

Hanoi, 7<sup>th</sup> November 2022

No: 350A/2022/QĐ-ĐHVINUNI

**DECISION**

**To Issue Provisional Regulations on the Thesis  
of the Residency Programs**

*Pursuant to the Circular No. 23/2021/TT-BGDĐT dated August 30, 2021 of the Ministry of Education and Training on promulgating the Regulation on enrollment and training at master's level;*

*Pursuant to Circular 17/2021/TT-BGDĐT dated June 22, 2021 of the Ministry of Education and Training on promulgating Regulations on standards of training programs; formulating, appraising and promulgating training programs at higher education levels;*

*As per request of the Head of Registrar Department.*

*The Provost of VinUniversity issues the provisional regulations on the thesis of the Residency Programs,*

**Article 1.** To issue together with this Decision “**Provisional Regulations on the Thesis of the Residency Programs**” of VinUniversity.

**Article 2.** This Decision takes effect from the date of signing.

**Article 3.** The Head of Registrar Department, the Heads of the relevant units shall be responsible for the implementation of this decision.

**To:**

**PROVOST**

- As in Article 3;
- University Council (report to);
- Archived: Cor. Office, Registrar.

*Hanoi, 7<sup>th</sup> November 2022*

**ISSUANCE OF PROVISIONAL REGULATIONS ON THE THESIS  
OF THE RESIDENCY PROGRAMS**

*(To issue together with Decision No: 350A/2022/QĐ-ĐHVINUNI 7<sup>th</sup> November 2022,  
of the Provost of VinUniversity)*

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**Article 1. Scope and subjects of application**

1. These regulations prescribes the implementation of the thesis of the Residency Programs at VinUniversity (hereinafter referred to as VinUni).
2. These regulations apply to all training programs for resident doctors (residents) of VinUni.

**Article 2. Thesis**

1. A student participating in the residency program of VinUni must perform 01 research project with the amount of 10 credits within 12 months, the research results are presented in a thesis.
2. The thesis is a scientific report, synthesizing the main research results of the student, meeting the following requirements:
  - a) Contributing to theory, scholarship or technological development, innovation; demonstrating students' research ability;
  - b) Following the standards of culture, ethics and customs of the Vietnamese people;
  - c) The thesis must comply with current provisions of intellectual property law. The use or citation of other people's or co-author's research results must be fully and clearly cited at the citation and in the list of references. Research results in the thesis must be the results of the author's own work, not yet published by others in any research work. The thesis proposal and the thesis must be checked for similarity with other works through VinUni anti-plagiarism software before submission, with the similarity rate specified in the Guidelines for Writing Proposals and Theses of VinUni, updated and published annually. The rate of similarity from one source must not exceed 10% .
  - d) The thesis is presented scientifically, clearly and coherently, according to the Appendix of this Regulation.

**Article 3. Eligibility for Conducting Thesis**

The students have accumulated the first two years of study for the Internal Medicine and Pediatrics Residency Programs or the first 4 years of study for the General Surgery Residency Program.

#### **Article 4. Thesis Stages**

The thesis is carried out in 4 stages:

##### 1. Review of the Research Proposal

The student develops the research proposal and register the research proposal and supervisors, following the instruction of VinUni.

The College of Health Sciences compiles the list of registered proposals and send to assigned reviewers. The student revises and finalizes the research proposal based on reviewers' comments.

##### 2. Approval of the Research Proposal

a) After the research proposal is approved, the student applies for ethics approval of the Ethics Committee in accordance with the regulations of VinUni.

b) The College of Health Sciences issues an Approval, approving the implementation of the thesis for the student after receiving all registration documents, including: approved research proposal, Approval from the Ethics Committee, estimation of funding (if any).

##### 3. Conducting the research and completing the thesis

The student conducts the research and completes the thesis within 12 months under instruction of their supervisors.

##### 4. Thesis defense

Every December, VinUni organizes the evaluation of the theses. The College of Health Sciences presides over the assessment of the theses of residents.

#### **Article 5 . Registration of the Thesis**

1. Every November, the College of Health Sciences issues the thesis plan for the third-year residents. The program directors give instructions for their respective residents regarding the thesis plan and the list of supervisors. The residents register their theses according to the form in the Appendix.

##### 2. Registration information includes:

a) Personal information of the resident

b) Research topic

c) Research objectives

d) Supervisors

e) Research timeline

f) Research funding (if any).

At the end of the registration period, the assigned staff will compile the information and send the registration list to the program directors.

#### **Article . Thesis Guidelines**

1. Each student has the maximum of two (02) supervisors.

At a given time, an independent supervisor does not supervise more than 5 students; In case of co-supervising 02 students, it is equivalent to independent supervising 01 student.

##### 2. Criteria of the thesis supervisor:

a) Having a professional doctorate degree suitable to the training major and the topic of the student's thesis.

b) Having foreign language ability, applying information technology to conduct research and international scientific exchange.

c) Having scientific research results related to the thesis topic within 05 years by the time of the assigned supervision.

d) Satisfying other requirements according to training curriculum standards of the training industry or field.

### 3. Responsibilities of the supervisors

a) Guide students to develop and implement the research plan.

b) Organize, guide, monitor, examine and encourage students to conduct scientific research following the requirements of the research project.

c) Confirm the research results achieved, approve the student's thesis and take responsibility for requesting the college for student's thesis defense.

d) Other responsibilities as prescribed by law.

### **Article 7. Review of the Research Proposal**

1. Every December, the College of Health Sciences issues a decision to assign 02 lecturers to review the research proposals of the residents who have registered for the thesis.

