

Number: 422 /QĐ-HVNG

Hanoi, 20 March, 2025

DECISION
On the issuance of
Regulations on Admission to Full-time Undergraduate Programs at the Diplomatic
Academy of Vietnam

PRESIDENT OF THE DIPLOMATIC ACADEMY OF VIETNAM

Pursuant to the Education Law dated June 14, 2019;

Pursuant to the Law on Higher Education dated June 18, 2012, and the Law amending and supplementing a number of articles of the Law on Higher Education dated November 19, 2018;

Pursuant to Decree No. 99/2019/NĐ-CP dated December 30, 2019 of the Government providing detailed regulations and guidelines for the implementation of certain articles of the amended Law on Higher Education;

Pursuant to Decision No. 08/2024/QĐ-TTg dated June 28, 2024 of the Prime Minister defining the functions, tasks, powers, and organizational structure of the Diplomatic Academy of Vietnam under the Ministry of Foreign Affairs;

Pursuant to Circular No. 08/2022/TT-BGDĐT dated June 6, 2022 of the Ministry of Education and Training promulgating the Regulation on Admission to Undergraduate Programs and Admission to College-level Programs in Early Childhood Education;

Pursuant to Circular No. 06/2025/TT-BGDĐT dated March 19, 2025 of the Ministry of Education and Training on amendments to and supplements to a number of articles of the Regulation on Admission to Undergraduate Programs and Admission to College-level Programs in Early Childhood Education promulgated together with Circular No. 08/2022/TT-BGDĐT dated June 6, 2022 of the Minister of Education and Training;

Pursuant to Decision No. 364/QĐ-BNG dated March 15, 2021 of the Minister of Foreign Affairs approving the Autonomy Plan of the Diplomatic Academy of Vietnam for the implementation of the mechanism of financial autonomy in covering recurrent expenditures;

At the request of the President General of the Department of Undergraduate and Postgraduate Education and Training,

DECIDES:

Article 1. To promulgate together with this Decision the Regulations on Admission to Full-time Undergraduate Programs at the Diplomatic Academy of Vietnam

Article 2. This Decision shall take effect from the date of signing and shall apply to admission cohorts from 2025 onwards.

Article 3. The Director General of the Department of Education and Training, Deans of Faculties, and Heads of relevant units shall be responsible for the implementation of this Decision./.

Recipients:

- As stated in Article 3 (for implementation);
- Archives: HCTH, BĐTĐH&SĐH

ACT. PRESIDENT

(Signed and sealed)

Dr. Nguyen Hung Son

REGULATIONS
On Admission to Full-time Undergraduate Programs at
the Diplomatic Academy of Vietnam

*(Issued pursuant to Decision No422/QĐ-HVNG dated 20 March 2025, by the President of
the Diplomatic Academy of Vietnam)*

Chapter I

GENERAL PROVISIONS

Article 1. Scope of Regulation and Subjects of Application

1. These Regulations stipulate the principles, requirements, standards, procedures, authorities, and responsibilities of relevant parties involved in the admission process for full-time undergraduate programs at the Diplomatic Academy of Vietnam (hereinafter referred to as “the Academy”)

2. These Regulations apply to all units, organizations and individuals involved in the undergraduate admission process for full-time undergraduate programs in which degrees are awarded by the President of the Diplomatic Academy of Vietnam. These Regulations do not apply to admissions for joint training programs in which degrees are awarded by foreign educational institutions.

Article 2. Interpretation of Terms

For the purposes of these Regulations, the following terms shall be construed as follows:

1. Scope of Admission refers to the programs, majors, fields of study, and modes of training subject to admission in a given intake or under a specific admission method.

2. Application for Admission refers to the act of a candidate participating in the admission process for a training program or academic major at the Academy by registering their preferences on the Academy’s admission system and the centralized admission support system administered by the Ministry of Education and Training (hereinafter referred to as the "centralized admission system"), and by registering for admission in accordance with the Academy's regulations.

3. Admission Evaluation is the process of assessing applications, either independently by the Academy, jointly with other institutions, or through the

centralized admission system managed by the Ministry of Education and Training, to determine admission eligibility and to compile a list of qualified candidates based on the evaluation criteria established by the Academy.

4. Preference Processing refers to the procedure, conducted via the Academy and centralized admission systems, for identifying the highest-ranked preference among the programs for which the candidate qualifies, thereby determining the final list of admitted candidates.

5. Minimum Admission Threshold (or Quality Assurance Threshold) refers to the minimum academic competency requirements demonstrated through high school academic records, results from the national high school graduation examination, results from domestic or international aptitude tests, other standardized test results, or a combination thereof, as stipulated by the Academy, which are used to assess a candidate's ability to pursue and complete the training program.

6. Direct Admission is the recognition of admission eligibility for candidates who meet the eligibility criteria for application as specified in these Regulations without being subject to the minimum admission threshold.

7. Evaluation Criteria are the factors used in examinations, assessments, or evaluations of candidate competencies to classify candidates according to their suitability for admission into specific training programs.

8. Admission Criteria are the factors used to determine a candidate's admission eligibility, primarily based on high school academic records, results from the national high school graduation examination, results from domestic and international competency assessments, other examination results, or a combination thereof as defined by the Academy. These criteria are typically quantified into scores for admission (admission score), which may include encouragement or priority points according to the Academy's regulations.

9. Admission Score (per program or major) is the minimum score required for candidates who have registered for that specific program or major to be eligible for admission; candidates with scores equal to or higher than this threshold are considered to have met the admission requirements.

10. Priority Score is the additional score granted to candidates in prioritized groups, representing the difference between their applicable admission threshold and the standard admission threshold, or equivalently, the bonus points added to the candidate's admission score.

