

REGULATIONS

on the compilation, selection, appraisal, approval, and usage of teaching materials and textbooks for undergraduate level at National Economics University

*(Issued accompanied with Decision No 714 / QD-DHKTQD June 03, 2025
of the President of National Economics University)*

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulations and subjects of application

1. This document regulates the compilation, selection, appraisal, approval, and usage of teaching materials and textbooks for undergraduate level at National Economics University (hereinafter referred to as the University).
2. This document is applied to all units and affiliated units under the University, as well as units and individuals involved in the task force for curriculum and teaching materials development for all levels and modes of training at the University.
3. This document is not applicable to textbooks mutually used for political theory and national defense-security subjects, which are compiled by the Ministry of Education and Training to serve as teaching and learning materials in higher education institutions.

Article 2. Interpretation of terms

Following is the interpretation of terms in this document:

1. **Teaching materials** include: textbooks, lecture notes, and references.
2. **Textbook** is the primary material for teaching, learning, and researching activities of a course/module, which is compiled, selected, appraised, approved, and used by the University in accordance with Regulations in this document and other relevant legal provisions.
3. **Lecture notes** are materials compiled for a course/module by the assigned lecturer, which are developed based on the detailed syllabus of that course/module, official teaching curriculum, specified learning outcomes and training program.
4. **References** are published reference books, monographs, translated books, guidebooks, exercise books, and other materials, as well as articles, scientific works, and other documents published both domestically and internationally, including electronic materials, used by lecturers and learners during the teaching, learning, and research process. These materials help lecturers and learners explore and supplement content knowledge or discover more about specific parts or the entire module within the training program.

- a) **Monograph** is a scientific work that presents the results of in-depth and relatively comprehensive research on a specialized scientific topic.
- b) **Reference book** is a specialized scientific work with content suitable for the training program, used by the University as a reference material for lecturers and learners.
- c) **Guidebook** is the book used by the University to guide teaching and learning activities, which is developed based on the curriculum, providing guidance for subject delivery, internship process and specialized dictionaries.

5. Each course must have at least one textbook, and the content of the approved textbook must cover at least 70% of the knowledge content of the course with the same title in the training program.

Article 3. General requirements

- 1. The compilation, selection, appraisal, approval, and usage of teaching materials and textbooks must comply with the provisions of the Law on Intellectual Property, the Law on Publication, and other relevant legal provisions.
- 2. Teaching materials published for lecturers and learners to use for teaching, learning, and researching activities in a course/module of a training program at the University must not use a name that leads to misunderstanding about the purpose of the material

Article 4. Requirements for textbooks

- 1. The textbook is the main material used at the University for lecturers and learners in teaching, learning, and researching activities of a course/module in the training program. The textbook must be published in book form, and its name must not lead to the misunderstanding that it is a common curriculum for all training institutions.
- 2. The textbook must specify the requirements for knowledge, skills, and attitudes stipulated in each course/module of the training program, major, and training level; which meets the requirements for innovation in teaching methods and the evaluation of learning outcomes, ensuring training quality.
- 3. The content of the textbook must be consistent with the objectives and content of the training program, ensuring standard knowledge, skills, and meeting the learning outcomes of the course/module.
- 4. The knowledge in the textbook must be presented in a scientific and logical manner to guarantee the balance between theory and practice. It must also be consistent with reality and updated with new knowledge from science, technology, and socio-economic progress that has been verified and recognized.
- 5. Contents cited from reference materials for compiling the textbook must be provided with clear origins and citations. The cited content included in the curriculum must be appropriate and matchy with the objectives of the textbook, ensuring its compliance with relevant legal provisions.
- 6. The language used for compiling the textbook is Vietnamese or a foreign language, which must be consistent with the teaching language of the subject/module.
- 7. Specific requirements, format, and length of the textbook are specified by the University in the compilation contract and must comply with other relevant regulations.
- 8. The textbook should be evaluated, revised, updated, supplemented, re-compiled/newly compiled, or re-selected every 5 years from the most recent publication or selection. In particular, after 5 years from the most recent publication, a textbook is considered for re-compilation if the chief author or co-chief authors are the same, but considered for new

compilation if the chief author or co-chief authors are different. If an author having been the co-chief author in previous publication but being chief author or co-chief author in current publication, there must be new compilation.

