

REGULATIONS

On postgraduate education at master level at Vietnam National University, Ha Noi
(Issued in attachment to Decision No. 4668 /QĐ-DHQQHN dated December 10th, 2014
by President of Vietnam National University, Hanoi

Chapter III

TRAINING PROGRAMS

Article 24. Majors, specializations and training programs

1. Master level majors are determined on the basis of undergraduate majors.

2. Master specializations are determined in accordance with the official national list of master specializations or proposed pilot specializations (not yet included in the list). Single-disciplinary specialization is a branch of a major. Interdisciplinary specialization is related to more than one major/specialization.

3. A master training program is comprised of structured subjects, reflecting training objectives and targeted learning outcomes in terms of knowledge, competencies, skills and ethical attributes. Training programs clearly define mode of training and assessment method of each subject. A specific training program is designed for each specialization. VNU, Hanoi offer the following training programs:

a) Master degree training programs at VNU, Hanoi are categorized into 2 types:

- Research master programs;
- Applied master programs;

b) Master programs by international standards;

c) International joint training programs covered in these Regulations are categorized into 2 parts:

- International joint master programs in which VNU Hanoi is the degree awarder.
- International joint master programs in which VNU Hanoi and the foreign partner institution jointly award the degree.

(International joint master programs in which the foreign partner institution is the degree awarder are not covered under these Regulations)

d) High quality master programs will be covered under a separate regulation by President of VNU Hanoi).

Article 25. Principles of designing a training program

1. Select specializations with high demand as reflected through surveys of employers or sound forecast on near future human resource needs.

2. Select specialization in alignment with the development strategy of VNU Hanoi and its

training institutions based on their strengths and approved list of majors; to make VNU Hanoi a pioneer in Vietnam's higher education system.

3. Prioritize new interdisciplinary training programs, building upon strengths of training institutions and promoting collaboration within VNU Hanoi and partnership with research institutes, enterprises and employers.

4. Regarding specialization which are not yet included in the national official list, the training institutions need to present scientific rationale for selection with approval from their Academic and Training Council, a statement of training experience of international institutions in such majors and reference training curriculum of some international institutions.

5. Develop training programs on the basis of VNU Hanoi's learning outcomes, structures, knowledge and skills.

6. Training programs need to match existing quality assurance conditions and supplementing capacity of VNU Hanoi and training institutions, attracting investments from potential employers, sponsorship, off-budget funding and other socialized resources.

7. Promote international cooperation activities to further enhance quality and arrangements of training programs as well as enhance competency of lecturers in line with international standards of content, methods of delivery, modes of training and qualifications.

Article 26. Requirements in designing training programs

During the design of training programs, training institutions need to meet the following requirements:

1. Based on approved major and specialization planning as well as competency, development strategy and actual needs for each major and specialization, training institutions will design and implement research/applied master training programs accordingly.

2. Clearly determine learning outcomes of each major and specialization, program structure and load of knowledge as well as specific requirements for research/applied thesis in accordance with existing regulations.

3. Ensure a minimum of 30 credits for 1-year full time courses, 45 credits for 1.5-year full time courses and 60 credits for 2-year full time courses.

4. Training programs should focus on achieving identified objectives and targeted outcomes, meeting students' needs in enhancing the knowledge of majors and specializations, interdisciplinary knowledge, professional knowledge and research skills. Revision of undergraduate knowledge, if required, should not exceed 5% of the time allotment for each subject.

Article 27. Requirements for training programs

1. VNU Hanoi's standardized master programs are universal programs in alignment with the University's accreditation requirements.

2. In addition, master programs by international standards are built on programs of prestigious

universities among top 500 of the world (most of which are top 200) according to THES, QS rankings or equivalents and accredited by the Accreditation Board for Engineering and Technology (ABET) for civil engineering and technology, Association to Advance Collegiate Schools of Business (AACSB) for management and the kind) with additional subjects in accordance with regulations of the Ministry of Education and Training, other relevant ministries and VNU Hanoi and in line with the national socio-economic development requirements.

3. International joint Master programs

a) International joint master programs in which VNU Hanoi award the degree are designed by VNU Hanoi, with reference to selected programs by foreign partner institutions to supplement the required contents and satisfy the actual requirements and context of Vietnam.

b) International joint master programs in which VNU Hanoi and the foreign partner institution jointly award the degree are designed on the basis of mutual agreement between VNU Hanoi and the foreign partner institution and meeting accreditation requirements of VNU Hanoi.

