

**TRAINING REGULATIONS FOR A MASTER'S DEGREE  
AT NHA TRANG UNIVERSITY**

*(Issued in conjunction with Decision No 1112/QĐ-DHNT dated 30 October, 2014 by  
Rector of Nha Trang University)*

**Article 3. Applicant and conditions**

The applicant who applies for admission in a master's degree program must be a Vietnamese citizen and must meet the following requirements:

1. In regards to the degree, the applicant must:

a. Hold an undergraduate degree which is suitable with disciplines and specializations of the master's program;

b. Hold an undergraduate degree which is relevant to disciplines and specializations of the master's program;

c. Hold an undergraduate degree which is different from the disciplines he/she has achieved in a field related to the specializations of the master's program;

d. Hold an undergraduate degree issued by a foreign institution with an accreditation or recognition in accordance with current regulations (Regulations on the recognition of formalities of the degree issued and promulgated by foreign institutions in Document No. 21/VBHN-BGDDT dated 16 June, 2014 of the Minister of Education and Training).

2. In regards to professional experience:

a. Depending on the specific discipline and specialization, and based on a recommendation by the Science and Training Committee, the Rector will have specific requirements on professional experience prior to registration.

b. In the case that the applicant has an undergraduate degree, which is different from the discipline and specialization of the master's program, he/she must have at least two years experience in the discipline of the master's degree program they wish to register in.

c. Requirements of professional experience will be published in the Admission Notification.

3. Applicant must have a clear and certified Curriculum Vitae, and does not have any prior criminal record.

4. Applicant must provide a medical certificate.

5. Applicant must complete the relevant application documents prescribed by the University.

**Article 10: Admission procedures**

1. Admission procedures include: Receipt of documents, issuance of student card and library card, opening ceremony, propagation of training regulations, training plan, training curriculum, master students' rights and obligations, training program and training form.

2. Within 15 days from the date of receiving the admission notice, the applicant must present himself/herself at Nha Trang University to complete his/her admission procedure. Applicants who arrive after the scheduled admission date, without a legitimate reason, will be eliminated from the student list of the master's degree program. Applicants who arrive after the scheduled admission date, because of illness or accident, will be considered for admissions if they provide a medical certificate certified by a hospital.

3. Within 15 days from the date of admission, a decision will be made to identify

and arrange students into the same class and program that students have previously registered in.

**Article 11. Study plan**

1. The course is arranged by classes, academic year and semesters.

a. The course provides the necessary time to complete the training program.

Depending on each type of training, the course will be regulated as follows:

- Full time training: course duration is 1.5 years, corresponding to 3 semesters.

- Part-time training: course duration is 2 years, corresponding to 4 semesters.

b. Each academic year has 2 semesters. Each semester has 15 weeks plus 3 weeks for exams.

2. Study plan for each type of training program:

a. For full time training:

- Research-based program:

Semester	Content	
	Module	Thesis
1.	- Study general, basic and compulsory modules. - Study additional modules (if any). - Self study a foreign language	- The thesis title can be either advised by the supervisor or proposed by the master's student - Register and prepare for the thesis outline.
2.	- Study elective modules - Self study a foreign language	- Defend the thesis outline. - Finalise the decision on the thesis title and supervisor.
3.		- Implement the thesis - Defend the thesis
Graduate and receive the master's degree		

- Application-based module

Semester	Content	
	Module	Thesis
1.	- Study general, basic and compulsory modules. - Study additional modules (if any). - Self study a foreign language	
2.	- Study general and specialized elective modules - Self study a foreign language	- The thesis title can be either advised by the supervisor or proposed by the master's student - Register and prepare for the thesis outline.
3.	- Study specialized elective modules - Self study foreign language	- Defend the thesis outline. - Finalise the decision on the thesis title and supervisor. - Implement the thesis - Defend the thesis
Graduate and receive the master's degree		

b. For part-time training: only used for application-based program. The period for learning courses and implementing a thesis will be extended by 1 semester.

3. The maximum duration to finish the training program is as stipulated in the Clause 1 of this Article, plus 1.5 years for full time training or 2 years for part-time training.

**Article 12. Training timetable**

1. Daily training timetable is from 7:30 to 21:20.
2. Daily training timetable is divided into 11 periods as follows:

<b>Time - Periods</b>	<b>Commence</b>	<b>Finish</b>
<b>Morning</b>		
1-2	07:30	09:10
3-4	09:30	11:10
<b>Afternoon</b>		
5-6	13:30	15h10
7-8	15:30	17:10
<b>Evening</b>		
9	18:30	19:20
10	19:25	20:15
11	20:30	21:20

**Article 15. Registration of elective modules**

1. Master's student can register for elective modules in the first semester in preparation for the second semester.

2. Conditions to register elective modules (including compulsory selection and free selection):

- a. Preconditions of the module must be adhered to;
- b. The volume of study should not exceed 20 credits in one semester;

3. Conditions for elective modules: according to regulations on the organization of classes as stipulated in the Item B, Clause 2, Article 14 of this Regulation.

4. Master's student can register for more elective modules than the minimum number regulated in the training program.

**Article 17. Reduction of the number of modules**

1. Master's student can reduce the number of modules (compulsory or selective modules) if:

- a. It does not effect the minimum number of students per class
- b. His/Her tuition fee is fully paid for each semester

2. The allotted time for the request for reducing the number of modules is within the first two weeks of the semester. After this deadline, requests will not be considered.

**Article 19. Module evaluation**

1. The module evaluation includes two compulsory steps: (1) process evaluation and (2) end-of-module examination.

2. The process evaluation and end-of-module examination will be scored according to a ten-point scale, rounded to one decimal. The module mark is the total module evaluation mark multiplied by a corresponding coefficient, in which the end-of-module

examination mark represents between 60% and 70%. The module mark is rounded to one decimal.

3. A satisfactory mark for each module (accumulative module) is from 5.0.

4. The forms and methodologies of process evaluation, end-of-module examination, corresponding coefficient, number of evaluation and evaluation time must be specified in the module description and in accordance with the Regulation stipulated by the University.

