

## GUIDELINES FOR DECLARATION OF INDIVIDUALLY DESIGNED CONCENTRATION AND MINOR

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### **Web version**

<http://...>

## Contents

1. Purpose.....	2
2. Scope.....	2
3. Procedural Principles .....	2
4. Procedural Statements.....	2
4.1. Eligible criteria for application .....	2
4.2. Curriculum requirements .....	3
4.3. Timeline .....	3
4.4. Application process.....	3
6. Roles and Responsibilities .....	4
6.1. <i>Student</i> .....	4
6.2. <i>Faculty advisor</i> .....	4
7. Related Documents and Forms .....	4
8. Appendices.....	4

## 1. Purpose

This guideline serves as a guide for students who meet the requirements to be eligible to design their own Individually Designed Concentration or Minor (IDCM). The purpose is to clarify the process, timeline, requirements, and how their IDCM will be applied.

## 2. Scope

Applicable to all full-time undergraduate students at VinUniversity.

## 3. Procedural Principles

This program is intended to foster creativity and allow students to pursue professional goals that the College's pre-existing concentrations and minors may not serve. Students creating an IDCM will rigorously design an IDC/IDM program consisting of existing VinUni courses. IDCM programs encourage a strong interdisciplinary component. The approved title of the IDCM will appear on the student's transcript.

Through an IDCM at VinUni, students will:

- Gain multidimensional knowledge by incorporating different areas of study into one concentration or minor
- Take the ownership of their own learning
- Become better prepared for jobs in a certain emerging field

## 4. Procedural Statements

### 4.1. Eligible criteria for application

- Must have a GPA of 2.5 or better at the time of the proposal (or any proposal for changes to the program) to apply for an IDC or IDM.
- Must have a faculty advisor (sponsor) in the home College to assist in creating an IDC/IDM proposal. Under exceptional circumstances, a secondary advisor outside of the home College may

also serve if the proposed program clearly suggests that such an advisor is a suitable choice for the student.

- Must be enrolled in one of the Colleges and a current full-time student.

#### 4.2. Curriculum requirements

- Must earn a minimum of 15 credits to declare an IDC or IDM.
- An IDC shall consist of courses in home College only, while an IDM can be a mixture and all courses can be from other Faculty/Colleges.
- To accommodate the possibility that selected courses may not be offered at a given time, students should submit one alternate course in the core and two alternate courses in the elective list.
- No more than seven (07) credits in the proposed Concentration or Minor may be completed or begun at the time of application.
- Must fulfil the normal distribution of studies requirements of their academic program (for example requirements of general education, college/disciplinary core courses, internship, thesis etc.) and other rules when pursuing a concentration or a minor.
- Any changes in the concentration/minor program after approval will require written permission of the Program Director or the College's designee.

#### 4.3. Timeline

- Students declaring an IDC or IDM should generally do so by the end of their sophomore year to avoid delays in degree completion.
- Application deadline:
  - o December 30 in order to be able to register for Spring classes
  - o July 30 in order to be able to register for Fall classes
- Review deadline:
  - o The Registrar Office's primary check deadline is 3 (three) days after the submission date.
  - o The College/Faculty's decision on the IDCM proposal must be obtained no later than 3 (three) weeks from the date of student's submission. Students must confer with their faculty advisor and reply if the Program Director requests adjustments to the proposal.
- Drop deadline is the last day of the semester's course Add period.

#### 4.4. Application process

- Step 1: Study the information/requirements and check the availability of IDC/IDM options
- Step 2: Choose a Faculty Advisor (sponsor)
- Step 3: Define the goals/rationale for the proposed IDC/IDM
- Step 4: Design the program and assemble the proposal
- Step 5: Submit the application form to the Office of University Registrar
- Step 6: Registrar checks the requirements and validity of the application
- Step 7: College PD reviews, validates, and makes the decision
- Step 8: Inform the student of the result
- Step 9: Student completes the Declaration Form (if approved)
- Step 10: Registrar updates the status on the SIS system

*See Appendix 1 for the detailed workflow.*

#### 5. Abbreviations and Definitions:

- **Concentration:** A major field of study is the core competence area, comprising a structured group of courses that aims to create a broad and deep intellectual experience in an academic discipline. For example, BBA (Finance) (Finance as a concentration). Concentration requires at least 15 credits from the same College.
- **Minor:** A minor consists of a structured group of courses that focuses on a particular academic discipline, allowing students to develop some depth of understanding in a subject area or topic of

professional interest. For example, Computer Science/Robotics as a Minor of BSEE; AI as a Minor of BBA.

- **Program Director (PD):** A member of the academic staff in a College or a Faculty responsible for administrative matters relating to curriculum development and assurance of learning of majors/concentrations and minors in an academic program.

## 6. Roles and Responsibilities

### 6.1. Student

- Must research and investigate carefully to define their own expectation IDC/IDM before applying
- Complete the forms and submit all supporting documents (as necessary) on time

### 6.2. Faculty advisor

- Must be a faculty member at the College/Faculty where the applied student is currently enrolled.
- Must possess expertise in academic courses pertinent to the concentration/minor for which students wish to design IDCM.
- Assist the students throughout their IDCM application process.

