

THE 305th AUN-QA PROGRAMME ASSESSMENT
AT HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY AND EDUCATION (HCMUTE), VIETNAM
29 November – 01 December, 2022

Time	Activities	Venue			
DAY 0 (NOVEMBER 28, 2022)	Chemical Engineering Technology (CET) programme	Teaching English to Speakers of Other Languages (TESOL) programme	Accounting programme	Biomedical Engineering (BME) programme	
Morning/ Afternoon	<ul style="list-style-type: none"> - Arrival of Assessors and AUN Secretariat - Airport pick-up by HCMUTE staff - Hotel Check-in - Preparation Meeting at Hotel 	Hotel			
17:00 – 20:00	<ul style="list-style-type: none"> - Internal Assessor Meeting - Dinner at the hotel restaurant 				

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DAY 1 (NOVEMBER 29, 2022)		Chemical Engineering Technology (CET) programme	Teaching English to Speakers of Other Languages (TESOL) programme	Accounting programme	Biomedical Engineering (BME) programme
07:30 – 8:30	Depart for Campus	Take group photo: Assessor Teams and AUN Secretariat at 1 st Floor – Central Building Hall			
08:30 – 09:15	OPENING SESSION	Meeting Room II 6 th Floor – Central Building			
	<ul style="list-style-type: none"> - Welcome Remarks - Rectorate Board of HCMUTE 				
	<ul style="list-style-type: none"> - Opening Remarks - Assoc. Prof. Dr. Tan Kay Chuan - AUN-QA Technical Team, AUN-QA Trainer & Expert 				
	<ul style="list-style-type: none"> - Briefing by Board of Rector - Vice President of HCMUTE 				
Giving tokens/flowers and					

Time	Activities	Venue			
	group photo				
	Morning break	6 th Floor – Central Building			
	Transfer to Meeting room	Meeting Room A1-1202 12 th Floor – Central Building	Meeting Room A1-1204 12 th Floor – Central Building	Meeting Room A1-1206 12 th Floor – Central Building	Meeting Room A1-1207 12 th Floor – Central Building
09:15 – 10:15	BRIEFING BY DEAN, MEET KEY FACULTY MEMBERS: HEAD OF DEPARTMENT, PROGRAMME CHAIR, AND SAR TEAM	Meeting Room A1-1202 12 th Floor – Central Building	Meeting Room A1-1204 12 th Floor – Central Building	Meeting Room A1-1206 12 th Floor – Central Building	Meeting Room A1-1207 12 th Floor – Central Building
10:15 – 10:30	Coffee break				
10:30 – 12:00	MEETING WITH ACADEMIC STAFF				
12:00 – 13:30	Working Lunch	6 th Floor – Central Building			
13:30 – 15:00	CAMPUS/ SITE VISIT	“University Level Site Visit”: all assessors go together then they will split to “Programme Level Site Visit”			
	University Level Site Visit: common facilities such as central library, student service center, etc				

Time	Activities	Venue			
	Programme Level Site Visit: Labs of the assessed programme and other facilities used by the assessed programme only				
15:00 – 15:15	Coffee break	6 th Floor and 12 th Floor – Central Building			
15:15 – 16:15	MEETING WITH SUPPORT STAFF - UNIVERSITY LEVEL	Meeting Room II 6 th Floor – Central Building			
15:15 – 16:15	MEETING WITH SUPPORT STAFF - FACULTY LEVEL	Meeting Room A1-1202	Meeting Room A1-1204	Meeting Room A1-1206	Meeting Room A1-1207
16:15 – 16:30	Coffee break	12 th Floor – Central Building	12 th Floor – Central Building	12 th Floor – Central Building	12 th Floor – Central Building
16:30 – 18:00	MEETING WITH STUDENTS				
18:00	<ul style="list-style-type: none"> - Return to Hotel - Dinner 	Hotel			
DAY 2 (NOVEMBER 30, 2022)		Chemical Engineering Technology (CET) programme	Teaching English to Speakers of Other Languages (TESOL) programme	Accounting programme	Biomedical Engineering (BME) programme
08:00 – 09:00	Depart for Campus				

Time	Activities	Venue			
09:00 – 10:30	MEETING WITH ALUMNI	Meeting Room A1-1202 12 th Floor – Central Building	Meeting Room A1-1204 12 th Floor – Central Building	Meeting Room A1-1206 12 th Floor – Central Building	Meeting Room A1-1207 12 th Floor – Central Building
10:30 – 10:45	Morning Break				
10:45 – 12:15	MEETING WITH EMPLOYERS				
12:15 – 13:45	Prayer and Lunch	6 th Floor– Central Building			
13:45 – 15:15	ASSESSORS' INTERNAL MEETING	Meeting Room A1-1202 12 th Floor – Central Building	Meeting Room A1-1204 12 th Floor – Central Building	Meeting Room A1-1206 12 th Floor – Central Building	Meeting Room A1-1207 12 th Floor – Central Building
15:15 – 17:15	CLARIFICATION AND PRE-PRESENTATION MEETING WITH SAR TEAM				
17:15	Return to Hotel	Hotel			
18:15	Dinner (Free and Easy) Internal Assessors Meeting				
DAY 3 (DECEMBER 01, 2022)		Chemical Engineering Technology (CET) programme	Teaching English to Speakers of Other Languages (TESOL) programme	Accounting programme	Biomedical Engineering (BME) programme
08:00 – 9:00	Depart for Campus				
09:00 – 11:00	PRESENTATION OF PRELIMINARY ASSESSMENT	6 th Floor – Central Building			

Time	Activities	Venue
	FINDINGS	
11:00 – 11:30	CLOSING SESSION - Remarks by Vice President of HCMUTE - Remarks by - Assoc. Prof. Dr. Tan Kay Chuan - AUN-QA Technical Team, AUN-QA Trainer & Expert	
	Group photo	
11:30 – 14:00	Lunch and Debrief of the Assessor Team	6 th Floor – Central Building
14:00	Return to Hotel	
Afternoon	Cultural visit: city tour (optional) Departure of Assessors	