

Chapter II: ADMISSION

Article 6. Admission format and time

1. Admission format: Document review
2. Admission time: Based on the needs and admission targets, the training unit registers to organize one to two admission periods according to the annual admission plan of Vietnam National University, Hanoi.

Article 7. Admission quota

1. Before December 31 of each year, based on social needs and scientific research and training capacity, training units shall develop plans and propose admission targets for each major/specialization for the following academic year, report and request the President of Vietnam National University, Hanoi for approval.
2. President of Vietnam National University, Hanoi approves the admission quota for each unit. Based on the assigned enrollment quota, the training unit allocates quotas to training majors/specializations and reports to Vietnam National University, Hanoi.
3. Enrollment quotas for each year are implemented in that year and do not carry over to the following year.

Article 8. Relevant major/specialization

A relevant major/specialization is a major trained at the undergraduate or master's level (or equivalent level or higher) that equips learners with the necessary professional foundation to continue studying the doctoral training program of the corresponding major/specialization, specifically stipulated in the entrance standards of the doctoral training program; the training unit stipulates cases where supplementary knowledge requirements must be completed before applying.

Article 9. Conditions for admission

Candidates applying to the doctoral training program must meet the following conditions:

1. Clear personal background, not currently serving a criminal sentence, or having received a warning or higher level of discipline.
2. Be healthy enough to study.
3. Graduated with a master's degree or a regular university degree with honors quality or higher in a relevant field/major, or graduated with a level equivalent to level 7 according to the Vietnamese National Qualifications Framework in a number of specific specialized training fields suitable for the doctoral field/major. In case the candidate has to take supplementary courses, they must complete them before applying.

Diplomas issued by foreign educational institutions must undergo recognition procedures according to current regulations.

4. Meet the entry requirements according to the training program standards issued by the Ministry of Education and Training and of the applying doctoral training program.

5. Have research experience demonstrated through the master's thesis of research-oriented training programs and published works according to regulations of training unit (if any). Candidates with an applied – oriented master's degree or have a master's degree in a relevant field/major but must take supplementary courses, candidates applying with a bachelor's degree must be the author or co-author of at least 01 scientific publication. Scientific publication can be an article in a scientific journal of specialized studies or scientific reports published in the proceedings of conferences and meetings, national or international scientific journals with peer review and ISBN publication number, which is recognized by national professor committee.

6. Have a research outline, clearly stating the name of the proposed topic, research field; reasons for choosing the field, research topic; summary of the research situation in that field in Vietnam and abroad; research objectives; some main research contents; research methods and expected results; reasons for choosing the training unit; implementation plan during the training period; experiences, knowledge, understanding as well as the candidate's preparations for the doctoral thesis. The outline can propose a supervisor.

7. Have a letter of recommendation from at least 01 scientist with the title of professor, associate professor or a doctorate in science or doctorate who has participated in professional activities with the applicant and is knowledgeable about the professional field in which the applicant intends to research. The letter of recommendation must include comments and assessments of the applicant on:

- Ethical qualities, scientific research capacity and attitude, professional qualifications of candidates;

- For scientists who meet the criteria of a PhD supervisor and agree to be a thesis supervisor, it is necessary to add comments on the urgency and feasibility of the research topic and content; and clearly state the ability to mobilize PhD students for research topics and projects as well as funding sources for research activities of the graduate student only (if any);

- Other comments and level of support, recommendation of candidates for PhD study.

8. Applicants who are Vietnamese citizens must meet the foreign language proficiency requirements in accordance with the foreign language output standards of the training program as evidenced by one of the following diplomas or certificates:

a) A university degree or higher issued by a foreign training institution, a branch of a foreign training institution in Vietnam or a Vietnamese training institution.

