

## **REGULATIONS**

### **On opening, developing, appraising and promulgating training programs at National Economics University**

*(Issued with Decision No.713 /QĐ-DHKTQD June 03, 2025  
by the President of National Economics University)*

## **Chapter I**

### **GENERAL PROVISIONS**

#### **Article 1. Scope of regulations and applicable subjects**

1. This document regulates the conditions, process and procedures for opening and suspending the operation of majors at undergraduate, master's and doctoral levels; regulates standards, the development, appraisal and promulgation of training programs at all levels of higher education.

2. This document is applicable to organizations and individuals involved in the process of opening, developing, appraising and promulgating training programs for all levels of higher education at National Economics University (hereinafter referred to as the University), for which the University grants graduation degrees.

3. This document does not cover training programs in which foreign training institutions grant graduation degrees, including joint programs with foreign countries in accordance with regulations on foreign cooperation and investment in the field of education.

4. Training programs implemented according to the provisions in Point c, Clause 1, Article 36 of the Law on Higher Education (amended and supplemented in 2018) must satisfy the provisions of this document.

#### **Article 2. Interpretation of terms**

Following is the interpretation of terms in this document:

1. The list of majors is equal to level IV education and training for higher education, issued by the Ministry of Education and Training.

2. A major is a collection of specialized knowledge and skills within the scope of professional, scientific and technological activities, listed and classified in the List of major.

3. A group of majors is a collection of majors with common professional characteristics, within the scope of professional, scientific and technological activities,

listed and classified in the List of Level III education and training, belonging to the List of education and training of the national education system in accordance with regulations by the Prime Minister.

4. Training field is a collection of training groups with common characteristics of knowledge and professional skills within the scope of professional, scientific and technological activities listed and classified in the List of level II education and training, belonging to the List of education and training of the national education system

6. Full-time lecturers in training programs cover permanent lecturers and lecturers with a fixed-term labor contract of 12 months or more who are working full-time at an institution (hereinafter referred to as full-time lecturers), specifically as follows:

a) Full-time lecturers determined according to the provisions at Point e, Clause 1, Article 10 of Decree No. 99/2019/ND-CP dated December 30, 2019 by the Government, which provides details and instructions for implementing a number of articles of the Law amending and supplementing a number of articles of the Law on Higher Education;

b) Lecturers signing a fixed-term labor contract of 12 months or more, working full-time at an institution (at the time of submission for opening a major) according to current regulations by Ministry of Education and Training on the working regime of university lecturers for the entire academic year, and not signing a fixed-term labor contract of 3 months or more with another employer.

7. A visiting lecturer in a training program is a person not being subject to the provisions of Clause 8 of this Article, having signed a visiting lecturer contract with an institution in accordance with the provisions of law, teaching according to the assigned plan at the time of submission for opening a major, as well as receiving salary and remuneration by the institution based on visiting lecturer contract.

8. A training program is a system of educational and training activities designed and organized to achieve training goals, aiming at to grant a university degree to learners. The training program includes objectives, knowledge volume, structure, content, methods and forms of assessment for subjects, majors, training levels, and outcome standards in accordance with the Vietnamese National Qualifications Framework.

9. Training program standards in higher education refer to general and minimum requirements for all training programs in the same major (or a group of major, a field) at that level; including requirements on objectives, learning outcomes (or outcome requirements), inputs (or input requirements), minimum learning volume, structure and content, teaching methods and assessment of learning outcomes, conditions for implementing the program with training quality assurance.

10. Training program standards of a major (or a group of majors, a field) at a level are the general, minimum requirements for all training programs of that major (or group of

majors, fields), in accordance with the training program standards of the corresponding level.

11. Learning outcomes are requirements for learners' qualities and abilities after their completion of a training program, including their satisfaction with minimum requirements for knowledge, skills, autonomy and responsibility.

12. Inputs (or entry requirements) of a training program are comprised of the minimum requirements for qualifications, abilities, and experience that learners need to have obtained to attend the training program.

13. A typical specialized training program at level 7 is a training program for a number of typical specialized majors according to the Government's regulations, requiring graduates to achieve a level equivalent to level 7 according to the Vietnamese National Qualifications Framework ; the specialized training program at level 8 is a training program for a number of typical specialized majors according to the Government's regulations, requiring graduates to achieve a level equivalent to level 8 according to the Vietnamese National Qualifications Framework.

14 . A research-oriented training program has goals and content focusing on in-depth study of basic principles and theories in scientific fields in order to develop source technologies as a foundation for the improvement of applied science and technology fields.

15. An application-oriented training program has goals and contents towards developing basic research results, applying source technologies into technological solutions, management processes, as well as designing complete tools to serve diversified needs of humans.

16. A career-oriented training program has goals and contents with the aim of equipping specialized knowledge and skills, developing working capacity associated with a specific group of professional titles.

17. A subject or course (hereinafter referred to as a course) is a set of teaching and learning activities designed to achieve a number of specific learning objectives, equipping learners with knowledge and skills in a narrow professional scope in the training program. A course is usually organized for teaching and learning in one semester.

18. The components of a training program are a group of courses accompanied with learning and research activities with common professional characteristics, which have a clear role in implementing a group of goals and outcome requirements of the training program. The components are used to design the overall structure of the training program, such as general education, basic science, foundation and core of the major, internship and experience, scientific research and other components.

## **Chapter II**

### **CONDITIONS FOR OPENING MAJORS**

#### **Article 3. General conditions**

General conditions to create a training program at undergraduate, master's or doctoral level include:

##### **1. In regard of major and training level expected to create**

a) Be compatible with the needs of human resource for socio-economic development of the locality, region, the whole country and of the training sector to ensure international integration; be consistent with the approved and announced human resource development plan of ministries, branches, localities or official reports of state authorities (if any); be matchy with the functions, tasks and development strategy of the University;

b) Be included in the List of majors (except for special cases regulated by the Government or the Prime Minister); the proposal to add new majors to the List of majors shall be implemented in accordance with the Circular regulating the List of majors of higher education in Appendix 4 of this document.

##### **2. In regard of teaching staff**

- There is a sufficient number of lecturers, meeting quality to organize and implement the training program (including full-time lecturers and visiting lecturers), satisfying the requirements for teaching staff according to the regulations on training program standards of the training level, field, group of majors and major, in which visiting lecturers (calculated by each academic year) only undertake a maximum of 30% of the teaching volume in each component of the training program;

- The lecturers in charge of developing and implementing the training program and those in charge of teaching activities must be full-time ones not exceeding the maximum retirement age according to the Government's regulations on retirement at a higher age for civil servants in public service units; everyyear directly teaching a number of compulsory courses or supervising master's dissertation or doctoral thesis of the training program.

