

Hanoi, January 28, 2022

DECISION

**On the Promulgation of the Regulation on Organization and Management of
Doctoral Degree Training at the Diplomatic Academy of Vietnam**

DIRECTOR OF THE DIPLOMATIC ACADEMY OF VIETNAM

Pursuant to Decision No. 07/2019/QD-TTg dated February 15, 2019, of the Prime Minister, stipulating the functions, tasks, powers, and organizational structure of the Diplomatic Academy of Vietnam under the Ministry of Foreign Affairs;

Pursuant to Circular No. 18/2021/TT-BGDĐT dated June 28, 2021, of the Minister of Education and Training, promulgating the Regulation on Admission and Training for Doctoral Degree Programs;

Pursuant to Decision No. 959/QD-HVNG dated October 15, 2021, of the Director of the Diplomatic Academy of Vietnam, promulgating the Regulation on Admission and Training for Doctoral Degree Programs;

Pursuant to the proposal of the Director General of the Department of Education and Training,

DECIDES:

Article 1. To promulgate the Regulation on Organization and Management of Doctoral Degree Training at the Diplomatic Academy of Vietnam (*attached herewith*).

Article 2. The Director General of the Department of Education and Training, and the Heads of relevant units shall be responsible for implementing this Decision from the date of signing.

Recipients:

- As Article 2;
- Archived at: Department of General Affairs, Post-graduate Affairs Office, Department of Education and Training.

Acting. DIRECTOR

Signed

Dr. Pham Lan Dung

REGULATION ON ORGANIZATION AND MANAGEMENT OF DOCTORAL DEGREE TRAINING AT THE DIPLOMATIC ACADEMY OF VIETNAM

(Issued together with Decision No. 82 dated January 28, 2022, of the Acting Director of the Diplomatic Academy of Vietnam)

I. PURPOSE

This Regulation is issued and applied to stipulate the implementation steps related to Doctoral Degree Training at the Diplomatic Academy of Vietnam

II. SUBJECTS AND SCOPE OF APPLICATION

This Regulation on organization and management of training specifies the functions and responsibilities of the departments and individuals involved in the Doctoral Degree Training at the Diplomatic Academy of Vietnam, including:

- Board of Directors
- Post-graduate Affairs Office
- Administrative Division
- Technical Service and Accounting Division
- Accounting Division
- Testing and Education Quality Assurance Office
- Faculties offering Doctoral Degree Programs
- Lecturers teaching Doctoral Candidates
- Thesis supervisors
- Postgraduate student

This Regulation is only applicable within the scope of the Diplomatic Academy of Vietnam.

III. LIST OF ABBREVIATIONS

No	Terms	Abbreviations
1.	Board of Directors	BOD
2.	Post-graduate Affairs Office	PGAO
3.	Department of Education and Training.	DET
4.	Administrative Division	AD
5.	Technical Service and Accounting Division	TSAD
6.	Accounting Division	ACCO
7.	Testing and Education Quality Assurance Office	TEQAO
8.	Thesis supervisor	Sup.

9.	Diplomatic Academy of Vietnam	DAV
10.	Specialized Faculties	SF

IV. CONTENT

1. Functions and tasks

1.1. Post-graduate Affairs Office

1.1.1. Function

To manage training in accordance with the regulations of the Ministry of Education and Training and the Diplomatic Academy of Vietnam concerning Postgraduate Training, in order to ensure training quality.

1.1.2. Tasks

- To build and submit to the Director for approval plans and schemes for the development of Doctoral training across all specializations.

- To draft and submit to the Director for promulgation the Regulations on Postgraduate Training at the DAV; To develop procedures, norms, and guidelines for the implementation of Postgraduate Training regulations.

- To coordinate with Specialized Faculties (SF) to determine training scale, enrollment subjects, course transfers, knowledge supplementation, and curriculum development.

- To coordinate with functional departments of the Academy to inspect and supervise the implementation of Ministry of Education and Training regulations and the Academy's regulations on Postgraduate Training.