5. Process evaluation, end-of-module examination, scoring, mark complaints and adjustments need to be in accordance with the Regulation stipulated by the University.

#### **Article 20. Final examination**

1. Conditions of taking the final examination:

a. The master's student can take the final examination if he/she:

- Attends at least 80% of his/her theory classes;
- Attends sufficiently the practice classes;
- Has his/her process evaluation's marks as stipulated in the module description
- Pays his/her tuition fee and other fees (where applicable) .

b. If the master's student is not eligible to take the final examination, he/she will not be permitted to take the exam and will receive "0" for the final examination paper and be required to restudy that module.

2. Absence from examination

a. The master's student who is absent from the final examination, if he/she does not have a legitimate reason, will receive "0" for the final examination paper and be required to restudy that module.

b. If the master's student has a legitimate reason (illness, accident, unexpected situation of family, company, etc) and cannot take the examination, he/she must submit a request for postponement of the examination to Faculty of Graduate Studies prior to the exam.

In this case, the master's student can register to take an alternative exam. If there is no alternative exam, he/she may arrange to take the final exam in the following semester. If he/she does not take either of these two exams, he/she will receive "0" in the final examination paper.

#### **Article 21. Restudy and study to improve the mark.**

1. The master's student with a mark that does not meet requirements must restudy that module. The master's students with an average mark below 5.5 must restudy to improve his/her mark in next semester.

2. In the case that a module is not available in the next semester, he/she will be allowed to register for another module to replace it according to the training regulation.

3. In the case that the module is elective, he/she will be allowed to register for another elective module to replace it.

4. The final mark is the highest mark from two modules.

#### **Article 23. Registration of thesis title**

1. The master's student can register his/her thesis title and prepare for a thesis outline in the first semester of the course.

2. Before the registration of the thesis title, the faculty/institute is responsible for:

a. Sending a request for the thesis title to both the lecturers in the faculty/ institute

and the doctoral lecturers in and outside the university;

b. Collecting a list of lecturers, on-going topics and projects, which are appropriate to the need of master's;

c. Approving and publishing the list of topics proposed by lecturers on the faculty/institute website within 15 days before the master's student registers the thesis title.

d. If necessary, arranging a seminar to introduce research plans and topics to master's student.

3. Registering the thesis title for master's student:

a. The master's student registers his/ her thesis title based on the list of topics proposed by lecturers or self-proposes his/her thesis title and supervisor.

b. Based on the student's results:

- The faculty/institute assigns appropriate supervisors to help the student define the research topic and prepare for a thesis outline;

- The lecturer, whose topics are registered by a master student, is responsible for guiding and approving the thesis outline in order to submit it to the faculty or institute.

### **Article 25. Conditions for the thesis title**

The master's student can be assigned a thesis title if he/she meets following conditions:

1. The thesis outline is approved by the Review Board if the title is proposed by the master's student or approved by the supervisor if the title is proposed by the lecturer.

2. Foreign language requirements: Vietnamese student who does not follow the English taught program must have one of the following:

a. A full-time bachelor, master, doctor degree taught in English, and recognized by a competent authority following the current regulations;

b. A bachelor degree in English language;

c. A certificate of English proficiency obtained within 2 years from the date of issue, such as the following:

- Certificate of English, level 3/6, or higher measured against the English proficiency benchmarks in Vietnam - of Ministry of Education and Training - granted by the University;

- Certificate of English, level B1 or higher, following The Common European Framework of Reference for Language (CEFR) granted by the University;

- Certificate of English (granted by an international organization): TOEFL PBT 450, TOEFL CBT 133, TOEFL iBT 45, IELTS 4.5, TOEIC 450, Preliminary English Test (PET), Business English Certificate (BEC) Preliminary, BULATS 40 or higher;

The master's student must submit the certified copy of degree or certificates to the Faculty of Graduate Studies.

3. Pay, by the required date, the tuition and other fees (where applicable).

4. The maximum time for course duration is more than 6 months as stipulated in the Article 4 of this Regulation.

### **Article 27. Undertaking the thesis**

1. After submitting the thesis title, the master's student and his/her supervisor should develop a working plan and schedule based on the thesis outline that has been approved.

2. While undertaking the thesis, the master's student and his/her supervisor should have periodic meetings to exchange ideas and knowledge related to the thesis.

3. While undertaking the thesis, the master's student is encouraged to participate in activities related to his/her specialization such as doing joint-research projects with his/her supervisor; being involved with a research group; joining academic activities; conferences and symposiums in and out the university; assisting professors, instructing students in practice classes if being allowed by his/her supervisor.

4. The master's student must report to his/her supervisor and department on his/her thesis progress at the end of the second month of each quarter. The report's contents should include research plan, thesis progress and results; enquiries for doing the thesis; suggestion for changing and modifying his/her supervisor, correcting and changing thesis title, extending thesis defense and early defending thesis.

5. Based on the quarterly report of master's student, the faculty/institute will;

a. Together with his/her supervisor solve difficulties and assist the master's student to complete his/her thesis;

b. Make a thesis progress report of master's students to the Rector (through the Faculty of Graduate Studies) before the 15<sup>th</sup> day of the 3<sup>rd</sup> month of each quarter.

6. The supervisor can refuse to instruct the master's student if:

a. The master's student does not contact the supervisor one month upon the receipt of the decision on the thesis title.

b. The master's student does not follow the supervisor's instructions or does not complete his/ her working plan without any legitimate reason;

c. The master student does not prepare a quarterly progress report.

7. If the supervisor refuses to supervise, the master student must complete the procedures to change his/her thesis title as stipulated in the Article 30 of this Regulation. The master's student must submit the additional costs to defend his/her thesis.

#### **Article 28. Changing or adding supervisor**

1. An supervisor can be replaced if any of the following situations occurs:

a. The supervisor refuses to instruct the master's student;

b. A request made by the faculty/ institute or the Faculty of Graduate Studies

c. The master student does not contact the supervisor within one month upon the receipt of the decision on the thesis title.