##### **3. In regard of teaching facilities**

a) There are facilities, equipment, libraries, and textbooks that meet the requirements for teaching, learning, and researching activities according to the requirements of the training program; meet the requirements for facilities according to the regulations of the training program standards of the field, group of majors, major, and the regulations in this document ;

b) There are enough classrooms, laboratories, practice rooms, experimental production facilities, information technology systems, learning support management

systems, training management systems and necessary equipment which meet the requirements of teaching, learning and researching activities according to the requirements of the training program, as well as be suitable for the training scale at each training level. There is a schedule for the usage of classrooms, laboratories and practice rooms based on the area and specific equipment of each laboratory and practice room, which is suitable for the number of students practicing and experimenting at each table and each equipment in each laboratory and practice room, as well as training scale according to the requirements of the training program for each academic year of the course;

c) There is a contract for cooperation in practical training and internship with external practice and internship agencies in accordance with the plan of teaching, learning and researching activities for the entire course.

d) There are a traditional library and an electronic library, which ensures sufficient textbooks and documents to support teaching, learning and researching activities of lecturers and learners; there is copyright to access to domestic databases of books and scientific journals related to the major, meeting the requirements of the major and training level, suitable for the training scale. From academic year 2023-2024, it is mandatory for universities to have copyright to access to international databases of books and scientific journals related to the major, meeting the requirements of the major and training level, suitable for the training scale;

e) There is an electronic information page that fully posts information required to be made public according to regulations of the Ministry of Education and Training and other relevant regulations of law.

4. The training program of the proposed major is developed, appraised and promulgated in accordance with the regulations of the Ministry of Education and Training, meeting the training program standards of the field, group of majors, major and in accordance with the Vietnamese National Qualifications Framework.

5. The University has a specialized unit at the faculty level or equivalent to manage professional activities, lecturers, learners and other management tasks for the training major planned to create.

6. The university must meet the minimum requirements and conditions according to current regulations of the Ministry of Education and Training to be ready to switch to online teaching and learning activities with quality assurance according to regulations.

7. The University Council has passed a resolution approving the University's policy of opening majors.

8. Suitable majors at doctoral and master's levels for some lower-level training majors must meet one of the following requirements:

a) These majors have the same name as the training major or meeting the regulations in the training program standards issued by the Ministry of Education and Training;

b) In terms of no training program standard for the corresponding field or group of majors: There must be scientific and practical basis, determined by the University's Science and Training Council to be the major with the closest professional foundation to the training major, and chosen by the majority of graduates of the training major in their education at a higher level;

c) There is confirmation by the Ministry of Education and Training based on the opinion of the Professional Advisory Council established by the Ministry of Education and Training;

9. A suitable major at the doctoral level for a training major at the same level must satisfy one of the following requirements:

a) These majors have the same name as the training major or meeting the regulations in the training program standards issued by the Ministry of Education and Training;

b) In terms of no training program standard for the corresponding field or group of majors: There must be a scientific and practical basis and be determined by the Scientific and Training Council as having the same professional foundation and belonging to the same group of majors as the training major;

c) There is confirmation by the Ministry of Education and Training based on the opinion of the Professional Advisory Council established by the Ministry of Education and Training.

#### **Article 4. Conditions for opening undergraduate training programs**

Universities that create undergraduate training programs must meet the general conditions for opening training programs as prescribed in Article 3 of these Regulations and the following specific conditions for the entire course at the time of submitting the application to create a training program:

1. There is at least 01 PhD in a relevant field as a full-time lecturer, not overlapping with a full-time lecturer is the condition for opening an undergraduate major of other majors (in the case that the training major planned to be created is a combined major of majors from different groups of majors, or an interdisciplinary training major arranged simultaneously into several different groups of majors, each combined major is required to have at least 01 PhD in a relevant field as a full-time lecturer), having at least 03 years of experience in training management or university teaching, responsible for presiding over the development and organization of the implementation of the training program.

2. There must be at least 05 PhDs who are full-time lecturers with appropriate expertise to preside over teaching the program (including PhDs in appropriate fields as prescribed in Clause 1 of this Article), in which each component of the training program

must have a lecturer with appropriate expertise to preside over teaching. Especially, in regard of majors of Foreign Languages, Literature and Culture, there must be at least 03 PhDs as full-time lecturers with relevant expertise.

3. There is a team of lecturers to implement the training program (stipulated in Point a, Clause 2, Article 3 of this Regulation) to guarantee enough teaching staff for the first 2 years of the training program and at least 2 lecturers with appropriate expertise for each module of the training program, ensuring the ratio of students to lecturers according to regulations. There is a plan and scheme to recruit and develop the team of lecturers for the following years of the entire course so that from the 3rd year at the latest, 1 year before the start of the new school year, there must be a sufficient number and quality of the team of lecturers to implement the training program for each year of the course. Especially, for training majors in the field of Law (as prescribed in the List of training major statistics), there must be satisfaction with the requirements on the teaching staff to implement the training program (as prescribed in Point a, Clause 2, Article 3 of these Regulations) for the entire course at the time of submitting the application to create a training major.

4. For training majors in the field of Law, the conditions specified in Clauses 1, 2, 3 of this Article must be met and there must be at least 03 PhDs in the field of Law.

5. The conditions on facilities as prescribed in Point b, Clause 3, Article 3 of this document must be sufficient for the first 2 years of the training program, and there must be a plan and scheme for investment in facilities and purchase of equipment for the following years of the entire course so that from the 3rd year, at least 1 year before the start of the new school year, there must be sufficient conditions on facilities according to the requirements of the training program for each year of the course. Especially, for training majors in the field of Law, the conditions on facilities (prescribed in Point b, Clause 3, Article 3 of this Regulation) must be fully met for the entire course at the time of submitting the application for opening a training major.

6. For training majors in the field of Law, the conditions specified in Clause 5 of this Article must be met and there must be a courtroom and a legal practice (consultation) center.

7. A lecturer with appropriate expertise as prescribed in Clause 2 of this Article is a lecturer who meets the standards specified in the training program standards and one of the following requirements:

a) Have a doctorate or master's degree in a relevant field as prescribed in Clause 7, Article 4 of this document;

b) Have a doctoral or master 's degree in a field determined by the University's Science and Training Council to be suitable for teaching at least 02 core subjects in a

component of the training program, and have at least 02 years of direct experience teaching all of those courses.

### **Article 5. Conditions for opening master's training programs**

Universities that create undergraduate training programs must meet the general conditions for opening training programs as prescribed in Article 3 of these Regulations and the following specific conditions for the entire course at the time of submitting the application to create a training program

1. There are at least 05 PhDs in relevant fields as full-time lecturers (for training majors in Foreign Language, Literature and Culture, there must be at least 03 PhDs in relevant fields as full-time lecturers), including one professor or associate professor with at least 03 years of experience in training management or university teaching (not overlapping with full-time lecturers, which is a condition for opening master's training majors in other majors), being responsible for presiding over the development and organization of the implementation of the training program.

2. There is guarantee for the quantity and quality of the teaching staff to implement the training program, including permanent lecturers with appropriate expertise to teach each subject and module in the training program.

3. There is guarantee for the quantity and standards of thesis supervisors according to the regulations on admission and training for master's degrees currently in force of the Ministry of Education and Training.

4. There is experience in organizing training and scientific research related to the training major, meeting one of the following conditions:

a) A master's training program is a program appropriate for a program that has been trained and awarded a degree at the undergraduate level;

b) In the last 5 years, the number of lecturers specified in Clause 1, Article 5 has had at least 2 years of experience directly teaching over 50% of the subjects in the training program; and has published a total of at least 20 articles and scientific reports in scientific journals that are scored by the State Council of Professors for the training program, as the first author or corresponding author.