2. Criteria for lecturers to review on research proposals:

a) Having a professional doctorate degree suitable to the training major and the subject of the student's thesis.

b) Having foreign language ability, applying information technology to conduct research and international scientific exchange.

3. The appointed lecturer reviews the research proposals of the residents according to the Appendix .

4. In case the assigned reviewer does not approve the research proposal, the College of Health Sciences organizes a meeting between the leaders of the College of Health Sciences, the supervisors, the resident and the reviewers to resolve the appropriate adjustment for the implementation of research proposal. The content agreed in the meeting is made in minutes with the signatures of all participating members. The student uses the content of the minutes as a basis for revising the research proposal.

5. The student finalizes the research proposal according to the comments of the reviewers and ask for the approval of the supervisors.

### **Article 8. Registration for Research Ethics Review**

The student registers for research ethics review according to regulations of VinUni or the medical institutions which has participants in the research project.

### **Article 9. Approval of the Research Proposal**

1. A dossier for proposal approval includes:

a) A printed copy of the research proposal, revised according to the comments of the reviewers, signed by the supervisor.

b ) Research Ethics Approval.

c) Estimated cost (if the research is funded from the funding source of VinUni).

2. The Dean of the College of Health Sciences issues an Approval to carry out the research proposal after receiving the completed dossier.

3. The change of topic before the thesis defense shall be decided by the Dean of the College of Health Sciences based on the student's request and with endorsement from the supervisors.

4. The addition or change of the supervisors is done no later than 6 months from the date of completion of the thesis written in the proposal approval (including extension time, if any) and with the agreement of the previous and new supervisors. In case of force majeure, the student must have a written explanation and must be approved by the Dean of the College of Health Sciences.

#### **Article 10. Conducting Research**

1. The student conducts research and completes the research report within the approved implementation period.

2. In the case of research using funding from VinUni, the College of Health Sciences supports students in preparing estimates before conducting the research, receiving funds for research implementation and finalization after completing the research.

#### **Article 11. Thesis Defense**

1. The student submits the registration for thesis defense on the last day of thesis implementation period as stated in the Approval of the research proposal. The registration for thesis defense includes:

- a) Thesis defense registration form according to the Appendix
- b) 06 printed copies of the thesis signed by the supervisors

2. Approval of the thesis defense plan:

Within 20 working days from the date of receipt of the completed registration for the student's thesis defense, the Dean of the College of Health Sciences shall issue a thesis defense plan (including members of the Thesis Evaluation Committee and defense timeline).

3. Thesis Evaluation Committee

a) The Committee has 05 members, including the chairman, secretary, 02 reviewers and 01 member; in which, the chairman and secretary are full-time lecturers of VinUni, and at least 01 reviewer is a person working outside of VinUni.

b) The criteria for the Committee members must meet the standards of the thesis supervisor specified in Clause 2, Article 6 of this Regulation; in which the chairman of the Committee is a person with professional capacity and scientific prestige, experienced in organizing and managing the work of the Committee; the reviewer must be someone who has a deep understanding of the subject area of the thesis.

c) The supervisor may join the Committee as a member but may not give an assessment score; the student's father, mother, spouse, child, brother, or sister, are not participating in the Committee.

4. Thesis defense session is held when at least two thirds of the total members of the Committee are present, including the chairman, secretary and at least one reviewer. Online defense can be done with the agreement of the Committee members and the student; The entire happenings of the online defense session are audio and video recorded and stored at VinUni.

5. The thesis score of each Committee member is on a 10-point scale, with one decimal place. The thesis score is the average of the scores of the Committee members present in the thesis evaluation, rounded to one decimal place. The thesis is satisfactory when the average score from the Committee is from 6.0 points or higher.

6. In case the thesis is unsatisfactory, the student may revise and supplement the thesis for a second evaluation within 03 months from the date of the first evaluation meeting; there will not be any other thesis assessment.

7. After successfully defending the thesis, the full thesis (revised and supplemented at the request of the Committee, if any) must be submitted and archived at the library of VinUni; published on the website of VinUni for a period of at least 30 days, except for a number of topics in the fields that need to be kept confidential according to the regulations of the government.

8. The process of organizing and evaluating theses

The thesis evaluation will be conducted according to the following steps:

a) The representative of the College of Health Sciences declares the reason, introduces the delegates, reads the Decision to establish the Thesis Evaluation Committee.

b) The Chairman of the Committee reads the list of Committee members and conducts the assessment.

c) The student presents the thesis in a maximum of 20 minutes.

d) The Reviewers comment on the thesis (2 reviewers).

e) The Committee members comment on the thesis.

f) The student answers questions and comments to clarify the thesis.

g) Attendees ask questions (if any).

h) The representative of the supervising team presents their assessment and comments on the learning process of the student.

i) The Committee holds a separate meeting to discuss and agree on the conclusions and results of the evaluation of the thesis.

j) The Committee meets in plenary and the Secretary of the Committee announces the conclusions about the thesis and the evaluation results.

k) The Secretary of the Committee is responsible for completing the minutes of the Committee and submitting it to the College of Health Sciences immediately after the thesis evaluation.

### **Article 12. Implementation**

1. These Regulations take effect from the date of signing.

2. The College of Health Sciences shall assume the prime responsibility for and coordinate with relevant units in resolving arising problems, and promptly report them to the Academic Leaders for direction and resolution.

3. The adjustment and supplementation of the provisions of these regulations shall be decided by the Provost.