

Ho Chi Minh City, September 06, 2021

DECISION

About: Issuance of the Provisional Regulations on Training and Quality Assurance for Online Teaching

RECTOR OF INTERNATIONAL UNIVERSITY

Pursuant to Decision No. 260/2003/QĐ-TTg dated December 05, 2003 of the Prime Minister about establishing International University directly under Vietnam National University, HCM;

Pursuant to the Law on Higher Education dated June 18, 2012; Law on amendments and supplements to a number of articles of the Law on Higher Education dated November 19, 2018;

Pursuant to Circular No. 08/2021/TT-BGDĐT dated March 18, 2021 of the Ministry of Education and Training (MoET) 's Minister on the Regulation of higher education;

Pursuant to Circular No. 2/2016/TT-BGDĐT dated April 22, 2016 of the MoET's Minister about the issuance of the Regulations on the Application of information technology in online management and teaching;

Pursuant to Decision No. 261/QĐ-ĐHQG-TCCB dated April 05, 2010 of the President of VNU-HCM about Issuance of Regulations on the Autonomy and Accountability Performance of Member Universities;

Pursuant to Decision No. 867/QĐ-ĐHQG dated August 17, 2016 of the President of VNU-HCM about Issuance of Regulations on the organization and operations of Member Universities and Schools of Vietnam National University, HCM;

Pursuant to Decision No. 262/QĐ-ĐHQG dated April 20, 2017 of President of VNU-HCM about the issuance of the Regulations on Higher Education;

Pursuant to Decision No. 579/QĐ-ĐHQT dated August 14, 2020 of IU's Rector about the issuance of the Regulations on IU's credit-based education;

Pursuant to Dispatch No. 795/BGDĐT-GDDH dated March 13, 2020 of the MoET's Minister about the Implementation of the distance learning program in response to the COVID-19 pandemic;

Pursuant to Dispatch No. 988/BGDĐT-GDDH dated March 23, 2020 of the MoET's Minister on the quality assurance of distance learning during the COVID-19 pandemic;

Pursuant to Dispatch No. 707/BGDĐT-GDDH dated February 26, 2021 of the MoET's Minister about the online thesis assessing guidelines in 2021 during COVID-19 pandemic;

Pursuant to Dispatch No. 2077/BGDĐT-GDDH dated May 20, 2021 of the MoET's Minister about the Guidelines on teaching and learning activities, end the school year and admission in educational institutions during COVID-19 pandemic;

Upon the request of the Head of the Office of Undergraduate Academic Affairs (O.UAA).

DECIDES:

Article 1. Issue together with this Decision the Provisional Regulations on Training and Quality Assurance for Online Teaching at IU.

Article 2. The Decision shall be enforceable from the date of signing.

Article 3. The Head of O.UAA, Heads of Schools/Departments, Heads of relevant Functional Offices and Centers, lecturers, and learners of IU shall be responsible for the implementation of this Decision./.

Places of Receipt:

- As Article 3;
- Archived at: O.GA, O.UAA

RECTOR

Tran Tien Khoa

**PROVISIONAL REGULATIONS ON TRAINING AND QUALITY ASSURANCE
FOR ONLINE TEACHING**

*(Attached to Decision No. 492/QĐ-ĐTĐH September 06, 2021
of the Rector of International University)*

**Chapter I
GENERAL PROVISION**

Article 1. Scope of regulation and subjects of application

These provisional regulations are on training and quality assurance for online teaching at IU.

These Regulations apply to all online courses of different curricula.

Article 2. Online teaching's interactive means

1. Blackboard (BB):

A learning management system, and the knowledge providing channel to learners of the School. The lecturers shall provide learners with materials, announcements, assignments, grades, etc. via BB.

2. The online communication is conducted as follows:

a) Messages (text, email);

b) Direct communication via MS Teams, Zoom and other tools and applications chosen by the Rector.

3. Other interactive means introduced by the lecturers to ensure the teaching quality.

Article 3. Online teaching's purposes

1. Providing learners with knowledge online, creating more chances for education access.

2. Adding or replacing traditional teaching and learning methods.

3. Enhancing lecturers and learners' ability in applying technology in teaching and learning, contributing the innovation of teaching and learning methods, and testing, assessing, and promoting education quality methods.