11. The Centralized Admission Support System administered by the Ministry of Education and Training (MOET) is an integrated software platform that facilitates the registration of admission preferences, exchange and processing of admission data, and management of enrollment information across higher education institutions.

12. The Admission Portal (of the MOET) is the web interface of the Centralized Admission Support System administered by the MOET.

13. The Institution Code is a nationally standardized identification code assigned to the Diplomatic Academy of Vietnam in accordance with MOET regulations.

14. The Program Code is a standardized code used within the Diplomatic Academy of Vietnam to identify a specific academic major or training program in conjunction with the corresponding admission method.

15. The Admission Portal of the Academy is the web interface of the Academy's admission support system used for full-time undergraduate programs admissions.

16. Equivalent conversion refers to the process of converting entry thresholds or admission scores among different admission methods or subject combinations under a specific admission code, according to the rules established by the Academy. This process ensures the equivalence of candidates' eligibility levels in meeting the entry requirements of the corresponding program or major.

Article 3. General Requirements for Admission

1. The Academy shall exercise institutional autonomy and be accountable for its admission activities, ensuring compliance with legal regulations and assuming responsibility before the law.

2. The Academy shall implement all necessary measures to facilitate convenience and ensure equal opportunities for all candidates to select those with the most suitable aspirations and competencies in alignment with the requirements of academic majors and training programs.

3. The Academy shall closely coordinate under the guidance and supervision of the MOET to ensure uniformity, consistency, and interoperability within the system, thereby improving the quality and effectiveness of admissions both for the Academy and the system as a whole.

Article 4. Fundamental Principles in Admission

1. Fairness to Candidates

a) Regarding information provision: Each interested candidate shall be provided with full, clear, reliable, consistent, and timely information to make appropriate decisions and best prepare for participation in the admission process.

b) Regarding opportunity to apply: No candidate shall be deprived of the opportunity to apply due to regulations unrelated to academic qualification or ability, or due to unnecessarily burdensome or costly admission procedures.

c) Regarding competency assessment: Candidates shall be evaluated objectively, fairly, and reliably based on their academic capability and likelihood of success, under the requirements of the academic majors and training programs.

d) Regarding admission opportunity: Candidates shall be afforded the highest possible chance of admission and the right to determine their priority preferences among eligible academic fields, majors, and programs.

đ) Regarding fulfillment of commitments: The Academy shall fulfill its commitments to candidates; provide counseling, support, and address complaints to protect candidates' legitimate rights and interests in cases of risk or dispute.

2. Equality among Training Institutions

a) Regarding cooperation: The Academy shall ensure equal cooperation aimed at enhancing the quality and effectiveness of the admission process and bringing optimal benefits to candidates.

b) Regarding competition: The Academy shall ensure fair, honest, and healthy competition in admissions following the legal provisions on competition.

3. Transparency towards Society

a) On information transparency: The Academy shall be responsible for disclosing full, clear, and timely information on its admission process through appropriate media

channels to ensure public oversight and supervision by competent state authorities.

b) On accountability: The Academy shall be responsible for reporting upon request by competent state authorities and providing explanations to the public, in an appropriate manner, on major issues that provoke public concern (if any).

Article 5. Candidates and Eligibility Conditions

1. Candidates, at the time of admission consideration (prior to the official announcement of admission results), must have been recognized as having graduated from a Vietnamese upper secondary education institution (high school) or hold a foreign qualification equivalent to the Vietnamese high school diploma. In addition, candidates must meet the following requirements:

a) Attain the minimum admission threshold as prescribed in Article 9 of this Regulation;

b) Be in sufficient health condition for academic study under prevailing regulations;

c) Provide complete personal information and application documents as prescribed.

2. For training programs employing multiple admission methods concurrently, the Academy shall specify eligible candidates and admission requirements for each method in its annual Admission Plan.

3. For candidates with disabilities affecting learning ability who wish to apply for admission, the Academy shall, within its capacity, consider admitting them into academic programs suitable to their health conditions.

Article 6. Admission Methods

1. Within its annual Admission Plan, the Academy shall determine and announce one or more admission methods (selection/admission based on criteria, or a combination thereof), applicable generally to the Academy or specifically to certain programs, majors, or fields of study. A single program or discipline may utilize multiple admission methods simultaneously.

2. For each admission method, shall stipulate assessment and selection criteria as well as the method of combining those criteria to classify, rank, and determine the

admission eligibility of candidates, in accordance with the requirements of each program and major. Specifically:

a) The main assessment criteria shall be based on the foundational knowledge and core competencies required for candidates to pursue the respective program or major;

b) The total additional points, including bonus or incentive points (collectively referred to as “additional points”), granted to candidates with outstanding achievements or foreign language certificates, shall not exceed 10% of the maximum score on the evaluation scale (equivalent to 3 points on a 30-point scale);

c) Each candidate shall have an equal opportunity to achieve the maximum score on the evaluation scale; however, no candidate’s total score (including additional or priority points) shall exceed this maximum score.

3. For admission methods based on academic performance or individual subject exam results (including high school subject grades, results of the high school graduation examination, and other evaluations):

a) The subject combination used for admission consideration shall include at least three subjects that are relevant to the characteristics and requirements of the respective program. Among these, either Mathematics or Literature must account for no less than 25% of the total weighting of the admission score. From 2026 onwards, the common subjects across all combinations must contribute at least 50% of the total weighting;

b) Foreign language certificates that qualify for exemption from the national high school graduation examination under the current regulations, or internationally standardized language proficiency tests, shall be converted by the Academy into a foreign language subject score for inclusion in the subject combination. The weighting of this converted score shall not exceed 50%. All such certificates or standardized test results must remain valid in accordance with the relevant regulations;

c) The Academy shall use candidates’ high school academic records for admission consideration, including the overall academic performance in Grade 12, which must account for at least 25% of the total weighting of the admission score.