### **Article 6. Conditions for opening doctoral training programs**

Universities that create undergraduate training programs must meet the general conditions for opening training programs as prescribed in Article 3 of these Regulations and the following specific conditions for the entire course at the time of submitting the application to create a training program:

1. There must be at least 01 professor or 02 associate professors and 03 PhDs in relevant fields as full-time lecturers (for training majors in Foreign Language, Literature and Culture, there must be at least 01 professor or 01 associate professor and 02 PhDs in



relevant fields as full-time lecturers), of which one professor or associate professor has at least 03 years of experience in training management or university teaching (not overlapping with full-time lecturers, which is a condition for opening doctoral training majors in other majors), responsible for presiding over the development and organization of the implementation of the training program.

2. There is guarantee for the quantity and quality of the teaching staff to implement the training program. Teaching staff must meet the standards of doctoral level lecturers according to the regulations on enrollment and training for doctoral level of the Ministry of Education and Training to teach the contents of the training program, including permanent lecturers with appropriate expertise to preside over teaching each subject and module in the training program.

3. There is guarantee for the number and standards of doctoral supervisors according to the regulations on admission and training for doctoral degrees currently in force of the Ministry of Education and Training.

4. There is experience in organizing training and scientific research related to the training industry, meeting one of the following conditions:

a) A doctoral training major is a major that is suitable for a major that has been trained and awarded a master's degree;

b) In the last 5 years, the number of lecturers specified in Clause 1, Article 6 has participated in guiding 5 doctoral theses in the training field that were successfully defended (at another training institution); and has published a total of at least 50 articles and scientific reports in scientific journals that are scored by the State Council of Professors for the training field, as the first author or corresponding author.

5. There is satisfaction with the criteria of university education institution standards applicable to doctoral training institutions including (*according to Circular 01/2024/TT-BGDDT dated February 5, 2024 on University Education Institution Standards*) :

a) Criterion 2.3 on the proportion of full-time lecturers with doctoral degrees;

b) Criterion 6.1 on the proportion of revenue from scientific and technological activities (except for training facilities under the Ministry of National Defense and the Ministry of Public Security);

c) Criterion 6.2 on the average number of scientific and technological publications per full-time lecturer.

### **Chapter III**

#### **PROCESS AND PROCEDURES FOR OPENING AND SUSPENDING MAJORS**

##### **Article 7. Developing, proposing and approving policies to create majors**

1. The faculties/schools make proposals to the University President through the units of academic management.

2. The Colleges under the University give opinions on interdisciplinary and multidisciplinary training programs between the Faculties/Schools within the University.

3. The President directs and organizes the development and proposal of policies on opening majors.

4. The proposed policy on opening majors includes:

a) Regarding the necessity of proposing a policy to create a major: analysis and explanation report on training needs, human resource needs to serve current and future labor market; analysis and forecast of human resource needs in terms of quantity, qualifications, survey of requirements on graduates' capacity that employers expect and scope of the human resource market according to the major; analysis of development trends of the major in the world, suitability between the development of the major and training level of the University, suitability with mission and strategic goals of the University, as well as the consistency between socio-economic development planning strategy of the major, locality, region and the whole country;

b) Regarding the University's capacity: analysis and explanation report on the University's current capacity for the proposed major and level, including teaching staff, facilities, learning technology, training programs, scientific research, business cooperation and international cooperation;

c) Regarding the goals of developing the proposed major: a report explaining the expected results for the time opening the major, the time implementing the major, training goals, enrollment plan and number, training scale of the sector in the next 5 to 10 years, training quality, efficiency and social impact;

d) Regarding solutions and implementation roadmap: report explaining solutions and roadmap for developing a project to open a training major, developing a training program, needs and plans for investment in facilities, technology and learning materials, needs and plans for recruitment and development of a team of lecturers to meet the conditions for opening a training major, plans for evaluating and certifying training programs;

e) Regarding risk prevention and handling: analytical reports, explanatory notes on forecasts of possible risk situations and preventive and remedial measures; specific analytical reports on risk handling solutions in case the University is suspended from training activities;

5. The University Science and Training Council shall appraise and give conclusion about the proposed policy of opening a major that has been developed. There must be guarantee for full content and quality according to the provisions of Clause 2 of this Article and current provisions of relevant laws

6. Approval of the policy to create majors

Based on the proposed policy of opening a major that has been appraised by the University Science and Training Council and concluded according to the provisions in Clause 3 of this Article, the President shall report to the University Council for approval. The University Council is responsible for the following contents:

a) The proposed development orientation of the major must be consistent with the development orientation of the institution, ensuring compliance with the human resource needs of ministries, branches, localities, the whole country and international integration;

b) There must be guarantee for resources to effectively implement the project to create majors;

c) There is assessment of risk forecasting, risk prevention and control solutions and measures to resolve risks when opening a major.

7. Colleges, Faculties/Schools are responsible for developing and proposing policies to create majors, and implementing each content specified in Clause 2 of this Article; for opening majors at undergraduate level, the Department of academic affairs is the focal point; for opening majors at the master's and doctoral levels, the School of Graduate is the focal point for managing the major, developing plans, assigning tasks, ensuring implementation time, and anticipating expected products; other units and affiliated units under the University are responsible for providing relevant data and coordinating implementation.

**Article 8. Developing projects and preparing conditions for opening majors**

Based on the approved policy of opening a major, the President directs and carries out the development of a project to create a major. The content of the project to create a major includes:

1. Some basic information about the University: a brief introduction about the University.

2. The need to create training majors: a general report on the approved policy of opening training majors.

3. Conditions on training programs to create majors: The President directs and implements the development, appraisal and promulgation of training programs, ensuring compliance with the provisions of the Law on Higher Education, regulations of the Ministry of Education and Training and relevant provisions of current laws.

#### 4. Conditions on teaching staff and scientific staff to create majors

a) Based on the regulations on conditions for teaching staff in opening majors as prescribed, the President directs and carries out the preparation of teaching staff and scientific staff to meet the conditions for opening training majors corresponding to each training level as prescribed in this document and relevant regulations of current laws;

b) It is mandatory to develop a plan; determine the timeline, roadmap, and implementation commitments; assign specific tasks to the University's units, organizations, and individuals; and carry out the implementation of recruitment, contract signing, and development of the teaching and scientific staff to ensure sufficient quantity and quality as required by the training program. The assignment of teaching duties must be consistent with the annual teaching, learning, and research plans of lecturers and learners for the entire course duration, align with the training scale, and meet the conditions for opening training programs as prescribed in this document. The compliance with relevant provisions of current laws must be ensured, and the implementation must be committed to in the proposal for opening the major.

c) In case there is not enough basis to clearly determine the appropriate major of the lecturer, the University shall send a report with relevant information as prescribed in Clause 4 of this Article and request the Ministry of Education and Training to establish a Professional Advisory Council for assessment and confirmation. The Professional Advisory Council are comprised of 3 to 5 members who are lecturers, experts with appropriate qualifications and professional experience, and representatives of prestigious training institutions in the relevant major or group of majors.

#### 5. Facilities conditions for opening majors

a) Based on the regulations on material facilities in opening majors as prescribed in this document and the actual conditions of the University, the President shall direct and invest in material facilities to meet the conditions for opening majors corresponding to each training level as prescribed in this document and relevant provisions of current laws;

b) It is required to develop a plan; determine the time, roadmap and implementation commitment; assign specific tasks to units, organizations and individuals of the University and implement investment in facilities with: assurance of quantity and quality based on the requirements of the training program, in accordance with the teaching, learning and scientific research plans of lecturers and learners for each academic year of the entire course, in accordance with the training scale, satisfactory with the conditions for opening majors relying on the provisions of this document, guarantee of compliance with relevant provisions of current laws and inclusion in the commitment in major opening project.

