

Chapter II: Admissions

Article 9. Methods, Frequency, and Locations of Admissions

1. Admissions methods include entrance exams, application reviews, or a combination of both. Training units may conduct online admissions if quality assurance conditions are met to ensure reliable and fair evaluation results, comparable to direct admissions.
2. Master's degree admissions are held up to two times per year, following the academic schedule of Vietnam National University, Hanoi.
3. Admissions exams are conducted at the training units. Organizing exams or application reviews outside the training unit requires approval from the Director of Vietnam National University, Hanoi.
4. Regulations by training units regarding admissions methods, frequency, schedule, and locations must be published on both the training unit's website and the Vietnam National University, Hanoi website.

Article 10. Admissions Targets

1. By December 31 each year, training units must assess their training capacity and societal needs to develop plans and propose admissions targets for each academic program for the following year. These plans must be reported to and approved by the President of Vietnam National University, Hanoi.
2. Vietnam National University, Hanoi, assigns admissions targets to training units. Based on the assigned targets, training units allocate quotas for each program and submit a report to the university.
3. Admissions targets are only valid for the specified year and cannot be carried over to subsequent years.

Article 11. Admissions Subjects

1. Admissions typically include two subjects, determined by the training units and approved by Vietnam National University, Hanoi. These subjects include one core subject aligned with the master's program and another assessing knowledge of undergraduate level.

Training units may replace a subject if it better fits the program's requirements, but this requires to apply for all candidates.

2. The admissions subjects, evaluation methods, and criteria must be aligned with the plan of opening program. Any adjustments must be reviewed and approved by Vietnam National University, Hanoi.
3. For training programs that only organize admission assessments, or entrance exams combined with assessments, units develop admission methods and publicize them in the unit's annual enrollment plan, report to Vietnam National University, Hanoi for review and approval before promulgation.

Article 12. Relevant Major

A relevant major is a major trained at the university level (or equivalent level or higher) that equips learners with the necessary professional foundation to continue studying a master's program in the corresponding major, specifically stipulated in the entrance standards of the master's program, the training unit stipulates cases which must complete the supplementary courses before applying. For administration and management majors, application-oriented master's programs, a relevant major at the university level includes majors directly related to the expertise and profession of the management field.

Article 13. Requirements for candidates

1. Graduated from university (or equivalent level or higher) in a relevant field; for research-oriented master's programs, a graduation grade of good or higher is required, or have scientific publications related to the field of study and research.
2. Foreign language proficiency may meet the requirements of the training program from Level 3 or higher according to the 6-level Foreign Language Proficiency Framework for Vietnam. Foreign language proficiency is demonstrated through one of the following diplomas or certificates:
 - a) Bachelor's degree or higher in foreign languages; or a bachelor's degree or higher in which the program is mainly conducted in foreign languages;
 - b) Bachelor's degree or higher issued by Vietnam National University, Hanoi within a period of no more than 02 years, the program's learning outcomes have been met Level 3 or higher according to the 6-level Foreign Language Proficiency Framework for Vietnam;
 - c) Certificate of foreign language proficiency equivalents to Level 3 or higher according to the Framework of 6-level foreign language proficiency for Vietnam, or equivalent within 2 years from the date of foreign language certificate to the date of registration for master's exam. The certificate must be issued by institutions recognized by the Ministry of Education and Training and Vietnam National University, Hanoi. Head of training unit or Principal of Foreign Language University assess and be responsible for the authenticity of foreign language certificates issued by the Foreign organizations issued before recognition of equivalence.
3. Candidates who are foreign citizens and register to study master's programs in Vietnamese must have Vietnamese proficiency at Level 4 or higher according to the Vietnamese Proficiency Framework for Foreigners or have graduated from university (or equivalent level or higher) where the training program is taught in Vietnamese; meet the second foreign language requirements as prescribed by the training program (if any).
4. For training programs taught and learned in a foreign language, candidates must meet foreign language requirements, specifically when having one of the following degrees or certificates:

a) A university degree or higher in the language used in teaching; or a university degree or higher in which the program is conducted mainly in the language used in teaching;

b) One of the diplomas or certificates of the language used in teaching must be equivalent to Level 4 according to the 6-level Foreign Language Proficiency Framework for Vietnam or other equivalent certificates announced by Vietnam National University, Hanoi valid as of the date of application.

5. Meet other requirements of the training program standards issued by the Ministry of Education and Training and according to the regulations of the training program.

Article 14. Organization of supplementary knowledge learning

1. Those who have a university degree in a field relevant to the master's program but must take the supplementary courses in the university program must complete these courses before taking the entrance exam. Students must pay tuition fees for supplementary courses according to the tuition fees prescribed for university level.

2. The list of supplementary courses is clearly stated in the registration documents for opening a training program.

3. The organization of supplementary knowledge learning and issuance of certificates for candidates who have completed the supplementary knowledge program provided by the training units.

4. The schedule and regulations for organizing supplementary knowledge courses are publicly announced on the website of the unit at least 15 days before organizing the supplementary knowledge course.

Article 15. Candidate and admission conditions

Candidates for master's programs are citizens of Vietnam who meet the following conditions:

1. Diplomas

a) Graduated from university in a relevant major with the registered program according to the provisions of Article 12 of this Regulation; for research-oriented master's training programs, a good or higher graduation grade is required or there is a scientific publication related to the field of study and research;

b) University degrees granted by foreign educational institutions must undergo diploma recognition procedures according to current regulations;

c) Based on the conditions of the training unit and the requirements of the training major, the head of the training unit shall specify the diploma requirements for candidates taking the exam.