Article 5. Requirements for lecture notes

1. Lecture notes must present content appropriate and consistent with the content specified in the syllabus of the module and the official teaching curriculum. The lecture notes must satisfy the learning outcomes of the module and the requirements of the training program.
2. Lecture notes must present specific content, clarified with a list of references, illustrative examples, review questions, discussion topics and practical exercises. These lecture notes must be regularly updated and supplemented with new knowledge to ensure they are increasingly scientific, modern, and highly practical, meeting training requirements. Lecturers compile their lecture notes in the language used for teaching the module and take responsibility for the professional content of the lecture notes.
3. Lecture notes must be approved by the Faculty/School and updated with new content or re-compiled at least once every 2 years

Article 6. Requirements for reference materials

1. Reference materials must provide either complete author names, publishers, and publication years, or clear and specific source citations. The content of these materials must be relevant to the major and training program. New materials should be regularly added to help lecturers and learners explore, supplement or acquire new knowledge about specific lessons or related modules in the training program.
2. The language of the reference materials should be suitable for both lecturers and learners to effectively use for researching, teaching and learning activities.
3. Reference materials for each module of the training program, major, and training level should be clearly demonstrated and regularly updated in the course syllabus, which ensures their synchronization, consistency, and compliance with relevant legal provisions

Article 7. Funding for compiling, selecting, appraising, approving, and using teaching materials and textbooks

1. The University is responsible for allocating funds for the process of compiling, selecting, appraising, approving, and using teaching materials and textbooks. These funds are derived from the University's legal revenues, as well as other sources of sponsorship and aid.
2. The description and amount of expenditure for the process of the compilation, selection, appraisal, approval, and use of teaching materials and textbook must comply with the University's Financial Regulations, Internal Expenditure Regulations, and other current legal provisions relate to the University regulations.
3. The procedure to pay for the process of compiling, selecting, appraising, approving, and using teaching materials and textbooks should follow the University's regulations (see Appendix 2 attached with this document).

Chapter II

THE COMPILATION OF TEXTBOOKS AND TEACHING MATERIALS

Article 8. Determination of textbook for compilation and selection

1. Annually, based on the University's plan, the Head of the Faculty/School reviews the existing textbooks and identifies textbooks to be compiled or selected; consults the Faculty/School Council to determine and propose the chief author(s) and a list of textbooks for compilation and selection for courses/modules in the University's training programs managed by the unit; submits the proposed textbooks to the Department of Training Affairs (forms 1a, 1b). The proposed textbooks must be accompanied by a draft detailed curriculum outline (Appendix 1).
2. The Department of Academic Affairs checks the proposed textbooks; analyzes relevant conditions and regulations; then synthesizes and reports to the President for consideration, decision, and approval of the list of textbooks to be compiled and selected for the planned year.

Article 9. Textbook compilation

1. After the President issues a decision assigning the task, the chief author shall finalize the detailed textbook outline for the President's approval. The detailed textbook outline must be consistent with the course/module syllabus and must be approved by the Faculty/School Council before being submitted to the President for approval.
2. The textbook compilation contract is signed by the President (or an authorized Vice President) and the chief author representing for the compilation team or the individual scientist assigned to compile the textbook.
3. The compiled textbook must satisfy the requirements specified in Article 3 and Article 4 of this document.

Article 10. Textbook compilation team

1. The chief author or co-chief authors of textbook for any course in the training program must have the title of professor, associate professor, or a doctoral degree in the major, specialization/program of textbook. For re-compiled textbook, the chief author must have at least 5 years of teaching experience in that course/module and must directly participate in compiling at least 01 chapter of the textbook. In special cases, the President shall make the decision.
2. Members participating in the textbook compilation team must have expertise relevant to the textbook's content, having directly taught the courses/modules of the training program for at least 3 years, or being reputable scientists participating as visiting lecturers at the University. The chief author and co-chief authors must participate in compiling at least 01 chapter of the textbook.
3. The President shall decide the number of members participating in the textbook compilation team or the individual scientist to compile the textbook.

Article 11. Compilation of lecture notes and reference materials

1. Lecturers assigned to teach a course must compile their own lecture notes that meet the requirements specified in Article 3 and Article 5 of this document.
2. The lecture notes must be regularly updated and revised at least every 2 years.
3. In terms of reference materials compiled by the University to be internally used such as reference books, monographs, translated books, guidebooks, and exercise books; refer to the process at Appendix 3b. These reference materials must meet the requirements specified in Article 3 and Article 6 of this document.