Article 28. Structure of training programs

1. A standardized master program is comprised of 3 parts: general knowledge, basic & specialized knowledge and master thesis.

a) General knowledge: include philosophy and foreign language.

- Philosophy is delivered within the time allotment regulated by MOET:

- Foreign language: is a prerequisite subject and is composed of 4 credits. Foreign language is delivered across all affiliated institutions of VNU Hanoi for registering students and assessed against 6-level foreign language proficiency framework applicable to Vietnam or equivalents. Assessment results of foreign language are not included in the calculation of GPA.

b) Basic & specialized knowledge: include electives and compulsory subjects, of which electives account for at least 30% of the total program. Head of training institutions need to design a variety of electives greater than the number to be selected by students.

c) Thesis:

- For research master programs, thesis accounts for a minimum of 10 credits.

- For applied master programs, thesis accounts for a minimum of 7 credits.

d) Depending on whether it is a research or applied master program, head of training institutions will decide on knowledge load to be delivered under basic, specialized and thesis components.

2. Master programs by international standards

General knowledge component will follow MOET's regulation but there are higher investments and requirements for English proficiency to lay the groundwork for delivery of specialized knowledge in English in later phases.

Internationally standardized master programs need to inherit selectively training programs of foreign partner institutions with at least 50% of specialized subjects from training programs of partner

institution. For some special specialization, this rate may be lower but no less than 30%. Medium of instruction in specialized subjects is English, theses need to be written and presented in English. The use of a different language other than English needs to be approved by President of VNU Hanoi.

3. International joint master program

a) International joint master program in which VNU Hanoi is the degree awarder is designed as a standardized research program of VNU Hanoi defined at Clause 1 of this Article.

b) International joint master programs in which VNU Hanoi and the foreign partner institution jointly award the degree are designed on the basis of an agreement between VNU Hanoi and the foreign partner institution and in alignment with the structure of VNU Hanoi's standardized master program.

Article 29. Learning outcomes of training programs

1. Learning outcomes are standards in competency, knowledge, skills and ethical attributes that students must achieve upon graduation depending on their major and specialization.

2. A set of learning outcomes needs to be developed and made available to the public in general and students in particular as the foundation for the design, management, learning-teaching methods, and assessment methods of the training program.

3. Learning outcomes are comprised of the following aspects:

a) Specialized knowledge

b) Skills:

- Professional skills,

- Supporting skills,

c) Ethical attributes:

- Citizenship responsibility;

- Personal and professional conduct & attitude;

- Positive attitude and love for work;

d) Potential position which students can take after graduation;

dd) Chances for further learning after graduation;

e) International curriculum and textbooks, which serve as reference for training institutions.

4. Exit language requirements of VNU Hanoi's master programs are defined as follows:

a) For VNU Hanoi's standardized master programs: Equivalent to level 3 of the 6-level foreign language proficiency framework applicable to Vietnam;

b) For VNU Hanoi's international joint master programs in which VNU Hanoi is the degree awarder: Equivalent to level 4 of the 6-level foreign language proficiency framework applicable to Vietnam;

c) For VNU Hanoi's international standard master programs: Equivalent to level 5 of the 6-level foreign language proficiency framework applicable to Vietnam;

d) For VNU Hanoi's international joint master programs in which VNU Hanoi and the foreign

partner institution jointly award the degree: Exit language requirement is subject to the agreement between two parties but not lower than level 4 of the 6-level foreign language proficiency framework applicable to Vietnam.

5. Head of training institutions shall guide the development of detailed and quantitative learning outcomes for each training program and organization of consultation workshops with managers, scientists, lecturers, employers and alumni, etc. to finalize the learning outcomes before publication.

Article 30. Conditions for opening a training program

1. For standardized master programs:

a) One or more of affiliated training institutions under VNU Hanoi are already offering formal undergraduate courses of the same major/major cluster (for interdisciplinary majors) and at least 2 cohorts have graduated;

b) For majors and specializations included in the national official list: at least 05 permanent faculties of the training institution hold doctorate degree in the right majors, of which at least 03 doctors specialize in the right specialization. For pilot and interdisciplinary programs: at least 06 permanent faculties of VNU Hanoi, of which at least 03 are permanent faculties of the training institutions hold a doctorate degree relevant to the majors and specializations, have at least 3 research works published on prestigious domestic or international peer reviewed journals within the most recent 5 years. Permanent faculties shall cover above 70% of the training program.

c) Infrastructure facilities and equipment are sufficient to meet training requirements at master level, specifically:

- Adequate number of classrooms, laboratories, practice facilities, trial production facilities with needed equipment to serve training purposes.

