



*A Quality Assessment Initiative
for Computer Science, Electrical Engineering, and Physics
at Select Universities in Vietnam*

QUESTIONS FOR ADMINISTRATORS

PLEASE PROVIDE THE FOLLOWING:

Name:
Title:
Faculty/Department: Information Technology
University: Hanoi university of Technology (HUT)
Phone: _____ **E-mail:** _____
Educational background:
 - Bachelor's in Computer science **From:** _____
 - Master's in _____ **From:** _____
 - Doctorate in Computer science **From:** _____

Note: Your participation is voluntary. We ask for you to identify yourself so that we can list your name as a contributor to the project. We assure you that your responses will be kept anonymous and that what you say will be summarized into a general statement. We appreciate your complete honesty in answering each item in order to provide an accurate picture of higher education practices in Vietnam. Thank you for your help!

Please confirm with your signature below that we can list your name and use the information that you provide:

_____ Date: _____

Directions: The questions below are provided for your review in advance of a meeting with you in person. During a personal interview, Dr. Phuong will record your answers to the questions. In addition to your comments about your particular situation, we appreciate your adding answers also from a general perspective, if possible. Please provide copies and samples if available.

1. INSTITUTION

- a. Describe the line of reporting within the university and in relation to MOET, other related ministries, and relevant authorities. If possible, please provide an organizational chart.
 - HUT belongs to Ministry of Education and Training (MOET).
- b. What are your university's various locations, enrollments, and yearly academic schedule?
 - Locations: HUT has only on campus at DaiCoViet str.
 - Enrollments: HUT enrolls students based on the National entry exams on Math, Physics, Chemistry every year.
 - Yearly academic schedule: Beginning in the middle August

Ending in the middle July
Academic year has two 5-month terms

- c. To which outstanding university do you compare yourself in Vietnam and in the region?

In Vietnam, HUT is the leading engineering university.

Not applicable comparison of HUT to other universities in region.

2. DEPARTMENT

- a. What is your department's strategic plan, including goals and expected outcomes?

If possible, please provide your most recent strategic plan.

- To become research university
- To advance postgraduate training
- To attract industrial investment
- To support technological ideas in incubators

- b. Describe the line of reporting within the department. If possible, please provide an organizational chart.

- HUT is divided into Faculties (in Vietnam this terminology "Faculties" is used for "Schools" at USA universities, but smaller in size and scope)
- Each faculty is divided into departments (at HUT some departments could be merged to be equivalent to a department at USA universities)

- c. Describe the composition of the faculty members.

- 1) Number of faculty members at different ranks (i.e., lecturer, senior lecturer, associate professor, professor)

Lecturer: 47

Senior lecturer: 24

Associate professor: 5

Professor: 1

- 2) Number of faculty members with highest degree of Bachelor's, of Master's, of Ph.D.

Bachelor: 22

Master: 44

Ph.D: 21

- 3) Names of universities from which faculty members received degrees (those with Bachelors? With masters? With Ph.Ds?)

Bachelor: Mainly HUT

Master: Mainly HUT, IFI

Ph.D: France (10), VN (4), Russia (2), Japan (2), England (1), Germany (1), Bungaria (1)

- 4) What percentage are trained overseas?

Bachelor: 5/87

Master: 17/44

Ph.D: 17/21

- d. How were you selected for your current administrative position? How long is your term?

Selection :

- Academic reputation –based selection principle

- Procedure:

- o Department/school members give opinion based on candidate's confidence
- o Rector decides which candidate to be nominated

Term: 5 years

e. How do you assign a faculty member to teach certain courses (i.e., based on what qualifications, background, years of experience)?

Regularly, assigning a faculty member to teach certain courses is based on:

- background, years of experience for advanced/professional courses (in forth/fith year)
- qualifications, background for basic courses (in third/forth year)
- qualifications, background, years of experience for Excellent Training Program such as PFIEF (with France), Talent Training Program, French-speaking Training Program.

f. In the last five years, who in your department has been proactive and played a key role in improving the quality of teaching and or learning?

- Deanship keeps a key role in improving the quality of teaching and or learning.
- We see that the most important thing for improving the quality of teaching and or learning at HUT is **to keep all scholar activities as disciplinary as many as possible, not only for students but lecturers.**

g. What is the salary range for administrators and faculty members?

- No big difference between salary range for administrators and faculty members.
- The salary range depends on the tenure (experience years and academic activities).

h. How does one get promoted and get tenure?

To get promoted at HUT, members must show their academic achievements and reputation.

Tenure at HUT is reserved for high rank lecturer (senior lecturer, Ass. Prof., Prof.)

i. What are the incentives for improvement?