- To coordinate with specialized faculties to establish teaching plans, timetables, organize teaching, and monitor the progress and quality of training for postgraduate classes.

- To organize admission and opening ceremonies.

- To manage student records, submit to the Director decisions on assignment of research topics and appointment of supervisors, examine student defense dossiers, appoint council members, and establish defense councils for Doctoral's thesis and graduation projects.

- To submit to the Director decisions on reserve, withdrawal, or extension of study time.

- To inspect, monitor, and confirm teaching workloads, and collaborate with the Accounting Division to calculate teaching remuneration for lecturers and supervisors.

- To receive exam questions, develop plans for organizing end-of-module examinations; and supervise the examinations.
- To arrange classrooms.
- To prepare statistics and reports when requested.
- To organize the evaluation of thesis proposals and the defense of theses and projects for Master's courses.
- To archive student records.
- To organize graduation ceremonies.

1.2. Specialized Faculty

1.2.1. Functions

To be responsible to the Director for professional matters

To coordinate with the Post-graduate Affairs Office to organize the teaching of specialized modules under the Faculty's management.

1.2.2. Tasks

- To determine the specialization, enrollment subjects, course transfers, knowledge supplementation, and entrance examination subjects.
- To organize the development and update of curricula and textbooks, and approve detailed module outlines.
- To determine the annual enrollment scale. To develop specialized teaching plans.
- To organize supplemental and knowledge transfer teaching.
- To assign teaching duties for modules, propose visiting lecturers, and execute the training plan as regulated by the Academy.
- To manage lecturers and students.
- To enter grades.

1.3. Accounting Division

- To formulate revenue and expenditure plans for the Academy's postgraduate training.
- To disburse funds related to Doctoral training.

1.4. Administrative Division

- To arrange rooms for Council meetings, seminars, etc.
- To affix the official seal.

1.5. Technical Service and Accounting Division

- To arrange classrooms for postgraduate classes.

1.5. Testing and Education Quality Assurance Office

- To survey student feedback on lecturers and courses
- To survey student feedback before graduation.

2. Process flowchart for organization and management of training

Flowchart

No.	Process Step	Responsible Units
1.	Organization of Enrollment/Admission	PGAO, SF
2.	Organization of Admission and Opening Ceremony	PGAO, SF
3.	Course Implementation	PGAO, SF
4.	Defense of Detailed Proposal	PGAO
5.	Defense of Overview Paper and Specialized Topic Paper	PGAO
6.	Faculty-level Defense (Internal Defense)	PGAO
7.	Institution-level Defense (Initial Defense)	PGAO
8.	Independent Review of Doctoral Thesis	PGAO
9.	Academy-level Defense (Final Defense)	PGAO
10.	Study Extension	PGAO, BOD
11.	Procedures for Issuing Confirmation Letters during Study	PGAO, BOD
12.	Organization of Graduation and Issuance of Doctoral Degree	PGAO, ACCO, AD, TSAD, SF, BOD
13.	Records archive	PGAO

3. Procedure for organization and management of training

3.1. Admission

Step 1: The PGAO announces the admission plan on the DAV website..

Step 2: Candidates prepare application dossiers according to the PGAO's announcement and submit hard copies to the office.

Step 3: The Application Review Council meets to review the application dossiers and assess the training specialization group.

Step 4: The PGAO announces the list of eligible candidates and the admission schedule on the DAV website.

Step 5: The PGAO organizes the Doctoral Admissions Council.

Step 6: The PGAO publishes the list of successful doctoral candidates on the Academy's website.

3.2. Registration and opening ceremonies

Step 1: The PGAO prepares registration procedures for the doctoral candidates.

Step 2: Doctoral candidates complete the required documents as announced and submit hard copies to the PGAO.

Step 3: Based on the doctoral candidates' registration dossiers, the PGAO issues a decision recognizing the doctoral candidates and their supervisors.

