

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

**QUESTIONS FOR ADMINISTRATORS**

**PLEASE PROVIDE THE FOLLOWING:**

**Name:** A121

**Title:**

**Faculty/Department:** Electrical Engineering

**University:** Hanoi University of Technology

**Phone:**

**E-mail:**

**Educational background:**

- Bachelor's in [subject] Electrical Engineering From:

- Master's in Electrical Engineering From:

- Doctorate in Electrical Engineering 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: 10 Mars 2006

**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.

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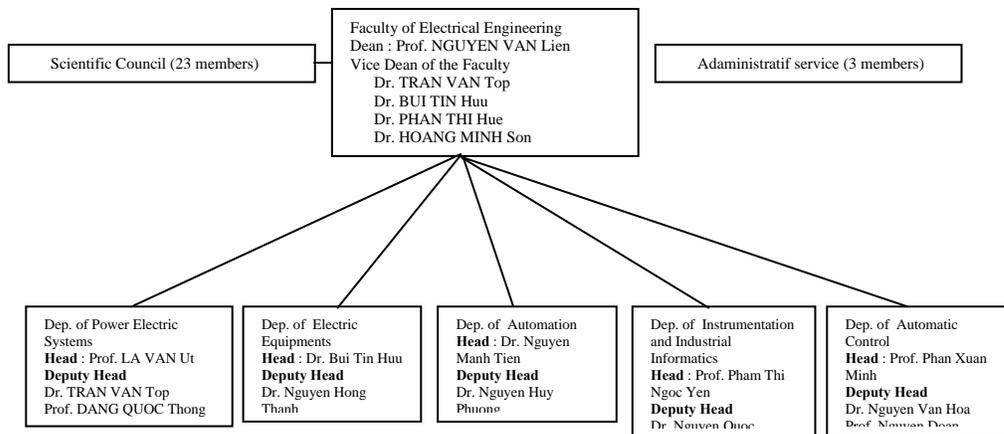
**1. INSTITUTION**

- 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.
- b. What are your university's various locations, enrollments, and yearly academic schedule?

- c. To which outstanding university do you compare yourself in Vietnam and in the 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.
- b. Describe the line of reporting within the department. If possible, please provide an organizational chart.



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

<i>lecturer</i>	73
<i>senior lecturer</i>	32
<i>associate professor</i>	16
<i>professor</i>	4
  - 2) Number of faculty members with highest degree of Bachelor’s, of Master’s, of Ph.D.
 

<i>of Bachelor’s</i>	50
<i>of Master’s</i>	33
<i>of Ph.D</i>	57
  - 3) Names of universities from which faculty members received degrees (those with Bachelors? With masters? With Ph.Ds?)
 

*With Bachelors?*

*Hanoi University of Technology,  
USSR*

*Germany  
Romania  
Bulgaria  
Poland*

*With masters?*

*Hanoi University of Technology  
AIT (Thailand)  
Germany  
France  
Korea*

*With Ph.Ds*

*Hanoi University of Technology  
Germany : TU Dresden  
France: Institut Polytechnique de Grenoble, Toulouse  
USSR : Moscow Energy University, Kharcov University of  
Technology, Saint Petersburg Polytechnic Institute ...  
Canada : Université de Laval, Université de Montreal  
Poland  
Hungary,  
Romania  
Japan  
Australia  
USA : VEF*

- 4) What percentage are trained overseas?  
*With Bachelors? 31/156  
With masters?  
With Ph.Ds 56/156*
- 5) What percentage of faculty are full-time and part-time?  
*All faculty members are full-time*
- 6) At what other universities do faculty members teach in addition to their full-time job?  
*Some teach in addition for other universities, for example Phuong Dong University*
- d. How were you selected for your current administrative position? How long is your term?  
*I was Deputy Head of Department of Power Electric Systems from July 1999. In November 2003 I was selected as the Vice Dean of Faculty by proposition of Prof. Nuyen Van Lien, Dean of Faculty for a period from 2003 to 2008.*
- e. How do you assign a faculty member to teach certain courses (i.e., based on what qualifications, background, years of experience)?  
*For old teachers : Background qualification and experience  
For young teachers : Background*
- 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?  
*Prof. Dr. Tran Dinh Long  
Prof. Dr Le Van Doanh*
- g. What is the salary range for administrators and faculty members?  
*No difference between administrators and faculty members. It depend on*

