

No: 81 /QD-HVNG

Hanoi, January 28, 2022

DECISION

On the Promulgation of the Regulation on Organization and Management of Master's 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. 23/2021/TT-BGDĐT dated August 30, 2021, of the Minister of Education and Training, promulgating the Regulation on Admission and Training for Master's Degree Programs;

Pursuant to Decision No. 666/QD-HVNG dated September 23, 2021, of the Director of the Diplomatic Academy of Vietnam, promulgating the Regulation on Admission and Training for Master's Degree Programs at the Diplomatic Academy of Vietnam;

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 Master's 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;
- For archiving 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 MASTER'S 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 Master 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 Master'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-course 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 courses 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 course outlines.
- To determine the annual enrollment scale. To develop specialized teaching plans.
- To organize supplemental and knowledge transfer teaching.
- To assign teaching duties for courses, 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 BOD issues a Decision announcing the annual Master's admission plan.

Step 2: The PGAO announces the admissions plan on the DAV website and sends the announcement via official notes to partner agencies and units, as proposed by the PGAO.

Step 3: Candidates prepare and submit applications as per the DAV's admission announcement.

Step 4: The PGAO coordinates with the SF to propose the list of the Application Review Council, admission examiners, and question drafters. Based on the PGAO's proposal, the BOD issues Decisions establishing the Master's Admissions Council, the Admissions Application Review Council, the Admission Grading Committee, the Admission Examination Drafting Committee, and specialized committees (Proctoring Committee, Security Supervision Committee, Anonymized Grading Committee, Inspection Committee).

Step 5: The Master's Admissions Council convenes to review applications, and the BOD issues a Decision on candidates eligible for the examination.

Step 6: After finalizing the number of review and examination applications, the PGAO prepares a cost estimate for admission organization (ensuring compliance with regulations) for the BOD's approval.

Step 7: The PGAO coordinates with the TSAD and AD to arrange rooms for application review and examination rooms.

Step 8: The PGAO prepares all related documents (detailed exam schedule, scoring sheets, minutes, etc.) and facilities for the application review session and the admission interview grading session.

Step 9: Organization of the Admissions Application Review Council.

Step 10: Organization of the Admission Interview Grading (or Oral Examination)

Step 11: The Secretariat of the Master's Admissions Council receives the results from the Application Review Council and the examiners, aggregates the results, and submits them to the PGAO for announcement to candidates (publishing results on the website).

Step 12: Submission to the BOD for signing the Decision on successful candidates.

3.2. Registration and opening ceremonies

The PGAO chairs the organization of registration and the opening ceremony for the new enrollment students .

Immediately after the Decision recognizing successful candidates is issued, the PGAO plans the organization of registration and the opening ceremony:

Step 1: The PGAO prepares documents and procedures for the registration session and opening ceremony.

Step 2: To develop and send the plan for registration and the opening ceremony to relevant units.

Step 3: To assign duties and coordinate with relevant units (according to the approved plan).

Step 4: The PGAO organizes the registration ceremony, meeting all successful candidates and introducing representatives of the class executive committee.

Step 5: At the registration session, the PGAO issues documents (Full-course study plan, Tuition fee notice for Semester 1, Module registration form, Student handbook).

Step 6: Students complete the registration dossier within 15 days from the date of registration.

Step 7: For students who fail to complete the registration dossier, the PGAO shall submit to the BOD for signing a Decision on deletion from the student list due to non-registration.

3.3. Tuition

Step 1: The ACCO coordinates with relevant units and seeks BOD approval for the tuition fee level according to regulations.

Step 2: Based on the Decision on tuition fee collection for the academic year, the ACCO sends a notice to students to pay the tuition fee.

Step 3: Students pay the tuition fee (bank transfer or cash).

Step 4: For cases of overdue payment, the ACCO sends the list to the PGAO for processing according to regulations.

3.4. Develop teaching plan:

Step 1: The PGAO and SF coordinate to develop the list of lecturers, timetable, and teaching plan for the Master's program modules, and submit to the BOD for signing the Decision on lecturer assignment for the course.

Step 2: Based on the approved lecturer list, the PGAO develops the teaching timetable for each semester.

Step 3: The Academy's Leadership signs the teaching contracts with the lecturers and sends the detailed teaching plan (time, venue, class list) to the assigned lecturers.