#### 6. Conditions on the organization of the management apparatus to create a major

a) Identification of a faculty-level or equivalent professional unit to manage professional activities, lecturers, learners and other management tasks for the major planned to create;

b) Selection of professional management staff, assignment of responsibilities and authority to professional management staff groups and individuals to manage and organize professional activities for the majors planned to create.

#### 7. Plans and solutions to prevent, avoid and handle risks in opening majors

a) Report analyzing the socio-economic development situation, forecasting possible fluctuations, analyzing the strengths and weaknesses of the University and other related contents, thereby predicting possible risks when opening majors and implementing enrollment and training, along with general solutions to prevent in time to limit risks as well as proposing specific proactive solutions to prevent and handle risks when they occur;

b) Report explaining risk handling solutions in the case that the University is suspended from training activities with specific plans and solutions to protect the rights of learners, lecturers, training institutions and related parties.

#### 8. Evidence attached to the project

a) Resolution of the University Council approving the policy of opening majors;

b) Minutes of appraisal of the project to create a major by the Science and Training Council;

c) Decision to establish a construction council, an appraisal council; minutes of appraisal of the training program by the appraisal council; decision to promulgate the training program;

d) List of lecturers and scientific staff meeting the conditions for opening majors as prescribed in Clause 4 of this Article, including information according to the report form prescribed in Section 1 (on lecturers) and Section 2 (on scientific research results) Appendix 3 issued with this Regulation; copies of recruitment decisions or labor contracts, certified copies of diplomas issued by Vietnamese training institutions or diplomas issued by foreign training institutions and diploma recognition certificates issued by competent authorities;

d) A table of facilities and equipment serving experiments, practice, and internships that meet the conditions for opening majors prepared based on regulations in Clause 5 of this Article, including information according to the report forms specified in Section 3 (on facilities, equipment, and libraries serving the implementation of training programs) Appendix 3 issued with this Regulation;

9. The College, Faculty/School is responsible for developing and implementing the contents of the project to create majors according to regulations; for opening majors at undergraduate level, the Department of academic affairs is the focal point; for opening

majors at the master's and doctoral levels, the School of graduate is the focal point for organizing management; developing plans; assigning tasks, implementation time, expected products; monitoring, supervising, evaluating implementation results, and handling adjustments for each content of the project according to regulations from Clause 1 to Clause 8 of this Article; other units and authorized units under the University are responsible for providing relevant data and coordinating implementation during the process of developing the project to create majors of the University.

#### **Article 9. Appraisal of the project on opening majors**

1. The University Science and Training Council organizes the appraisal of the project to create major, in which the appraisal council must consider and evaluate the actual conditions of the University based on the provisions of this document and the provisions of current laws, assess the level of compliance with the requirements for opening a major for each specific content of the project, including appraisal of the conditions on the name of the training major, training program, teaching staff, facilities, readiness to switch to online teaching and learning and organization and management of the proposed training major.

2. The results of the appraisal on major opening project by the University Science and Training Council must be shown in the appraisal report and proved with a specific conclusion on whether the University has met the conditions to create a training program or not according to the provisions of this document and current laws. During the appraisal process, the University Science and Training Council must check the actual conditions and specific evidence before concluding. At the same time, the Council must report to the President and be responsible for explaining the appraisal results.

#### **Article 10. Dossier for opening majors**

The application for opening majors includes:

1. Document requesting the creation of a major: summarizes the project development process, reports the confirmation about satisfactory conditions as required to create a major and requests the competent authority to make decision.

2. The appraised project on major creation based on the provisions of Article 9 of this document, which ensures satisfaction with all contents based on the provisions of Article 8 of this document.

#### **Article 11. Approval of project and decision to create majors**

1. In the case that a University is qualified to be autonomous in opening majors (at each training level) based on the provisions of Clause 3, Article 33 of the Law on Higher Education (amended and supplemented in 2018); regulations in the Government's Decree detailing and guiding the implementation of a number of articles of the Law amending and supplementing a number of articles of the Law on Higher Education and other relevant provisions of law, the implementation shall be as follows:

a) The President decides on opening majors and training levels of the University that fully meet the conditions for opening majors according to the provisions of Circular 02/2022/TT-BDGDT; Circular 12/2024/TT-BGDDT and other relevant provisions of law;

b) The President shall specify the submission of application documents for opening majors for reporting and the decision to create majors shall be made within the University.

3. In the case that the University does not meet the conditions to be autonomous in opening majors, the following shall be done:

a) The University shall send 01 set of application documents to create a major to the Ministry of Education and Training directly or by post or via the Ministry of Education and Training's Online Public Service Portal;

b) The Ministry of Education and Training receives and appraises the dossier; if necessary, the Minister of Education and Training decides to organize a team to inspect the actual conditions for quality assurance at the University;

c) Within 30 working days from the date of receiving the University's application for opening a major, the Minister of Education and Training shall issue a decision to allow the creation of a major, if the University's application for opening a major is complete and it meets the conditions for opening a major according to the provisions of Circular 02/2022/TT-BDGDT, Circular 12/2024/TT-BGDDT and other relevant provisions of law. If the University's application for opening a major is incomplete and does not meet the conditions for opening a major according to the regulations, the Ministry of Education and Training shall notify the University in writing of the results regarding the status of the application and the contents that do not meet the regulations for the University.

## **Article 12. Suspension of training activities**

1. The President decides to suspend enrollment activities for a training program in the following cases:

a) Having opened a branch in accordance with regulations but failing to fully maintain the conditions for opening a branch during operation as prescribed in this document;

b) Violating other provisions of the law on education to the extent that enrollment activities must be suspended.

2. The President decides to suspend training activities for the major in the following cases:

a) Autonomously opening majors or fraudulently opening majors without ensuring the prescribed conditions;

b) Not having resolved causes leading to the suspension after the suspension period of enrollment activities expires;

c) Violating other provisions of the law on education to the extent that training activities must be suspended.

3. The President shall decide to suspend the enrollment or training activities for the major when there is a conclusion from the competent state management agency on the violations specified in Clause 1 and Clause 2 of this Article; the suspension period is from 06 months to 12 months depending on the level and nature of the violation. The suspension decision must clearly state the reason, scope, and duration of the suspension and be publicly announced in the mass media.

4. Colleges, Faculty/Schools whose enrollment or training activities are suspended for majors as prescribed in Clause 3 of this Article must take measures to ensure the legitimate rights and interests of learners, lecturers, managers and civil servants of the unit.

5. During the period of suspension of enrollment activities, if the causes leading to the suspension of enrollment have been resolved and all conditions for opening majors as prescribed in this Regulation have been fully met, the University President will decide to allow re-enrollment for the major within 30 days from the date of expiration of the enrollment suspension period.

6. During the period of suspension of training activities, if the causes leading to the suspension of training activities have been resolved and all the conditions for opening a major as prescribed in this Regulation have been met, the University President will decide to allow training activities to resume for the major within 45 days from the date of ending the suspension of training activities. If the period of suspension of training activities ends without providing sufficient evidence of having resolved the causes leading to the suspension of training activities and fully meeting the conditions for opening a major, the decision to create a major will be invalid.

