



ADMISSIONS REGULATION FOR GRADUATE PROGRAMS

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CHAPTER I: GENERAL PROVISIONS

Article 1: Scope of the Regulation and Applicable Subjects

1. This Regulation governs the admissions process for Graduate Programs at the master's and doctoral levels at VinUniversity (referred to as VinUni or the University), including the following contents: admission methods, eligibility, requirements, admission process, organization of selection/entrance exams, responsibilities, and authority of relevant units, handling of violations of the Admissions Regulation, reporting and archiving procedures, and the resolution of complaints and denunciations in the admission process.
2. This Regulation applies to VinUniversity and individuals and units involved in the implementation of Graduate Programs admissions (excluding the Graduate Medical Education Program).

Article 2: Graduate Admission Methods

1. Graduate admissions, including master's and doctoral levels, are conducted through a selection process. The selection process for master's level admissions is based on the evaluation of applicants' profiles, combined with interviews. The selection process for Doctoral level admissions is based on the evaluation of applicants' profiles, combined with interviews (including the defense of research proposals).
2. Depending on the actual conditions at the time of admission, the Admissions Committee (referred to as AC) will decide on the format of the interview, online or in-person.

Article 3: Graduate Admissions Announcement

1. No later than 30 working days before each admission period, the University will issue an Admissions announcement.
2. The Admissions announcement will be posted on the website of the University, sent to relevant units and published on other mass media, clearly stating:
 - a) Target audience, eligibility requirements, admission majors, and relevant professional requirements;
 - b) Admission quota;
 - c) Application documents and application deadline;
 - d) Admission plan and method;
 - e) Announcement date of admission results and enrollment time;
 - f) Tuition fees and policies on tuition fee waivers and financial support;
 - g) Other necessary requirements and information for candidates in the admission period.

Article 4: Admission Process and Recognition of Admitted Students

1. The Admissions Office leads the development of the admission process and guidelines for each level.
2. Admission and Enrollment Recognition
 - a) The Provost approves the list and issues a decision to recognize admitted students, reporting to the Ministry of Education and Training (referred to as MOET) as regulated;

- b) The Admissions Office sends the admission results to applicants, guides them through enrollment procedures; Office of Registrar organizes enrollment;
- c) The decision to recognize a doctoral student must include complete information, including the student's name, major, proposed research topic, advisory team, managing unit, training duration along with the student's full-course study and research plan.

CHAPTER II: ADMISSION REQUIREMENTS AND CONDITIONS

Article 5: Admission Requirements and Conditions for Master's Programs

1. Have graduated or be eligible for recognition of graduation from a bachelor's degree (or equivalent or higher) in a relevant field; for research-oriented programs, a good or higher graduation grade or scientific publications related to the field of study and research are required. A relevant field is a field of study at the bachelor's level (or equivalent or higher) that equips learners with the necessary professional foundation to continue studying in the corresponding master's program, as specified in the admission standards of the master's program; the college specifies cases where additional learning requirements must be completed before applying. For management and administration majors, trained in applied master's programs, relevant fields at the bachelor's level include majors directly related to the profession and career of the management and administration field.
2. Applicants must meet the **English** proficiency requirement when they have one of the following degrees or certificates:
 - a) A bachelor's degree awarded by a foreign educational institution, a branch of a foreign educational institution in Vietnam, or a Vietnamese educational institution for full-time students where the program is conducted in English;
 - b) A master's degree awarded by a foreign educational institution, a branch of a foreign educational institution in Vietnam, or a Vietnamese educational institution for full-time students where the program is conducted in English;
- c) Have one of the **English** degrees or certificates valid until the date of application specified in Appendix I of this Regulation, or equivalent to Level 4 or higher (according to the 6-level **English** Proficiency Framework for Vietnam) announced by MOET.
3. Meet other requirements of the training program standards issued by MOET and as regulated by the Colleges.