The incentives for improvement are offered in the form of :

- spiritual presents
- promotion
- material presents

j. How are exemplary contributions by faculty members and administrators rewarded?

Exemplary contributions by faculty members and administrators are rewarded by:

- public recognition
- promotion
- material presents

k. What is the structure for sabbatical leave?

N/A

l. How is the degree program assessed? How is a program review conducted?

- The degree program assessment is based on opinion:
 - o Upper level opinion (from the Government, MOET)
 - o Industrial community
 - o Alumnus
- Program review is conducted by the Scientific Committee of the Faculty, HUT

m. Describe your typical day

- Giving lectures (2 per week for undergraduate, 1 per week for graduate)
- Administrative affairs: 2 hours per day. In some cases, the whole day for different meetings.
- Working with research groups, including Ph.D. students.

3. CURRENT TEACHING SITUATION

- a. How many students are in a typical class?

45 students

- b. What types of teaching methods do faculty members use (lecture, group work, research project)?

Mixture

- c. Do faculty members get any help with their responsibilities (i.e., teaching assistants, research assistants)?

There is no teaching assistants, research assistants for Associate Prof. and Prof.

- d. At what other universities do faculty members teach in addition to their full-time job?

It depends to their academic and professional relationship

4. CURRICULUM AND SYLLABI

- a. How is the curriculum developed and approved? How much can faculty members/ departments make changes to the curriculum?

The curriculum is developed and approved by the Scientific Committee and then by the Deanship.

Faculty members must follow the approved curriculum.

Departments can propose changes to the curriculum to be submitted in the meeting of the Scientific Committee.

- b. Do you use curriculum mapping in planning course sequences and content? If so, how?

- c. List requirements for the bachelor's degree in [subject area]. Please address core curriculum (core courses) and electives (optional courses), the number of credit hours, and lecture versus lab courses. If possible, please provide a copy of the curriculum.

See attached.

- d. What is the standard format for a syllabus? Please provide samples.

- e. How often are the syllabi revised?

Each year.

- f. What is the proportion of theory and practice in the curriculum? In the syllabi? Is this adequate?

The proportion of theory and practice in the curriculum is 3:1 in almost courses.

- g. How many hours per week do courses meet? How much time is expected for homework outside of the meeting time for each course?

24-30 course hours per week.

Homework hours could not be managed.

- h. How much are foreign books and materials (i.e., curricula, syllabi, etc.) used?

Books and materials in English is dominating.

In some cases, these are Books and materials in French.

- i. Do students receive copies of the curriculum and syllabi? If so, in what format and when?

Not often.

- j. In your opinion, what part of the curriculum (overall program) is most useful to students? What are the students most proud of?

Professional background in the curriculum is most useful to students.

The students are most proud of the practice capability.

- k. Do faculty share and exchange syllabi with other faculty members in the same department? How about with departments in other universities?

Yes. HUT's curriculum is often cited by other universities.

5. ASSESSMENT OF STUDENT LEARNING

- a. What grading standards do faculty members use? How are students informed of grading standards?

Faculty members use grading system based on note of 10 for homework, Project assignment and exam.

Students are informed of grading standards publicly.

- b. What types of assessment (i.e., in-class tests, homework, group projects, presentations) are used to evaluate students?

Mixture of in-class tests, homework, group projects, presentations. It depends to teachers' choice.

- c. How often is student learning assessed (i.e., weekly tests, mid-term exams, semester or year-end final exams)?

mid-term exams, semester

- d. What types of tests are used (i.e., multiple choice, short answer, essay, and/or oral exam)?

short answer

programming

essay

- e. What percentage of the syllabi is assessed in tests?

almost

- f. At the end of a course, how does a faculty member assess student learning outcomes with the goals set in the course syllabus and overall curriculum?

Not so easy.

- g. If you could make one change to further develop student learning, what would that be?

More technological aspects.

More Lab/Programming works.

6. EVALUATION OF FACULTY TEACHING

- a. What types of assessment are used to evaluate faculty teaching, who does the evaluation (i.e., self, students, peers, supervisors), and how often? Please provide sample forms.

Types of assessment are used to evaluate faculty teaching: Common recognition in the department based on self, students, peers, supervisor's each year.

There are also independent HUT inspector's evaluation.

- b. How are assessment results used for further development/improvement of faculty teaching?

Feedback information is given to the lecturers, Department chair, Dean for further development/improvement.

- c. If you could make one change to further develop teaching effectiveness, what would that be?

More evaluation form the students' channel.

7. TEACHING AND LEARNING RESOURCES

- a. Please describe the availability of educational aids, materials, textbooks, and resources (i.e., computers, Internet access, reference materials, journals)?