7. For training majors that have been created but have not implemented for enrollment or have not been able to enroll for 5 consecutive years, the decision to create the major will be invalid.

8. In the case that the decision to create a major expires, if the university wants to continue enrolling and training in this major, it must re-implement the procedures for opening the major according to the provisions of this document and other relevant legal provisions



**Chapter IV**  
**TRAINING PROGRAM STANDARDS FOR ALL LEVELS**  
**OF HIGHER EDUCATION**

**Article 13. Objectives of the training program**

1. The University's expectations of competence and career prospects of graduates from the training program must be clearly stated.
2. There must be demonstration of training orientation: research orientation, application orientation or career orientation; meeting the needs of employers and stakeholders.
3. There must be consistency and linkage with the University's mission, vision, development strategy, and social needs; being appropriate with the goals of higher education as prescribed in the Law on Higher Education and qualifications described in the Vietnamese National Qualifications Framework

**Article 14. Learning outcomes of training programs**

1. Must be clear and practical, demonstrating the learning outcomes that graduates need to achieve in terms of general knowledge and core competencies at the training level, as well as specific requirements of the training field and major.
2. Must be measurable and evaluable based on thinking levels in order to serve as the basis for designing, implementing and improving teaching content and methods; testing, evaluating learning outcomes and awarding degrees to learners.
3. Must be consistent with the objectives of the training programs, demonstrating a clear contribution and reflecting highly representative requirements of employers and other stakeholders.
4. Must specify levels of qualifications and meet learning outcomes in terms of knowledge, skills, level of autonomy and responsibility as well as required capacity based on regulations for the corresponding level of qualifications stated in Vietnamese National Qualifications Framework.
5. Must ensure connectivity with the inputs of higher training levels (if any), and at the same time create opportunities for horizontal connectivity between programs at the same training level, especially between programs in the same group of majors or training field.
6. Must be fully and clearly specified in the leaning outcomes of the modules and components of the training program, and be systematically implemented through the linkage between modules and components.

7. Must ensure feasibility and suitability with the program volume so that the majority of learners who meet the input standards are able to complete the training program within the standard time.

### **Article 15. Inputs of training programs**

1. The training program's inputs must clearly define the minimum requirements for qualifications, abilities, and experience appropriate to each level, industry, and training orientation that learners need to satisfy in order to successfully study and complete the training program.

2. Entrance standards of undergraduate training programs and specialized training programs at level 7: Students must have graduated from high school or equivalent.

3. Entrance standards for master's training programs: Students must have graduated from university (or equivalent level or higher) in a suitable field; obtain foreign language proficiency level 3 according to the 6-level foreign language proficiency framework for Vietnam or equivalent. For research-oriented master's training programs, students must have graduated from university with a good grade or higher or have scientific publications related to the field of study.

4. Entrance standards of the doctoral training program: Students must graduate from a master's degree or a specialized training program at level 7 in a suitable field or graduate with honors from a university degree (or equivalent or higher) in a suitable field; have a foreign language proficiency level 4 according to the 6-level foreign language proficiency framework for Vietnam ( or equivalent or higher ); have research capacity and experience.

### **Article 16. Study volume**

1. The learning volume of a training program, each component or each course in the training program is determined by the number of credits.

a) One credit is equivalent to 50 hours of standard study of a learner, including time for attending lectures, guided classes , self -study , research, experience as well as time for taking tests and assessments ;

b) For classroom teaching activities, one credit requires a minimum of 15 hours of lecture or 30 hours of practice, experiment, or discussion , of which one hour in class is counted as 50 minutes.

2. The minimum learning volume of a training program must comply with the requirements of the Vietnamese National Qualifications Framework, specifically as follows:

a) Undergraduate training program: 120 credits, plus physical education and national defense-security education according to current regulations;

b) Specialized training program at level 7 : 150 credits, plus physical education and national defense-security education according to current regulations; or 30 credits for learners with a university degree in the same field;

c) Master's training program: 60 credits for those with a university degree in the same field;

d) Doctoral training program: 90 credits for master's degree holders, 120 credits for university degree holders in the same field.

3. The minimum study load for dual major training programs must be 30 credits more, and for major - minor training programs must be 15 credits more than the corresponding single major training program.

### **Article 17. Structure and content of training program**

#### **1. Structure and content of training program :**

a) Must clearly demonstrate the role of each component, course, logical connection and mutual support between components and courses to ensure the implementation of the overall goals and requirements of the training program;

b) Must clearly demonstrate general characteristics and requirements of expertise and profession in the field and group of majors at the training level, opening conditions for inter-linkage between fields and training levels; at the same time, demonstrate specific characteristics and requirements of the major;

c) Must clearly define main and compulsory components for all learners; at the same time, provide supplementary, optional components for learners to choose to study in accordance with their career orientation;

d) Must provide learners with orientation while ensuring flexibility, opening conditions for them to build up personal study plans at a pace and sequence appropriate to their own abilities and conditions.

2. Each component and course of the training program must specify the objectives, inputs and learning outcomes requirements, number of credits, content and professional characteristics; it must make clear contributions to the implementation of the goals and learning outcomes of the training program.

3. Requirements for undergraduate training programs and specialized training programs at level 7 :

a) Compulsory general education includes subjects of political theory, law, physical education, as well as national defense and security education according to current regulations;

b) For dual-major, major-minor training programs, the training program needs to be structured to clearly show the common components and the specific parts for each major;

c) For the specialized training program at level 7, the minimum internship

requirement is 8 credits.

4. Requirements for master's training program:

- a) Research orientation: scientific research volume from 24 to 30 credits, including 12 to 15 credits for thesis, 12 to 15 credits for other projects, projects, and research topics;
- b) Application orientation: internship from 6 to 9 credits; graduation course from 6 to 9 credits in the form of project, thesis or project.

5. Requirements for doctoral training program:

- a) At least 80% of scientific research and doctoral theses;
- b) Maximum 16 credits of compulsory or elective subjects and courses for master's degree entrance;
- c) Minimum 30 credits of compulsory or elective subjects for university entrance

**Article 18. Teaching methods and assessment of learning outcomes**

1. Teaching methods must be designed according to a learner-centered approach and subject of the training process, promoting learners to be proactive and make efforts to participate in learning activities; effectively orienting learners to achieve learning outcomes of each subject, each component and the entire training program.

2. Assessment of academic performance must be based on learning outcomes, and must clarify the level of achievement of learners according to the thinking levels specified in the learning outcomes of each subject, each component and training program.

3. Assessment of academic performance must be based on process assessment and summative assessment; as the basis for timely adjustment of teaching and learning activities in order to promote learners' efforts, support their progress, improve training programs, and launch the training program.

**Article 19. Teaching staff and support staff**

1. Program standards must specify minimum requirements on the number, structure, qualifications, capacity, and experience of the teaching staff and support staff to carry out teaching activities and provide support for learners to achieve the learning outcomes of the training program.

2. Requirements for the teaching staff of undergraduate programs and specialized training programs at level 7 :

- a) Lecturers with master's degree or higher, teaching assistants with bachelor degree or higher;
- b) There is at least 01 PhD in a relevant field as a full-time lecturer to preside over the development and implementation of the training program;

c) There are at least 05 PhDs with relevant expertise who are full-time lecturers to preside over teaching the program, in which each component of the program must have a lecturer with appropriate expertise to preside over teaching;

d) There are enough lecturers to ensure that the student -to- lecturer ratio does not exceed the prescribed level for each field, group of majors or training major.