- Degree (Bachelor, Masters, Ph. D)
  - Rang (lecturer, Senior lecturer, Associated Professor, Professor)
  - Year of experience
  - Example : My salary is about 2.000.000 VND/month (Senior lecturer, Ph. D, 18 years of experience.
- h. How does one get promoted and get tenure?  
*Within One or two years of graduation, young member works as assistant and prepare the course. Step by step based on improving the qualification. Lecturer → Senior lecturer → Associated professor → Professor; Lecturer → Deputy Head of the Department → Head of the Department → Faculty Board (Dean, Vice Dean) → .....*  
*Each promotion is selected by proposition of Head of Department or Dean of Faculty. Dean of Faculty is selected by Rector*
- i. What are the incentives for improvement?  
*We encourage and support for improvement*
- j. How are exemplary contributions by faculty members and administrators rewarded  
*HCM prix, Hero*
- k. What is the structure for sabbatical leave?  
*It is not exist*
- l. How is the degree program assessed? How is a program review conducted?  
*Program is review one about five years*
- m. Describe your typical day.  
*I work about 12 hours per day. Normally I come to work about 7h30 am. I have some hours of course (about 12 - 16 hours per week, 15 weeks per semester). The other time is used for administrator and research work*

### **3. CURRENT TEACHING SITUATION**

- a. How many students are in a typical class?  
*For the common course : from 100 to 200 students*  
*For the exercises and foreign language : about 50 students*  
*(Faculty of Electrical Engineering is most overcharged)*
- b. What types of teaching methods do faculty members use (lecture, group work, research project)?  
*Depend on the course, all types of teaching methods are used*
- c. Do faculty members get any help with their responsibilities (i.e., teaching assistants, research assistants)?  
*We haven't got position of teaching assistants or research assistants, but faculty members can ask their colleagues for help*
- d. At what other universities do faculty members teach in addition to their full-time job?  
*Most of faculty members are overcharged, they teach only at Hanoi University of Technology. But some can teach at other universities (retires).*

### **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 and approved by faculty scientific council (Faculty board, Heads of Departments and Professors) one time for about 5 years. First, we propose new*

- program, each department discuss on concerning program and courses (number of credit and content in detail). The final curriculum is approved by the council.*
- b. Do you use curriculum mapping in planning course sequences and content? If so, how?  
*Curriculum mapping (course sequence and contents) is fixed. Teachers can add content of exercises and homework.*
- 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.  
*It possible. The curriculums are a little different for departments.*
- d. What is the standard format for a syllabus? Please provide samples.
- e. How often are the syllabi revised?  
*Depend on the type of syllabi. About two years or every year.*
- f. What is the proportion of theory and practice in the curriculum? In the syllabi? Is this adequate?  
*Depend on the subject. Some courses are only theory; some : theory + practice; some : theory + project work*
- g. How many hours per week do courses meet? How much time is expected for homework outside of the meeting time for each course?  
*Students have about 25 - 30 hours per week (depend on year and on semester). Each course take from 2 to 6 hours per week. They spend more of time outside of meeting time for homework*
- h. How much are foreign books and materials (i.e., curricula, syllabi, etc.) used?  
*We have foreign books for all courses, but not enough, mostly in Russian. We encourage students for use*
- i. Do students receive copies of the curriculum and syllabi? If so, in what format and when?  
*Yes, if they need. They can make a photocopy*
- j. In your opinion, what part of the curriculum (overall program) is most useful to students? What are the students most proud of?
- k. Do faculty share and exchange syllabi with other faculty members in the same department? How about with departments in other universities?