3.5. Class Organization

Step 1: The PGAO coordinates with the TSAD to arrange classrooms for the classes.

Step 2: Based on the developed timetable and room list, the PGAO announces the schedule, class list, module name, lecturer, students, venue, and time.

Step 3: The PGAO coordinates with the SF to manage class operations, including attendance taking for lecturers and students, ensuring serious adherence to the regulated number of sessions.

Step 4: The PGAO processes students' leave-of-absence applications.

Step 5: To enhance the quality of teaching and learning, the TEQAO coordinates with the PGAO to organize surveys to collect student feedback on modules and lecturers.

Step 6: The TEQAO processes the data and sends the survey results to the PGAO for coordination with the SF to develop adjustment solutions for the subsequent semester, aiming to improve teaching and learning quality.

3.6. Examination Organization:

Step 1: The PGAO prepares the examination schedule by module and by semester, and proposes invigilator/proctor personnel.

Step 2: The PGAO coordinates with the TSAD to arrange examination rooms.

Step 3: The PGAO coordinates with the ACCO to review and consolidate the list of students with overdue tuition fees, the attendance list, and students who fail to meet the eligibility score. Simultaneously, the PGAO announces the examination schedule, venue, and the list of eligible/ineligible candidates for the end-of-course examination to students and proctors.

Step 4: The PGAO coordinates with the proctors to supervise the examination.

Step 5: Proctors submit the required documents (paper submission list, exam papers) to the PGAO and seal the exam papers.

Step 6: The PGAO notifies the lecturers to grade the exams.

Step 7: Lecturers grade the papers and submit the exam papers and score entry sheets back to the PGAO for compilation, management, and archiving.

3.7. Grade Entry and Examination Result Management

Step 1: Lecturers grade the final examination and enter scores onto the score sheet.

Step 2: PGAO staff re-check the number of graded papers and the component score sheets upon submission by the lecturer to the PGAO.

Step 3: The PGAO enters the scores into the student's full-course master score sheet and archives the score sheet.

3.8. Retake courses, Exam Deferral

- Retake course

Step 1: Students submit the application form for retaking a module to the PGAO one month in advance and complete the retake tuition payment to the Accounting Division (ACCO) before the module starts.

Step 2: Based on the student's application, the PGAO compiles the list and reports to the SF to contact the lecturer to organize the module retake for the student.

- Exam Deferral

Step 1: Students submit the application for exam deferral to the PGAO at least 5 days before the examination date.

Step 2: The PGAO reviews the application and submits it to the leadership of the office and the Examination Council for consideration and decision.

Step 3: The PGAO sends the result notification to the student:

+ If the deferral application is approved, the student receives notification of the supplementary examination session.

+ If the deferral application is not approved, the student must retake the module with the subsequent cohort.

3.9. Payment for Teaching, Supervision, and Proposal Review

Step 1: After the lecturer completes the work agreed upon in the contract, the BOD shall sign the acceptance and liquidation minutes of the contract with the lecturer.

Step 2: Based on the contract and the acceptance minutes, the PGAO shall carry out the payment procedures.

Step 3: The PGAO submits the payment dossier to the ACCO.

Step 4: The ACCO checks the content and related documents in the payment dossier.

Step 5: If the payment dossier meets requirements, the ACCO shall submit to the BOD for signing the approval of expenditure and payment to the lecturer.

3.10. Topic Registration and Review

Step 1: The SF proposes the list of supervisors to the PGAO.

Step 2: The PGAO sends the notification, the list of supervisors proposed by the SF, and the topic registration form to the students.

Step 3: Students contact the Supervisor (Sup.), discuss the intended research topic with the Sup., complete the topic registration form with the Sup.'s confirmation, and submit it to the PGAO.

Step 4: The PGAO compiles the topics and sends them to the SF.

Step 5: The SF proposes the list of members for the Topic Review Council for students.

Step 6: The PGAO drafts the Decision establishing the Topic Review Council according to the list proposed by the SF and submits it to the BOD for signing.

Step 7: After the Decision is issued, the PGAO plans the organization of the Topic Review Council meeting.

Step 8: The PGAO coordinates with the AD to reserve a room and announces the time and venue to the Council members.