- 1) How many computers are available (to faculty, to students)? How many computers with high-speed Internet access? Are they free for faculty, for students?

200 PC for HUT students' practice.

50 PC for IT students.

Computers with Internet access are free for faculty, for students.

- 2) Do faculty have their own copies of the textbooks? Do students have their own copies?

Yes.

- 3) If copies of textbooks are in the library, how do students have access to them? They can borrow. But the number of copies is not enough.

- 4) If no text books are available, do faculty develop course notes? Are the course notes available on the Web?

Some lectures.

- 5) How do faculty and students access the latest professional journals?

Not easy.

- b. What student services are available (i.e., bookstore, canteen for meals, counseling, job placement assistance, health facilities, library)?

Bookstore, canteen for meals, counseling, job placement assistance, health facilities, library.

The quality is not so high .

- c. What support structures are available for students who need additional help? (i.e., remedial courses, learning centers, writing center, etc.). If available, how are they funded and staffed.

Through the student association.

8. HOW MUCH, AND WHAT KIND OF, INTERACTION EXISTS BETWEEN

- a. Faculty members and students

Frequently through lectures, project discussion, meeting at office hours

- b. Faculty members

Every Monday morning meeting at the Department

- c. Faculty members and administrators

Open access.

- d. Faculty members and alumni

Difficult.

- e. Faculty members and industries, companies

Personal channel of lecturers.

9. RESEARCH

- a. How are faculty members encouraged to conduct research?

At HUT, since 2005 each publication is rewarded to be equivalent to teaching hours.

- b. What research projects are underway now among faculty in [subject]?

At present, in the Faculty of IT there are:

8 National Projects on Fundamental Research

5 International Joint Research Projects

- c. Who is the principal investigator (PI) of the various projects?

Professors and young Ph.D

- d. How is information about, and results of, the research made known to the public?

In brochures of the Faculty and HUT.

e. How much research is incorporated into courses?

It depends to Lecturers.

f. How are students involved in doing the research?

Students join the research mainly at the beginning of the 4th year.

In some cases of 3rd year.

g. How is joint research with other faculty and/or students encouraged?

It is stimulated, but small number of this kind of joint research.

h. Are paid positions available to students to do research toward their degree?

Yes.

10. OTHER ACTIVITIES

a. Describe the support provided by the university for faculty professional development, including the funding and staffing, to assist faculty in:

- 1) pedagogy;
- 2) curriculum development;
- 3) assessment of student learning; and
- 4) program/curriculum assessment.

All these activities are encouraged and supported by the university for faculty professional development.

b. How are faculty members encouraged to participate in committees and other services to the university? Describe these committees and services.

Faculty members are encouraged to participate in committees and other services to the university such as: Trade Union, Managerial positions.

11. STUDENT LEARNING

a. Please describe the credit system, if applicable, in your department.

Not yet the credit system applicable at HUT.

b. How many courses/credits are students required to take in one semester/term? In one year (over 12 months)?

25-30 credits/term, 2 terms/year.

c. How many hours per week do students meet with the teacher for a course (i.e., contact hours in class per week for each course)?

25-30 hours /week.

d. How many hours per week are students expected to study outside class (i.e., homework assignments, etc.)?

Difficult to be answered.

e. How often do students meet with faculty members outside of the class for help and mentoring?

In Project time.

f. How much is English as a foreign language required in your department? [Are the students required to take the TOEFL or IELTS? If so, what is the average score?]

English is taught as foreign language.

There is an additional course of IT Professional English.

g. What are the completion rates of entering undergraduates? Specifically, what percentage of students drop out after 1 year, 2 years, 3 years? What are the primary reasons for one to drop out?

80% entering undergraduates can accomplish the training program mainly because of scholar reasons.

12. FINANCIAL ISSUES

a. How much tuition and fees do students pay for one semester? for one year?

Tuition and fees 160.000 VND/per month.

Scholarship: 160.000 -280.000 VND/per month

b. How do students fund their studies (i.e., by working besides going to school, by getting a scholarship and/ or financial aid from the university or from the government)?

Family support. In some cases by working besides going to school or getting a scholarship and/ or financial aid from the university, the government, companies.

13. JOB PREPARATION

a. How does the university help students find jobs upon graduation?

Lectures help their students.

b. Are students well-prepared for the job market?

Not so well.

c. Where are your graduates employed and in what positions?

In different companies (Government, Private).

d. What percentage of your graduates get jobs within one month of graduation? Six months? One year?

Almost after 1 month.

e. What is the satisfaction level of employers with the preparation of the graduates?

Rather high.

14. OTHER COMMENTS

THANK YOU FOR YOUR COOPERATION!

**If you have any questions, please contact Dr. Nguyễn Thị Thanh Phương
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