## **5. ASSESSMENT OF STUDENT LEARNING**

- a. What grading standards do faculty members use? How are students informed of grading standards?  
*Grading from 0 to 10. Students are well informed of grading standard in the beginning.*
- b. What types of assessment (i.e., in-class tests, homework, group projects, presentations) are used to evaluate students?  
*It depend on course and teachers. Normally, in class-test by written exam in mid-term or in the end of course are used for evaluate students. Some teachers use oral exam in the end of semester. Some use homework (project work with oral answers)*

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

*Normally, semester final written exam*

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

*It depend of subject : multiple choice, short answer, oral are used*

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

*100%*

- 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?

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

*Give more time to do home works for students*

## **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.
- b. How are assessment results used for further development/improvement of faculty teaching?
- c. If you could make one change to further develop teaching effectiveness, what would that be?

## **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?  
*For teachers : about 10 computers per department and many personal laptop.  
The computers are available enough for lecturer and research.  
For students : they could use department's computers but under of one teacher.  
No computer room for students.  
Internet access : not high speed, free for faculty members*
  - 2) Do faculty have their own copies of the textbooks? Do students have their own copies?  
*Yes. Normally, They could ask for a photocopy.*
  - 3) If copies of textbooks are in the library, how do students have access to them?  
*They can take books in the library. The number of copies is limited, so they must share or make a photocopy*
  - 4) If no text books are available, do faculty develop course notes? Are the course notes available on the Web?

- 5) How do faculty and students access the latest professional journals  
*In the university's library, faculty members and students can access the latest journals, but not all professional journals are available. Some departments buy it for department library. They also can get some articles by asking their colleagues or friends oversea.*
- b. What student services are available (i.e., bookstore, canteen for meals, counseling, job placement assistance, health facilities, library)?  
*All services are available*
- 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?

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

- a. Faculty members and students : *In the courses, by other means (email, telephone)*
- b. Faculty members : *Each department have a meeting every week, normally on Monday*
- c. Faculty members and administrators : *They can when they need*
- d. Faculty members and alumni
- e. Faculty members and industries, companies : *We send students for a practical works, industries can provide their requirments*

### **9. RESEARCH**

- a. How are faculty members encouraged to conduct research?
- b. What research projects are underway now among faculty in [subject]?
- c. Who is the principal investigator (PI) of the various projects?
- d. How is information about, and results of, the research made known to the public?
- e. How much research is incorporated into courses?
- f. How are students involved in doing the research?
- g. How is joint research with other faculty and/or students encouraged?
- h. Are paid positions available to students to do research toward their degree?

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

### **11. STUDENT LEARNING**

- a. Please describe the credit system, if applicable, in your department.  
*Not yes. But it must be in scholar year 2007 - 2008*
- b. How many courses/credits are students required to take in one semester/term? In one year (over 12 months)?  
*6 - 5 courses per semester, 10 -12 courses in one years*
- 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)?

*For each course : from 2 to 6 hours per week,*

*For all courses : from 25 - 30 hours per week*

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

*It depend on subject and also on student*

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

*They can meet at any working time and any where but not so often*

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 very important for all teachers and students. English skill is not enough.*

*Students have about 300 hours for foreign language (English). Students do not take the TOEFL or IELTS. The test is required only for students preparing a study program oversea.*

- f. 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?

*After first and second years : about 10 -15%*

*After 3rd and 4th year : a little*

## **12. FINANCIAL ISSUES**

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

*The fees are fixed for all students. They must pay 180.000 VND/moth; 1.800.000 VND in one year.*

- 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)?

- *By parent's support*

- *By working outside*

- *Financial support of bank*

- *University or Government Scholarship : 120.000 VND to 240.000 VND per moth (it depend on notes of students in the end of the year)*

## **13. JOB PREPARATION**

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

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

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

*Most of them work for EVN as engineer in beginning*

*other industries : In the different industries*

*Some work as teachers at other universities and school*

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

*Most of them get a job within one to 6 months after graduation*

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

Feb 26, 2006

**14. OTHER COMMENTS**

**THANK YOU FOR YOUR COOPERATION!**  
**If you have any questions, please contact Dr. Nguyễn Thị Thanh Phương**  
**on her cell phone: 0909-388-227 or by e-mail: [phuongnguyen@vef.gov](mailto:phuongnguyen@vef.gov)**