

RMIT Vietnam

Head of Program, Foundation Studies

Position Details

Position Title:	Head of Program, Foundation Studies
Division/ Centre:	Foundation Studies
Department:	School of English and University Pathways (SEUP)
Campus Location:	Based at the Saigon campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PS9
Time Fraction:	Full Time 1.0 (40 hours per week)

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

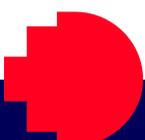
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 125th in the 2026 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and



25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.

www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

Department Summary

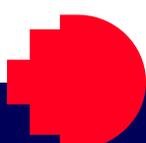
At RMIT University Vietnam, the School of English & University Pathways (SEUP) plays a pivotal role in shaping students' academic journeys, fostering a strong English language learning culture and preparing them for university success. RMIT Vietnam is the Asian hub of Melbourne-based RMIT University, Australia's largest tertiary institution, and the largest offshore campus in its global network, with campuses in Ho Chi Minh City, Hanoi, and Da Nang.

SEUP is endorsed by NEAS, Australia's English language training quality assurance body, and offers a range of pathway programs including English for University, Foundation Studies, New Initiatives and UniSTART, supporting students' transition into higher education.

Delivered by a diverse, international team, SEUP adopts a task-based learning approach focused on real-world application, equipping students with the language skills and academic foundations needed for success at RMIT and beyond.

Position Summary

The Head of Program, Foundation Studies provides strategic, academic and operational leadership for RMIT Vietnam's offshore delivery of the RMIT University Pathways (UP) Foundation Studies program across RMIT VN Campuses. Reporting to the SEUP Director and working in close partnership with the Associate Director, Academic Pathway Programs at RMIT UP, the role is accountable for overall program performance, academic standards, offshore comparability, student outcomes, and long-term program sustainability across Ho Chi Minh City and Hanoi,



and for leading the planning and implementation of program delivery in Danang. The position has overall responsibility for leadership and performance of the local Foundation Studies program, including direct line management of the Team Leader, Streams, the Team Leader, Curriculum, the Academic Administration Officer, and a small group of teachers, with staff leadership distributed across the program leadership structure. The role ensures alignment between transnational program requirements and local delivery, while driving continuous improvement, innovation, and a high-performing academic culture.

Reporting Line

Reports to: Director, School of English & University Pathways

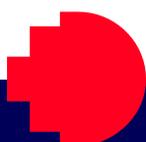
Indirectly reports to: Associate Director, Academic Pathway Programs, RMIT UP

Direct reports: Team Leader, Streams; Team Leader, Curriculum; Academic Administration Officer; and teachers as determined by workload and organisational structure

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Lead overall delivery and performance of Foundation Studies in Vietnam across all campuses, ensuring academic quality, student experience, operational readiness and alignment with program objectives.
- Lead the strategic planning and implementation of Foundation Studies delivery in Danang, ensuring readiness across academic delivery, staffing, operations and student support
- Provide strategic and day-to-day leadership through the local Foundation Studies leadership structure, integrating the work of the Team Leader, Streams, Team Leader, Curriculum and Academic Administration Officer.
- Maintain offshore comparability with RMIT UP requirements, acting as the senior Vietnam counterpart for pathway program matters and ensuring local implementation remains consistent with agreed standards and transnational delivery expectations.
- Oversee program quality, assessment governance, moderation, academic integrity and continuous improvement, with clear accountability for program standards even where operational work is delegated through team leaders.
- Lead student success, progression and support strategy, including early identification of students at risk, attendance and engagement monitoring, support escalation, pathway guidance and coordination of key transition and support mechanisms, with a focus on retention, progression, and readiness for university study.
- Lead staffing, workforce planning and people management for the program, including recruitment, workload allocation, coaching, performance development, succession planning and cultivation of a collaborative, accountable culture, ensuring leadership capability development.
- Oversee program compliance, governance reporting, documentation and audit readiness, ensuring effective management of risks, issues and actions across academic and operational areas, including proactive identification and mitigation of compliance and quality risks.
- Use data, reporting and stakeholder feedback to monitor program performance, communicate achievements and risks, and inform decision-making and improvement priorities.
- Work in partnership with RMIT UP, RMIT Vietnam schools and central service teams on curriculum



implementation, stream development, localisation, pathway alignment and other strategic or operational priorities.

- Represent Foundation Studies in meetings, committees, student matters and university initiatives, and undertake other leadership duties consistent with the scope of the role.

Key Selection Criteria

- Postgraduate qualification in Education, TESOL, Applied Linguistics, Academic Leadership, Academic Management or a related field; relevant undergraduate qualification essential.
- Substantial leadership experience in Foundation Studies, pathway, ELICOS, pre-tertiary or comparable higher-education preparation programs, ideally in a transnational or offshore-delivery environment.
- Demonstrated expertise in curriculum implementation, assessment and moderation quality assurance, academic integrity processes, comparability assurance and continuous improvement.
- Demonstrated success leading student-support, progression and intervention systems for diverse cohorts, including students transitioning into English-medium higher education.
- Strong people-leadership capability, including experience with recruitment, line management, workload planning, coaching, performance development and development of middle leaders.
- Strong partnership and stakeholder-management skills, including the ability to work effectively across matrix structures, onshore/offshore relationships and cross-functional university environments.
- Strong analytical, reporting and operational problem-solving capability, with experience using data and evidence to guide decisions, manage risk and improve performance.
- Excellent communication, judgement and behavioural capability, including integrity, collaboration, accountability, inclusion, agility and commitment to high standards in line with RMIT Values.

English Proficiency

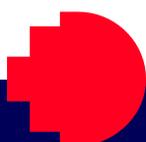
English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 7.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.



Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

Endorsed

Signature:

Name: Tammy Van

Title: HRBP

Date: Mar 2026

Approved

Signature:

Name: Hossein Davari

Title: Director, SEUP

Date: Mar 2026