Step 9: The Council meets, and the result is announced to the students after the meeting concludes.

Step 10: The PGAO coordinates with the ACCO to finalize the payment dossier for the Topic Review Council.

3.11. Detailed Outline Defense

Step 1: The PGAO issues a notification on the submission of the detailed outline and provides the outline template to students

Step 2: The SF proposes the list of members of the Outline Review Council for the students.

Step 3: The PGAO drafts the Decision on the establishment of the Outline Review Council based on the proposed list from the SF and submits it to the Academy's Board of Directors for approval.

Step 4: Upon issuance of the Decision, The PGAO prepares a plan for convening the Outline Defense Council.

Step 5: The PGAO in coordination with the Administration–General Affairs Department, arranges the meeting room and informs the Council members, students, and academic supervisors of the time and venue.

Step 6: The student defends the detailed outline; the Council provides comments, feedback, and approves the outline.

Step 7: The student revises the outline based on the Council's recommendations as recorded in the meeting minutes.

Step 8: The PGAO in coordination with the Finance–Accounting Department, completes the payment documentation for the Detailed Outline Review Council.

3.12. Issuing Decision on Topic and Supervisor Appointment

Step 1: Based on the topic and proposal approved by the Council and the Supervisor, the student registers the final topic choice.

Step 2: The PGAO then submits the Decision on Topic and Supervisor Assignment to the BOD for signing.

Step 3: Notification is sent to the student to receive the Decision on Topic and Supervisor Assignment.

3.13. Master's Thesis/Project Defense

Step 1: The PGAO, based on the study plan, sends defense notifications to all students and the SF for the cohorts throughout the year.

Step 2: Students complete the defense application dossier and submit it to the office 1–1.5 months in advance (Students must have completed all modules in the training program).

Step 3: The PGAO reviews applications that meet requirements and proceeds with a plagiarism check on the thesis/project using plagiarism detection software. If the result is under 25%, the thesis/project meets the inspection requirement. If the result is over 25%, the PGAO notifies the student to revise and resubmit for a second check. Students are allowed a maximum of 3 submissions for inspection. For theses/projects that pass the plagiarism check, the office proceeds to check the format and returns the result to the students.

Step 4: The thesis/project that meets academic integrity requirements (no plagiarism) and format requirements will be printed in 5 final copies and submitted to the PGAO.

Step 5: The PGAO sends information to the SF to propose the Thesis/Project Evaluation Council.

Step 6: Based on the list proposed by the SF, the PGAO submits the Decision establishing the Thesis/Project Evaluation Council to the BOD for signing.

Step 7: The PGAO plans and prepares the organization of the Evaluation Council meeting. The PGAO coordinates with the AD to reserve a room, and announces the schedule to the students and Council members, and publishes the defense schedule on the Academy's website.

Step 8: Following the results, students finalize the post-defense dossier as instructed by the PGAO and submit the final thesis to the library within 2–3 weeks from the date of the Thesis/Project Evaluation Council meeting.

3.14. Reserve, extension and withdrawal procedures

Step 1: Based on the student's study duration, the PGAO sends a notice regarding deferral (reserve), extension, and withdrawal.

Step 2: The student prepares an application form with confirmation from the Supervisor (Sup.) (if applicable), obtains confirmation of tuition completion from the Accounting Division (ACCO) up to the date of application, and submits it to the PGAO.

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

Step 4: Submission to the Board of Directors (BOD) for approval.

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

3.15. Academic warning and disciplinary action

- Absence

Step 1: The PGAO reviews the student's academic situation each semester, particularly students with prolonged absence without valid reason.

Step 2: Remind and issue academic warnings to students with prolonged absence.

Step 3: Should the student fail to respond or continue the absence, the PGAO shall apply disciplinary action for the violating student according to regulations (deletion from the student list or compulsory withdrawal).

- End-of-course Examination

- + Students committing fraud or cheating during examinations or assessments shall be subjected to disciplinary action for each module violated.
- + Students who hire another person to take the exam or take the exam on behalf of another shall be disciplined by suspension from study for 01 year for the first violation and compulsory withdrawal for the second violation.

