new curriculum

Step	Duties	Assignment
1	Conduct survey of demand for new academic disciplines/majors and submit proposal to the SB	Dean
2	School-level Academic Council establish a drafting team	Dean
3	Establish profile for the new academic disciplines/majors and the draft curriculum	Dean Drafting team
4	Conduct surveys on the constituencies for the draft curriculum	Dean Drafting team Office of Academic Affairs
5	Finalize the draft curriculum based on feedback received from the constituencies and submit it to the University's Academic Council for consideration.	Drafting team Office of Academic Affairs
6	Establish an Appraisal Council for the draft curriculum	Dean Office of Academic Affairs
7	Modify the draft curriculum at the request of the Appraisal Council and submit it the University's Academic Council	Drafting team Office of Academic Affairs

		Chairman of the AC
8	Submit the new curriculum to the SC for approval	Office of Academic Affairs
9	Issuance of the new curriculum	Chancellor

3.2. Procedure for revising curriculum

Every 2 years, the University are required to review, update and adjust its curriculums (according to regulations promulgated with the Minister of Education and Training's Circular No. 17/2021/TT-BGDDT dated June 22, 2021)

Step	Duties	Assignment
1	Make a plan to review, evaluate, update, adjust and renovate the curriculum	Office of Academic Affairs (<i>coordinating with schools and Office of Testing and Quality Assurance</i>)
2	Collect information and evidence related to the need to update the curriculum	Schools Office of Testing and Quality Assurance
3	Develop an evaluation report on the effectiveness of the ongoing curriculum	Schools
4	Draft contents that need to be revised and updated, and submit it to the Academic Council for consideration and approval	Schools
5	Academic Council considers and approves the updated, adjusted curriculum	Schools Academic Council

		Office of Academic Affairs
6	Issuance of the updated, adjusted curriculum	Chancellor

3.3. Detailed procedure

Step	Duties	Assignment	Required document/form	Period
A. Procedure for new curriculums or academic disciplines/majors/concentrations				
1	Conduct survey of demand (<i>human resource, employers</i>) for new academic disciplines/majors and submit proposal to the S.B	Schools Office of Testing and QA	- Make a survey plan, detecting the required information and subjects of survey. - Design a survey form. - Summary of feedback from constituencies. -Make proposal.	1 month
2	School-level Academic Council establish a drafting team	Schools	Decision to establish a Drafting Team	5 days
3	Establish profile for the new academic disciplines/majors and the draft curriculum	Schools	- Drafting plan - Organize the	4 months

	<p>- <i>Develop general objectives, specific objectives and outcomes for the new curriculum</i></p> <p>- <i>Decide on the structure, the amount of knowledge for the new curriculum, ensuring the correspondence with educational objectives</i></p> <p>- <i>Compare the draft with curriculums of the equal level, programs offered by prestigious domestic and foreign training institutions and finalize the draft</i></p> <p>- <i>Design detailed course syllabi according to the defined curriculum</i></p> <p>(Each lecturer is required to be put in charge of a maximum of 02 course syllabi suitable for the his/her field and level of expertise)</p>	Drafting team	<p>drafting activities according to the plan</p> <p>- Complete the 1st version of the draft curriculum</p>	
4	Conduct surveys on the constituencies for the draft curriculum (<i>educational objectives and curriculum</i>)	Office of Academic Affairs	- Receive feedback from managers, scientists, lecturers, employers, alumni	

	<i>framework)</i>	Office of Testing and QA Drafting team	(if any) - Summary of feedback from constituencies on the draft curriculum	
5	Finalize the draft curriculum based on feedback received from the constituencies and submit it to the University's Academic Council for consideration	Drafting team Office of Academic Affairs	Finalize the draft curriculum	
6	Establish an Appraisal Council for the draft curriculum	Dean Office of Academic Affairs	- Decision to establish the Appraisal Council - Minutes of appraisal - Assessment sheet	
7	Modify the draft curriculum at the request of the Appraisal Council and submit it the University's Academic Council	Drafting team Office of Academic Affairs Chairman of the AC		