4. For a program or major that applies multiple admission methods or subject combinations:

a) The Academy shall determine the equivalency conversion rules for minimum entry thresholds and admission scores among different admission methods or subject combinations, in accordance with the unified guidelines of the Ministry of Education and Training (MOET), ensuring the selection of candidates who best meet the entry requirements of each program or major;

b) Separate admission codes or quotas shall not be assigned to individual admission methods or subject combinations, except for quotas allocated to direct admission as stipulated in Article 8 of this Regulation.

5. The Academy shall be responsible for providing justification based on scientific and practical grounds when determining admission methods, subject combinations, the conversion of foreign language certificates into foreign language subject scores, and the equivalency conversion rules for entry thresholds and admission scores. Such justification must be based on data analysis, evaluation, and comparative assessment of the academic performance of admitted students from previous years.

Article 7. Preferential Policies in Admission

1. Regional Preferences (according to Appendix I of the Regulation):

a) The priority score applied for Region 1 (KV1) is 0.75 points; rural Region 2 (KV2-NT) is 0.5 points; Region 2 (KV2) is 0.25 points; and Region 3 (KV3) is not eligible for regional priority points;

b) A candidate's admission region shall be determined based on the location of the high school (or intermediate vocational school) where the candidate studied for the longest duration during upper secondary education. If the durations are equal across different regions, the region of the school most recently attended shall be applied;

c) The following cases are entitled to regional preference based on permanent residence:

- Students of boarding high schools for ethnic minorities shall be entitled to priority and preferential regimes as prescribed by the State.

- Students whose permanent residence (during their upper secondary or intermediate study period) has been for more than 18 months in Region III communes and villages with particularly difficult socio-economic conditions in ethnic minority and mountainous areas as defined by the Minister-Chairman of the Committee for Ethnic Minority Affairs and the Prime Minister; particularly disadvantaged coastal, island communes; particularly difficult communes, border communes, and communes in safety zones under Program 135 (pursuant to Decision No. 135/QĐ-TTg dated 31/07/1998); particularly difficult hamlets or communes in areas designated by the Prime Minister, provided that the student studied at an upper secondary or intermediate school located within a district/town/city that includes at least one such commune.

- Military personnel, officers, non-commissioned officers, conscripts of the People's Public Security Forces nominated for admission: If stationed for 18 months or more in any region, they are entitled to regional priority based on that region or their place of permanent residence before enlistment, whichever offers a higher priority level; if stationed for 18 months or more in regions with differing priority levels, the region with the longer duration of stationing shall apply; if stationed for less than 18 months, the priority shall be determined based on the place of permanent residence before enlistment.

d) Candidates are eligible for regional priority in the year they graduate from upper secondary school (or intermediate level) and the subsequent year.

2. Preferences Based on Policy Categories (pursuant to Appendix II of the Regulation)

a) The priority score for Group UT1 (including categories 01 to 04) is 2.0 points; for Group UT2 (including categories 05 to 07) is 1.0 point;

b) Priority scores for other policy beneficiaries (stipulated in prevailing legal documents) shall be decided by the Minister of Education and Training;

c) Candidates falling into multiple policy categories under Points a and b above shall only be entitled to the highest applicable priority score.

3. The priority scores specified in this Article correspond to a total score of three subjects (in the admission subject combination) on a 10-point scale per subject (no

weighting). Where the admission method applies a different scale, the priority scores shall be converted accordingly.

4. For candidates whose total score reaches 22.5 or higher (when converted to a 10-point scale with a maximum total of 30 points for three subjects), the priority score shall be calculated as follows:

Priority score = [(30 – Total score achieved)/7.5] × Priority score prescribed in Clauses 1 and 2 of this Article.

5. In addition to regional and category-based priority points as stipulated in Clauses 1 and 2 of this Article, the Academy shall apply an encouragement point policy for candidates with outstanding achievements that meet the Academy’s specific requirements. The formula for calculating such encouragement points shall be specified in the Admission Information of each respective admission year.

Article 8. Candidates Eligible for Direct Admission and Preferential Consideration

1. Candidates Eligible for Direct Admission

a. Individuals awarded the titles of Labor Hero, Hero of the People’s Armed Forces, and National Emulation Soldier shall be directly admitted to programs as determined by the Academy.

b. Candidates winning first, second, or third prizes in national or international competitions for excellent students (in subjects included in the Academy’s admission combinations or in Informatics) within the past three years are eligible for direct admission to their preferred majors.

c. Candidates winning First, Second, or Third Prizes in national or international science and engineering competitions organized or nominated by the Ministry of Education and Training within the past three years may be considered for direct admission to majors relevant to their project topic.

d. The Academy may consider admitting the following groups of candidates based on high school performance and program requirements (in certain cases, candidates may be required to complete a one-year preparatory program before official enrollment):

(i) Candidates with severe disabilities who hold a valid disability certificate issued by a competent authority, are capable of pursuing specific programs determined by the educational institute, but are unable to participate in regular admission procedures;

(ii) Candidates belonging to ethnic minorities with very small populations as defined by the Government, as well as candidates from 20 disadvantaged border and island districts in the Southwest region;

(iii) Candidates having permanent residence for at least three years, studied and graduated from high school in poor districts (including students of ethnic boarding schools, calculated by permanent residence) as defined by the Government and the Prime Minister;

(iv) Foreign candidates who meet the required language proficiency standards in accordance with the program's academic requirements and regulations of the Ministry of Education and Training.