2. An additional supervisor can be provided if any of the following situations occurs:

a. The master student or the current supervisor request an additional supervisor because it is necessary to carrying out the thesis;

b. A request made by the faculty/ institute or the University.

3. Procedures of changing or adding supervisor:

a. The master student and supervisor must make a request to the faculty/institute

b. Based on the master's student or the supervisor's request, the faculty/institute will forward this request to the Faculty of Graduate Studies

c. The Faculty of Graduate Studies will review the conditions in the regulations, give feedback to the faculty/institute (if necessary) and submit their final decision to the Rector of NTU.

#### **Article 29. Adjustment of the thesis title**

1. The adjustment of a thesis title may be required to achieve accuracy or consistency with research content arising during the implementation process.

2. Adjustment of a thesis title should be submitted:

- a. 30 days before the completion of the thesis
- b. If not, the master's student is only permitted to defend the thesis after two months when the adjustment of the thesis title approved.
- 3. Procedures to adjust thesis title:
  - a. The master's student should submit a request to adjust his/her thesis title. The request should be in consultation with his/her supervisor, department and faculty/institute before submitting it to the Faculty of Graduate Studies.
  - b. The Faculty of Graduate Studies will review the conditions in the regulations, give feedback to the faculty/ institute (if necessary) and submit their final decision to the Rector of NTU.

### **Article 30. Change of thesis title**

- 1. The master's student is allowed to change his/her thesis title due to being unable to carry out his/her approved thesis outline or upon the failure to defend his/her thesis for a second time, or, the thesis does not satisfy requirements as stipulated in Clause 5, Article 45 of this Regulation if:
  - a. His/her supervisor approves the changing;
  - b. There are maximum seven months of the course duration.
- 2. Procedures to change the thesis title:
  - a. The master's student should submit a request to change his/her thesis title. The request should be in consultation with his/her supervisor, department and faculty/institute before submitting it to the Faculty of Graduate Studies.
  - b. The master's student must prepare and defend his/her new research proposal in front of the Science and Training Committee of the faculty/ institute.
  - c. The faculty/institute must send the master's student profile to the Faculty of Graduate Studies.
  - d. The Faculty of Graduate Studies will review the conditions in the regulations, give feedback to the faculty/ institute (if necessary) and submit their final decision to the Rector of NTU.
- 3. The master's student is required to pay any additional fees related to re-defending his/her thesis outline.

### **Article 31. Thesis defense before deadline**

- 1. The master's student can defend his/her thesis before the deadline if the thesis implementation is not less than 5 months from the date the thesis title assigned and within minimum 1 year from the student's admission date.
- 2. The procedures to evaluate and defend thesis in this case are similar to the normal case.

### **Article 32. Extension of thesis defense**

- 1. The master's student who is ineligible to defend his/her thesis during the specified time may request an extension for his/ her thesis defense.
- 2. The master's student is permitted to extend his/her thesis defense several times. Each time may be a period of 3 months or 6 months within the course duration as stipulated in the Article 4 of this Regulation.
- 3. Procedures to extend thesis defense:
  - a. 30 days before the due date, the master's student must submit a request to extend his/her thesis defense date, stating legitimate reasons. His/her request must be approved by

his/her supervisor, the department and faculty/institute before submitting it to the Faculty of Graduate Studies.

b. The Faculty of Graduate Studies will review the conditions in the regulations, give feedback to the faculty/institute (if necessary) and publish the list of master's students accepted for thesis defense extension on the website of the Faculty of Graduate Studies.

4. If the master's student does not follow the correct procedures to extend his/ her thesis defense, he/she must report directly to his/her department on the thesis implementation at least 1 month before submitting thesis defense documents.

5. The master's student must pay any additional fees related to the extension of his/her thesis defense.

#### **Article 34. Conditions to defend a thesis**

The master's student can defend his/her thesis if he/she fulfills the following requirements:

1. He/she, has accumulated a sufficient number of credits in the training program, the weighted GPA is 5.5 or higher.

2. He/she, has not been officially disciplined.

3. He/she, has not been officially complained or denounced about the thesis content.

4. The thesis is formatted in accordance with the University's regulations.

5. The thesis defense has been approved by his/her supervisor and the department/institute.

6. The student has paid, in full, the tuition fee and any additional fees (where applicable) as stipulated by the University.

7. For cases stipulated in the Clause 4 of the Article 32 of this Regulation, the master student must report directly to the department/institute regarding the results of his/her thesis.

#### **Article 54. Graduation conditions**

The master student is approved for graduation if:

1. He/she has achieved a foreign language level as stipulated in the Clause 2 of the Article 25 of this Regulation.

2. He/she has satisfied the conditions to defend the thesis as stipulated in the Article 34 of this Regulation.

3. His/her thesis has been successfully defended.

4. He/she has completed the thesis submission to the University Library as stipulated in the Article 42 of this Regulation.

5. He/she has paid in full the tuition fee and any additional fees (where applicable) as stipulated by the University.

6. Where the master student follows the research-oriented program, he/she must have at least one article related to his/her thesis title, which is scored by the State Council of Professors and published in specified reviewed journals.

7. He/she has defended his/her thesis for a minimum one month during the course duration as stipulated in the Article 4 of this Regulation.

#### **Article 59. Duties and rights of the master student**

1. He/she must complete the master program; obey the rules and regulations of the master program.



2. He/she must pay in full the tuition fee and any additional fees (where applicable) as stipulated by the University.

3. He/she must respect lecturers and staffs of the educational institution.

4. He/she is respected, treated equally and offered the full range of information related to his/her study.

5. He/she has the right to use the library, scientific literature, laboratory, equipment and facilities of the educational institution for studying and doing research.

6. If he/she cannot contact the supervisor or receives no guidance from the supervisor, he/she has the right to propose a change of supervisor one month after receipt of the thesis and supervisor assignment.

7. He/she has the right to have feedback regarding teaching activities and activities related to the admission process, organization and management of the master program.

8. He/she has the right to participate in activities of the union and social organizations in the educational institution.