Article 4. Intellectual property rights toward e-materials

The e-materials, created and proposed by the IU's lecturers, Schools, Departments and other divisions for online teaching and storing purposes, are owned by IU.

Chapter II IMPLEMENTATION AND MANAGEMENT

Article 5. Lecturers' rights and responsibilities

1. Lecturers who participate in online teaching have the rights to:

a) Participate in training and enriching programs on online teaching methods;

b) Ask for assistance Center for Information Services (C.IS), Office of Undergraduate Academic Affairs (O.UAA), Office of Graduate Affairs (O.GRA), Office of Quality Assurance and Testing (O.QAT) in case of difficulties during online teaching;

c) Ask learners who violate online learning's regulations to leave online classrooms.

2. Lecturers' responsibilities

a) Lecturers shall be punctual. Online classrooms (hereinafter referred to as rooms) created by lecturers shall be started at least 10 minutes and any changes regarding the studying hours shall be informed to learners at least 30 minutes prior to the starting time.

b) Any materials and information related to the session shall be uploaded to the BB by no later than 1 days prior to the lesson.

c) Lecturers shall join class in formal clothing;

d) Lecturers shall keep their webcam on during the entire session and ask learners to turn on theirs;

e) In the first session, lecturers shall inform students the regulations on the prohibition in case learners exceed the allotted absent days as prescribed in IU's Regulations on Higher Education based on the credit-based education, the introduction to the course, assessing and testing methods, and the according ratio (the ratio for testing and assessing grades shall be implemented as prescribed in the regulations).

f) Before any sessions, lecturers shall briefly inform the learners of the information and contents related to the lesson and other activities during the lesson for their acknowledgment and participation.

g) Lectures shall decently give lecturers according to the syllabus, ensuring the provided hours in each session and the sessions per semester;

h) Lecturers shall perform spot rollcall during the session to monitor learners;

k) Lectures shall actively interact with learners, assign homework or ask learners to contribute during lessons, respond promptly to learners' questions during the learning process, assess learners, answer questions posted on BB's discussion section, assist learners in solving communication platforms' problems, and ensure the learning progress. Lecturers shall ask teaching assistants to help with learners' questions on any discussion forums;

l) Lecturers shall inform learners of other interactive channels besides the usual sessions

(information about teaching assistants, additional sessions to answer questions, ...)

Article 6. Responsibilities of Schools and Departments

1. Schools and Departments shall supervise lecturers' class time at the beginning of the session, and monitor lecturers' absence and make-up class as prescribed in the regulations.

2. Schools and Departments shall supervise, remind, and assist lecturers in implementing the clauses in Section 2, Article 5.

3. Schools and Departments shall organize sharing sessions on online teaching's experiences among lectures to improve on and boost online teaching's quality.

4. Schools and Departments shall raise learners' awareness, monitor learners, and create an advantageous learning environment for learners.

5. The Deans and Chairs may assign the secretary, teaching and studying managing assistants, and teaching assistants to supervise the schools and departments' lecturers' teaching progress, and to assist lecturers in rollcall (if required).

6. The Deans and Chairs shall examine learners' feedback on online classes. Should learners give any negative feedback, there needs to be careful considerations from all aspects to investigate the reasons and offer prompt and suitable solutions.

7. For some challenging courses, Schools and Departments may organize extra classes to solve exercises, practices,... These extra classes may be hosted by the teaching assistant.

8. There shall be formats to gather and report the learners' participation in classes managed by Schools and Departments to treat the classes with low number of participants.

9. Schools and Departments shall actively organize periodic meetings to:

a) Address and solve problems posted by learners;

b) Receive lectures' feedbacks on the difficulties and suggestions regarding the online teaching situation, which serve as the foundations for the Schools and Departments' Board of Directors to propose solutions;

c) Request lecturers to earnestly implementing online teaching's regulations;

d) Call for lecturers' collaboration in solving online learning and teaching difficulties.

Article 7. Responsibilities of relevant Offices and Centers

1. O.QAT shall check on scheduled lessons, on online teaching and learning regularly to control the quality as prescribed in the regulations. O.UAA shall randomly check and attend classes for observation.