2. Candidates Eligible for Preferential Consideration for Admission

Candidates specified in *Point b, Clause 1*, who have won prizes in subjects not included in the Academy's admission combinations, within three years prior to the year of admission, shall be given preferential consideration for admission to their desired programs. These candidates must also meet the minimum entry thresholds as stipulated by the Academy.

3. The Academy shall specify and announce in its annual Admission Information and Admission Plan the detailed regulations regarding eligible candidates, quotas, criteria, scope of admission, majors, and programs applicable to direct admission and preferential consideration for admission.

Article 9. Minimum Entry Thresholds for Training Programs

Based on quality assurance requirements, the Academy shall determine and announce the minimum admission thresholds for each program and admission method, which shall not be lower than the thresholds stipulated by the Ministry of Education and Training. Different admission methods may have distinct thresholds, determined according to candidates' results of the high school graduation examination or

converted scores from eligible international certificates/standardized tests as prescribed by the Academy.

Article 10. Reservation of Admission Results

1. Candidates who have received an official admission notice may have their admission results reserved in the following cases:

a) They are enlisted for military service or join centralized youth volunteer programs in the year of admission under a decision or order issued by a competent authority;

b) They suffer from a serious illness or are involved in severe accidents that prevent them from enrolling on time, as evidenced by medical records and confirmation from a competent medical authority.

2. Candidates falling under the provisions of Clause 1 must submit a written request for reservation along with supporting documents to the Academy within the time frame specified for enrollment. The maximum duration for which admission results may be reserved is three (03) years.

3. Immediately upon satisfying the conditions for re-enrollment, candidates whose admission results have been reserved shall carry out enrollment procedures in accordance with the Academy's regulations. They must provide proof of having fulfilled their obligations or recovered from illness. For cases under Clause 1 of this Article with a reservation period of three (03) years or more, the Academy shall consider referring the candidate to a preparatory program or institution for review before commencing official studies.

Article 11. Admission Plan

1. Annually, the Academy shall develop, publish, and implement its Admissions Plan to fulfill its responsibilities of accountability and commitment to candidates, state management authorities, and society. The Admissions Plan must provide sufficient information as a basis for:

a) Candidates to select institutions, majors, training programs, and admission methods appropriate to their capacity, interests, and personal conditions; to prepare for the admission process and comply with the Academy's enrollment plan;

b) State management authorities and society to monitor the implementation of legal regulations and the Academy's commitments to learners in the field of admissions and training.

2. The principal contents of the Admissions Plan shall include:

a) Information introducing the Academy, its training majors and programs, including details on the establishment of the majors, language of instruction, teaching staff, conditions for study and research, degrees, quality assurance outcomes, graduation rate (based on total enrollment), and the rate of graduates employed in jobs relevant to their qualifications (as per the Academy's annual Admissions Plan);

b) Full details of training costs, tuition fees, admission service fees, and other service charges for the entire course and per academic year; scholarship policies, tuition fee waivers and reductions, financial aid, dormitory accommodation, and other incentives and support policies for learners;

c) The enrollment plan and scope of admissions for each intake within the year (in which the first intake for full-time undergraduate programs must comply with the general plan issued by the Ministry of Education and Training), including regulations on admission eligibility and conditions, admission methods, subject combinations, and admission quotas for each major and training program; application procedures and necessary information for candidates;

d) Risk mitigation measures in the admissions process and the Academy's commitments and responsibilities.

3. The Academy shall announce its admissions and publish the Admissions Plan on its official website and through other appropriate channels at least thirty (30) days before the opening of registration for the first intake. In case of adjustments or additions (if any), these must be published at least 15 days in advance. The equivalent conversion rules shall be published no later than the date of announcement of the minimum entry threshold.

Chapter II

ADMISSION TO FULL-TIME UNDERGRADUATE PROGRAMS

Article 12. Formulation of the Admission Plan

1. Based on the overall admission plan issued by the Ministry of Education and Training (MOET) for the first round of full-time undergraduate admission, the Academy shall coordinate and implement the following processes:

a) Registering for admission via the MOET's Admission Information Portal (hereinafter referred to as "the system" within the scope of this Chapter) and via the National Public Service Portal;

b) Organizing admission using the following methods: separate admission/combined admission, based on results of the High School graduation examination, high school academic records, or candidate assessments;

c) Processing candidates' preferences on the system (in a cycle integrated with the Academy's internal admission procedures);

d) Confirming enrollment via the system and enrolling according to the Academy's announcement.

2. Based on the MOET's general plan, the Academy shall formulate plans for direct admission, early admission under certain special admission methods, and additional admission rounds (if any), in alignment with the MOET's general plan.

Article 13. Organization of Direct Admission Registration and Selection

1. Based on the announced admission information, the Academy shall notify and organize for candidates eligible for direct admission according to the provisions of Article 8 of this Regulation to register for admission online or directly at the Academy.

2. The Academy organizes direct admission for qualified candidates and announces results according to the general plan.

3. Candidates who have been admitted to the Academy according to the direct admission plan must register their preferences on the system according to the general plan of the Ministry of Education and Training to choose the training program and major they have been directly admitted to at the Academy.

4. Candidates who are directly admitted must confirm their admission according

to the general plan; the Academy does not require candidates to commit to admission or confirm their admission earlier than the general plan schedule.

1. Based on the published Admission Plan, the Academy shall notify and organize the registration for eligible candidates for direct admission, as prescribed in Article 8 of this Regulation, either online or in person at the Academy.

2. The Academy shall conduct the direct admission process for qualified candidates and announce results following the general timeline.

3. Candidates admitted to the Academy through the direct admission process must register their preferences on the centralized admission system, following the general schedule of the Ministry of Education and Training, to confirm their selected programs and majors for which they have been directly admitted.