9. He/she has the right to receive tuition reimbursement if it is not the fault of the student but that of the University which leads to no master's degree grant.

10. He/she must perform other duties and rights under the law.

**TRAINING REGULATIONS FOR A DOCTORAL DEGREE AT  
NHA TRANG UNIVERSITY**  
*(Issued in conjunction with Decision No. 780/QĐ-DHNT on June 21<sup>st</sup>, 2013 by  
The Rector of Nha Trang University)*

**Article 7. Responsibilities of the PhD student**

1. During his/her course duration, the PhD student is an official member of a specific department, faculty/institute, having the responsibility to report his/her study, research plan and research proposal to the department, faculty/institute.

2. During the course duration, the PhD student must:

a. Meet with his/her supervisor regularly to get consultancy and exchange professional knowledge according to his/her plan and schedule;

b. Participate fully and present thematic reports in scientific meetings of the department, faculty/institute.

c. Write scientific reports, at least two articles, and have them published in scientific journals which have independent reviewers;

d. Participate in scientific activities related to his/her research tasks in and outside of the University;

e. Report quarterly on his/her study and research results to his/her supervisor, department, faculty/institute.

3. During the course duration, the PhD student must take the time to participate in professional activities such as assisting in teaching, instructing students and master students in practical or internship periods, and undertaking research activities under the assignment of the department.

4. At the beginning of each academic year, the PhD student must submit his/her study and research report to the department, faculty/institute. The report should include: modules and the number of credits completed; research results and the publication of research results; the study and research plan for the new academic year.

5. The PhD student is not permitted to:

a. Find or contact independent reviewers;

b. Contact or meet members of the University level doctoral Committee prior to the dissertation defense;

c. Participate in the preparation process of the dissertation evaluation, such as giving the dissertation documents to members of the Committee; meeting to get comments on the dissertation from the Committee members, the scientists and scientific institutions.

**Article 12. Application requirements**

The applicant who applies for the doctoral program must have the following requirements:

1. A master's degree in a related field. If the applicant does not have a master's degree, he/she must have a bachelor degree with a good ranking and in a related field.

2. A written essay on the intended research, which clearly shows the subject or field of study, reasons for choosing the research area, the objectives and expectation, reasons for choosing the training institution; the implementation plan for each period of the course duration; his/her experience, knowledge and the preparation of the applicant in the

field of intended research; expected employment after graduation; and supervisor suggestion. The intended research issue of the applicant must conform to the field and research orientation which the department, faculty/institute are implementing or are eligible and have enough supervisors to instruct PhD students.

3. Two letters of recommendation from two different scientists who have scientific titles of professor, associate professor or have a doctoral degree in the same major; or one letter of recommendation from one scientist having a doctoral degree in the same major and one from the applicant's employer. The referees should have at least 6 months working experience with the applicant in professional activities. Letters of recommendation must address the assessment of competence and quality of the applicant, in particular:

- a. Moral qualities, in particular professional morals;
- b. Capacity of professional activities;
- c. Working methods;
- d. Ability to do research;
- e. Ability to work in a team;
- f. Strengths and weaknesses of the applicant;
- g. Prospects for professional development;
- h. Other comments and level of support for the applicant to pursue doctoral degree.

4. Language proficiency to read documents or participate in international activities of a professional field in order to do research and conduct the dissertation as stipulated in the Article 13 of this Regulation.

5. A letter of introduction by his/her employment organization (if the applicant is employed), or by the university or institute where the applicant has recently graduated. Applicants who are not employed should have a letter of confirmation by a local constabulary that he/she has not violated the law.

6. Give an undertaking to fulfill his/her financial obligations during the course duration, as prescribed by the University (submit tuition and other training fees).

**Article 13. Requirements for foreign language level of the applicant**

The applicant must have one of the following:

1. A foreign language certificate equivalent to B1 level or 3/6 level according to the Common European Framework of Reference for Languages, obtained within a period of 2 years from the date of application, issued by an authorized international testing center or a domestic university.
2. A Bachelor degree or master's degree obtained abroad.
3. A Bachelor degree in a foreign language.

**Article 28. Training Plan Framework**

1. For full time PhD student:

<b>Time</b>	<b>Study</b>	<b>Research</b>
Year 1	- Complete supplementary modules at undergraduate and master's levels and modules at doctoral level. - Self study foreign language.	- Defend the research proposal and general essay. - Determine the dissertation title and thematic reports. - Implement the thematic reports.
Year 2		- Implement and defend the thematic reports.

		- Conduct research activities related to the dissertation topic.
Year 3	- Self study and take exams to obtain foreign language certificate as required.	- Continue to conduct research activities related to the dissertation topic. - Publish a minimum 2 articles in specialized scientific journals. - Submit and defend the dissertation.

2. Part-time PhD student is required to study and do his/her research in the first 2 years as full-time PhD student does.

**Article 29. Teaching organization and module evaluation**

1. Upon recognition of the PhD student, based on his/her qualification, diploma and transcripts of bachelor and master’s degree, the supervisor and the Science and Training Committee of faculty/institute will, based on the doctoral training program, propose supplementary modules of undergraduate or master’s level and modules of PhD level which are appropriate and practical for the research orientation of the PhD student.

2. On the basis of the faculty/institute’s suggestions, the Faculty of Graduate Studies will develop a training plan and notify the PhD student who will then follow the principles below:

a. For supplementary modules at undergraduate level, the PhD student registers with the Academic Affairs Department to study in undergraduate classes undertaking the same major;

b. For supplementary modules at master’s level, the PhD student registers with the Faculty of Graduate Studies to study in master’s classes undertaking the same major;

c. For modules at doctoral level, the PhD student must study in a class as arranged by the Faculty of Graduate Studies, in collaboration with the faculty/institute.

d. A module mark from 5.5 (ten-point scale) or from C (letter grade scale) is considered satisfactory.

3. The organization of teaching modules at doctoral level requires the PhD student to actively self-study and self-research and will encourage him/her to do so.