Step 4: PThe PGAO organizes the registration session for doctoral candidates, communicating the full-course study plan, relevant forms, and documents.

3.3. Organization of Specialized Course teaching

Step 1: Based on the doctoral candidates' specialization groups, the **PGAO** establishes a study plan, invites lecturers to teach the specialized modules, and arranges classrooms and other facilities.

Step 2: The PGAO announces the specialized course schedule to the doctoral candidates.

Step 3: Doctoral candidates attend the specialized course in the training program.

Step 4: Doctoral candidates complete the end-of-course term paper and submit a hard copy to the PGAO.

Step 5: The PGAO sends the end-of-module term paper to the lecturer for grading.

Step 6: The lecturer grades the end-of-course term paper and submits the score sheet back to the PGAO.

3.4. Defense of Detailed Proposal: At the end of the first year of the Doctoral training program.

Step 1: Based on the research topic registered with the PGAO, the doctoral candidate drafts the detailed proposal according to the template.

Step 2: The doctoral candidate submits the detailed proposal to the PGAO

Step 3: The PGAO checks the detailed proposal's format and sends it to the members of the proposal review council.

Step 4: The PGAO organizes the detailed proposal review council. The Council reviews and provides feedback on the candidate's proposal.

Step 5: The doctoral candidate revises the proposal according to the Council's feedback and resubmits it to the PGAO.

Step 6: The PGAO checks the format and content of the proposal against the Council's recommendations.

Step 7: The PGAO notifies the doctoral candidate of the result of the detailed proposal defense.

3.5. Defense of Overview Paper and Specialized Topic Paper: During the second year of the Doctoral training program

Step 1: The doctoral candidate drafts the overview paper and 03 specialized doctoral topic papers according to the template.

Step 2: The doctoral candidate submits hard copies of the overview paper and 03 specialized topic papers to the PGAO.

Step 3: The PGAO checks the format of the overview paper and the specialized topics.

Step 4: The PGAO organizes the council to evaluate the overview paper and specialized topics. The Council reviews and provides feedback on the candidate's papers and topics.

Step 5: The doctoral candidate revises the papers according to the Council's recommendations.

Step 6: The doctoral candidate resubmits hard copies of the papers and topics for the PGAO to verify, reconcile, and announce the official result.

3.6. Faculty-level Defense: Before the end of the second year of the Doctoral training program

Step 1: The doctoral candidate drafts the thesis draft according to the template.

Step 2: The doctoral candidate submits the thesis to the PGAO.

Step 3: The PGAO checks the thesis's format and organizes a specialized council to review and provide feedback.

Step 4: The doctoral candidate revises the thesis according to the Council's feedback.

3.7. Institution-level Defense: During the third year of the Doctoral training program

Step 1: The doctoral candidate prepares the thesis, thesis summary, and scholarly publications according to PGAO guidelines.

Step 2: The PGAO organizes the institution-level defense council consisting of 07 members.

Step 3: The doctoral candidate presents the thesis; the council reviews and provides feedback.

Step 4: The doctoral candidate revises the thesis according to the Council's recommendations.

3.8. Independent Review of Doctoral thesis: During the third year of the Doctoral training program

Step 1: The doctoral candidate submits the written explanation of revisions (after the institution-level defense) to the PGAO. The doctoral candidate prepares the dissertation, thesis summary, and scholarly publications according to the correct template for independent review and submits them to the PGAO.

Step 2: The PGAO sends the dissertation, summary, and scholarly publications to 02 independent reviewers for feedback.

Step 3: The 02 reviewers provide feedback on the doctoral candidate's dissertation.

Step 4: The PGAO aggregates the feedback from the 02 reviewers and sends it to the doctoral candidate for thesis revision.

Step 5: The doctoral candidate revises the thesis according to the recommendations of the 02 independent reviewers.

