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# INOW ASIA

**WP2 Implementation I:  
Modular Curriculum Development &  
Teaching Capacitation**

## The INOVASIA Consortium

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Souphanouvong University (SU)  
Institute of Technology of Cambodia (ITC)  
National University of Battambang (NUBB)

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## Abstract

This document is the collective accreditation process of each partner university in ASEAN including Cambodia, Laos, and Vietnam. It covers the deliverable D2.7 which is supporting the WP2 Implementation I: Modular Curriculum Development & Teaching Capacitation. The information was gathered in the WP1 the responses from each HEIs in ASEAN. The information from each HEI covers: 1. procedures and timing to add a new subject in an existing Master or PhD Program; 2. procedures and timing to modify an existing subject in an existing Master or PhD Program; 3. procedures and timing to create a new Master or PhD Program; 4. recognition mechanisms when receiving students from other HEIs SEA countries. Each HEI in ASEAN will need to implement the course improvement or new course based on their needs.

## Document History

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# Contents

|                                                                                                       |           |
|-------------------------------------------------------------------------------------------------------|-----------|
| Abstract                                                                                              | 4         |
| Document History                                                                                      | 5         |
| Acronyms                                                                                              | 8         |
| <b>1. HEI procedures and timing to add a new subject in a existing Master or PhD Program</b>          | <b>9</b>  |
| 1.1. VIETNAM-HUS-VNU                                                                                  | 9         |
| 1.2. VIETNAM-CTU                                                                                      | 9         |
| 1.3. CAMBODIA-NUBB                                                                                    | 9         |
| 1.4. CAMBODIA-ITC                                                                                     | 9         |
| 1.5. LAOS-NUOL                                                                                        | 10        |
| 1.6. LAOS-SU                                                                                          | 10        |
| <b>2. HEI procedures and timing to modify an existing subject in a existing Master or PhD Program</b> | <b>10</b> |
| 2.1. VIETNAM-HUS-VNU                                                                                  | 10        |
| 2.2. VIETNAM-CTU                                                                                      | 10        |
| 2.3. CAMBODIA-NUBB                                                                                    | 10        |
| 2.4. CAMBODIA-ITC                                                                                     | 10        |
| 2.5. LAOS-NUOL                                                                                        | 10        |
| 2.6. LAOS-SU                                                                                          | 10        |
| <b>3. HEI procedures and timing to create a new Master or PhD Program</b>                             | <b>11</b> |
| 3.1. VIETNAM-HUS-VNU                                                                                  | 11        |
| 3.2. VIETNAM-CTU                                                                                      | 11        |
| 3.3. CAMBODIA-NUBB                                                                                    | 11        |
| 3.4. CAMBODIA-ITC                                                                                     | 11        |
| 3.5. LAOS-NUOL                                                                                        | 11        |
| 3.6. LAOS-SU                                                                                          | 11        |
| <b>4. Recognition mechanisms when receiving students from other HEIs SEA countries</b>                | <b>12</b> |
| 4.1. VIETNAM-HUS-VNU                                                                                  | 12        |
| 4.2. VIETNAM-CTU                                                                                      | 12        |
| 4.3. CAMBODIA-NUBB                                                                                    | 12        |
| 4.4. CAMBODIA-ITC                                                                                     | 12        |
| 4.5. LAOS-NUOL                                                                                        | 12        |
| 4.6. LAOS-SU                                                                                          | 12        |
| <b>5. Conclusion</b>                                                                                  | <b>13</b> |

## Acronyms

|      |                                |
|------|--------------------------------|
| PBL  | Problem-Based Learning         |
| PC   | Partnership Country            |
| HEI  | Higher Education Institution   |
| SEA  | Southeast Asia                 |
| MSc  | Master of Science              |
| WP   | Work Package                   |
| WASH | WATER Sanitation and Hygiene   |
| NGO  | Non-Governmental Organizations |

## 1. HEI procedures and timing to add a new subject in a existing Master or PhD Program

### 1.1. VIETNAM-HUS-VNU

- Members of INOWASIA explain and suggest the new modules, then the Head of Department of the faculty will decide if they accept or not as the department of a faculty is responsible for constructing and operating a master/PhD programme.
- Once the Head of department accepts then the module is added to the existing programme for teaching. The evaluation is conducted after having the response by the learners (questionnaires and evaluation form). If it is ok then the Head of the department will organize a scientific committee to evaluate the new subject and the latter will be approved if most of the members of the committee agree.
- The head of the department will write a letter to the faculty to seek their agreement and normally it is ok (Dean of the Faculty will sign), then send that to the Vice rector responsible for Education and Training for approval. If the vice rector signs then the module is officially implemented in the master/PhD courses.
- Too long to have this one done.

### 1.2. VIETNAM-CTU

In Can Tho University, every 3 years we could add a new subject to an existing Master or PhD program to fit the real market. The new subjects added could be up to 20% of the whole curriculum for each time of changing. To do this change, we only ask permission from the College's Board.

### 1.3. CAMBODIA-NUBB

#### **Minor changes (10 to 30% of course modification)**

All changes of subjects in the programs must be consulted into two step:

- Step1: internal meeting with department and faculty, approved by the dean
- Step2: dean defends the changes in front of curriculum development committee at institutional level. This procedure will take from 1 month to 3 months
- Step3: Official documents to inform the ministry of education, youth and sport (MoEYS), Cambodia

#### **Major changes (>30% of course modification)**

Major changes need to pass through the Ministry to get endorsement and authorisation from the General Department of Higher Education at Ministry of Education, Youth and Sport, Cambodia

### 1.4. CAMBODIA-ITC

To take or add a new subject in an existing Master or PhD program, it needs to propose the document to consortium International d'Appui of ITC that is organized in mid March each year to get consultation and decision at institute level.