### 3. Requirements for lecturers teaching master's programs:

a) Lecturers with doctoral degrees ;

b) There are at least 05 PhDs in relevant fields as full-time lecturers, including one professor or associate professor in charge of developing and implementing the training program;

c) There are permanent lecturers with appropriate expertise to teach each subject and module of the program;

d) There are enough supervisors to ensure a maximum ratio of 05 students to one supervisor.

### 4. Requirements for the teaching staff of the doctoral program:

a) Lecturers with the title of professor or associate professor; or have a doctoral degree with good research ability;

b) There is at least 01 professor (or 02 associate professors) in the relevant field and 03 PhDs in the relevant field as full-time lecturers;

c) There are enough supervisors to ensure the maximum ratio of 07 PhD students / professor, 05 PhD students/associate professor and 03 PhD students/PhD.

5. Program standards for majors and groups of majors stipulate specific requirements for the teaching staff, which must not be lower than those specified in Clauses 2, 3 and 4 of this Article; specific requirements for the ratio of learners to lecturers; requirements for training support staff (if necessary), in accordance with the characteristics of each field, group of majors or training major.

## **Article 20. Facilities, technology and learning materials**

Program standards for majors and groups of majors stipulate minimum requirements for infrastructure, practice equipment, experiments, information technology, libraries, learning materials, learning support management systems, and training management. These requirements aim at helping learners achieve the learning outcomes of the training program, in accordance with the characteristics of each major, group of majors, or training field.

## **Chapter V**

### **DEVELOPMENT, APPRAISAL AND PROMULGATION OF THE TRAINING PROGRAM**

#### **Article 21. Development of the training program**

1. Colleges, Faculties/Schools develop proposals to the University President through training management units.

2. The colleges under the University give their opinions on interdisciplinary and multidisciplinary training programs between Faculties/Schools within the University.

3. The University decides to establish a Training Program Development Council to develop the training program. Requirements for the composition of the Council:

a) Representative of lecturers with knowledge of the training field and major, directly getting involved in teaching activities or training management of the University, having capability of developing training programs;

b) Expert in developing training programs and ensuring the quality of higher education;

c) Representatives of labor recruitment agencies in related professional fields, with knowledge of professional competency requirements and job positions in the field of training.

d) The training program development council performs the tasks required in Clause 3 of this Article; the standards, number, composition, structure and members participating in the training program development council are decided by the President in Appendix 1 of this document.

4. Requirements for the training program:

a) Meeting the requirements of training program standards for all levels of undergraduate education as prescribed in Chapter II of the This document , training program standards of majors, groups of majors (if any) and Vietnam National Qualifications Framework;

b) Clearly demonstrating the ability to contribute to the objective of meeting human resource needs according to the socio-economic development plans and strategies of the industry, locality, country and the needs of the labor market;

c) Reflecting the requirements of relevant parties, including representatives of lecturers at professional units, representatives of employers and professional associations, experts in the professional field , and graduates of training programs who are working in the right field ;

d) Being consulted and compared with accredited training programs of the same level and same industry of reputable training institutions in the country and abroad;

d) Being designed based on the learning outcomes of the training program; integrating skills with knowledge; showing a matrix of subjects or modules with learning outcomes, ensuring that the learning outcomes of the training program are fully allocated and conveyed into the output standards of subjects or modules;

e) Teaching and learning activities, testing and assessment must be planned and designed based on the output standards of the subject or module, ensuring the provision of teaching activities that promote learning that meets output standards;

g) Having regulations and instructions for implementing training programs and ensuring training quality;

h) Being approved by the University Science and Training Council before promulgation

## **Article 22. Appraisal and promulgation of training programs**

1. The President decides to establish a Training Program Evaluation Council. The standards and structure of the Evaluation Council are prescribed as follows:

a) Members of the Training Program Assessment Council: professors, associate professors, doctors in the same or related fields for the training program in the new field, experts with knowledge of the field, training majors, with the capacity to build and develop training programs and ensure the quality of university education. Members of the Training Program Assessment Council are not members of the Training Program Development Council;

b) The appraisal council has an odd number of members, including a Chairman, a Secretary, at least 02 reviewers from two different training institutions and council members; of which at least 01 member is a representative of the employer;

c) The training program appraisal council performs the tasks as required in Clause 2 of this Article; the standards, number, composition, structure and members participating in the training program appraisal council must comply with the provisions in Points a and b, Clause 1 of this Article and be decided by the President according to Appendix 2 of these Regulations.

### **2. Requirements for training program assessment :**

a) Assessing the level of compliance with: regulations on training program standards and current training organization regulations for corresponding levels; other relevant regulations on training programs; requirements of the training major and identified learning outcomes;

b) Clearly concluding one of the following contents: The Council approves the

training program without requirement to edit or supplement, or the Council approves the training program with requirement for editing or supplementing and states specific content to be edited or supplemented, or the Council does not approve the training program and states the reason for not approving it.

3. After receiving the conclusion of the Training Program Assessment Council, based on the opinion of the University Science and Training Council, the President signs the decision to promulgate and launch the training program.

4. The training program of a foreign university (permitted by the competent authority of that country to train and grant degrees or has a valid quality accreditation certificate issued by a legal quality accreditation organization; ensuring the provisions of the law on intellectual property) must be assessed according to the provisions of this Article before being used by the University.

### **Article 23. Evaluation and improvement of training program quality**

1. The training program must be regularly reviewed, evaluated, and updated at least 02 (two) times during the overall training program evaluation cycle; the review and evaluation results must be applied by the training institution to improve and enhance training quality.

2. Training program evaluation must meet the following requirements:

a) The evaluation must meet the requirements of the Vietnamese National Qualifications Framework, training program standards of higher education levels as prescribed in Chapter IV of this document and training program standards of majors and groups of majors (if any);

b) The evaluation must be based on the results of the assessment of the level of achievement of the training program's learning outcomes for each course and feedback from relevant parties (employers, learners, lecturers, professional organizations, etc.). Each learning outcome must be assessed at least 02 (two) times during the overall assessment cycle of the training program;

c) The evaluation must clarify the effectiveness of the training program being implemented (meeting the learning outcomes and defined objectives; ensuring consistency and coherence between program content, assessment methods, and learning and teaching materials);

d) The evaluation must propose recommendations for improving the quality of the training program and predict the impact of changes and updates to the training program; the results of the evaluation and improvement must be made public on the University's website.

3. The maximum overall evaluation cycle of the training program is 05 years; the overall evaluation process is similar to the process of developing a new training program.



The Director announces the training program as a new training program or a revised and supplemented training program after being evaluated and updated (regularly and overall).

4. The evaluation on the quality of the training program prior to the graduation of the first course according to the regulations on opening majors in Clause 18, Article 1 of the Law amending and supplementing a number of articles of the Law on Higher Education must meet the requirements prescribed in this Article

## **Chapter VI**

### **IMPLEMENTATION**

#### **Article 24. Responsibility for implementation**

1. The President directs and carries out the development and propose policies for opening majors; directs and carries out the development of projects for opening majors; approves projects and decides to create majors; suspends the operation of training majors; decides to establish training program development councils and appraisal councils; promulgates and applies training programs; directs and organizes periodic review, update and overall evaluation cycles of training programs.

