

No.	Code	Title of Evidence	Remarks
CRITERION 1 - EXPECTED LEARNING OUTCOMES			
Sub-criterion 1.1: The expected learning outcomes have been clearly formulated and aligned with the vision and mission of the university			
1	01.01.01	Mission, vision of the University/ Faculty	
		a. Development strategy to 2020 of the University, according to Decision No. 485/QĐ, dated August 9, 2011.	
		b. Development strategy to 2030 of the University, according to Decision No. 1595/QĐ-ĐHNH, dated November 18, 2015.	
		c. Announcement on Faculty's mission, and vision to 2030	
		d. Proof of announcing the Faculty's vision mission on the Faculty's Web, in the Faculty office, on the brochure	
2	01.01.02	Program Learning Outcomes	
		a. Decision No: 1434/QĐ-ĐHNH dated October 8, 2014 issued Training Program of school year 2014 - 2015	
		b. Decision No. 514/QĐ-ĐHNH dated April 13, 2018 issued Training Program of school year 2018 - 2019	
		c. Decision No 1997/QĐ-ĐHNH dated October 16, 2020 issued Training Program of school year 2021-2022	
Sub-criterion 1.2: The expected learning outcomes cover both subject specific and generic			
1	01.02.01	PLOs includes specialized and general	
		a. Decision No 1997/QĐ-ĐHNH dated October 16, 2020 issued Training Program of school year 2021-2022	
		b. Matrix of subjects that participate in PLOs	
		c. Description of subjects	
		d. Report of surveying building PLOs 2020.	
		e. Meeting minutes of the Council of Faculty to receive opinions of stakeholders in the development of the PLOs 2020	
Sub-criterion 1.3: The expected learning outcomes clearly reflect the requirements of the stakeholders			
1	01.03.01	PLOs version from 2014 - 2020	
		a. Decision No 1434/QĐ-ĐHNH dated October 8, 2014 issued Training Program of school year 2014-2015	
		b. Decision No 514/QĐ-ĐHNH dated April 13, 2018 issued Training Program of school year 2018-2019	
		c. Decision No 1997/QĐ-ĐHNH dated October 16, 2020 issued Training Program of school year 2021-2022	

2	01.03.02	B02 Set of survey results and stakeholder consultation on PLOs 2020	
		a. Analyze survey on employers	
		b. Analyze survey on alumni	
		c. Analyze survey on lecturers	
		d. Analyze survey on students	
		e. Meeting minutes of the Council of Faculty on the modification, update PLOs and training program	
		f. Talkshow about changing training program 2020	
3	01.03.03	g. Minutes of talkshow about innovating training program	
		Plans to amend and update the curriculum in 2017 and 2020	
		b1. 39.18 Announcement to adjust the training program	
		b2. Plan No. 524 to adjust the training program 2017	
		c. 640A.20 Plan to adjust and update the training programs 2020	

CRITERION 2 - PROGRAMME SPECIFICATION

Sub-criterion 2.1: The information in the program specification is comprehensive and up-to-date

1	02.01.01	Description of the curriculum version 1,2,3	
		a. Description of the curriculum of the school year 2014-2015	
		b. Description of the curriculum of the school year 2018-2019	
		c. Description of the curriculum of the school year 2021-2022	

Sub-criterion 2.2: The information of the course specification is comprehensive and up-to-date.

1	02.02.01	Course Description Version 1, 2, 3	
		a. Course Description Version of the school year 2014-2015	
		b. Course Description Version of the school year 2018-2019	
		c. Course Description Version of the school year 2020-2021	

Sub-criterion 2.3: The program and course specification are communicated and made available to the stakeholders.

1	02.03.01	Announcing description of the training program and the course description	
		a. On the School's and Faculty's website	
		b. On Student Handbook	
		c. On Talkshows and seminars with employers	
		d. Meetings with students in the division	
		e. in LMS	