4. Evaluation of modules at PhD level will include the following requirements:

a. Two mandatory components which are 1) process evaluation and 2) end-of-module examination. The process evaluation is carried out in ways such as mid-term examinations, coursework , assignments, essays, projects, schemes and others. The end-of-module examination will be held in one of the following forms: writing/oral examination or essay;

b. The process evaluation and end-of-module examination will be scored according to a ten-point scale (from 0 to 10) without decimal;

c. The module mark is the total evaluation mark multiplied by percentage and rounded to one decimal;

d. The PhD student is permitted to take the only second end-of-module examination after a minimum 3 months if the initial results do not meet the requirements.

5. The applicant must complete supplementary modules (if any) and modules at doctoral level as stipulated in the training program within 24 months from he/ she is accepted to be a PhD student.

**Article 31. Evaluation of research proposal and general essay**

1. The evaluation Committee of the research proposal and general essay:
  - a. Includes three members: chairman, secretary and committee member. If the supervisor participates in the Committee, he/ she only takes the role of committee member;
  - b. Has members with scientific titles and/or doctoral degrees related to the research areas of the PhD student;
  - c. Be established by the Rector of the University on the basis of the proposal of the head of the faculty/institute.
2. Evaluation of the research proposal:
  - a. The PhD student will present his/ her research proposal to the evaluation Committee. The Committee members and participants will question it and the PhD student will respond to their questions.
  - b. The Committee must have a report on evaluating the research proposal of the PhD student regarding the dissertation title, the research objectives, the subject and scope of the research and the research content and methodology whether they are satisfactory or unsatisfactory and they need adjustments and supplements (if any).
  - c. If the research proposal is unsatisfactory, the PhD is allowed to redefend once at least three months after the initial defense. The evaluation Committee in this second time will be identical to the first time except in the case of force majeure. If the research proposal is still unsatisfactory after the second defense, the PhD student will not be permitted to continue his/ her study and will have to return to his/her employment institution.
3. Evaluation of general essay:

On the basis of reading the essay and questioning the PhD student, the Committee will score the general essay as following principles:

  - a. The general essay must meet the minimum requirements as stipulated in the Article 24 of this Regulation;
  - b. The general essay will be scored by each Committee member according to a ten-point scale (without decimal). The mark of the general essay is the total average mark given by the Committee members and is rounded to one decimal;
  - c. The general essay is considered satisfactory if the average mark given by the Committee members is from 7 (ten-point scale) or from B (letter grade scale);
  - d. If the general essay is unsatisfactory, the PhD student is allowed to redefend it once at least three months after the initial defense. The evaluation Committee in this second time will be identical to the first time except in the case of force majeure. If the research proposal is still unsatisfactory after the second defense, the PhD student will not be permitted to continue his/ her study and will have to return to his/her employment institution.
4. The faculty/ institute is responsible for organizing the evaluation section of the research proposal and doctoral general essay of the PhD student as stipulated.

**Article 35. Evaluation of the thematic report**

1. The evaluation Committee of the thematic report:
  - a. Includes three members: chairman, secretary and committee member. If the supervisor participates in the Committee, he/ she only takes the role of committee member;
  - b. Has members with scientific titles and/or doctoral degrees related to the research areas of the PhD student;

c. Be established by the Rector of the University on the basis of the proposal of the head of the faculty/institute.

2. Evaluation of the thematic report:

On the basis of reading the thematic report and questioning the PhD student, the Committee will score the thematic report as following principles:

a. The thematic report must meet the minimum requirements as stipulated in the Clause 1 of the Article 25 of this Regulation;

b. The thematic report will be scored by each Committee member according to a ten-point scale and rounded to 0.5. The mark of the thematic report is the total average mark given by the Committee members;

c. The thematic report is considered satisfactory if the average mark given by the Committee members is from 7 (ten-point scale) or from B (letter grade scale).

3. If the thematic report is unsatisfactory, the PhD student is allowed to redefend it once at least three months after the initial defense. The evaluation Committee in this second time will be identical to the first time except in the case of force majeure. If the thematic report is still unsatisfactory after the second defense, the PhD student will not be permitted to continue his/ her study and will have to return to his/her employment institution.

4. The faculty/institute is responsible for organizing the evaluation section of the thematic reports of the PhD student as stipulated.

### **Article 36. Change of the dissertation**

1. A change of the dissertation will be only permitted when there are legitimate reasons, such as:

a. The research project has been defended by someone else;

b. Problems arising from resources (vehicle, equipment, chemical,...) are insurmountable.

2. The PhD student is permitted to change his/her dissertation in the first half of the course duration. Any change must be approved by his/her supervisor.

3. In the case of changing a dissertation, the PhD candidate must defend his/her proposal of a new topic and resubmit the doctoral general essay and doctoral thematic report to suit the new doctoral dissertation.

4. The Rector will either accept or deny the dissertation change on the basis of the proposal of the Dean of the Faculty, Institute.

### **Article 37. Adjustment of the dissertation title**

1. The adjustment of the dissertation title is to achieve accuracy or consistency with research content arising during the implementation process.

2. The Doctoral Dissertation Evaluation Committee at grassroots level should have a Resolution on the dissertation title amendments and adjustments presented in the minutes of meeting of the Committee. This kind of adjustment is to ensure accuracy, and consistency between the title, the content and the results achieved.

3. The Rector of NTU will either accept or deny the dissertation title adjustment based on the opinion of the supervisor and the suggestion of the dean of the faculty/institute or the Doctoral Dissertation Evaluation Committee at grassroots level and the opinion of the Dean of Faculty of Graduate Studies.

### **Article 38. Addition or change of a supervisor**

1. The addition or change of a supervisor can be considered in cases of necessity, such as:
  - a. The supervisor changes his/her mission, goes on a business trip abroad for an extended period, gets seriously sick for an extended time or passes away.
  - b. Due to the requirements of the research, the addition or change of a supervisor can be considered.
2. The additional or alternative supervisor must fulfill the criteria stipulated in the Article 5 of this Regulation.
3. The addition or change of a supervisor must be done no later than one year before the doctoral dissertation defense.
4. The Rector of NTU will either accept or deny the change or addition of the supervisor based on the opinion of the supervisor and the proposal of the dean of faculty/institute.