2. Work experience: Depending on the requirements of each training major, based on the proposal of the training science council, the head of the training unit shall specify the conditions on professional working time to accumulate practical experience before registering for the exam. In case the candidate must take supplementary courses to register for the exam in the field of administration and management, candidate must have at least 01 year of working experience in the field of registration from the date of graduation to the date of the exam.

3. Clear personal history, not currently serving disciplinary action at the warning level or higher and not currently serving a criminal sentence, confirmed by the human resources management agency where candidate is working or the local authority where candidate resides.

4. Have a good health to study. For children of resistance fighters infected with toxic chemicals as prescribed in Point e, Clause 1, Article 16 of this Regulation, the head of the training unit shall consider and decide to allow them to take the entrance exam based on their health condition and the requirements of the study field.

5. Submit complete application on time as required by the training institution.

Article 16. Priority candidates and policies

1. Priority candidates

a) Persons who have worked continuously for 2 years or more (as of the application deadline) in localities defined as Region 1 in the current regulations on university and college admissions. In this case, the candidate must have a decision to accept work or to be transferred or seconded to work by a competent agency or organization;

b) War invalids and people enjoying policies like war invalids;

c) Children of martyrs;

d) Military Hero and Labor hero;

d) Ethnic minorities with permanent residence registration for 2 years or more (as of the deadline for submitting application documents) in the locality specified in Point a of this Clause;

e) Children of resistance fighters infected with toxic chemicals, recognized by the Provincial People's Committee as having deformities, disabilities, or reduced ability to self-reliant in daily life and study due to the consequences of toxic chemicals.

2. Priority level

Candidates who are in the priority category specified in Clause 1 of this Article (including those who are in multiple priority categories) will be awarded 01 point (on a 10-point scale) for a non-core subject or 15 points (on a 150-point scale) for the competency assessment test specified in Clause 1, Article 11 of these Regulations.

Article 17. Admission announcement

1. No later than 45 days from the closing date for applications, the training unit shall issue an admission announcement. The admission announcement must be posted on the bulletin board and on the training unit's website.
2. The content of the admission announcement includes: conditions for admission; list of relevant majors for each training program and regulations on cases that must complete supplementary courses; admission quotas for each training major; entrance exam subjects, exam content and exam format or requirements and competency assessment scale specified in Clause 1, Article 11 of this Regulation (if any); exam subjects with priority points; application documents; Admission plan and method, course opening time and training time; Training costs, tuition fees, admission service fees and other service fees for the entire course and each academic year; other necessary information for candidates in the entrance exam.

Article 18. Admission registration

1. Application documents, registration procedures; making the list of candidates, making exam cards, sending exam notices to candidates shall comply with the regulations of the head of the training unit.
2. The list of candidates eligible to take the exam must be publicly announced on the training unit's website at least 02 weeks before the first exam.

Article 19. Admissions Council and support committees

1. Entrance exams for master's programs are organized uniformly for training programs with degrees granted or jointly granted by Vietnam National University, Hanoi.

Every year, the President of Vietnam National University, Hanoi decides to establish the Master's Admissions Steering Committee (abbreviated as the Admissions Steering Committee). The Training Department is the standing unit of the Admissions Steering Committee, the focal point for implementing the direction, supervision, and inspection of Vietnam National University, Hanoi on admissions and resolving arising issues.

2. Admissions Committee

The admission committee is established by the head of the training unit and reports to Hanoi National University. The committee members include:

- a) Chairman: Head of the training unit or deputy head of the training unit authorized by the head;
- b) Vice Chairman: Deputy head of the training unit;
- c) Standing member: Head or Deputy head of postgraduate training management unit;

d) Members: Some heads or deputy heads of units (Offices, faculties, departments) directly related to the admission exam.

d) Secretary of the Admissions committee.

3. Duties of the Admissions Committee

The Admissions Committee is responsible for managing the work related to admissions under the responsibility of their units, including:

a) Organize admission announcement;

b) Receive, evaluate and manage candidate registration documents according to the correct standards and conditions for the exam. Receive notarized copies of certificates and send to the University of Foreign Languages and International Studies for assessment before the exam (if necessary);

c) Provide syllabus of the entrance exam subjects to candidates;

d) Organize candidates to take the exam according to assigned responsibilities;

d) The selection, decision to recognize or request for Hanoi National University to decide to recognize students is carried out according to the task hierarchy of Vietnam National University, Hanoi.

e) Perform other tasks related to enrollment assigned by Admissions Steering Committee of Vietnam National University, Hanoi.

4. The sub-committees assisting the admission committee are established by the chairman of the admission committee, including: Admission Secretariat, Examination Committee, Examination Invigilation Committee, Examination Marking Committee, Examination Review Committee, and Facilities Committee. The organization, duties and rights of the sub-committees are implemented according to the current High School Graduation Exam Regulations.

5. Duties and rights of the chairman, vice chairman, standing member and members; organization, participation standards, duties and rights of the sub-committees shall comply with regulations of the head of the training unit.

6. People who themselves take part in one of the two exam periods of the year or whose parents, spouses, children, or siblings take part in the exam are not allowed to participate in the admissions committees and sub-committees.

Article 20. Entrance exam questions

1. The content of the entrance exam questions for master's programs must ensure the following requirements:

a) Suitable for university training programs, assessing and classifying candidates' qualifications;

b) Ensure scientific, accurate, clear, rigorous, closely following and covering the exam content announced in the training unit's enrollment announcement, within the scope of the university training program;

c) Conform to the prescribed time for each exam.

2. The head of the training unit proposes the exam format and submits it to Vietnam National University, Hanoi for decision on issuance.