Article 6: Admission Requirements and Conditions for Doctoral's Programs

1. General requirements for candidates:
 - a) Have a master's degree or a bachelor's degree with honors or higher in a relevant field, or a degree equivalent to level 7 according to the Vietnam National Qualifications Framework in certain specialized majors suitable for doctoral training;
 - b) Meet the entry requirements according to the training program standards issued by MOET and of the doctoral program applied for;

- c) Have research experience demonstrated through a master's thesis of a research-oriented training program; or published scientific articles or reports; or have at least 2 years (24 months) of work experience as a lecturer or researcher at training institutions or science and technology organizations;
 - d) Have a draft research proposal and a tentative plan for full-course study and research.
2. Applicants must meet the **English** proficiency requirement when they have one of the following degrees or certificates:
- a) A bachelor's degree awarded by a foreign educational institution, a branch of a foreign educational institution in Vietnam, or a Vietnamese educational institution for full-time students where the program is conducted in **English**;
 - b) A master's degree awarded by a foreign educational institution, a branch of a foreign educational institution in Vietnam, or a Vietnamese educational institution for full-time students where the program is conducted in **English**;
 - c) Have one of the **English** degrees or certificates valid until the date of application specified in Appendix I of this Regulation, or equivalent to Level 4 or higher (according to the 6-level **English** Proficiency Framework for Vietnam) announced by MOET.
3. Meet other requirements of the training program standards issued by MOET and as regulated by the Colleges.

CHAPTER III: ORGANIZATION, TASKS, AND AUTHORITY OF THE ADMISSIONS COMMITTEE AND ASSISTING COMMITTEES IN GRADUATE ADMISSIONS

Article 7. Organization, Tasks, and Authority of the Admissions Committee

1. The Provost issues a decision to establish the AC to manage admissions-related tasks, stipulating the organization, tasks, and authority of the assisting committees.
2. The composition of the University's AC includes:
 - a) Chairperson: Provost or Vice-Provost;
 - b) Vice-Chairperson: Vice-Provost;
 - c) Standing Member: Chief or Head of the Admissions Office or Academic Office;
 - d) Members:
 - i. Head of the Admissions Office, Academic Office, and other relevant offices as required;
 - ii. Dean or Vice Dean of the colleges;
 - e) Individuals whose spouse, children, parents, siblings, or in-laws are applying to the University are not allowed to participate in the AC and its assisting committees in that year.
3. Tasks and Authority of the University's AC:
 - a) Implement selected admissions plans;
 - b) Direct and supervise the implementation of tasks by assisting committees; handle issues arising during the admissions process;
 - c) Resolve questions, complaints, and accusations related to admissions;
 - d) Summarize admissions activities;

- e) Promptly report admissions results to the President, the Provost and MOET.
- 4. Tasks and Authority of the AC Chairperson:
 - a) Organize, implement, and take responsibility for the university's admission activities
 - b) Report directly to the Provost on the university's admissions activities;
 - c) Establish a Secretary Group and Academic Group to assist the AC in carrying out admissions tasks;
- 5. The Vice-chairperson of the AC performs tasks assigned by the AC Chairperson and acts on behalf of the AC Chairperson in handling tasks when authorized.

Article 8: Organization, Tasks, and Authority of the Secretary Group in Graduate Admissions

- 1. The composition of the University's AC Secretary Group includes:
 - a) Head: held concurrently by the Permanent Member of the University's AC;
 - b) Deputy Head: leader of the Admissions and Academic Office;
 - c) Members:
 - i. Staff from the Admissions, Academic Office, and other offices/departments;
 - ii. Staff operating the application software.
- 2. Tasks and Authority of the AC Secretary Group:
 - a) Publish information on application procedures, admission methods, graduate admissions announcements, and other relevant information on the University's website and other media;
 - b) Assist the AC in admissions tasks:
 - i. Process application data;
 - ii. Submit admission results to the AC for approval;
 - iii. Enter admission data onto MOET's portal;
 - iv. Perform other tasks assigned by the AC Chairperson.