- b) A university degree in foreign languages or foreign language pedagogy issued by a Vietnamese training institution;
 - c) Have a foreign language certificate equivalent to level 4 according to the 6-level foreign language proficiency framework for Vietnam within 2 years from the date of taking the foreign language certificate exam to the date of application for admission, issued by institutions accepted by the Ministry of Education and Training and Vietnam National University, Hanoi;
 - d) Candidates for foreign language or foreign language pedagogy majors must have proficiency in other foreign languages at an equivalent level as prescribed in points a, b, and c above.
9. Applicants who are foreign citizens and register to study a doctoral training program in Vietnamese must have a Vietnamese language certificate of at least level 4 or higher according to the Vietnamese Language Proficiency Framework for Foreigners or have graduated from university (or equivalent level or higher) where the training program is taught in Vietnamese and must meet the second foreign language requirements as prescribed by the training program (if any), except in the case of being a native speaker of the language used in the doctoral training program.
10. Meet the requirements of professional experience and seniority according to the specific requirements of each training sector/major.
11. Commit to fulfill financial obligations during the training process according to the regulations of the training unit.

Article 10. Organization of supplementary knowledge learning

- 1. Students taking supplementary courses must pay tuition fees for these courses according to the tuition fees prescribed for the corresponding undergraduate or master's degree.
- 2. The list of supplementary knowledge courses is clearly stated in the registration documents for opening a training major/specialization and according to the requirements of the training unit.
- 3. The organization of supplementary knowledge and the granting of certificates with transcripts to candidates who have completed the supplementary knowledge program is carried out by training units with corresponding undergraduate or master's training programs.
- 4. The schedule for organization and regulations on the supplementary program are publicly announced on the website of the unit at least 15 days before organizing the knowledge supplement.

Article 11. Admission announcement

- 1. At least 45 working days before each admission period, the training unit must announce the admission announcement and report to Vietnam National University, Hanoi.

2. The admission announcement must be posted at the training unit, sent to relevant agencies and units, and posted on the electronic information page of the training unit and of Vietnam National University, Hanoi, clearly stating:

- a) Admission conditions;
- b) Enrollment quotas for each training major/specialization;
- c) Application form and time for receiving application; application fee;
- d) Admission plan, admission time, time to announce results and enrollment;
- d) List of suitable master's and university-level majors/specializations considered for admission to each doctoral training program and regulations on cases requiring completion of supplementary knowledge courses;
- e) List of research directions, research fields, research topics being implemented or planned to be implemented at the training unit, along with a list of supervisors who meet the requirements to guide graduate students as prescribed in Article 35 of this Regulation;
- g) Tuition fees, scholarships and other financial information (if any);
- h) Other requirements and necessary information for candidates during the admission period;
- i) Information about contact, support, consultation,...

Article 12. Admission Organization

1. The doctoral training admission is organized uniformly for postgraduate training programs that Vietnam National University, Hanoi awarded.

2. Annually, the President of Vietnam National University, Hanoi decides to establish the Postgraduate Admissions Steering Committee (for both master's and doctoral levels) of Vietnam National University, Hanoi (hereinafter referred to as the Admissions Steering Committee). The Training Board is the standing unit of the Admissions Steering Committee, the focal point for directing, inspecting, and supervising Vietnam National University, Hanoi on admissions and resolving arising issues.

3. The Head of the training unit decides to establish the Postgraduate Admissions Committee (common for both master's and doctoral levels) and reports to Vietnam National University, Hanoi (through the Training Board). The member of the Admissions Committee includes:

- a) Chairman: The head or deputy head authorized by the head of the training unit;
- b) Vice President: Deputy of the head of the training unit;
- c) Standing member: Head or deputy head of the department in charge of postgraduate training of the training unit;

d) Members: Head or deputy head of unit (functional offices, faculties, departments) directly related to the admission period;

d) Secretary of the Admissions committee.

Candidates and those whose parents, spouse, children or siblings are candidates shall not participate in the Admissions Steering Committee, the Admissions Committee and the boards assisting the Admissions Committee.

4. Responsibilities and rights of the Admissions Committee: Announce admission; receive, appraise and manage application documents; organize admission examinations and recognize admission (according to assigned tasks); summarize admission work; decide on rewards and disciplines; promptly report on admission results.