Chapter III

APPRAISAL OF TEXTBOOK AND TEACHING MATERIALS

Article 12. Appraisal and publication of textbook

1. Academic seminar and appraisal of textbook at the faculty/School level:

- a. The Head of the Faculty/School organizes an academic seminar and gathers comments from the Faculty/School Council on the draft textbook (form 2);
- b. The chief author revises the first draft of the textbook after receiving comments and submits the revised version to the Head of the Faculty/School to get further comments (written form) from 02 reviewers with high and relevant professional qualifications;
- c. The chief author finalizes the second draft of the textbook and submits it to the President (via the Department of AcademicAffairs), accompanied with the minutes of the meeting (form 3) of the Faculty/School Council.

2. Appraisal of textbook at the Institutional level:

- a. The President issues a decision on establishing a Textbook Appraisal Council to appraise the textbook manuscript that has been compiled according to Article 9 of this document;
- b. Members of the Appraisal Council are scientists from within and outside the University, having high professional qualifications relevant to the textbook's content and being recognized with great reputation as well as teaching experience. They must have at least a master's degree to be eligible for appraising textbook at undergraduate level, and at least a doctoral degree or the title of associate professor or higher to be eligible for appraising a textbook at master's and doctoral levels. Members participating in the compilation team are not allowed to participate in the appraisal council for the textbook they compiled;
- c. The Appraisal Council for the textbook manuscript is comprised of at least 5 members from within and outside the University. Among them, 01 Council Chairperson must have the title of professor, associate professor, or a doctoral degree in the major and specialization of that textbook;
- d. The Appraisal Council make judgement and give conclusion (forms 4a, 4b) about matching level of the textbook with requirements specified at Article 3 and Article 4 of this document as well as other relevant requirements particularly applied for appraised textbook and proposed to the President for publication. The Appraisal Council is responsible to the President and legal state agencies for the professional suitability of the appraised textbook and is responsible for providing explanations when required;
- e. The chief author or the individual scientist compiling the textbook shall finalize the manuscript based on the conclusion of the Appraisal Council.
- f. Based on the appraisal results and the proposal of the Appraisal Council, the President shall implement the publication of the completed textbook to serve the teaching, learning, and research activities of the course/module in the University's training program.

Article 13. Appraisal and selection of published books as textbook

1. Regarding courses/modules in the training program without a textbook compiled by the University, based on the proposal of the Faculty/School, the President shall establish an Appraisal Council and arrange the appraisal of books published by domestic or foreign collectives or individuals. To be selected as a textbook to serve the teaching, learning, and researching activities of the course/module in the University's training program, these books must have content consistent with the syllabus, objectives, and learning outcomes of the course/module, and be suitable for the training program. The appraisal of a published book for selection as a textbook shall be applied in the same way as the appraisal of a compiled textbook manuscript. Specifically, according to the provisions in Clause 1, Article 12, the Faculty/School Council shall organize a consultation and approve the book proposed for selection as a textbook (form 5) and implement points a), b), c), d), and e) of Clause 2, Article 12 of this document.
2. The selected textbook must satisfy the requirements specified in Article 3 and Article 4 of this document and comply with the Law on Intellectual Property, the Law on Publication, and other current legal provisions.
3. Based on the appraisal results and the proposal of the Appraisal Council (forms 6a, 6b), the President shall make a decision to select the published book used as a textbook to serve the teaching, learning, and researching activities of the module in the University's training program.

Article 14. Appraisal of lecture notes and reference materials

1. An individual lecturer's notes must be evaluated in the academic seminar and approved by the Faculty/School Council (forms 7a, 7b).
2. In regard of reference materials such as reference books, monographs, translated books, guidebooks, and exercise books, the Faculty/School shall organize a academic seminar to get approval by the Faculty/School Council (forms 8a, 8b).
3. In regard of other reference materials, based on the proposal of the lecturer or the specialized group, the Head of the Faculty/School shall approve their inclusion in the list of reference materials in the course syllabus for the unit in charge.

Chapter IV

APPROVAL AND USE OF TEXTBOOK AND TEACHING MATERIALS

Article 15. Textbook approval

1. The President shall consider and decide to approve a textbook compiled, appraised, and published according to the provisions in Article 12 of this document, or a book selected

and appraised according to the provisions in Article 13 of this document. At that time, the textbook is used for lecturers and learners in teaching, learning, and researching activities for the corresponding subject/module in the University's training program.

2. A textbook with an approval decision shall be processed for printing, publication, distribution, and usage in accordance with the University's regulations and current legal provisions.