2. The University Council is responsible for approving the policy of opening majors, inspecting and supervising the project development and implementation of the University's project for opening majors.

3. The University Science and Training Council is in charge of appraising and concluding on proposals for opening majors; appraising projects for opening majors; and giving opinions on training program approval.

4. The Department of academic affairs is the focal point for organizing and managing the review, evaluation, and updates of training programs; organizing and managing the creation of new majors and the development of undergraduate training programs.

5. The School of graduate is the focal point for organizing and managing the review, evaluation, and updates of training programs; organizing and managing the creation of new majors and the development of master's and doctoral training programs.

6. The Faculties/Schools are responsible for proposing and developing projects to create majors, building, evaluating and updating training programs according to regulations.

7. The Universities are responsible for the coordination between the Faculties/Schools within the University to review and update training programs, subjects and courses managed by the Faculties/Schools in order to minimize duplication.

8. The Department of Testing and Quality Assurance is responsible for evaluating, inspecting and ensuring the quality of training programs according to regulations.

9. The Department of Inspection and Legal Affairs is responsible for organizing internal inspections and audits of the creation of training majors and the implementation of commitments in the training major opening project according to current laws.

10. Units under and authorized under the University have the responsibility to coordinate with the focal unit and the Colleges, Faculties/Schools in implementing the creation of majors and building up training programs of the University.

#### **Article 25. Reporting and information disclosure regime**

1. Within 10 days from the date of issuance of the decision to create a major according to regulations, the University shall report to the Ministry of Education and Training (except for majors decided by the Ministry of Education and Training):

a) Decision to create training courses;

b) Project to create training majors;

c) The address to access the University's electronic information page has publicly disclosed information related to the opening of training majors.

2. For majors created at undergraduate level: from the second academic year (from the date of issuance of the decision to create a major) to the end of the first course, before the start date of the new academic year of each academic year, the University must report to the Ministry of Education and Training that the University has prepared sufficient conditions in terms of teaching staff and facilities to implement the training program for the created major according to the plan and roadmap committed in the University's major creation project.

3. Every year, prior to December 31<sup>st</sup>, the University shall report to the Ministry of Education and Training on the decision to create a major that has expired (if any) of the University, including the following contents: decision number; date, month, year of decision issuance; decision-issuing agency; name of major; training level; rationale to create the expiring major.

4. Colleges, Faculties/Schools are responsible for storing and preserving records of major creation, documents related to the creation of training programs, and evidences attached to the dossier of training program creation, including proof of satisfaction with the conditions for training program creation, guarantee of compliance with current legal regulations. At the same time, Colleges, Faculties/Schools are responsible for storing and preserving records of developing, appraising, promulgating, evaluating, and improving training programs, related documents, and accompanied evidence.

5. The University shall publicize on its website and update information in the national database on higher education as follows:

a) Publicly announce the Regulations on conditions, process and procedures for opening and suspending majors at all levels of higher education of the University on the University's electronic information page at least 45 days prior to the implementation;

b) Within 05 days from the date of issuance of the decision to create an undergraduate major, the following contents must be publicly announced on the university's electronic information page:

- Decision to create major;

- Basic contents of the approved project on major creation including: inputs, learning outcomes and training program outline; list of teaching staff implementing the training program; list of facilities and equipment for training and scientific research; expected enrollment and training plan for the first 5 years of enrollment; training locations and list of practice and internship locations;

- Updated information about major creation and o project on major creation of the institution on the national database of higher education.

6. Annually, the University is responsible for reporting to the Ministry of Education and Training according to the following requirements:

a) General information about the training program including: name of the training program, location of the training program, minimum requirements to implement the training program, and quality accreditation status of the training program;

b) Impact of program evaluation and learning outcome assessment on improving the quality of training programs;

c) Resources for the implementation of the program including: analysis of the number and distribution of lecturers, lecturers with professional qualifications related to the major; budget and funding sources, facilities and training support equipment.

7. The university reports on training programs according to regulations in written form and updates data into the national database based on the instructions of the Ministry of Education and Training.

8. The president carries out educational quality assessment and takes responsibility for the reporting time as well as accuracy and quality of the report.

9. The University is responsible for publicizing information on the University's website based on the following requirements:

a) General information about the program including the program applicable to the specific enrollment course; training form, method and duration; information according to the requirements of the training program standards;

b) Results of the assessment on training program's learning outcomes and its improvements during the past 5 years to enhance training quality;

c) Accreditation status of training programs being implemented at the University .

**Article 26. Implementation provisions**

1. This document takes effect from the date of signing and promulgation. Related contents in previous management documents of the University are no longer effective.

2. The entire process of opening majors, developing, appraising and issuing textbooks is implemented and applied with information technology and digital transformation to facilitate the management and monitoring process.

3. Head of Academic affairs, Dean of Graduate School, Heads of units and authorized units under the University as well as related units and individuals are responsible for implementing this document.

4. During the implementation process, if any problems arise that need to be adjusted or supplemented, units and individuals should report to the Department of academic affairs for undergraduate training programs and majors, and to the School of Graduate for master's and doctoral training programs and majors for synthesis and report to the President for consideration and decision

**PRESIDENT**

**(Signed)**

**Pro, Dr. Phạm Hồng Chương**

## **APPENDIX 1**

### **Standards, quantity, members, and structure of the Training Program Development Council**

*( Issued under Decision No. / QD-DHKTQD dated    month    year 2025*

*By the President of National Economics University )*

The training program development council includes:

1. The Steering Committee comprises of: Chairman of the Council, Vice Chairmen and members who are representatives of the Management Board; representatives of the leaders of the Colleges, Faculty/Schools opening the major; and representatives of a number of functional departments.

2. The editorial board includes:

- The head of the editorial board having a doctoral degree in a relevant field; being a full-time lecturer of the Colleges, Faculty/Schools opening the major; directly teaching and implementing the training program; and being a Professor or Associate Professor for opening majors at master's or doctoral levels;

- 01 secretary member being a lecturer with a doctoral degree from the Colleges, Faculty/Schools opening major;

- at least 3 members with doctoral degrees and relevant expertise, being full-time lecturers and in charge of teaching each component of the training program ;

- 01 specialist in developing training programs and ensuring educational quality;

- 01 Representative of labor recruitment in related professional fields, having a master's degree or higher, being knowledgeable about professional capacity requirements and job positions in the field of training

## **APPENDIX 2**

### **Standards, quantity, member, and structure of the Training Program Appraisal Council**

*( Issued under Decision No. / QD-DHKTQD dated    month    year 2025*

*By the President of National Economics University )*

The training program evaluation board includes:

- The Chairman of the Council as a Professor or Associate Professor with a doctoral degree in the same or related field as the training program in the new field;

- 02 reviewers with doctoral degrees and relevant expertise, of which at least 01 reviewer is from outside the University;

- 01 member as council secretary;

- at least 01 member representing for the employers.

## APPENDIX 3

## CONFIRMATION OF THE ACTUAL CONDITIONS OF THE UNIVERSITY

( Issued under Decision No. / QD-DHKTQD dated month year 2025

By the President of National Economics University )

MINISTRY OF EDUCATION AND  
TRAINING  
NATIONAL ECONOMICS  
UNIVERSITY  
-----

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness-----**

....., date ..... month ..... year .....