4. Candidates admitted through the direct admission process shall confirm their enrollment according to the general schedule. The Academy shall not require candidates to commit to enrollment or confirm their enrollment earlier than the official timeline set out in the general schedule.

Article 14. Register for Admission on the System According to the General Plan

1. The Ministry of Education and Training supports the organization of the first round of full-time undergraduate programs admission for all methods of the Academy. The registration period begins after the high school graduation examination and ends after the announcement of the examination and graduation results..

2. Candidates applying for the first round of full-time undergraduate admission to the Academy shall register for admission on the centralized system (via the MOET Admission Portal or the National Public Service Portal) in accordance with the general schedule and guidelines issued by MOET.

3. Candidates may register for multiple majors or programs without limitation, but must arrange their preferences in order of priority from highest to lowest. In cases where a candidate qualifies for admission to multiple preferences, only the highest-ranked eligible preference will be recognized for admission and enrollment.

4. Candidates shall express their preferences through selections on the centralized admission system (as guided by MOET) as follows:

- a) Priority order of preferences (No. 1 indicates the highest priority);
- b) Choice of institution or admission unit (institution code);
- c) Choice of major or training program (major code/admission code);
- d) Choice of admission method (method code);

đ) Choice of subject combination (combination code) for admission methods based on the High School Graduation Examination results or other subject combinations defined by the Academy under its specific admission methods.

Article 16. Admission and Preference Processing According to the General Plan

1. The Academy shall autonomously organize admission according to its specific methods and criteria or coordinate with other institutions for joint admission. The MOET shall provide a timeline and assist in preference processing via the system.

2. After the preference registration period ends, the Academy shall download data from the system for admission purposes, including candidate preferences and high school graduation exam results, academic records,... and data on regional and priority categories of applicants for admission processing.

3. Admission principles:

a) Admission scores are determined to ensure enrollment numbers for each program following the announced quotas, but shall not fall below the minimum threshold;

b) For a training program or major, all candidates are selected equally based on the admission score and equivalent converted admission score according to each admission method and admission combination, regardless of the priority order of registration preferences, except for the case specified in Point c of this Clause;

c) In case many candidates have the same score at the end of the list, the Academy will use the secondary criteria as the test scores of some subjects in the admission combination (can use the converted score of international certificates/international standardized tests according to the Academy's regulations),

specifically announced in the annual Admission Information and the order of candidates' preferences registered on the Admissions Portal of the Ministry of Education and Training.

d) The use of regional and category-based priority points for admission shall comply consistently and uniformly with the provisions set out in Article 7 of this Regulation.

4. After each admission cycle, the Academy shall upload to the system the list of candidates preliminarily eligible for admission to its programs and majors under all admission methods. The centralized system will automatically eliminate lower-ranked preferences of candidates eligible for multiple offers, retaining only the highest-ranked program for each candidate.

5. Based on the results of the application processing, the Academy repeats the admission process in the next cycle, adjusting the admission scores to match the quota within the prescribed time limit. In the final cycle, the Academy decides the admission scores for the majors and training programs (according to the admission methods) and uploads to the system the (official) list of eligible candidates. Based on the final application processing results, the Academy decides the list of candidates admitted to the majors and training programs.

6. The Academy shall publish final admission scores (and any additional conditions or criteria) for each program and method and provide candidate-specific result lookup via the Academy's website.

Article 16. Announcement of Results, Enrollment Confirmation, and Enrollment

1. The Admission Letter shall detail required enrollment procedures and methods.

2. Candidates shall confirm enrollment via the system before enrolling at the Academy.

3. Candidates who fail to confirm and complete enrollment within the prescribed period

a) Without valid reasons shall be deemed to have declined enrollment and may be refused admission by the Academy;

b) Due to illness, accident (certified by a district-level hospital or higher), or natural disaster (certified by the district-level People’s Committee or higher), the Academy may consider late enrollment or deferment of admission results;

c) Due to errors or misunderstandings by admission staff or the candidates themselves, the Academy shall coordinate with relevant parties to review evidence and decide whether to admit the candidate or defer the admission result.

4. Candidates who have confirmed enrollment at the Academy are not permitted to participate in further admission rounds elsewhere, unless permitted by the Academy.

Article 17. Organization of Additional Admission Rounds

1. Based on remaining quotas and the number of enrolled candidates, the Academy’s Admission Council shall decide whether to conduct additional admission rounds. The Academy shall announce the plan, methods, registration formats, and admission conditions for each program, which must not be less stringent than prior rounds.

2. Candidates who have not been admitted or have not confirmed enrollment may register for additional admission rounds under the Academy’s plan and instructions.

3. After each additional round, the Academy shall publish on its website the admission scores (and any conditions or additional criteria) for each program and method, provide candidate-specific result lookup, and send admission letters with enrollment instructions.

Article 18. Responsibilities of Stakeholders in the Admission Process

1. Candidates' responsibilities

a) Thoroughly review the Academy’s admission information and refrain from applying to programs/methods for which they are ineligible;

b) Provide complete and accurate application information, including personal, regional, and priority group data (if applicable), preferences, and verify the authenticity of supporting documents;

c) Consent to the Academy’s use of personal and academic data for admission purposes;

d) Complete the payment of application fees before the deadline.

2. Responsibilities of the Academy

- a) Provide complete, properly formatted, and accurate admission data to the system following MOET guidelines;
- b) Determine (or agree upon with other institutions) the levels, methods, and usage of admission service fees;
- c) Provide full information, advice, and guidance to candidates to prevent ineligible applications;
- d) Ensure the admission process is accurate, fair, and objective; comply with commitments in the published Admission Scheme;
- đ) Verify candidate information and documents upon enrollment to ensure all enrollees meet admission conditions;
- e) Address feedback, complaints, and denunciations related to the admission process following legal regulations.