Article 16. Approval of lecture notes and reference materials

1. The Head of the Faculty/School shall approve an individual lecturer's notes after they are evaluated at the academic seminar and approved by the Faculty/School Council.
2. The Head of the Faculty/School shall approve reference materials such as reference books, monographs, translated books, guidebooks, and exercise books after they are evaluated at the academic seminar and approved by the Faculty/School Council.
3. The Head of the Faculty/School shall approve other reference materials, based on the proposal of the lecturer or the specialized group so that these materials are included in the list of reference materials in the course syllabus for the unit in charge.

Article 17. Usage of textbook and materials for teaching activities

1. In regards of published textbooks, the University is allowed to provide, distribute, give, donate, rent, exchange and lend them as common materials, and provide them as open educational resources to bring the publications to users, provided that the University is compliant with relevant legal provisions.
2. An approved textbook by the University shall be used as the primary material for lecturers and learners in teaching, learning, and researching activities of the module. A single textbook can be used for multiple modules with appropriate or similar content, ensuring no overlapped content within subjects/modules.
3. For undergraduate level, the University must ensure that each subject/module has at least two textbooks (including 01 textbook in Vietnamese and 01 in English) as the primary materials for lecturers and learners in teaching, learning, and researching activities of the module. The content of the textbook must cover at least 70% of the content knowledge of the taught module.
4. In terms of post-graduate level, the University must ensure that there is a textbook as the primary material for lecturers and learners in teaching, learning, and researching activities of each module of the training program. In the case that a module does not have a textbook, the University must guarantee that there are materials to use as a substitute for a textbook, and the content of the textbook or substitute materials for each module must cover at least 70% of the content knowledge of the taught module.
5. In terms of doctoral level, the University must ensure that there is a textbook or materials for teaching, learning, and researching activities (as a substitute for a textbook) for lecturers and learners for each content and topic of the training program. There must be inclusion of monographs and published scientific works related to the content and topics of teaching, learning, and researching activities for lecturers and learners, meeting the requirements of the training program. The materials must be consistent with the goals and content of the training program, ensuring standard knowledge, skills, and meeting the learning outcomes of the training program.

6. The textbook used at the University must be compiled, selected, appraised, and approved in accordance with regulations in this document and other relevant legal provisions. Materials for teaching, learning, and researching activities (as a substitute for textbook) for lecturers and learners used at the University must be approved in accordance with this document and must comply with relevant legal provisions.
7. Based on teaching objectives, teaching content, and learning outcomes of the training program and major, the University shall publicize the textbook and materials for teaching, learning, and researching activities for each content, topic, and module in the training program, and rank these materials in the order of priority for use.

Article 18. Usage of lecture notes and reference materials

1. A lecturer's notes must be provided to learners before, during, or after class to serve the learners' study and research purposes.
2. Reference materials must be publicized with the name of the material, publication year, publisher, or the URL of the data source on the internet. New materials should be regularly added so that lecturers and learners are aware of them and can use them during the teaching and learning process. There must be guarantee that lecturers and learners can access to and use these notes and materials easily and conveniently.

Article 19. Digitization of textbook and teaching materials

1. Textbook and teaching materials approved by the President must be digitized and updated on the University's electronic curriculum management system to serve teaching, learning, and researching activities.
2. The digitization of textbook and teaching materials must comply with the University's current regulations and laws

Chapter V IMPLEMENTATION

Article 20. Implementation

1. The Department of Academic Affairs is the focal unit for managing and coordinating with all units and affiliated units under the University to implement the process for textbook and teaching material usage.
2. The President shall periodically issue a list of subjects and their official textbooks for usage at the University, and this list shall be supplemented, updated, and finalized annually.
3. Annually, the Colleges/Faculties/Schools and specialized units under the University are responsible for reviewing and updating the list of subjects accompanied with their official textbook and teaching materials. They will report and propose textbook and learning materials to the President.
4. The process for textbook compilation, approval and usage is specified by the President (Appendix 3a).
5. The University shall periodically organize inspections of the procedure of textbook and teaching material usage. If there are complaints about copyright or professional content, the University will consider and handle them in accordance with current regulations.

6. Units and individuals with achievements in the procedure of textbook and teaching material usage shall be considered for commendation in accordance with state and University regulations.
7. The entire procedure of textbook and teaching material compilation, approval and usage is performed and applied with information technology to facilitate management and monitoring process.