Article 9: Academic Group of Admissions Committee

- 1. The AC Chairperson issues a decision to establish the Academic Group based on proposals from colleges. The composition includes: chairperson, vice-chairperson, and members.
- 2. Tasks and Authority of Admissions Evaluation Sub-committees
 - a) Organize the evaluation of applicants' dossiers according to the criteria set for master's level Admissions Evaluation Subcommittees;
 - b) Organize interviews with applicants and grade research proposals for Doctoral-level Admissions Evaluation Subcommittees;
 - c) Summarize applicant evaluation results and hand them over to the AC Secretary Group.

CHAPTER IV: INSPECTION, EXAMINATION, VIOLATION HANDLING, AND REPORTING AND ARCHIVING PROCEDURES

Article 10. Inspection and Examination of Admissions Activities

1. The inspection and examination shall be conducted according to the University's general regulations and guidelines.
2. The inspection process and procedures follow the regulations of the law on inspection and guidance from MOET.
3. Individuals with relatives applying in the current year are not allowed to participate in the Inspection Team's work.

Article 11. Handling Violations of the Admissions Regulation

1. Places to receive information and evidence of violations of the Admissions Regulation:
 - a) The University's AC;
 - b) The Legal and Compliance Department.
2. Units and individuals receiving information and evidence of violations of the Admissions Regulations are responsible for handling them within their authority or reporting to competent agencies or individuals for handling and publicly announcing the results of handling individuals and organizations that violate the regulation.

Article 12. Reporting and Archiving Procedures

1. The Admissions Office reports and submits for approval admission plans and announcements; reports on implementation progress and relevant data in accordance with the current Delegation of Authority Manual.
2. The Admissions Office reports admission results according to the regulations of the University and MOET.
3. Other documents related to admissions must be preserved and archived throughout the training course according to the Law on Archives and regulations on the retention period of professional documents of the education sector and the University.

CHAPTER V: HANDLING VIOLATIONS, RESOLVING COMPLAINTS, AND DENUNCIATIONS

Article 13. Resolving Complaints and Denunciations Related to Graduate Admissions

1. During the graduate admissions period, AC organizes the reception and resolution of complaints and denunciations from citizens related to graduate admissions.
2. After the graduate admissions period, the Provost organizes the reception and resolution of complaints and denunciations from citizens related to graduate admissions.

Article 14. Handling Violations of the Admissions Regulation

1. Applicants who violate this Regulation during the graduate admissions process will be handled according to current regulations.
2. Admitted applicants who are discovered to have committed fraud or been directly involved in fraud during the admissions process may have their admission decisions suspended or revoked. The Provost considers and decides on the form of handling according to this Regulation.
3. Individuals involved in graduate admissions who violate this Regulation, depending on the severity, will be handled according to the provisions of current legal documents. For those who violate the Admissions Regulation and are staff, officials, and lecturers at the University, the Provost decides on the handling according to current laws and regulations of the University.

CHAPTER VI: EFFECTIVENESS

Article 15. Effectiveness

1. This Regulation take effect from the date of signing.
2. During implementation, if any difficulties or needs for supplementation or amendment are found, individuals and units report to the Provost (through the Admissions Office) for consideration and decision. The review, amendment, and supplementation of this Regulation can be done annually, depending on the conditions and actual admissions situation of that academic year.

PROVOST

David Bangsberg

APPENDIX I
English Language Certificates Equivalent to Level 4

| No. | Language | Certificate/Diploma | Equivalent to Level 4 |
|-----|----------|------------------------------|---|
| 1 | English | TOEFL iBT | 46 - 93 |
| | | IELTS | 5.5 - 6.5 |
| | | Cambridge Assessment English | B2 First/B2 Business Vantage/Linguaskill. Score: 160 - 179 |
| | | TOEIC (4 skills) | Listening: 400 – 489 Reading: 385 - 454 Speaking: 160 - 179 Writing: 150 - 179 |