**Article 39. Defense before deadline**

1. The PhD student can defend his/her dissertation before deadline if:
  - a. He/she meets the conditions of the dissertation defense approval as stipulated in the Article 40 of this Regulation;
  - b. He/she completed at least two thirds of the course duration presented in the PhD student acceptance letter.
2. The Rector of NTU will either accept or deny the dissertation defense before deadline based on the opinion of the supervisor and the suggestion of the dean of faculty/institute.

**Article 40. Requirements of dissertation**

1. Content:
  - a. Indicate new academic contributions
  - b. Apply basic scientific theory to analyze the views and results achieved in the previous studies related to the dissertation, and, on that basis, indicate the new direction, build new hypotheses or propose new scientific solutions to solve the problems in the dissertation using scientific reasoning and new materials.
2. Form: The dissertation must be presented:
  - a. In academic/ scientific writing format;
  - b. In Vietnamese or English;
  - c. Coherent, clear, clean and precise;
  - d. Under the provisions of the University.
3. Length:
 

The dissertation will be not more than 150 A4 pages, excluding annexes, in which at least 50% is of the findings of the PhD student and his/her arguments.
4. Layout: The dissertation must have components and chapters, as follows:
  - a. Introduction: the study's brief introduction, the reasons for choosing the subject, objectives, subject, scope of research, scientific and practical meaning of the dissertation;
  - b. An overview of the research problem: analyze and evaluate research projects closely related to the dissertation which were published inside and outside the country, pointing out the existing problem that the dissertation will focus on solving, identifying goals of the dissertation, content and research methodology;
  - c. Literature review and research methodology (one or several chapters): present the literature inherited from predecessors or himself/herself; and implemented research

methodology;

d. The findings and discussion (one or several chapters): present the results achieved in terms of literature and results of application, analyze the results, and outline unresolved issues;

e. Conclusions and recommendations: present the new findings, the conclusions drawn from the research results, recommendations for further studies;

f. A list of published works: list published works related to the dissertation's research results;

g. References: list of references cited and used in the dissertation;

h. Appendix (if any).

5. Publication: Major contents and the research results of the dissertation must be:

a. Reported at the specialized conferences;

b. Published (the PhD student is the main contributor / or under the name of the student) at least in 2 articles in specialized journals of science with independent reviewers, being marked by the State Council of Professors or listed in prestigious international journals in the page <http://science.thomsonreuters.com/mjl/> or in a Proceedings of international conferences published by a reputable international publisher.

6. Intellectual property rights:

a. Comply with the provisions on the protection of intellectual property rights in the Law on Intellectual Property. The author must demonstrate that his/her scientific work presented in the dissertation doesn't involve plagiarism;

b. If the dissertation is a scientific work or a part of a scientific work of a team in which the author is the main contributor, he/she must present the confirmation in writing of all members of the team, allowing the author to use this work in his/her dissertation;

c. The use or citation of research results (tables, charts, formulas, graphs and other documents) of others or co-authors must be cited fully and clearly.

#### **Article 41. Conditions to defend dissertation**

1. The PhD student has to complete the program in the given time.

2. The PhD student passes requirements of foreign language proficiency: the PhD student must have one of the following:

a. A foreign language certificate equivalent to B2 level or 4/6 level according to the Common European Framework of Reference for Languages, obtained within 1 year prior to the date of submission of dissertation defense documents, issued by an authorized international testing center or a domestic university;

b. Certificate of English language proficiency: IELTS 5.5; TOEFL PBT 500, TOEFL CBT 173, iBT TOEFL or TOEIC 600 or more obtained within 1 year prior to the date of submission of dissertation defense documents.

c. Bachelor or master's degree issued by a foreign universities, institutes, etc in which the language used is English;

d. Bachelor degree majoring in English.

3. The dissertation meets the requirements as stipulated in the Article 26 and the Article 40 of this Regulation.

4. A group of supervisors, in writing, confirms the dissertation quality, comments on the attitude and academic performance of the PhD student and suggests dissertation defense for the student.

5. The PhD student is not currently charged with a criminal offence.

6. The PhD student completes tuition and additional fees as required.



#### **Article 42. Documents of dissertation defense**

The PhD student will give the Faculty of Graduate Studies documents of the dissertation defense which will include:

1. A request for the dissertation defense (in the prescribed format).
2. The PhD student's academic CV (in the prescribed format).
3. Two (2) copies of the supervisor's comments (in the prescribed format).
4. A copy of the PhD student acceptance letter and changes in the course duration (if any) in writing.
5. A valid copy of his/her bachelor degree, master's degree (if any).
6. A valid copy of his/her bachelor and master's transcripts (if any), additional modules, modules at doctoral level, general essay and thematic reports and certificate or diploma of English language proficiency.
7. The written approval of co-authors (if any).
8. Eight (8) softback books of dissertation (presented in accordance with regulations).
9. Eight (8) dissertation summary books (presented in accordance with regulations).
10. Eight (8) collection books of scientific works published, including: statements, copies of published articles, scientific works related to the dissertation.

#### **Article 54. Transfer to the master's program**

1. In some cases, a student entering PhD studies directly after completing a bachelor degree can transfer to the master's program in the same major offered by the University if:
  - a. The student completed additional modules in the master and undergraduate programs (if any) prescribed by the PhD program in the same major;
  - b. The student defended his/her research proposal and general essay.
2. The course duration of the master's program is calculated from the time the PhD student acceptance letter is issued
3. The Rector will either accept or deny the transfer based on the proposal of the dean of the faculty/institute or the Faculty of Graduate Studies.

#### **Article 55. Extension of course duration**

1. If the PhD student is unable to complete the program in the required period of time, at least six months before the expiration date, he/she must request for extension with a detailed plan for the completion of study and research along with the approval of his/her supervisor and employer (if any).
2. The extension of course duration can only be granted if there are legitimate reasons; and that there is a guarantee that during the time extension, the PhD student will complete study and research.
3. The time extension will not exceed 24 months.
4. For the PhD student who studies in a part-time program, after the time extension approval, he/she must work in faculty/institute and department to complete the study and research.
5. The Rector will either accept or deny the course duration extension based on the proposal of the dean of faculty/institute and the dean of Faculty of Graduate Studies.