Article 21. Public disclosure and archiving

1. The University shall publicize the regulations on the compilation, selection, appraisal, approval, and usage of textbook, lecture notes, and reference materials on the University's website at least 30 days before these regulations are applied. The list of textbook and reference materials shall also be made public on the University's website.
2. All units and affiliated units under the University (Colleges, Faculties, Schools, Departments) are responsible for archiving and securely preserving documents related to the compilation, selection, appraisal, approval, and use of textbook, lecture notes, and reference materials for all levels of higher education in accordance with University regulations and legal provisions.

Article 22. Enforcement provisions

1. This document is valid since the signed date and replaces the Decision 411/QĐ-ĐHKTQĐ dated April 26, 2024 regarding the process of compilation, selection, appraisal, approval and usage of textbook and teaching materials at National Economics University as well as other related contents in different regulations contrasted to this document.
2. The Head of Academic Affairs, heads of units and affiliated units under the University, as well as other related units and individuals are responsible for implementing this document.
3. During the implementation process, if any issues arise that require adjustment or supplementation, the President will consider any changes and make decisions.

PRESIDENT

Pro, Dr. Phạm Hồng Chương

Appendix 1

DETAILED TEXTBOOK OUTLINE

*(issued accompanied with the Decision No.714 /QĐ-ĐHKTQĐ dated June 3,2025
By President, National Economics University)*

**MINISTRY OF EDUCATION AND
TRAINING**

**NATIONAL ECONOMICS
UNIVERSITY**

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

DETAILED TEXTBOOK OUTLINE

1. GENERAL INFORMATION

- **Textbook Title** as approved in the Course/Module List... according to the Decision No. .../QĐ-DHKTQĐ dated .../.../... by the President

Textbook Title	Vietnamese	English	Compilation Language
Textbook Title			
Course			

(Note: If the teaching language of the module is Vietnamese or English, the textbook must be compiled in the corresponding Vietnamese or English)

- **Corresponding Module** in the Course/Module List ... of the University mentioned above

No.	Module Title (Vietnamese)	Module Title (English)	Module Code	No. of Credits	Teaching Language
1					
...					

- **Training level** (specify undergraduate/master's/doctoral or general knowledge...):
- **College/Faculty/School managing the subject/module:**
- **Chief author(s)/Co-chief authors** (specify full title, academic degree, unit, full name, place of work)

- **Compilation team members** (specify full title, academic degree, name, place of work):

- 1.
- 2.
- ...

2. DETAILED TEXTBOOK

Table of contents

Abbreviations (if applicable)

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Appendix

References

Hanoi, date ...

**CHIEF
AUTHOR**

**HEAD OF
FACULTY/SCHOOL**

PRESIDENT

**PRESIDENT'S
APPROVAL**

(NB: The approval is given by the President or the authorized Vice-President)

Appendix 2

PROCESS FOR PAYING TEXTBOOK COMPILATION FEES

(issued accompanied with the Decision No. /QĐ-ĐHKTQĐ dated / /2025

By President, National Economics University)

Pursuant to Appendix 2 (Article 20) of Internal Expenditure Regulations issued accompanied with the Decision No. 2970/QĐ-DHKTQĐ dated December 31, 2019, and conclusion of the meeting on textbook development given by the Management Board dated November 15, 2021;

The process of payment for textbook compilation fees covers academic seminar; appraisal at the faculty/School level; appraisal at the Institutional level; advance payment and final settlement of compilation and copyright fees for the chief author and members.

1. Payment dossier for academic seminar: *(completed by Faculty/School)*

- Minutes of academic seminar (original)
- Payment request form for all members attending the academic seminar (original);

2. Payment dossier for appraisal at faculty/school level: *(completed by Faculty/School)*

- + Minutes of Appraisal Council meeting of the faculty/school (original);
- + Report of comments of 2 reviewers (photocopy/scanned copy);
- + Payment request form for all members of the Appraisal Council of the faculty/school (original)

3. Payment dossier for appraisal at institutional level: *(completed by Research management department)*

- + Decision of establishing Appraisal Council at institutional level (original);
- + Minutes of Appraisal Council meeting at institutional level (original);
- + Report of comments of members Appraisal Council at institutional level (photocopy/scanned copy);
- + Explanation of textbook revision after Appraisal Council meeting at institutional level (if there is);
- + Payment request form for all members of the Appraisal Council at institutional level (original).