Chapter III

IMPLEMENTATION PROVISIONS

Article 19. Organization, Functions and Powers of the Academy's Admission Council

1. The President of the Academy shall issue a decision to establish the Full-time Undergraduate Program Admission Council (hereinafter referred to as the Admission Council) to manage and administer all activities related to the admission process, including admission inspection. The President shall also stipulate the organization, functions, and powers of the specialized subcommittees following current regulations.

2. The composition of the Admission Council of the Academy includes:

- a) Chairperson: President or Vice President;
- b) Vice-Chairperson: Vice President or Head of the Department of Education and Training;
- c) Standing Member: Head or Deputy Head of the Undergraduate Affairs Office;
- d) Members: Several heads or deputy heads of offices, heads or deputy heads of faculties involved in the admission process, and information technology officers.

Persons whose relatives (children, spouses, parents, or siblings of the candidate or their spouse) are applying for or taking part in the admission process of the Academy shall not be permitted to participate in the Admission Council or its assisting subcommittees in that year.

3. Functions and powers of the Academy's Admission Council

- a) To organize the development and public disclosure of the annual admission scheme;
- b) To implement admission activities following the published Admission Scheme and the Admission Regulations, in compliance with this Regulation and relevant legal provisions, and to be accountable to the Ministry of Education and Training (MOET), competent authorities, and the public for the Academy's entire admission process;
- c) To organize internal inspection and supervision, proactively address risks identified in the Academy's Admission Plan; to resolve complaints, denunciations, and violations related to the admission process following this Regulation and relevant laws;

d) No later than December 31 each year, the Academy shall complete the update of actual enrollment data for all admission methods, including: candidates' information; admission consideration information; admission results; program/major information; and information on admission methods that have been announced on the Ministry of Education and Training's centralized admission support system.

e) Preserve and archive all documents related to the admission process throughout the duration of the training program, in accordance with the Law on Archives and regulations on the retention period of professional and administrative documents in the education sector.

f) Collect and use admission and application fees in accordance with regulations.

g) Review and summarize admission activities; decide on commendations and disciplinary actions as prescribed.

4. Functions and powers of the Chairperson of the Admission Council

a) To organize and take responsibility for the Academy's admission process;

b) To establish subcommittees to assist in implementing admission activities.

5. The Vice Chairperson of the Admission Council shall perform tasks assigned by the Chairperson and shall act on behalf of the Chairperson upon authorization.

Article 20. Organization, Functions and Powers of the Secretariat of the Admission Council

1. The composition of the Secretariat includes:

a) Head of the Secretariat: concurrently held by the Standing Member of the Admission Council;

b) Members: Several officers from the Undergraduate Training Division, relevant faculties and departments, and information technology staff.

2. Functions and powers of the Secretariat:

a) To publish information on eligibility conditions, application dossiers, timelines, formats, and locations for registration for admission or entrance examination (if applicable) on the Academy's website and other mass media;

b) To verify application dossiers of applicants and admitted candidates as prescribed;

- c) To update all admission-related information of the Academy to the MOET's centralized admission support system and the Academy's admission portal as prescribed for processing (in the case of regular undergraduate admissions);
- d) To propose the admission thresholds for decision by the Admission Council;
- e) To prepare the list of admitted candidates and issue admission notices;
- f) To perform other tasks assigned by the Chairperson of the Admission Council.

Article 21. Handling of Violations

1. Officials and candidates who commit violations during the admission examination (if any) shall be handled following the MOET's Regulation on the High School Graduation Examination.

2. Candidates found to have committed fraud during the application or examination process to gain admission may, depending on the severity, be expelled, barred from applying to the Academy in subsequent years, or be subject to criminal prosecution under the law.

3. Individuals who violate this Regulation and are public employees or civil servants of the Academy shall, depending on the severity, be disciplined under Article 71 of the Law on Higher Education, the Law on Public Employees, the Law on Cadres and Civil Servants, and relevant disciplinary regulations.

Article 22. Commendation

The Chairperson of the Admission Council shall commend or propose that the President commend:

- 1. Individuals and units that excellently complete assigned tasks;
- 2. Individuals and organizations with many achievements contributing to enrollment work.

Article 23. Reporting and Archiving Regulations

1. Reporting Regulations:

The Secretariat of the Admission Council (AC) shall annually report to the AC on the following:

- a) The decision on the establishment of the AC and its specialized subcommittees;
- b) Admission information (as per Appendix III of this Regulation);

c) Regulations, procedures (if any), and documents guiding the admission process;

d) Results of the simulated filtering process before uploading the final admission data to the national admission system; admission scores by major and training program prior to the official announcement;

e) Admission decisions and lists of admitted candidates by major and training program; lists of enrolled students by major;

f) The final report summarizing the admission process.

2. Archiving Regulations:

The Admission Office is responsible for securely storing and preserving all documents related to the admission process in accordance with current regulations of the Ministry of Education and Training:

a) Admission and enrollment decisions shall be permanently archived;

b) Other documents related to admissions and training shall be stored and preserved throughout the duration of the training program;

c) The destruction of documents whose storage period has expired shall comply with current state regulations.

Article 24. Implementation Provisions

1. This Regulation takes effect from the date of signing and replaces previous relevant regulations of the Academy.

2. The Head of the Department of Education and Training, Heads of affiliated units of the Academy, and relevant units and individuals shall be responsible for implementing this Regulation.

3. This Regulation shall be annually reviewed, amended, or updated under the provisions and guidance of the Ministry of Education and Training.

4. During implementation, any issues arising that require adjustment or supplementation shall be reported to the Training Department for consolidation and submission to the President for consideration and decision.