#### **Article 56. Elimination from the training program**

1. The PhD student can be eliminated from the training program and sent back to his/her employment agency under the following cases:
  - a. The PhD student's modules, research proposal, general essay and thematic reports do not meet the requirements;
  - b. The PhD student has not met the conditions of the dissertation defense as stipulated in the Article 41 of this Regulation during course duration, including the extension period, if any;
  - c. The dissertation is not approved by the Evaluation Committee at grassroots level or by the second independent reviewers, or do not meet the requirements at university level
2. The Rector of NTU will either accept or deny the elimination of a graduate from the training program based on the proposal of the dean of Faculty of Graduate Studies.

#### **Article 57. Dissertation submission after specified period**

1. At the end of the course duration (including the extension period), the PhD student may return to the university to defend the dissertation if the dissertation and its findings still guarantee the topicality, scientific value and it is approved by the supervisor.
2. The maximum time for dissertation defense is 7 years (84 months) from the date of the PhD student acceptance letter.
3. Over that time, the PhD student is not allowed to defend the dissertation and all the modules of PhD program are not reserved.

#### **Article 58. PhD degree granting conditions**

The University grants the student a PhD degree under the following conditions:

1. After at least three months from the date the PhD student has successfully defended the thesis to the Doctoral Dissertation Evaluation Committee at university level
2. The PhD student has modified and supplemented the dissertation under the resolution of the Evaluation Committee at university level, after which it is examined and confirmed by the chairperson of the Committee, including the case that the dissertation has passed assessment (if any) under the doctoral training regulation by the Ministry of Education and Training.
3. The PhD student is not in the list of doctoral dissertation or doctoral training process which needs to be assessed by the Ministry of Education and Training, or having dissertation or training records passed this kind of assessment under the doctoral training regulation by the Ministry of Education and Training.
4. The PhD student submitted to the National Library of Vietnam his/her copy of dissertation, copy of dissertation summary, CD recording full dissertation and dissertation summary (including the cover). The copy of dissertation submitted to the Library will consist of 2 components:
  - a) Part 1 is the full text of the dissertation which has been supplemented and corrected as requested by the Evaluation Committee at university level and the independent reviewer or the Evaluation Committee of the Ministry of Education and Training (if any);
  - b) Part 2 consists of documents, as follows:
    - The decision of forming the Evaluation Committee at university level and a list of members of the Committee.
    - The comments of all Committee members in writing.

- The minutes and resolution of the Evaluation Committee at university level.
- A detailed report of things added and corrected in the dissertation (if any) under the resolution of the Evaluation Committee at university level which is certified by the chairperson of the Committee.

**Appendix 2:  
PROCESS AND FORM**

<b>No</b>	<b>Content</b>	<b>Page</b>
1	Elective course Registration Form	1
2	Report on master's thesis implementation process	1
3	Request for adjusting thesis title	1
4	Request for dissertation defense	1
5	Academic CV	1
6	Report on PhD student's study and research	1
7	PhD student's academic CV	1
8	Request for doctoral general essay and research proposal defense	1
9	Request for doctoral thematic report defense	1
10	Request for dissertation defense	1
11	Request for handover thematic reports and dissertation	1

**The Form is available in the website of the Faculty of Graduate Studies.**

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**ELECTIVE COURSE REQUEST FORM**

Student's full name: ..... Student code: .....

Class: ..... Major: .....

Semester: II School year: 2012-2013 Tel: .....

Number of elective course ..... Total of credits: .....

**List of elective courses**

<b>TT</b>	<b>Course name</b>	<b>Course code</b>	<b>Credit</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Comments of the Faculty of Graduate Studies

*Khanh Hoa, Date month year*

Requester  
(Signature and full name)

NHA TRANG UNIVERSITY  
FACULTY/INSTITUTE .....  
DEPT: .....

**PROGRESS REPORT**  
**THESIS IMPLEMENTATION**  
(SEMESTER.../.....)

**Full name:** .....**student code:** .....  
**Supervisor:** .....  
**Thesis title:** .....  
.....  
.....

**1. Work plan to implement thesis**

Content	time	Expected results
Task 1		
Task 1		
.....		
Seminar		
Publication		
Submit thesis		
Thesis defense		

**2. Progress in implementing:**

- Finished works: .....  
.....  
- Unfinished works: .....  
.....  
- Following works: .....  
.....  
- Requests (to Departments, Faculty/Institute, University): .....  
.....

**3. Supervisor's comments and recommendations:**

- .....  
- .....  
- .....

**Supervisor**  
(signature and full name)

*Khanh Hoa, Date    month    year*  
**Master student**  
(signature and full name)

**Head of Department**  
(signature and full name)

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**REQUEST FOR ADJUSTING THESIS TITLE**

**To: - Rector of Nha Trang University  
 - Dean of Faculty of Graduate Studies  
 - Dean of Faculty/institute in charge**

My name is: \_\_\_\_\_ Student code \_\_\_\_\_

I am master students in \_\_\_\_\_ academic years:

According to recognition decision No: ...../QD-DHNT, dated  
 .....by the Rector of Nha Trang University, I am assigned to implement  
 master thesis entitled: “.....  
 .....  
 .....”

Supervisor:.....

Implementation timeline: .....

During the implementing process, and after consultation with my supervisor, I  
 want to adjust the thesis title as follows: “.....  
 .....  
 .....”

Now I am writing to kindly request the Rector, Dean of Faculty of Graduate  
 Studies and other relevant Faculties to consider and approve. I commit to complete thesis  
 on time.

Sincerely yours.

Supervisor’s comments

*Khanh Hoa, Date month year*  
 Requester

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**REQUEST FOR DISSERTATION DEFENSE**

**To: - Rector of Nha Trang University**  
**- Dean of Faculty of Graduate Studies**  
**- Dean of Faculty/institute in charge**

My name is: ..... Sudent code:.....