4. Advance and payment dossier for textbook compilation expenses and royalty/author's fee *(completed by the chief author)*

4.1. Advance dossier *(50% of the contract value)*

- + Decision of assigning textbook compilation task (01 photocopy);
- + Contract of textbook compilation (02 originals);
- + Advance request form;
- + Cheque request.

4.2. Textbook compilation and royalty/author's fee dossier

- + Decision of textbook approval and usage by the President (01 original);
- + Minutes of contract acceptance and liquidation (02 originals);

+ Payment request form for textbook compilation and royalty/author's fee for members of textbook compilation team (01 original).

5. Time for processing, checking, reviewing the dossier, and carrying out payment procedures

After receiving dossiers as instructed above, Department of finance and accounting is responsible for paying for the chief author and members of textbook compilation team (no later than 07 working days).

Appendix 3a

PROCESS OF TEXTBOOK COMPILATION

(issued accompanied with the Decision No. /QĐ-ĐHKTQĐ dated / /2025

By President, National Economics University)

Step 1. Selection and assignment for textbook compilation task

- ***In charge:*** *Department of Academic Affairs & Department of Finance and Accounting*
- The Academic Affairs Department prepares the annual plan and announces the registration for textbook compilation;
- The Faculties/Schools select, propose and submit their expected textbook compilation list together with scanned copies (via the email of the staff in charge) to the Academic Affairs Department, (Form 1a) *(within 15 days);*
- The Academic Affairs Department reviews and cross-checks the proposals with the university's textbook regulations, then informs the Faculties/Schools (via email) to proceed with the development of the detailed textbook outline *(within 5 days);*
- The Chief Author prepares the detailed textbook outline according to Appendix 1 *(within 30 days);*
- The Faculty/School Council organizes a meeting to review and approve the detailed textbook outline *(within 5 days);*
- After receiving the Faculty/School Council's comments, the Chief Author finalizes the detailed textbook outline and submits it to the Faculty/School so that the Faculty/School compile and forward all submissions to the Academic Affairs Department (both in Word file and scanned version of the signed original, signed by the Chief Author and the Head of Faculty/School, (Form 1b) *(within 5 days);*
- The Academic Affairs Department submits the dossier together with the detailed textbook outline to the President for approval and issuance of the Decision on Textbook Compilation Assignment, *(within 5 days);*
- The Academic Affairs Department, in cooperation with the Finance and Accounting Department and the Chief Author, completes the Textbook Compilation Contract after the assignment decision is issued *(within 5 days);*
- The Academic Affairs Department delivers to the Chief Author the original copies of the Assignment Decision, the Textbook Compilation Contract, and the scanned version of the detailed textbook outline. At the same time, it sends to the Research Management Department

(Phòng QLKH) and the Finance and Accounting Department a list of approved textbook compilation assignments (*within 5 days*).

- The Chief Author proceeds to request an advance payment for textbook compilation expenses following the instructions of the Finance and Accounting Department (see Section 4, Appendix 2).

Step 2. Textbook Compilation and Collection of Feedback from the Specialized Academic Group

In charge: Chief Author of the textbook and the Faculty/School managing the course/module

- The Chief Author organizes and assigns tasks to members participating in the textbook compilation team according to the signed contract;
- After completing the first draft, the Chief Author reports to the Head of Faculty/School to organize a specialized academic seminar for feedback from the subject group;
- The Head of Faculty/School organizes an academic seminar to review and comment on the first draft of the textbook and prepares the Minutes using Form 2 (*within 15 days*);
- The Faculty/School directly prepares the request for advance payment, reimbursement, or settlement of expenses for the academic seminar in accordance with the guidance of the Finance and Accounting Department (see Section 1, Appendix 2);
- The Chief Author finalizes the textbook (*within 15 days*) based on the feedback received from the academic seminar and submits to the Head of Faculty/School the textbook appraisal dossier at the institutional level, including:
 - + Minutes of the academic seminar (photocopy/scanned copy);
 - + Explanation report on textbook revisions after the seminar (original and photocopy/scan);
 - + Decision on textbook compilation assignment (photocopy/scanned copy);
 - + Finalized textbook manuscript after feedback from the specialized academic seminar (printed copy and scanned version).