- Libraries of VNU Hanoi and affiliated training institutions need to contain adequate information and materials (books, textbooks and magazines) published within the most recent 5 years to serve learning, teaching and research purposes.

- Training institutions need to maintain a frequently updated website, disclosing commitments and actual training quality, quality assurance requirements and revenue-expenditure situation.

d) Training institutions need to have proper research competency and experience in the proposed opening majors/specialized majors.

dd) Training institutions need to maintain a specialized management unit for master training programs.

e) Curricular and subject outlines have already been in place.

g) Training institutions do not have a record of violations in admission, organization and management of existing undergraduate or master courses as well as other regulations within the most recent 3 years.

h) President of VNU Hanoi shall appoint the lead institution in master training programs in interdisciplinary majors that involve multiple institutions.

2. For international standard master programs:

a) Apart from conditions stipulated in Clause 1 of this Article,

b) Training institutions need to meet the following requirements:

- Have highly competent and radical managers with a good command of information technology and foreign language (especially English) for professional use and communication with the foreign partners, who can create a facilitating environment for learning, teaching and research activities.

- Have competent teaching staff with sound knowledge base and modern teaching and assessment methods, capable of utilizing advanced teaching aids, having good command of foreign language (especially English) for teaching and international cooperation purposes.

c) Have partnered with foreign universities or research institutions (referred collectively as partner institutions) for joint training cooperation or reference programs. Partner institutions need to meet the following criteria:

- Is ranked among the world top universities (prioritizing top 200), particularly in majors and specializations to be jointly trained.

- Have experts who can advise on designing training programs and directly participate in teaching and research activities in Vietnam's institution.

- Have existing or potential partnership with the training institution.

d) Have plans for training and development of teaching workforce and managers, and attracting distinguished scientists from home and abroad to work at the institutions.

3. For international joint master programs:

a) International joint master programs in which VNU Hanoi is the degree awarder: Conditions for opening a new training program are similar to those of standardized programs stipulated at Clause 1 of this Article.

b) International joint master programs in which VNU Hanoi and the foreign partner institution jointly award the degree: Conditions for opening a new training program are similar to those of international joint programs stipulated at Paragraph a, Clause 1 of this Article.

Article 31. Authority in designing, approving training program and assigning training tasks

1. Based on Article 30, training institutions shall develop plans for launching new majors and specializations for master training programs to be submitted to President of VNU Hanoi for approval and assignment of training tasks. As for majors not yet included in the approved list, training institutions shall obtain President's approval in principle before developing plans.

2. Head of training institutions shall decide on applying a master training program currently run by an advanced university with appropriate adaptation to the Vietnamese context, adding philosophy subject, and obtaining approval from the academic and training council, in compliance with applicable laws on intellectual property rights.

3. As for applied master programs, the design phase need to involve the participation of individuals or organizations from the practical occupations, which are going to employ the graduates.

4. After each course, head of training institution shall revise, update and improve the programs for quality enhancement and better alignment with advanced countries' programs. Revision of training programs (if any) will be done in accordance with regulations on procedures for designing, appraising and launching training programs.

Article 32. Suspension of admission and revoking of the training assignment from a training institution

1. Suspension of admission of a training program

A master program will be suspended in either of the following cases:

- a) The training institution fails to meet one of the conditions for opening new majors and specializations for master training stipulated at Article 30 of these Regulations;
- b) The training institution fails to receive enough enrollment for 3 consecutive years;
- c) The training institution conducts admission and training activities outside the approved locations;
- d) The training institution violates regulations.

President of VNU Hanoi shall make the suspension decision, clearly stating the reasons and duration of suspension as well as specific measures to ensure students' and lecturers' interests. After fixing the problems, which lead to the suspension, the training institution may request President to consider resuming the program.

2. Revoking the training assignments

Training assignment will be revoked if a fraud based on which the assignment was granted or other serious violations in management and training are identified, or if the training institution fails to fix the problem within the suspension duration or fails VNU Hanoi's periodical accreditation reviews, or other violations of the laws are found.

President of VNU Hanoi shall make decision on revoking training assignment, clearly stating the reasons and specific measures to ensure students' and lecturers' interests.