## **1.5. LAOS-NUOL**

## **1.6. LAOS-SU**

We have to find the solution on assessment needed. Thereafter, Souphanouvong University will provide agreement for curriculum preparation and the experts in departments or faculty joined to establish the first draft of the curriculum. At least 3 times of revision was conducted before forwarding to MOEs for accreditation

## **2. HEI procedures and timing to modify an existing subject in a existing Master or PhD Program**

### **2.1. VIETNAM-HUS-VNU**

Procedure is much easier, mostly decided by the responsible of the module and then the Head of the related departments. Some months only to have this done.

### **2.2. VIETNAM-CTU**

To modify an existing subject in an existing Master or PhD Program, we could do it every 2 years. The update could be updating teaching procedures, changing evaluation methods, adding new issues to the subject curriculum, etc. This procedure needs to be approved by the College's Board.

### **2.3. CAMBODIA-NUBB**

The same as above procedure stated in question 12.

### **2.4. CAMBODIA-ITC**

To modify an existing subject, it is under an internal Master or PhD Program. The discussion among the committee and lecturers to modify their syllabus can be proposed and finalized.

### **2.5. LAOS-NUOL**

### **2.6. LAOS-SU**

Modifying an existing subject is able to be conducted right after the first batch of graduate courses have been implemented. It will be evaluated and revised to ensure the continuation forward of the existing course.

### 3. HEI procedures and timing to create a new Master or PhD Program

#### 3.1. VIETNAM-HUS-VNU

Too long and complex, almost impossible at the moment.

#### 3.2. VIETNAM-CTU

To create a new Master program is more complicated as we need to prepare a project and submit it to the University's Board. There are such of condition to do this act that Vietnamese Institutes could follow the Circular No. 09/2017/TT-BGDDT signed April 4<sup>th</sup> 2017 on Prescribing requirements, processes and procedures for opening of academic disciplines or majors, suspension or cancellation of enrolment, revocation of decision on opening of disciplines or majors at the Master's or Doctoral level.

There are some main conditions are:

- Have to train in the same or nearby Bachelor programs for at least 4 years (Bachelor students have already graduated at least one term).
- At least 3 faculty lecturers own their PhD degree at the same study field, or 5 faculty lecturers own their PhD degree at the nearby study fields.
- The Bachelor program already does accreditation from outside organizations.

#### 3.3. CAMBODIA-NUBB

##### **Licensing of new programs**

New academic master or PhD programs must be authorized and licensed by the Ministry of Education Youth and Sport (MoEYS), Cambodia. Therefore, universities are required to submit all related documents such as curricula, human resources to handle the program, funds to sustain the program, strategic plan of the university, report on teaching and learning the last 5 years, to the General Directorate of Higher Education (DGHE) of the MoEYS. This procedure may take between 3 to 6 months or longer if there are comments from DGHE.

##### **Accreditation**

In Cambodia, we do not have the accreditation on the program. Currently, there is only institutional accreditation assessed and accredited by the Accreditation Committee of Cambodia (ACC) based on 9 principle indicators to issue the institutional accreditation certificate, which lasts for 3 to 5 years depending on the score from the assessment.

#### 3.4. CAMBODIA-ITC

TO create a new Master or PhD Program, it needs to propose the documents to the consortium International d'Appui of ITC to get approval and finally to the Ministry of Education, Youth and Sport.

#### 3.5. LAOS-NUOL

#### 3.6. LAOS-SU

Create a new Master or PhD Program vary on Institution's readiness such as: enough each or

teacher, equipment, lab facility, number of student and related social development demand

## **4. Recognition mechanisms when receiving students from other HEIs SEA countries**

### **4.1. VIETNAM-HUS-VNU**

HUS follows European and US standards for receiving overseas students. However, our Master and PhD courses are also constructed according to EU standards and they are accepted in EU member countries.

### **4.2. VIETNAM-CTU**

In SEA, most of HEIs following the AUN-QA system for recognition procedure (ASEAN University Network - Quality Assurance). AUN-QA Network is established as the ASEAN quality assurance network in higher education with the responsibility to promote quality assurance in higher education institutions, raise the quality of higher education, and collaborate with both regional and international bodies for the benefit of the ASEAN community (<http://www.aun-qa.org/>). In case one curriculum at a SEA's HEI is approved by AUN-QA, the students from that curriculum could do an exchange program with another SEA's HEI who also own one curriculum approved by AUN-QA.

### **4.3. CAMBODIA-NUBB**

Recognition of the subject or credits is based on the learning agreement of the mobility

- 1 NUBB credit = 1 ASEAN credit = 1.8 ECTS
- 1 credit for theory is 15 hours (Theory)
- 1 credit for tutorial is 30 hours (TD)
- 1 credit for practical work is 45 hours (TP)

### **4.4. CAMBODIA-ITC**

To recruit students from other HEIs SEA countries, it is the same procedure in selecting the ITC students. They need to fulfill the requirements of the Master and PhD program to enroll in the courses. So far, ITC has recruited students from Burma, Lao to this Master Program.

### **4.5. LAOS-NUOL**

### **4.6. LAOS-SU**

In the last few years, we have got students enrolled in SU from Vietnam and Korea for a Bachelor's degree. It was conducted in the faculty of Languages and Economic and Tourisms. The entrance exam and all enrollment processes have been conducted in the same standard for national and international students. So far, for water related degrees, we haven't been conducted in SU.

## 5. Conclusion