Appendix I. Classification of Admission Areas

| Area | Description and Conditions |
|------------------------------|--|
| Area 1 (KV1) | Communes classified as Areas I, II, III and communes with particularly disadvantaged hamlets located in ethnic minority and mountainous regions; particularly disadvantaged communes in coastal and island areas; specially disadvantaged communes, border communes, and safe zone communes eligible for investment under Program 135 as prescribed by the Prime Minister. |
| Rural Area 2 (KV2- NT) | Localities not classified under Area 1, Area 2, or Area 3. |
| Area 2 (KV2) | Provincial cities and towns; suburban districts and towns of centrally-run cities (excluding communes classified under Area 1). |
| Area 3 (KV3) | Urban districts of centrally-owned cities. |

Appendix II. Categories of Priority Policy Beneficiaries

| Category | Description and Conditions |
|---------------------------------------|--|
| <i>Group Priority 1 (UT1)</i> | |
| 01 | Vietnamese citizens of ethnic minorities with permanent residence for at least 18 months during their upper secondary education or intermediate vocational education in Area 1. |
| 02 | Direct production workers with at least 5 consecutive years of service, including at least 2 years recognized and awarded as Emulation Soldiers at the provincial level or higher. |
| 03 | <p>a) War invalids, diseased soldiers, and individuals certified as entitled to policies applicable to war invalids.</p> <p>b) Active-duty military personnel; officers, non-commissioned officers, and conscripted police officers/staff who are assigned to study and have served at least 12 months in Area 1.</p> <p>c) Active-duty military personnel; officers, non-commissioned officers, and conscripted police officers/staff assigned to study and have served at least 18 months in total.</p> <p>d) Demobilized military personnel or police officers who have completed their compulsory service as prescribed.</p> |
| 04 | <p>a) Relatives of martyrs.</p> <p>b) Children of war invalids, diseased soldiers, or those entitled to similar policies with a working capacity reduction of 81% or more.</p> <p>c) Children of persons involved in revolutionary resistance exposed to toxic chemicals with a working capacity reduction of 81% or more.</p> <p>d) Children of Heroes of the People's Armed Forces; children of Labor Heroes during the resistance period.</p> <p>đ) Children of resistance activists with deformities or malformations due to chemical toxins, currently receiving monthly allowances.</p> |
| <i>Group Priority 2 (UT2)</i> | |
| 05 | <p>a) Youth volunteers assigned to study.</p> <p>b) Active-duty military personnel; officers, non-commissioned officers, and conscripted police officers/staff assigned to study who have served less than 12 months in Area 1 or less than 18 months in other areas.</p> <p>c) Commune-level Military Commanders and Deputy Commanders, Hamlet Militia Leaders, Core Militia Platoon Leaders, and Core Militia members who have completed at least 12 months of service and are applying to local</p> |

| | |
|----|--|
| | <p>military training programs. The maximum eligibility period for priority is 18 months from the date of discharge decision to the date of university admission registration.</p> |
| 06 | <p>a) Vietnamese citizens of ethnic minorities with permanent residence outside the areas specified in Category 01.</p> <p>b) Children of war invalids, diseased soldiers, or those entitled to similar policies with a working capacity reduction below 81%.</p> <p>c) Children of resistance activists exposed to toxic chemicals with a working capacity reduction below 81%.</p> |
| 07 | <p>a) Persons with severe disabilities certified by a competent authority according to Joint Circular No. 37/2012/TTLT-BLĐT BXH-BYT-BTC-BGDĐT dated 28 December 2012, issued by the Ministry of Labour – Invalids and Social Affairs, Ministry of Health, Ministry of Finance, and Ministry of Education and Training, regarding assessment of disability level.</p> <p>b) Outstanding workers from all economic sectors who have been recognized at the provincial or ministerial level as skilled workers, artisans, or awarded the Creative Labour Badge by the Vietnam General Confederation of Labour or the Central Committee of the Ho Chi Minh Communist Youth Union.</p> <p>c) Teachers with at least 3 years of teaching experience applying to teacher training programs.</p> <p>d) Nurses, pharmacy assistants, orderlies, medical assistants, midwives, medical technicians, or those with an intermediate diploma in pharmacy with at least 3 years of service applying to training programs in their respective healthcare disciplines.</p> |

Appendix III

International Certificates/ International Standardized Competency Tests Used for Admission at the Academy

(subject to adjustments and updates according to each admission year)

| International Certificate/ International Standardized Competency Test | | | | |
|--|---|-------------------------|--------------------------|-------|
| | IELTS | Cambridge English Scale | TOEFL iBT | PTE-A |
| 1. English | 6.0 | 169 - 175 | 60 - 78 | 46-55 |
| | 6.5 | 176 - 184 | 79 - 93 | 56-65 |
| | 7.0 | 185 - 190 | 94 - 101 | 66-75 |
| | 7.5 | 191 - 199 | 102 - 109 | 76-83 |
| | 8.0 | 200 - 204 | 110 - 114 | 84-88 |
| | 8.5 | 205 - 208 | 115 - 117 | 89-90 |
| | 9.0 | 209 - 230 | 118 - 120 | N/A |
| 2. French | TCF for all audiences <i>(05 tests: listening comprehension, grammar structure, reading comprehension, writing, speaking)</i> | | DELFDALF | |
| | General classification B1 | | DELFB1 | |
| | General classification B2 (Score QCM 400-460) | | DELFB2 (Score 50-69) | |
| | General classification B2 (Score QCM 461-499) | | DELFB2 (Score 70-100) | |
| | General classification C1/C2 | | DALFC1/C2 | |
| 3. Chinese | HSK4 (Score from 260 - 300) | | | |
| | HSK5 (Score from 180 - 219) | | | |
| | HSK5 (Score from 220 - 259) | | | |
| | HSK5 (Score from 260 - 300) | | | |
| | HSK6 (Score from 180 - 239) | | | |
| | HSK6 (Score from 240 - 300) | | | |
| 4. Japanese | JLPT N3 (Score below 130) | | | |
| | JLPT N3 (Score from 130) | | | |
| | JLPT N2 (Score below 130) | | | |
| | JLPT N2 (Score from 130) | | | |
| | JLPT N1 (Score below 130) | | | |
| | JLPT N1 (Score from 130) | | | |
| 5. Korean | Topik 3 (Score from 135 - 149) | | | |