## 7. Related Documents and Forms

- [Academic Regulation for full-time undergraduate programs](#)
- [VinUni Course Catalog](#)
- Template 1: IDC/IDM Application Form (for application)
- Template 2: IDC/IDM Learning Objectives (for application)
- Template 3: Undergraduate Declaration of Concentration/Minor Form (submit after approval)

## 8. Appendices

- Appendix 1: IMCM procedure flowchart
- Appendix 2: IMCM student check sheet

**FOR OFFICIAL USE ONLY**

Effective Date:

Petition:

University Registrar's Office • Room I317 Level 03 Building I • 024-7108-9779 (Ext: 9004)

**Template 1. INDIVIDUALLY DESIGNED CONCENTRATION/MINOR APPLICATION**

Please fill in all information for **SECTION A** and get the signature of your faculty advisor (s) for **SECTION B** before submitting this form to the Office of Registrar. The approval of the Individually Designed Concentration/Minor will be applied for the following semester.

**SECTION A: TO BE COMPLETED BY STUDENTS**

Name:	College:
VinUni ID #:	Current Program:
Cum GPA:	Class rank: <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
Email:	Telephone: DOB (mm/dd/yyyy):
Apply for <input type="checkbox"/> Concentration or <input type="checkbox"/> Minor	Title of Proposed Concentration or Minor:
Faculty Advisor (Sponsor):	College/Department:
Secondary Advisor (if applicable):	College/Department:

*Please state the goals and rationale describing the proposed Concentration or Minor: (maximum is 500 words).*

*[Instruction: This written statement will help keep the program on track as you progress. You should include a comment about your employment objectives or educational plans after graduation and should describe how the IDCM satisfies your needs better than one of the traditional majors/minors offered by the University].*

&lt;type here&gt;

## IDC/IDM ACADEMIC PLANNING WORKSHEET

*[Instruction: With your Faculty Advisor, select the courses for the Concentration/Minor that will best meet your educational goal. You may find it helpful to consult with appropriate faculty members from the various departments whose courses you include in your program. This chart must include alternate courses that you can take if planned courses prove to be unavailable].*

### Planned courses

Nr.	Code	Course Title	Credits	Pre-requisite requirements met (*)	Course Status (**)	Semester taken (***)
1						
2						
3						
4						
...						
Total of credits						_____

### Alternate courses

Nr.	Code	Course Title	Credits	Pre-requisite requirements met (*)	Course Status (**)	Semester taken (***)
1						
2						
3						

(\*) Clarify whether you have completed the prerequisite for each proposed course

(\*\*) Choose one: Completed or Currently taking or Plan to take

(\*\*\*) Semester you took this class OR the current semester if you are taking this class now OR the semester you plan to take this course (e.g., Fall 20)

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Student Signature                      Date

SECTION B: TO BE COMPLETED BY ACADEMIC ADVISOR(S) & FACULTY/COLLEGE

Faculty Advisor(s)	Faculty/College
<p>Please state the comments on the student’s proposed Concentration/Minor <i>(maximum is 100 words):</i></p>	<p><b><u>Decisions:</u></b></p> <p><input type="checkbox"/> Approve <input type="checkbox"/> Return for further improvements <input type="checkbox"/> Disapprove</p> <p><i>Comments from the College’s Designee:</i></p>
<p><b>Advisor’s signature:</b></p>	<p><b>Signature:</b></p>
<p><b>Date:</b></p>	<p><b>Date:</b></p>



## Template 2. INDIVIDUALLY DESIGNED CONCENTRATION/MINOR LEARNING OBJECTIVES GRID

Title of the IDC/IDM: \_\_\_\_\_

*[Instruction: This is the learning map/chart relating the courses in your program to the IDC/IDM learning objectives and your designed career goal. This will be prepared by the student, with discussion and advisory recommendation from the faculty advisor].*

List Linking Courses to IDC/IDM Learning Objectives	Course 1	Course 2	...	...	...	...
Credits	(3)					
1. Learning objective 1						
2. Learning objective 2						
3. Learning objective 3						
4. Learning objective 4						
5. Student designed objective: identify the skills you will need to realize student's learning or career goal:						

### Methods of Assessment:

I=Internship

W=Written Experience

OP=Oral Presentation

IND=Independent Study

UR=Undergraduate Research

E=Examination

P=Portfolio

PE=Project Evaluation

PER=Performance

O=Other (please note)

University Registrar's Office

• Room I317

Level 03

Building I

• 024-7108-9779 (Ext: 9004)

### Template 3. UNDERGRADUATE DECLARATION OF CONCENTRATION/MINOR FORM

#### INSTRUCTIONS

*Approval of IDCM requests will be effective the following semester*

***Please complete the following:***

Name:	Student ID#:
Email:	Telephone:
Primary Advisor:	Current Faculty/College:
Cum GPA:	New Concentration/Minor:
Secondary Advisor: (if any)	Faculty/College:

Course Code	Course Title of new Minor/Concentration	Semester	Credits
			<b>Total: ...</b>