Step 3. Textbook appraisal at Faculty/School level

In charge: Faculty/School

- Upon receiving the dossier and request from the Chief Author, the Head of Faculty/School sends the textbook manuscript to two reviewers for evaluation (*within 15 days*);
- The Head of Faculty/School organizes a meeting of the Faculty/School Appraisal Council for textbook appraisal (Form 3), with the participation of the two reviewers (*within 30 days from the date of receiving the Chief Author's request*);
- The Faculty/School directly requests advance payment, reimbursement, or settlement of expenses for the reviewers and the appraisal council meeting in accordance with the guidance of the Finance and Accounting Department (see Section 2, Appendix 2)

- The Chief Author finalizes the textbook based on the conclusions of the Faculty/School Appraisal Council and prepares an Explanation Report detailing the revisions made according to the council's comments (within 15 days);
- The Chief Author completes and submits the dossier for university-level textbook appraisal to the Academic Affairs Department, including:

Original documents for direct submission:

- + 01 printed soft-bound copy of the textbook manuscript signed by the Chief Author;
- + 01 signed copy of the Turnitin report, showing similarity results below 25% for newly compiled textbooks, below 50% for revised editions, and below 75% for reprinted textbooks with modifications or supplements.
- + 01 original copy of the University-level Textbook Appraisal Request Form (Form 10).

Documents for submission via email:

- + Soft copy of the textbook manuscript
- + Scanned copy of the original Turnitin result with the chief editor's signature
- + Scanned copy of the Request for Institutional-level Textbook Appraisal (Form 10)
- + Scanned copy of the Academic Seminar Minutes (Form 2)
- + Scanned copy of the Minutes of the Faculty/School Appraisal Council Meeting (Form 3)
- + Scanned copies of the evaluations from two internal reviewers
- + Scanned copy of the Explanation and Revision Report showing corrections made based on the Faculty/School Council's feedback

- Department of academic affairs completes the appraisal dossier at insitutional level, including:

Documents for direct submission:

- + 01 original copy of Decision on textbook compilation assignment;
- + 01 original copy of Request for Insitutional-level Textbook Appraisal (Form 10)
- + 01 printed soft-bound copy of the textbook manuscript signed by the Chief Author;

Documents for submission via email:

- + Soft copy of the textbook manuscript;
- + Scanned copy of Decision on textbook compilation assignment;
- + Scanned copy of the approved textbook outline;
- + Scanned copy of the original Turnitin result with the chief editor's signature.
 - + Scanned copy of the Request for Institutional-level Textbook Appraisal (Form 10)
 - + Scanned copy of the Academic Seminar Minutes (Form 2)
 - + Scanned copy of the Minutes of the Faculty/School Appraisal Council Meeting (Form 3)
 - + Scanned copies of the evaluations from two internal reviewers.

+ Scanned copy of the Explanation and Revision Report showing corrections made based on the Faculty/School Council's feedback.

Step 4. Textbook appraisal at institutional level

In charge: Department of research management

- After receiving dossier of textbook appraisal from Department of Academic Affairs, Department of research management proposes it to the President for his decision of establishing Appraisal Council at institutional level (within 5 days);

- Department of research management supports the Chair of the Council in organizing the meeting of Appraisal Council at institutional level (within 30 days from the issuance date of the decision on Council establishment);

- Department of research management directly carries out the advance payment, reimbursement, or settlement of the Council meeting expenses at Department of accounting and finance, which must follow the process in the internal expenditure regulations and instructions by Department of accounting and finance (*see Section 3, appendix 2*);

- The Chief Author shall revise the textbook based on the conclusions of the Appraisal Council at institutional level and submit the post-evaluation dossier to the Department of research management within 90 days after the Council meeting, including:

+ Revision report: *02 original copies for direct submission and 01 scanned copy for submission via email*

+ Revised textbook: 02 printed copies (signed by the Chief Author and softbound) and 01 soft copy;

+ Turnitin report: similarity < 25% for newly written textbooks, < 50% for rewritten textbooks, and < 75% for reprinted textbooks with revisions or supplements).

- Department of research management sends the post-appraisal dossier to the Department of academic affairs (within 5 days after the Chief authors completes the dossier and submits it to Department of research management), including:

Documents for direct submission:

+ 01 original copy of Decision on the establishment of Textbook appraisal council at institutional level;

+ 01 original copy of Report on appraisal result and textbook completion (post-appraisal) by Department of research management;

+ 01 printed copy of completed textbook with softbound and signature of the Chief author.