| International Certificate/ International Standardized Competency Test | | | | | | |
|--|--------------------------------|--------------------------|-------------------------------|----------------|-----------------|----------------------------|
| | Topik 4 (Score from 150 - 169) | | | | | |
| | Topik 4 (Score from 170 - 189) | | | | | |
| | Topik 5 (Score from 190 - 209) | | | | | |
| | Topik 5 (Score from 210 - 229) | | | | | |
| | Topik 6 (Score from 230 - 300) | | | | | |
| 6. German | DSH | TestDaF (TDN) | Goethe Certificate | DSD | TELC | ÖSD certificate |
| | DSH 1 | | B1 | DSD I (B1) | B1 | B1 |
| | | TND 3 | B2 (272-335) | | B2 (180-227) | B2 (180-227) |
| | | | B2 (>335) | DSD II (B2) | B2 (>227) | B2 (>227) |
| | DSH 2,3 | TND 4,5 | From C1 | DSD II (C1) | From C1 | From C1 |
| 7. International Standardized Competency Test | SAT | | | ACT | | |
| | 1200 - 1240 | | | 23 - 24 | | |
| | 1250 - 1290 | | | 25 - 26 | | |
| | 1300 - 1340 | | | 27 - 28 | | |
| | 1350 - 1390 | | | 29 - 30 | | |
| | 1400 - 1440 | | | 31 - 32 | | |
| | 1450 - 1490 | | | 33 - 34 | | |
| | 1500 - 1600 | | | 35 - 36 | | |

Appendix IV. Admission Information Form

MANAGEMENT AUTHORITY...
UNIVERSITY.....

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

ADMISSION INFORMATION FOR THE YEAR¹

(Type of Training:²)

I. GENERAL INFORMATION

1. Name of Educational Institution

2. Admission Code of the Institution

3. Headquarters Addresses (headquarters, headquarters in the same province/city directly under the Central Government and branches)

4. Official Website

5. Admission Contact Number

6. Address for Public Disclosure of the Admission Regulations; Admission Plan and Examination Regulations (if any)

7. Address for Public Disclosure of Institutional Information³ (training program; majors; teaching staff, management staff; facilities; scope of training; employment rate of students; admission plan for majors, types, levels of training, etc.)

II. ADMISSION TO UNDERGRADUATE PROGRAMS AND ADMISSION TO PRESCHOOL EDUCATION COLLEGE PROGRAMS

1. Candidates and Conditions for Admission

2. Description of Admission Method⁴ (Specify whether admission is based on entrance examination, academic record evaluation, or a combination of both,...)

3. Rules for Equivalent Conversion for Minimum Admission Thresholds and Admission Scores across Different Combinations and Methods

- Minimum entry thresholds
- Admission scores

¹ Minimum information, educational institutions may include additional information as appropriate. (if necessary).

² Full-time/Part-time (including bridging programs, second-degree programs, etc.); updated according to the admission plan to ensure regulations on publicizing enrollment information.

³ In accordance with Circular No. 09/2024/TT-BGDĐT dated June 3, 2024, issued by the Minister of Education and Training on the public disclosure of information regarding the activities of educational institutions within the national education system.

⁴ Distinguish between university-level and college-level training programs..

4. Admissions Quota

(Indicate the training location. For each institution code used in the admission process, prepare a separate table following the format below.)

| No | Admission code | Name of program, major, field of study for admission | Major code, field of study ⁵ | Major name, field of study ⁶ | Quota | Admission method | Note |
|-----|----------------|--|---|---|-------|--|------|
| 1. | | | | | | - Method 1 (Combination...) - Method 2... - Method 3... | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| ... | | | | | | | |
| | | | | | | | |

5. Other Necessary Information for Candidates

- a. Additional conditions used in the admission process
- b. Priority and encouragement points
- c. Criteria for classification of majors and training programs (for higher education institutions admitting by academic group)
- d. Other information...

6. Admissions Organization

Estimated admission schedule throughout the year, admission format, and conditions for application or entrance examination.

7. Priority Policies

Direct admission; priority admission.

8. Admission and Examination fees

9. Commitments of the higher education institution to candidates (Resolving complaints, protecting legitimate rights and interests of applicants in case of unforeseen circumstances, and responsibilities in cases where applicants are transferred to or from the institution due to admission errors.)

10. Other contents (not contrary to current regulations)

⁵According to the statistical list of training sectors of higher education.

⁶According to the statistical list of training sectors of higher education.

11. Admission Information for The Last 2 Years

| TT | Admission code | Name of program, major, field of study for admission | Major code, field of study | Major name, field of study | Admission method | Year ... <i>(Example: 2024 if admission is in 2025)</i> | | | Year ... <i>(Example: 2023 if admission is in 2025)</i> | | | Note |
|-----|----------------|--|----------------------------|----------------------------|------------------|--|-----------------|------------------------------|--|-----------------|------------------------------|------|
| | | | | | | Quota | Enrolled number | Admission score/ score scale | Quota | Enrolled number | Admission score/ score scale | |
| 1. | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | |
| ... | | | | | | | | | | | | |

Admissions Officer

(Specify full name, contact phone number, email address)

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

HEAD OF INSTITUTION