

**REGULATION ON ORGANIZATION AND OPERATION
OF THE ADVISORY BOARD OF THE CENTER FOR EDUCATION ACCREDITATION**

(Issued together with Decision No 07/QĐ-TTKĐ dated 30th March 2026
of the Director of the Center for Education Accreditation)

Chapter I GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

1. This Regulation prescribes the organization and operation of the Advisory Board of Vietnam National University - Ho Chi Minh City, Center for Education Accreditation (hereinafter referred to as the Advisory Board), including general provisions; organizational structure and membership of the Advisory Board; tasks, powers and responsibilities of the Advisory Board; working regime of the Advisory Board and provisions on implementation.

2. This Regulation applies to the Advisory Board, members of the Advisory Board and relevant organizations and individuals.

Article 2. Name, legal status and functions of the Advisory Board

1. Name:

- Vietnamese: Hội đồng cố vấn của Trung tâm Kiểm định chất lượng giáo dục - Đại học Quốc gia Thành phố Hồ Chí Minh
- English: Advisory Board of Viet Nam National University - Ho Chi Minh City, Center for Education Accreditation.

2. Legal status and functions

- The Advisory Board is a consultative body under Viet Nam National University - Ho Chi Minh City, Center for Education Accreditation (the Center), established and operating according to the term decided by the Director of the Center.

- The Advisory Board operates independently in professional matters and has the function of advising, consulting, critiquing and proposing to the Director on strategic issues, vision and long-term development orientation of the Center.

- The Advisory Board has no decision-making authority and does not replace the management and executive functions of the Center.

Article 3. Principles of operation of the Advisory Board

1. Ensure independence, objectivity and transparency.
2. Operate on the principle of collectivity, democratic exchange and discussion.
3. Opinions of the Advisory Board are of an advisory and reference nature.
4. Ensure compliance with legal regulations and regulations of the Center.

Article 4. Operating funds of the Advisory Board

Operating funds of the Advisory Board shall be allocated from the Center's operating budget and implemented in accordance with the Center's internal expenditure regulations.

Article 5. Relationship between the Advisory Board and the Center's Board of Directors

1. The Advisory Board advises the Center's Board of Directors on strategic issues, development orientation and operations of the Center.

2. The Advisory Board operates independently in professional matters, performs an advisory role, and does not participate in management or executive work.

3. The Director of the Center is the final decision-maker and is responsible for management decisions.

Chapter II

ORGANIZATIONAL STRUCTURE AND MEMBERSHIP OF THE ADVISORY BOARD

Article 6. Organizational structure

1. The Advisory Board consists of:

- a) The Chairperson of the Advisory Board who is the Director of the Center;
- b) Members of the Advisory Board;
- c) Secretariat.

2. The number of members of the Advisory Board shall be decided by the Director of the Center, ensuring suitability for operational requirements.

3. The Secretary of the Advisory Board is an officer of the Center.

Article 7. Membership criteria

1. Have professional reputation and experience in the field of education, quality assurance and accreditation, or related fields, which may include scientists, experts, managers, and accreditation experts working in education-related fields.

2. Possess ethical qualities, objectivity and independence in providing advice.

Article 8. Foreign members

1. May participate in advisory activities in accordance with their expertise and the laws of Vietnam.

2. Shall not participate in matters within the scope of state secrets or sensitive information.

3. May participate in meetings and exchanges in online form and in English or other appropriate languages.

Article 9. Term and appointment

1. Members of the Advisory Board shall be appointed by decision of the Director of the Center.

2. Members may be dismissed or replaced when necessary.

CHAPTER III

TASKS, POWERS AND RESPONSIBILITIES OF THE ADVISORY BOARD

Article 10. Tasks of the Advisory Board

The Advisory Board shall advise the Director of the Center on:

- Development strategy and long-term orientation;
- Education accreditation and quality assurance activities;

- International cooperation;
- Human resource development;
- Digital transformation and innovation;
- Other issues as requested by the Director of the Center.

Article 11. Tasks of the Chairperson of the Advisory Board

1. Direct, manage and coordinate the activities of the Advisory Board;
2. Preside over and conclude meetings of the Advisory Board;
3. Sign documents related to the Advisory Board;
4. Assign tasks to members of the Advisory Board.

Article 12. Responsibilities of Advisory Board Members

1. Fully participate in the activities of the Advisory Board;
2. Contribute advisory opinions based on professional expertise and experience;
3. Comply with confidentiality regulations and professional ethics;
4. Refuse to participate when there is a conflict of interest.

Article 13. Secretariat

1. Serve as the focal point for liaison between the Advisory Board and relevant units in organizing the Board's activities.
2. Prepare content, documents and other materials related to the meetings of the Advisory Board.
3. Record, synthesize and finalize the Advisory Board's advisory opinions for reporting to the Chairperson of the Advisory Board.

Chapter IV

WORKING REGIME OF THE ADVISORY BOARD

Article 14. Working modalities

1. The Advisory Board works through meetings; collection of written opinions or electronic means.
2. Meetings may be organized in one of the following forms: in-person; online; or a combination of in-person and online.
3. Online participation by members shall have equivalent validity to in-person participation.

Article 15. Meeting organization

1. The Advisory Board shall meet at least once a year or hold extraordinary meetings.
2. Meeting documents shall be sent at least 02 working days in advance, except in urgent cases.
3. Opinions of members may be collected in writing or by email when necessary.
4. A meeting shall be convened when at least 2/3 of the Advisory Board members are present.

Article 16. Information and confidentiality principles

1. Members are responsible for maintaining the confidentiality of information in accordance with legal regulations.

2. Do not provide information or make statements on behalf of the Advisory Board without authorization.

Chapter V

IMPLEMENTATION PROVISIONS

Article 17. Responsibilities for implementation

1. The Center's Board of Directors shall organize the implementation, monitoring and evaluation of this Regulation for improvement.

2. Members of the Advisory Board, the Center, and relevant organizations and individuals involved in the organization and operation of the Advisory Board are responsible for implementing this Regulation.

Article 18. Effect and amendment, supplementation of the Regulation

1. This Regulation takes effect from the date of signing and issuance.

2. The supplementation and amendment of provisions in this Regulation shall be considered and decided by the Director of the Center.