- Thesis/Graduation Project

+ Hiring another person to complete the thesis/project shall result in compulsory withdrawal. If the degree has already been awarded, it shall be revoked and cancelled according to the regulations of the Ministry of Education and Training.

+ Committing acts of fraud during the thesis/project defense or fraud in the submission of documentation for degree/certificate issuance shall result in compulsory withdrawal. If the degree has already been awarded, it shall be revoked and cancelled according to the regulations of the Ministry of Education and Training.

+ Using the work of others or copying/citing improperly in the thesis/project, which leads the evaluation council to conclude that the thesis/project does not meet requirements after those parts are removed, shall result in compulsory withdrawal. If the degree has already been awarded, it shall be revoked and cancelled according to the regulations of the Ministry of Education and Training.

3.16. Procedures for issuing confirmation letters during study

Step 1: The student prepares an application form and submits it to the PGAO.

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

Step 3: Submission to the Board of Directors (BOD) for approval.

Step 4: Following approval, the PGAO shall announce the official result to the student.

3.17. Organization of Graduation and Issuance of Master's Degree Award

The Post-graduate Affairs Office (PGAO) shall chair the organization of the graduation ceremony.

Immediately after the successful defense has taken place and post-defense procedures have been completed by cohorts throughout the year, the PGAO shall plan the organization of the graduation ceremony for the students:

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

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

Step 3: To announce and seek opinions regarding the organization of the graduation ceremony from all graduating students of the year, Specialized Faculties (SF), lecturers, and the Board of Directors (BOD) 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 (lễ tốt nghiệp), seeks approval from the BOD, and submits the dossier to the Accounting Division (ACCO). Following the ceremony, the PGAO carries out procedures for settling the ceremony expenses.

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

Step 8: The PGAO conducts verification.

Step 9: Based on the Decision recognizing graduation and awarding the Master's degree, the degree and transcript are issued to the student.

3.18. Records Archive

- The Post-graduate Affairs Office is responsible for archiving the following records:
 - + Student Training Dossiers from admission to graduation.
 - + Admission Dossiers (Examination papers, score sheets, marking sheets, and minutes).
 - + Registration Dossiers.
 - + Dossiers for Thesis/Project Defense Application (Defense application form, Eligibility confirmation, Scientific CV/Resume, Tuition payment confirmation, Final Foreign Language Certificate).
 - + Dossiers of the Thesis/Project Defense Council (Minutes, marking sheets, comments, Council conclusions, Decision on establishing the evaluation council).

- + Post-defense Dossiers for Thesis/Project (Explanation/Revision statement, Thesis Submission Receipt).
- + Lecturers' Scientific Resumes/CVs.
- + All Examination Papers and course score sheets, including continuous assessment scores.
- + Degree Issuance Ledger and Transcripts.

V. ISSUED FORMS

STT	Description	Form Code
1.	Application for Re-taking a Course	BM01
2.	Application for Examination Postponement	BM02
3.	Application for Leave of Absence	BM03
4.	Application for Withdrawal from the Academy	BM04
5.	Progress Report Form for Master's Thesis – Phase 1	BM05
6.	Progress Report Form for Graduation Project – Phase 1	BM06
7.	Progress Report Form for Master's Thesis – Phase 2	BM07
8.	Progress Report Form for Graduation Project – Phase 2	BM08
9.	Registration Form for Thesis Topic and Academic Supervisor	BM09
10.	Registration Form for Graduation Project Topic and Academic Supervisor	BM10
11.	Request for Adjustment of Thesis Topic and Academic Supervisor	BM11
12.	Request for Adjustment of Graduation Project Topic and Academic Supervisor	BM12
13.	Application for Thesis Defense	BM13
14.	Application for Project Defense	
15.	Certificate of Eligibility for Thesis Defense	BM14
16.	Certificate of Eligibility for Project Defense	BM15
17.	Academic Curriculum Vitae for Thesis/Graduation Project	BM16
18.	Explanation Form for Thesis Revision	BM17

19.	Explanation Form for Graduation Project Revision	
20.	Detailed Outline Template	BM18
21.	Course and Lecturer Evaluation Survey for Students	BM19
22.	Pre-graduation Feedback Survey on the Training Program	BM20

** The forms may be modified and updated annually and by academic cohort, and shall be published on the website of the Diplomatic Academy of Vietnam.*