**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** |
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| **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 | * Arrival of Assessors and AUN Secretariat
 |  |  |  |  |
| * Airport pick-up by HCMUTE staff
* Hotel Check-in
 | Hotel |
| * Preparation Meeting at Hotel
 |
| 17:00 – 20:00 | * Internal Assessor Meeting
* Dinner at the hotel restaurant
 |
| **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 1st Floor – Central Building Hall |
| 08:30 – 09:15 | **OPENING SESSION** | Meeting Room II 6th Floor – Central Building |
| * Welcome Remarks
* Rectorate Board of HCMUTE
 |
| * Opening Remarks
* Assoc. Prof. Dr. Tan Kay Chuan - AUN-QA Technical Team, AUN-QA Trainer & Expert
 |
| * Briefing by Board of Rector
* Vice President of HCMUTE
 |
| Giving tokens/flowers and group photo |
| Morning break | 6th Floor – Central Building |
| Transfer to Meeting room | Meeting Room A1-120212th  Floor – Central Building | Meeting Room A1-120412th  Floor – Central Building | Meeting Room A1-120612th  Floor – Central Building | Meeting Room A1-120712th  Floor – Central Building |
| 09:15 – 10:15 | **BRIEFING BY DEAN, MEET KEY FACULTY MEMBERS: HEAD OF DEPARTMENT, PROGRAMME CHAIR, AND SAR TEAM** | Meeting Room A1-120212th  Floor – Central Building | Meeting Room A1-120412th  Floor – Central Building | Meeting Room A1-120612th  Floor – Central Building | Meeting Room A1-120712th  Floor – Central Building |
| 10:15 – 10:30 | Coffee break |
| 10:30 – 12:00 | **MEETING WITH ACADEMIC STAFF** |
| 12:00 – 13:30 | Working Lunch | 6th 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 |
| **Programme Level Site Visit:** **Labs of the assessed programme and other facilities used by the assessed programme only** |
| 15:00 – 15:15 | Coffee break | 6th Floor and 12th  Floor – Central Building |
| 15:15 – 16:15 | **MEETING WITH SUPPORT STAFF - UNIVERSITY LEVEL** | Meeting Room II 6th Floor – Central Building |
| 15:15 – 16:15 | **MEETING WITH SUPPORT STAFF - FACULTY LEVEL** | Meeting Room A1-120212th  Floor – Central Building | Meeting Room A1-120412th  Floor – Central Building | Meeting Room A1-120612th  Floor – Central Building | Meeting Room A1-120712th  Floor – Central Building |
| 16:15 – 16:30 | Coffee break |
| 16:30 ¬– 18:00 | **meeting with STUDENTS** |
| 18:00 | * 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 |  |
| 09:00 – 10:30 | **MEETING WITH ALUMNI** | Meeting Room A1-120212th  Floor – Central Building | Meeting Room A1-120412th  Floor – Central Building | Meeting Room A1-120612th  Floor – Central Building | Meeting Room A1-120712th  Floor – Central Building |
| 10:30 – 10:45 | Morning Break |
| 10:45 – 12:15 | **MEETING WITH EMPLOYERS** |
| 12:15 – 13:45 | Prayer and Lunch | 6th Floor– Central Building |
| 13:45 – 15:15 | **ASSESSORS' INTERNAL MEETING** | Meeting Room A1-120212th  Floor – Central Building | Meeting Room A1-120412th  Floor – Central Building | Meeting Room A1-120612th  Floor – Central Building | Meeting Room A1-120712th  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 FINDINGS** | 6th Floor – Central Building |
| 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** | 6th Floor – Central Building |
| 14:00 | Return to Hotel  |  |
| Afternoon  | Cultural visit: city tour (optional)Departure of Assessors  |  |