5. Chairman of Admissions Committee decides to establish sub-committees to assist the Admissions Committees, including the Secretariat and specialized subcommittees. These subcommittees are under the direct direction of Chairman of the Admissions Committee.

6. Duties and rights of the Chairman, Vice Chairman, Standing Member, Members and Secretary of the Committee; organization, participation standards, duties and powers of subcommittees assisting the Committee shall comply with the provisions in the Postgraduate Admission Regulations of Vietnam National University, Hanoi and the regulations of the training unit.

7. During the enrollment process, the training unit conducts internal inspections and supervision according to current regulations

Article 13. Admission process for postgraduate students

1. Based on the application documents, major/specialization and research direction of the candidates, Head of training unit proposes specialized subcommittees and members of each specialized subcommittee to consider and select doctoral candidates, and requests the Chairman of the Admissions Committee to decide.

2. The professional subcommittee for the selection of doctoral students has at least 03 members, including the head of the subcommittee, secretary and members. The members of the professional subcommittee must have a minimum of a doctoral degree with 36 months of seniority from the date of the decision to recognize the doctoral degree and within 03 years from the date of joining the professional subcommittee must have at least 01 published work related to the candidate's field/specialization, be knowledgeable in the field and the candidate's intended research problem, and be a scientific staff, lecturer in or outside the training unit. It is encouraged to invite qualified scientists.

3. Candidates present their research proposal and implementation plan to the professional subcommittee for the selection of doctoral students. The candidate's proposed research topic must be consistent with the fields and research directions that the professional unit is

implementing, and must have qualified lecturers who agree to receive guidance. Members of the professional subcommittee will interview candidates to evaluate their professional knowledge and capacity, clarity of ideas regarding research objectives, content and methods, feasibility of the research topic and plan, and the qualities required of a doctoral candidate.

4. Members of the professional subcommittee for the admission of doctoral students evaluate and classify candidates through their application documents (academic results at the undergraduate and master's levels; foreign language proficiency; scientific research achievements; professional experience; quality of research proposal through the candidate's understanding of the field of expertise and research direction, research content and methods, expected research results and study plan presented in the doctoral proposal; comments, evaluations and support for candidates in the recommendation letter) and the presentation and answers to candidates' questions.

5. The professional subcommittee is responsible for organizing the review and evaluation of the application documents and research proposal, giving evaluation scores according to the Guidelines of Vietnam National University, Hanoi with a maximum score of 100. Candidates who meet the requirements for admission must have a minimum score of 60/100 for the application and research proposal evaluation, in which the minimum score for the research proposal must be 25/40.

6. In case of necessity, President of Vietnam National University, Hanoi or the head of the training unit shall decide to defend the research proposal in a foreign language to test the candidate's ability to present and express expertise.

7. Based on the requirements and evaluation scale, the professional subcommittee synthesizes the evaluation results of the members, makes a list of candidates ranked in order of evaluation scores from high to low and sends the results to the Secretariat of the Admissions committee.

8. The Admissions Secretariat is responsible for re-examining the application documents and transferring the results of the admissions classification to the Admissions Committee. The Admissions Committee stipulates the admissions principles and determines the passing score based on the admission quota decided by President of Vietnam National University, Hanoi for each training major/specialization and the results of the candidates' classification, submits it to the head of the training unit for consideration and reports to the Postgraduate Admissions Steering Committee for approval.

Article 14. Summoning successful candidates

1. Based on the admission scores approved by Vietnam National University, Hanoi, Head of the training unit shall announce the list of admitted candidates, send enrollment notices and decisions on acceptance to selected candidates.

2. After the candidate is officially enrolled, the head of training unit shall decide to recognize the doctoral candidate and report to Vietnam National University, Hanoi. The President of Vietnam

National University, Hanoi shall decide to recognize the doctoral candidate of the affiliated training units. The decision on recognizing the doctoral candidate must clearly state of study period and training major/specialization.

Article 15. Admission of foreign postgraduate students

The selection of foreigners or Vietnamese people residing abroad as PhD candidates at Vietnam National University, Hanoi is carried out according to separate regulations.