2. O.QAT shall check on whether lecturers post materials, announcements, assignments, on BB. Only the number of contents and announcement of the time of checking is accepted to track updates. Should the lecturers need to have more than one session for one lesson, they

shall leave notes or notify related parties for their access to these pieces of information.

3. O.QAT shall record learners' feedback and improve on the assessment system suitable for online teaching.

4. O.UAA, O.GRA, and O.QAT shall organize for lecturers' workshops and training sessions on online teaching and the application of different teaching means to promote learners' activeness.

5. C.IS shall ensure the Internet connection for online teaching and assist lecturers in case of technical problems if required.

Article 8. Learners' rights and obligations

1. Be provided with the courses' e-materials and receive answers to the questions on the online teaching system.

2. Participate punctually all online sessions, follow the regulations provided by lecturers to ensure learning quality.

3. Be obliged to protect their own accounts, be responsible for the posted information, and prohibit others from using their accounts.

4. Completing the assignments assigned by lecturers on the online teaching system within the deadlines.

Article 9. Requirements for lecturers

1. Lecturers shall prepare lessons that aim at boosting interactions and creating creative and innovative contents; the slides shall be with details for review purposes. Besides the slides, lecturers shall upload related reference materials.

2. Lecturers shall record the lessons for review and quality assurance purposes.

3. Lecturers shall create and enhance the methods and interactions in online classrooms (diversify the formats as follows: Giving lectures, assigning group work via breakout rooms or individual exercises, presentations, 5 to 10 minutes long online multiple-choice quizzes which need to be submitted at the time of studying or at the end of the session to assess learners' comprehension; lecturers may randomly choose one learner to present their work; lecturers shall create and increase interactive exercises, group works, presentations, projects, case studies via Google form or Blackboard,...)

4. Lecturers shall supervise the class and enhance two-way interactions with learners to assess learners' comprehension and to increase learners' engagement and bonding (prepare individual or group works while lecturing; encourage learners by giving bonuses for their active participation in class; assess and give feedbacks to learners' exercises and reports, assist learners more in online learning, answering questions promptly,...)

5. Lecturers may be more flexible in assessing but shall ensure the course' learning outcomes (consider gradually decreasing the assessing weight compared to traditional testing

and propose suitable assessing weight to the course's nature; this may be divided yet shall ensure the ratio as prescribed in applicable regulations).

6. Lecturers shall ensure quality control via each session's learning outcomes.

7. Lecturers shall actively participate in training sessions to study online teaching methods and build suitable methods for each course.

Article 10. Online courses assessment

1. The course's assessment of online courses shall be strictly carried out, as prescribed by the Law and the School's education regulations, ensuring the course's output following its detailed syllabus. Only when the online assessing format is as honest, fair and objective as the face-to-face format and contributes no more than 50% of the course's GPA, can it be applied.

2. The online learning process's assessment results are given by the lecturer in charge of the course and account for the component scores of the course.

3. The implementation of the online mid-term and final-term tests is executed following the university's detailed guidelines.

4. For thesis-related courses, the assessment shall be implemented pursuant to Announcement No. 107/TB-ĐHQT dated 13 July 2021 of International University's Rector about the assessment of online thesis during the COVID-19 pandemic.

Chapter III HANDLING OF VIOLATIONS AND IMPLEMENTATION

Article 11. Prohibited acts

1. Provide illegal materials via online teaching and learning activities.
2. Other prohibited acts as prescribed in Article 8 of Law on Cyber Security 2018.
3. Illegally store, clone, and spread e-materials on the university's online teaching system

Article 12. Handling of violations

Individuals who violate these Regulations, depending on the nature and severity of the violation, will be warned, deprived of system access, and disciplined as prescribed in the IU regulations.

Article 13. Implementation

1. Schools, Departments, Offices and Centers shall collaborate to implement their duties and jurisdictions.
2. These Regulations are enforceable from Semester I of the 2021 - 2022 academic year.
3. During enforcement, the university may make amendments, supplements to these

Regulations to suit the practical performance of online learning and teaching activities./ .