



Single Source Document

Compliance with Office for Students (OfS) Condition of Registration E6 Harassment and Sexual Misconduct

Institution Name: Ho Chi Minh City University of Technology and Engineering (HCM - UTE)

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Prepared by: Pham Huy Tuan, Vice Director of Institute of International Education

1. Introduction

This Single Source Document sets out the institutional framework through which Ho Chi Minh City University of Technology and Engineering (HCM-UTE) complies with the Office for Students (OfS) Condition of Registration E6 (Harassment and Sexual Misconduct). It serves as the University's single comprehensive source of information for students and staff participating in transnational education (TNE) programmes delivered with international partners, particularly UK higher education providers. The document summarises HCM-UTE's policies, reporting mechanisms, support services, staff responsibilities, preventive measures, and links to institutional procedures, while ensuring alignment with both Vietnamese legislation and the expectations of OfS Condition E6.

2. Institutional Commitment

HCM-UTE is committed to providing a safe, respectful and inclusive environment; preventing harassment and sexual misconduct; supporting affected students; ensuring fair investigations; protecting lawful freedom of speech; and continuously improving institutional practice.

3. Governance and Responsibilities

Overall accountability rests with the President. Operational implementation is coordinated by the Institute of International Education together with the Student Affairs Office, Counselling Center, Faculties, Human Resources Office and disciplinary committees. Annual compliance reviews are undertaken with partner universities.

4. Prevention Framework

The University maintains codes of conduct, disciplinary regulations, induction programmes, awareness campaigns, student and staff handbooks, and mandatory orientation sessions covering harassment, sexual misconduct, reporting mechanisms and expected standards of behaviour.

5. Staff Training

Relevant staff receive role-specific training on responding to disclosures, safeguarding, confidentiality, trauma-informed practice, investigation procedures, natural justice and OfS E6 compliance. Role-specific training is structured as follows:

Staff Role	Specific Training & Modules Provided	Delivery Method / Provider
1. Support Staff (<i>Institute of International Education & Counseling Center</i>)	- Trauma-informed first-response training.	Specialized workshops organized in collaboration with the HCMUTE Consulting Center.
	- Handling sensitive disclosures of sexual violence and harassment.	
	- Student-centric active listening and immediate risk mitigation.	
2. Investigators	- Understanding victim psychology and evidence-gathering without re-traumatization.	Co-delivered via TNE partners' specialized modules and local legal counsel compliance training.
	- Managing campus sexual harassment case investigations.	
3. Panel Members	- Fair and unbiased adjudication training.	In-house training package co-developed by <i>Institute of International Education</i> and TNE partners Academic Registrar.
	- Understanding OfS E6 compliance frameworks.	
	- Application of proportionate disciplinary sanctions and risk assessments.	

6. Staff–Student Relationships

- HCM-UTE prohibits intimate personal or romantic relationships between staff members who have academic or professional responsibility for students and those students. Any actual or potential conflict of interest must be declared immediately. Appropriate management measures, including removal of supervisory, assessment or administrative responsibilities, will be implemented. Breaches may result in disciplinary action in accordance with University regulations.
- **Scope of Application:** This policy applies to all academic faculty, administrative staff, managers, and support personnel within the IIE Translational Team and the wider university network.
- **Measures to Address Power Imbalance:**
 - In any unforeseen circumstances where a pre-existing relationship exists or develops, the staff member is legally and contractually obligated to declare it immediately to the IIE.

- The university will immediately remove the staff member from all direct or indirect academic assessment, grading, tutoring, and administrative supervision of that specific student to safeguard the student’s well-being and academic integrity.
- Violations of this ban will result in severe disciplinary action, up to and including immediate termination of employment.

7. Reporting and Disclosure

Students may report concerns through academic staff, the Institute of International Education, the HCM-UTE Counselling Center, or other designated University channels. Reports are handled confidentially, fairly and without unnecessary delay. Appropriate academic, psychological and pastoral support is available for affected students, while due process and natural justice are maintained for all parties.

8. Investigation Procedures

Reports are assessed promptly. Appropriate interim measures may be introduced. Investigations are impartial, evidence-based and consistent with natural justice. Decisions and appeal opportunities are communicated to affected parties.

9. Student Support

Support includes counselling, wellbeing services, academic adjustments where appropriate, referral to specialist services and ongoing pastoral support for reporting students, responding students and witnesses.

10. Freedom of Speech

The University protects lawful freedom of expression and academic freedom while making clear that harassment, discrimination and sexual misconduct are unacceptable.

- **Stated Commitment:** HCM-UTE is fundamentally committed to freedom of speech, academic freedom, and open intellectual inquiry. We believe that robust, respectful debate is essential to higher education and aligns perfectly with the core values of the TNE partners.
- **Alignment with Local Context:** In accordance with the relevant local legal framework (the Constitution and Higher Education Laws of the Socialist Republic of Vietnam) and TNE partners’ academic standards, HCM-UTE guarantees that staff and students are free to express opinions, question received wisdom, and put forward new ideas within the boundaries of mutual respect and professional code of ethics.
- **Protection Mechanisms:** The university ensures that no student or staff member will face discrimination or disadvantage due to the lawful expression of their views. However, freedom of speech does not extend to speech that constitutes unlawful harassment, hate speech, or defamation as proscribed by local context and OfS principles.

11. Capacity and Resources

HCM-UTE maintains qualified personnel, counselling services, reporting channels, administrative support and institutional resources necessary to implement this framework.

- **HCM-UTE Counseling Center:** Significantly extended and developed since 2025 to offer dedicated psychological and emotional support for students handling stress, harassment, or personal issues.
- **Immediate Support Channels:** Dedicated Fanpage - HCM-UTE Student Wellness HUB (<https://www.facebook.com/HcmuteStudentWellnessHUB>) and a 24/7 Telephone Hotline (Website link and phone number) are fully available to provide real-time assistance, reporting mechanisms, and guidance for students.
- **Ceasation of NDAs:** Non-disclosure agreements (NDAs) for students are strictly prohibited and have officially ceased, ensuring students are never restricted from reporting misconduct.

12. Non-Disclosure Agreements

HCM-UTE does not require or use non-disclosure agreements (NDAs) that prevent or restrict students from reporting harassment or sexual misconduct. Students remain free to disclose incidents to the University, partner institutions, law enforcement agencies, or other appropriate authorities.

- **Ceasation of NDAs:** Non-disclosure agreements (NDAs) for students are strictly prohibited and have officially ceased, ensuring students are never restricted from reporting misconduct.

13. Partnership Arrangements

Equivalent safeguards apply across all transnational education partnerships. Compliance is incorporated into due diligence, annual monitoring and quality assurance.

14. Communication

This document is communicated through induction, student handbooks, staff handbooks, institutional websites and annual notifications.

15. Monitoring and Continuous Improvement

Compliance with OfS Condition E6 is monitored through annual review, staff training, induction activities, periodic evaluation of policies, and collaboration with partner universities. This document will be reviewed at least annually or whenever significant regulatory or institutional changes occur.

16. Version Control

Version 1.0. Future revisions will record publication date, approval authority and summary of amendments.

17. Declaration

HCM-UTE confirms its commitment to maintaining full compliance with the principles of OfS Condition E6 and to fostering a safe, respectful and inclusive learning environment.