Documents for submission via email:

+ Scanned copy of Decision on establishment of textbook appraisal council at institutional level;

+ Scanned copy of Report on appraisal result and textbook completion (post-appraisal) by Department of research management;

+ Scanned copy of Minutes of textbook appraisal meeting at institutional level ;

+ Soft copy of the completed textbook

Step 5. Approval and usage of textbook; completion of payment procedure

In charge: Department of academic affairs

- The Department of Academic Affairs receives the post-appraisal dossier from Department of research management, reviews it and submits it to the President for decision on approval and usage of the textbook;
- The Department of Academic Affairs coordinates with Department of Finance and Accounting to complete the payment and final settlement procedures (within 5 days).
- After receiving the decision on approval and usage of the textbook, the Department of Academic Affairs sends the dossier to the Publishing House, including:
 - + 01 hard copy of the completed textbook with softbound and signature of the Chief author.
 - + 01 soft copy of the completed book.
 - + Scanned copy of the decision approval and usage of the textbook

Step 6. Finalization and final settlement of the textbook compilation contract

- **In charge:** Department of Finance and Accounting

See section 4, Appendix 2

Step 7. Prepress preparation, compilation and publication license for textbook

In charge: Publishing house

- The Publishing House carries out the prepress preparation, compilation, and publication license of the textbook, including hard copy and soft copy (30 days/textbook since the day receiving textbook file from Department of Academic Management);
- The Publishing House sends the soft copy/scanned copy of the textbook (post-compilation) Department of Academic Management for archiving by the (within 5 days after the release of publication license);
- The Publishing house provides the Office of Communist Party and Trade Union with scanned copy/file and publication stamp of the textbook for printing (5 days after the release of publication license);
- The Publishing house implements digital publication and distribution of the textbook for external usage based on its digital publication channel.

Step 8. Printing and publication of the textbook

In charge: University Office of Communist Party-Trade Union and Youth Union

- Determine the number of copies and printing method (paperback, hardcover, glossy paper, paper quality) and propose a plan with those details to the President for approval
- Determine the printing agency; sign printing contract; decide the price and provide the Publishing house with those details;
- Organize the printing, storage, warehouse management, and publication/distribution of textbooks and printed materials

- Deliver the printed books to the Publishing House for legal deposit in accordance with the prescribed quantity
- Send the printed textbook to the authors and relevant units as regulated (department of academic affairs, department of research management, College/Faculty/School, library, etc).

Step 9. Issuance of the textbook on the University's electronic textbook management system (DRM)

In charge: Center for applied information technology; in collaboration with Department of academic affairs

- Department of academic affairs sends the soft copy/PDF file of the textbook to the Center of applied information technology;
- Center of applied information technology updates and manages the textbook on DRM;
- Center of applied information technology introduces and manages accounts as well as supports lecturers and students to install and use the authorized software for book reading.

Step 10. Archiving, synthesis and report

In charge: Department of academic affairs and related units

- Based on the University's regulations, the original copy of the textbook compilation is archived at the units in charge of publication (including the scanned copy);
- The Department of Academic Affairs is the focal point for synthesizing the scanned files for digital archiving (mutual usage) for every compiled and published textbook;
- Annually, the Department of academic Affairs coordinates with relevant units to report to the President and organizes a meeting to evaluate the effectiveness of textbook compilation.

Appendix 3b

PROCESS FOR COMPILATION, APPRAISAL AND APPROVAL OF REFERENCE MATERIALS

*(issued accompanied with the Decision No. /QĐ-ĐHKTQĐ dated / /2025
by President, National Economics University)*

1. For reference materials including reference books, monographs, translated books, guidebooks, and exercise books which are compiled by the University, the following process shall be applied:

Step 1: The proposal by individual or group of scientists is to be sent to the President, which is confirmed by head of faculty/school about compilation;

Step 2: The President considers, decides, and assigns the task of compiling the textbook to the individual or group of scientists;

Step 3: The individual or group of scientists is responsible for compiling the textbook with content consistently matching the requirements in Article 3 and Article 6 of this document;

Step 4: The Head of the Faculty/School organizes an academic seminar (form 8a) and gathers feedback from the Faculty/School Council for approval (form 8b);

Step 5: The Head of the Faculty/School approves the reference material for the courses/modules managed by the unit and makes report to the President through the Department of Academic Affairs (scanned copy of form 8b).

2. For reference materials including reference books, monographs, translated books, guidebooks, and exercise books which are not compiled by the University, the process in Step 4 is implemented.

3. For other reference materials, based on the proposal of the lecturer or the specialized group, the Head of the Faculty/School shall approve their inclusion in the list of reference materials in the detailed module syllabus for the unit in charge