3.9. Academy-level thesis Defense: During the third year of the Doctoral training program.

Step 1: The doctoral candidate prepares the dissertation, thesis summary, and scholarly publications according to PGAO guidelines.

Step 2: The doctoral candidate submits the written explanation of revisions (after the independent review) to the PGAO.

Step 3: The PGAO checks the format, content, and plagiarism of the thesis using plagiarism detection software. If the plagiarism result is under 20%, the thesis meets the inspection requirement. If the plagiarism result is over 20%, the PGAO notifies the doctoral candidate to revise and resubmit for a second check. The doctoral candidate is allowed a maximum of 3 submissions for inspection.

Step 4: The PGAO notifies the doctoral candidate that they are eligible for the Academy-level thesis defense.

Step 5: The PGAO posts the thesis information and summary on the Diplomatic Academy of Vietnam website.

Step 6: The PGAO drafts the defense announcement, sends it to the doctoral candidate to proceed with publication in the Nhan Dan Newspaper.

Step 7: The PGAO organizes the Academy-level doctoral thesis defense council for the candidate.

Step 8: Council members review and provide feedback on the candidate's dissertation.

Step 9: The doctoral candidate revises the thesis according to the Council's recommendations. The doctoral candidate submits the written explanation of revisions (after the Academy-level defense) to the PGAO.

Step 10: The doctoral candidate prints the final submission copies for the DAV Library and the National Library. The doctoral candidate submits the receipt from the 02 libraries to the PGAO.

3.10. Study Extension and Withdrawal:

Step 1: Based on the doctoral candidate's study period, the PGAO sends a notice regarding extension and withdrawal.

Step 2: The doctoral candidate submits an application form with confirmation from the Supervisor, and obtains confirmation of tuition completion from the Accounting Division up to the date of application, submitting it to the PGAO.

Step 3: The PGAO processes the request within 10–15 days from the date of receipt of the application.

Step 4: The PGAO submits the request to the Board of Directors for approval.

Step 5: Following approval, the official result is announced to the doctoral candidate.

3.11. Procedures for Issuing Confirmation Letters during Study:

Step 1: The doctoral candidate submits an application form to the PGAO.

Step 2: The PGAO processes the request within 10–15 days from the date of receipt of the application.

Step 3: The PGAO submits the request to the Board of Directors for approval.

Step 4: Following approval, the official result is announced to the doctoral candidate.

3.12. Organization of Graduation and Issuance of Doctoral Degree:

The PGAO is responsible for chairing the organization of the graduation ceremony.

Immediately after the doctoral candidate successfully defends at the Academy level and completes the post-defense procedures, the PGAO plans the organization of the graduation ceremony for the doctoral candidate:

Step 1: The PGAO prepares documents and procedures for the graduation ceremony.

Step 2: The **PGAO** coordinates with the Administrative Division (**AD**) to arrange the venue for the graduation ceremony.

Step 3: To announce and seek opinions regarding the organization of the graduation ceremony from all graduating doctoral candidates of the year, Specialized Faculties, lecturers, and the Board of Directors of the Academy.

Step 4: To develop and send the graduation ceremony plan to the relevant units.

Step 5: To assign duties and coordinate with relevant units (according to the approved plan).

Step 6: The PGAO estimates the budget for the graduation ceremony, seeks approval from the BOD, and submits the dossier to the Accounting Division ; after the ceremony, the PGAO carries out procedures for settling the ceremony expenses.

Step 7: Doctoral candidates complete all missing documents and submit them to the PGAO.

Step 8: The PGAO conducts verification.

Step 9: Based on the Decision, the doctoral degree is conferred and issued to the doctoral candidate.

3.13. Record Archive

The PGAO is responsible for archiving the following records:

- Doctoral candidate training dossiers from admission to graduation.
- Admission dossiers..
- Registration dossiers.
- Defense dossiers at all levels for the doctoral candidate..
- Lecturers' scientific resumes/CVs.
- All end-of-course term papers.
- Specialized course score sheets..
- Degree issuance ledger.