## CONFIRMATION OF ACTUAL CONDITIONS OF TRAINING FACILITIES

Expected major to create: ..... Major code .....

Education level:.....

## 1. Lecturers

**Form 1: List of lecturers and scientists, including: permanent lecturers, lecturers with a fixed-term labor contract of 12 months or more working full-time with the institution, visiting lecturers participating in teaching modules and courses in the training program of the major planned to be created by the institution**

Number	Full name, date of birth	ID card, or Passport number ; Nationality	Scientific title, year of promotion	Degree, country, year of graduation	Majors listed on graduation diplomas	Recruitment/contract from 12 months or more of full-time work, visiting lecturer contract, date signed; duration; including expectation		Insurance number	Teaching experience (time) by level (years)	Number of published scientific works: level		Signature
						Recruitment use	Contract			Scientific	Facility	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	Nguyen Van A November 15, 1966	092066001879 Vietnam	GS, 2016	TS, Vietnam, 2002	Aquaculture	August 1, 1988	X	HC158293061873267	33	10	24	

Number	Full name, date of birth	ID card, or Passport number ; Nationality	Scientific title, year of promotion	Degree, country, year of graduation	Majors listed on graduation diplomas	Recruitment/contract from 12 months or more of full-time work, visiting lecturer contract, date signed; duration; including expectation		Insurance number	Teaching experience (time) by level (years)	Number of published scientific works: level		Signature
						Recruitment use	Contract			Scientific	Facility	
2	Nguyen Thi B December 20, 1971	064071007451 Vietnam	Associate Professor, 2015	PhD, Netherlands, 2009	Seafood processing technology	X	November 15, 2010, Self-paid guest lecturer contract	HC893527818012345	8	3	12	
...												

**Note:** The scientific resume of the full-time lecturer in charge of developing and implementing the training program; full-time lecturers with appropriate expertise in charge of teaching the training program planned to create are attached.

**Form 2: List of lecturers and scientists participating in teaching modules and courses in the training program of the major planned to be created by the institution**

number	Full name	Modules/Courses	Teaching time (semester, school year)	Number of credits				A suitable permanent lecturer in the relevant field will be in charge of developing and implementing the program/specialization and will be in charge of teaching/supervising dissertations and theses.
				Obligatory		Optional		
				Direct learning	Online learning	Direct learning	Online learning	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Nguyen Van A	Freshwater fish seed production techniques	Semester 1, Year 2	X				Full-time lecturers are in charge of developing and implementing training programs.
...								

**Form 3: List of faculty-level management staff for the majors (undergraduate/master's/doctoral majors) expected to create**

number	Full name, date of birth, current position	Education level, year of graduation	Major/Specialization	Note
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**2. Scientific research results**

**Form 4: Scientific research topics of institutions, lecturers, and scientists related to the majors planned to be created by the institutions (attached with a list with a copy of the decision and a copy of the acceptance minutes)**

number	Decision number, project approval date, code	Ministrial projects/Institutional projects	Project name	Project head	Decision number, date of establishment of the Scientific Council to evaluate the project	Project evaluation date (according to evaluation minutes)	Evaluation results, date	Name of members participating in the project (assigned module/course)	Note
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**Form 5: Scientific publications of lecturers and permanent scientists related to the major planned to be created by the institution within 5 years from the date of application for opening the major (attached with a list with copies of the journal cover page, appendix page, first and last page of the published work)**

No.	Scientific publications	Note

Note: Scientific publications are listed based on the following rules:

- Author's full name, author's initials (Year of publication), *book title*, edition, publisher, place of publication.
- Author's surname and initials (Year of publication), '*Title of article*', *journal name*, issue, issue/date of publication, page number.



- Author (Year of publication), *document name* , information sponsor, access date.
- Author's surname, author's initials (Year of publication), 'Title of article' , *[in] name of proceedings* , location and time of organization, publisher, place of publication, page number.

### 3. Facilities, equipment, and libraries serving the implementation of training programs

**Form 6: Facilities and equipment serving the implementation of training programs in the major (undergraduate/master's/doctoral majors) planned to create**

No	Category	Quantity	Construction floor area (m <sup>2</sup> )	Module/Course	Time of use (semester, school year)	Note
1	Auditoriums, lecture halls, classrooms of all kinds, multi-purpose rooms, offices of professors, associate professors, and full-time lecturers					
1.1	Auditorium, large classroom with over 200 seats					
1.2	Classrooms from 100 to 200 seats					
1.3	Classrooms from 50 to 100 seats					
1.4	Number of classrooms under 50 seats					
1.5	Number of multimedia classrooms					
1.6	Offices of professors, associate professors, and full-time lecturers					
2	Library, learning resource center					
3	Research center, laboratory, experiment, practice facility, internship, practice					

### Model 7: Library

No	Title of books, textbooks, magazines (last 5 years)	Author's name	Publisher, year of publication, country	Number of copies	Name of the course using books and magazines	Course/Subject Code	Time of use (semester, school year)	Note
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Form 8: Research center, laboratory, experiment, practice facility, internship, training based on the requirements of the major planned to create**

List of support facilities for research, experiments, practice, internship, and training					Name of the module/course using the device	Time of use (semester, school year)	Number of learners/machine, equipment	Note
No.	Machine and equipment names, symbols and purposes	Country of manufacture, year of manufacture	Quantity	Unit				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Heads of specialized/functional units (in correspondence with each form above)**  
**(Signature to confirm)**

**PRESIDENT**  
**(Signature, seal)**

## APPENDIX 4

### SUPPLEMENTARY OF NEW MAJORS TO THE LIST OF MAJORS

*( Excerpt from Circular 09/2022/TT-BGDDT dated June 6, 2022,*

*Regulations on the List of majors of higher education*

*by Minister of Education and Training)*

#### **Article 6. Supplementary of new majors to the List**

1. A new major is considered to be added to a specific group of majors in the Official Major List when it meets the following requirements:

a) There is scientific and practical basis on the origin of the formation of new majors (based on separation from one major or hybridization of several majors according to the development requirements of science, technology and professional practices);

b) There is a minimum difference of 30% in knowledge and professional skills compared to existing majors in the group of majors expected to be arranged in the List;

c) There is reliable analysis and forecast data on human resource needs that current majors cannot meet; in terms of majors having graduates, there must be reliable analysis and assessment data on their ability to meet human resource needs that other majors cannot satisfy;

d) The expected major to be created has been trained at many prestigious training institutions in the world or listed in at least two classification tables of popular training programs and majors in the world (except for some majors that are only trained in Vietnam or majors related to security and defense);

e) There have been developed programs, training implementation, evaluation and recognition of quality assurance at at least two domestic institutions and proposed by those institutions to be added to the List;

f) For majors in the fields of teacher training, arts, sports, law, health, security, and national defense, there must be consensus from the state management agency of the respective major.

2. A new major shall be considered for addition to the List of pilot majors when it meets the conditions specified in points a, b, c, d, e, Clause 1 of this Article.

3. A new major that meets the conditions specified in Clause 1 of this Article shall be considered for official major code assignment and removed from the Pilot Major List. A new major added to the List must have its effective date clearly stated.