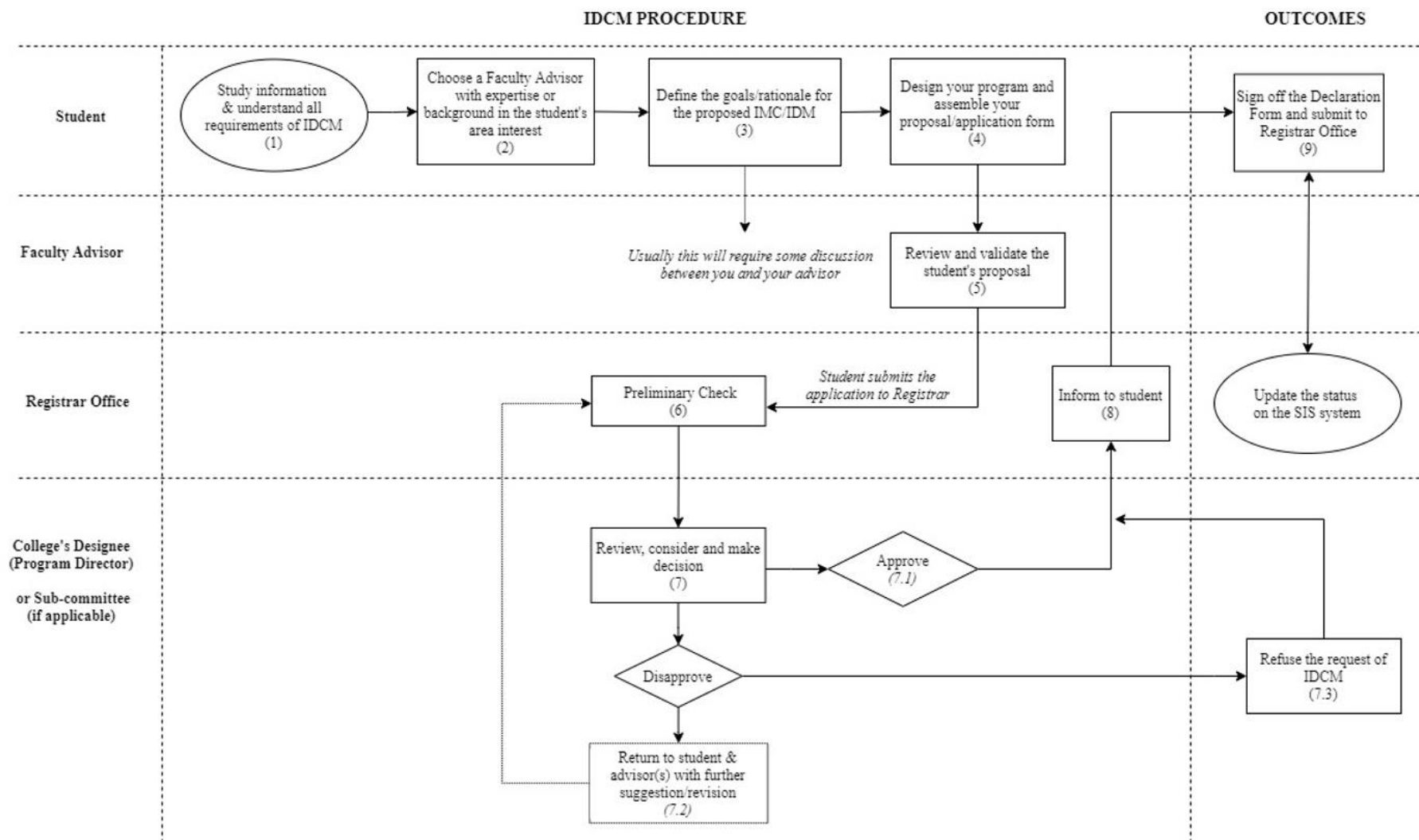
#### Commitment between the Student & Faculty/College

By signing this document, the student and Faculty/College certify that they have approved the student's IDCM proposal and study plan. The Faculty/College will adhere to all arrangements and instruct the student to achieve the learning objectives. The student agrees to abide by all VinUniversity Academic Regulations for Undergraduate Students and Faculty/College's related Regulations. The Faculty/College certifies that the educational components listed are consistent with its course catalog or as otherwise agreed upon and should be accessible to the student. The Student and Faculty/College will communicate with one another in the event of any difficulties or changes to the study program, responsible persons, or study period.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Faculty/College					

## APPENDIX 1

**The IDCM Procedure Flow Chart**



## APPENDIX 2

<b>Submitting IDC/IDM Application Documents Student Checksheet</b>
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*Incomplete applications will not be approved*

\_\_\_ Application typewritten (Section A & Section B filled out completely, including advisor's signature)

\_\_\_ Statement of clear rationale for IDC/IDM

\_\_\_ List of proposed/alternate courses that meet the criteria for the application

\_\_\_ Learning objectives grid that include

\_\_\_ IDC/IDM learning objectives

\_\_\_ All proposed and alternate courses

\_\_\_ Each learning objective addressed in at least one course

\_\_\_ Student-designed objectives

(\*) *The declaration form will be completed after the approval of IDC/IDM.*