8	Submit the new curriculum to the SC for approval	Office of Academic Affairs		2 days
9	Issuing the new curriculum	Chancellor	- Decision on the issuance of the new curriculum - Curriculum and detailed course syllabi	2 days
B. Procedure for adjusting curriculums				
1	Make a plan to review, evaluate, update, adjust and renovate the curriculum	Office of Academic Affairs <i>(coordinating with schools and Office of Testing and Quality Assurance)</i>	- Establish a review team (coordinating with schools) - Make a review plan	5 days
2	Collect information and evidence related to the need to update the curriculum <i>(Changes in the regulations of the State and the University on curriculums; new advances in the field of science related to the curriculum; socio-economic threats arise or</i>	Schools Office of Testing and Quality Assurance	Collect and submit relevant information and evidence	1 month

	<i>research achievements related to the curriculum; feedback from constituencies; changes in courses or professional content of the curriculum...)</i>			
3	Develop an evaluation report on the effectiveness of the ongoing curriculum <i>(Correspondence to defined outcomes and objectives; the consistency between program content, assessment methods, learning and teaching resources...); make comparison between the requirements on curriculum development and the level of attaining requirements of the ongoing curriculum; Expected impact of the changes and updates)</i>	Schools	Assessment and analysis report	15 days
4	Draft contents that need to be revised and updated, and submit it to the Academic Council for consideration and approval	Schools	Minutes of meeting	10 days
5	The Academic Council considers and approves the revised, updated curriculum and submits it to the Chancellor for promulgation.	Schools Academic Council	Announcement on the updated curriculum	15 days

	If necessary, the Academic Council decides on the evaluation of the revised, updated curriculum	Office of Academic Affairs		
6	Issuance of the updated, adjusted curriculum	Chancellor		

3.4. Archive

No	Document	Encode	Location of archive	Time of archive
1	Report on the survey of constituencies on the curriculum		Office of Testing and QA	5 years
2	Decision to establish drafting/adjusting team for the curriculum		Dean	5 years
3	Drafting/adjusting plan for the curriculum		Office of Academic Affairs	5 years
4	Summary of feedback from constituencies on the draft curriculum		Dean Drafting team	5 years
5	Decision to establish the Appraisal Council		Office of Academic Affairs	5 years
6	Minutes of appraisal		Office of Academic Affairs	5 years
7	Assessment sheet		Office of Academic Affairs	5 years

8	Decision on the issuance of the new curriculum		Office of Academic Affairs	5 years
9	Curriculum and detailed course syllabi List of equivalent courses		Office of Academic Affairs	Permanent

IV. IMPLEMENTATION PROVISIONS

The issued curriculum is the legal basis for the implementation of training activities;

- The Office of Academic Affairs is responsible for guiding the schools to develop curriculum; organize the appraisal of curriculums, act as a focal point to coordinate with the Office of Testing & Quality Assurance and relevant units to develop projects on new majors/disciplines, new curriculum and submit it to the Chancellor for approval.

- Schools plan and complete the review and development of curriculum for their units according to this Procedure.

- The development of curriculum is implemented in accordance with this Procedure and Circular No. 17/2021/TT-BGDDT dated June 22, 2021 of the Ministry of Education and Training on standardization of curriculums; formulating, appraising and promulgating curriculum at higher education levels.

- This Procedure takes effect from the date of signing. All previous procedures contradicting this Regulation are hereby repealed.

- Arising situations/events not regulated by this Procedure should be reported to the Chancellor or the Board of Trustees for prompt handling.

In the process of implementation, depending on the result achieved, this Procedure shall be subjected to adjustment and supplement accordingly.

Recipients:

- *Relevant units;*
- *Board of Trustees (for reporting);*
- *Archive: O.AA; Schools*