I am master students in academic years: .....

According to recognition decision No: ...../QD-DHNT, dated  
..... by the Rector of Nha Trang University, I am assigned to implement  
master thesis entitled: “.....  
.....”

Supervisor: .....

Implementation timeline: .....

Now, I have finished my thematic papers, in accordance with the form and content requirements. I am writing to kindly request the Rector, Dean of Faculty of Graduate Studies and other relevant persons to allow me to defense thesis.

Sincerely yours.

Supervisor’s comments

*Khanh Hoa, Date month year*  
Requester

# ACADEMIC CURRICULUM VITAE

(for master students)

## I. VITAE PROFILE

Full name: \_\_\_\_\_ Sex: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
Native place: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Residence or contact address: \_\_\_\_\_  
Office telephone: \_\_\_\_\_ Home telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## II. EDUCATION

### 1. Undergraduate:

Program: training duration from / to /  
Place (school, city):  
Major:  
Thesis title or graduation exams:  
Defense date or examination date:  
Advisors:

### 2. Master:

Training duration from / to /  
Place (school, city):  
Major:  
Thesis title:  
Defense date and place of defense:  
Advisors:

### 3. Foreign language proficiency (which language, levels):

### 4. Granted academic degrees, title, rank, number of reference, date, and place of issue:

## III. PROFESSIONAL ACTIVITIES AFTER GRADUATING UNIVERSITY

time	Workplace	Work description

## IV. PUBLISHED WORKS:

*Khanh Hoa, Date month year*  
Declarant  
(Signature and full name)



**MINISTRY OF EDUCATION AND TRAINING**  
**NHA TRANG UNIVERSITY**

**REPORT ON PHD STUDENT’S STUDY AND RESEARCH**  
**Academic year : .....**

PhD student’s full name:.....  
 Add : .....  
 Tel :..... Email :.....  
 Department:.....  
 Class : .....  
 Major:.....  
 Code: .....

**I. Research/proposal title:**

.....  
 .....

**II. Learning outcomes - research implementation:**

.	contents	Implementation(Mark « x »)		Estimated time to complete
		Implemented	unimplemented	
1	Courses for PhD students			
2	Proposal defense			
3	Defense of essay			
4	Receipt of thesis title			
5	Receipt of thematics			
6	Thematic defense			
7	Publication (number of articles)			
8	Defense at department level			

**III. Study and research plan in the next 6 months:**

.....  
 .....

**IV. advisors’s comments and recommendation about student’s learning outcomes - research implementation**

.....  
 .....  
 .....

SUPERVISORS

*Khanh Hoa, Date    month    year*  
PHD STUDENT

DEPARTMENT

INSTITUTE/FACULTY

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**REQUEST FOR DOCTORAL GENERAL ESSAY  
AND RESEARCH PROPOSAL DEFENSE**

**To: - Rector of Nha Trang University  
- Dean of Faculty of Graduate Studies  
- Dean of Faculty/institute in charge**

My name is: .....

I am PhD student majoring in: ..... Year: .....

According to recognition decision No: ...../QD-DHNT, dated  
..... by the Rector of Nha Trang University, I am assigned to implement  
research dissertation title: “ .....  
.....”

Supervisor: .....

Now, I have finished my research proposal, in accordance with the form and content requirements. I am writing to kindly request the Rector, Dean of Faculty of Graduate Studies and other relevant persons to allow me to defense research proposal.

Sincerely,

Supervisor's comments

*Khanh Hoa, Date month year*  
Requester

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**REQUEST FOR DOCTORAL THEMATIC REPORT DEFENSE**

**To: - Rector of Nha Trang University**  
**- Dean of Faculty of Graduate Studies**  
**- Dean of Faculty/institute in charge**

My name is: .....

PhD student majoring in: ..... Year: .....

According to recognition decision No: ...../QD-DHNT, dated ..... by the Rector of Nha Trang University, I am assigned to implement PhD thematic reports. :

Thematic report 1:

.....  
.....

Supervisors: .....

Thematic report 2:

.....  
.....

Supervisors: .....

Duration: .....

Now, I have finished my thematic reports, in accordance with the form and content requirements. I am writing to kindly request the Rector, Dean of Faculty of Graduate Studies and other relevant persons to allow me to defense thematic reports.

Sincerely,

Supervisor's comments

*Khanh Hoa, Date    month    year*  
Requester

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**REQUEST FOR DISSERTATION DEFENSE**

**To: NHA TRANG UNIVERSITY**  
**Cc: ..... (name of Faculty/ Institute in charge)**

My name is: .....

I am working at: .....

I am recognized a PhD student according to Decision No...../..... dated ...../...../..... by the Rector of Nha Trang University, type of training .....training duration from:...../...../..... to ...../...../.....; Approval extension letter No.....(if applicable).

After the study and research period, I have finished my PhD dissertation entitled:

“ .....  
.....  
.....”

Majoring in: .....

Code:.....

I am writing to kindly request the Rector of Nha Trang University to allow me to defend my dissertation.

Sincerely yours.

Supervisor's comments

*Khanh Hoa, Date    month    year*  
Requester

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**REQUEST FOR HANDOVER THEMATIC REPORTS  
AND DISSERTATION**

**To: - Rector of Nha Trang University  
- Dean of Faculty of Graduate Studies  
- Dean of Faculty/institute in charge**

Full name: 1,.....  
2,.....

We are PhD XXX's supervisors ..... ;  
Majoring in: .....; year .....

Based on results of thesis proposal defense and the Council of Evaluation's recommendations, we request to handover the dissertation title and thematic reports to PhD student as follows:

Dissertation title: .....

Thematic report 1: .....

Supervisor: .....

Thematic report 2: .....

Supervisor: .....

Now, we are writing to kindly request the Rector, Dean of Faculty of Graduate Studies and relevant Faculty to consider and approve.

Sincerely,

*Nha Trang, date month year*  
Supervisor

For Faculty/Institute