CRITERION 3 - PROGRAMME STRUCTURE AND CONTENT			
Sub-criterion 3.1: The curriculum is designed based on constructive alignment with the expected learning outcomes.			
1	03.01.01	Description of the course curriculum for the 2020 curriculum	
		a. Description of applied econometrics	
		b. Description of International Economics	
		c. Description of Macroeconomics	
		d. Description of Microeconomics	
		e. Description of International Bussiness	
Sub-criterion 3.2: The contribution made by each course to achieve the expected learning outcomes is clear			
1	03.02.01	Dossier for allocation of PLOs for 2020 - 2021	
		a. PLOS according Decision No.1997, 2020	
		b. Meeting Minutes about allocating PLOs of curriculum	
		c. Matrix describing the subjects' contributions to the learning outcomes according to Decision No.1997, 2020	
Sub-criterion 3.3: The curriculum is logically structured, sequenced, integrated and up-to-date			
1	03.03.01	Structure of the curriculum	
		a. Compare the curriculum structure of BUH and some universities	
		b. Training program is issued according to Decision No.1434/QĐ-ĐHNNH, dated on October 8, 2014 [năm 2014 - 2015]	
		c. Training program is issued according to Decision No.514/QĐ-ĐHNNH, dated on April 13, 2018.	
		d. Training program is issued according to Decision No.1997, 2020	
2	03.03.02	Order of subjects in the curriculum	
		a. Training program is issued according to Decision No.1997, 2020	
		b. Tree of training program for the school year 2020 - 2021	
CRITERION 4 - TEACHING AND LEARNING APPROACH			
Sub-criterion 4.1: The educational philosophy is well articulated and communicated to all stakeholders			

1	04.01.01	Dossier of building and announcing the educational philosophy of Faculty	
<i>Sub-criterion 4.2: Teaching and learning activities are built on the principle of "directed compatibility" to ensure expected learning outcomes</i>			
1	04.02.01	Training program in 2014, the revised curriculum in 2018 and teaching and learning activities	
2	04.02.02	Pictures of primary course teaching and learning activities	
3	04.02.03	: Pictures of extracurricular teaching and learning activities	
<i>Sub-criterion 4.3: Teaching and learning activities enhance life-long learning</i>			
	04.03.01	Skills and critical thinking activities that support lifelong learning goals	
CRITERION 5 - STUDENT ASSESSMENT			
<i>Sub-criterion 5.1. The student assessment is constructively aligned to the achievement of the expected learning outcomes</i>			
1	05.01.01	a. The university's rules on regulations, enrollment methods and organization of entrance enrollment for the school years 2015, 2016, 2017, 2018, 2019, 2020. b .Documents announcing the entrance exam scores for the International Economics major for the school years 2015, 2016, 2017, 2018, 2019.	
2	05.01.02	Documents on testing foreign language and computer skills at the beginning of the first year at the school in 2015, 2016, 2017, 2018, 2019. (English version)	
3	05.01.03	The description of curriculum in International Economics major	
4	05.01.04	Academic regulations on organization of training, examination and recognition of graduation under the credit system	
5	05.01.05	Sample of assessment methods	
6	05.01.06	The transcripts of the evaluation of students of the IEF - (regular focus) are submitted to the Examination Department of each exam period in each semester during the period of 2015, 2016, 2017, 2018, 2019 (representing each exam period is a transcript of IEF)	
7	05.01.07	Sample of Graduation internship report and internship diary	
8	05.01.08	Sample of Graduation Thesis	
9	05.01.09	Standards for foreign languages, informatics and special courses	
10	05.01.10	Achieving graduation standards	

<i>Sub-criterion 5.2: Information on testing and evaluation activities is publicly announced and disseminated to students, including: timelines, testing and assessment methods, score distribution ratio, assessment criteria table and scale</i>			
1	05.02.01	Testing for computer and foreign language entrance examination publicly announced	
2	05.02.02	Class and exam schedule announced publicly	
3	05.02.03	Public forms of assessment activities	
4	05.02.04	Public forms of graduation assessment and graduation thesis	
5	05.02.05	The public channel stipulates the rate of distribution of process scores - the end of the course and the grading scale according to the regular university training regulations to students.	
<i>Sub-criterion 5.3: Methods of examination and assessment, including assessment criteria table and scoring scale, are used to ensure that assessment activities have validity, reliability and fairness.</i>			
1	05.03.01	Course score statistics: Detailed statistics of course scores of K31 (2015 - 2019)	
2	05.03.02	Assessment method according to Exam Bank: Regulations on implementing and performing the final exam question bank.	
3	05.03.03	Assessment method by computer-based exam: Regulations on implementing and performing computer-based multiple-choice exam	
4	05.03.04	Assessment method according to the Exam Question Bank:	
		a. Regulations on implementing and performing Exam Question Bank 2018 and 2019	
		b. Appraisal minutes of the Faculty and School Appraisal Board	
		c. Exam structure form.	
5	05.03.05	Rubric for Evaluation Methods: Rubrics for essay/project assessment forms, group assignments, graduate internships and graduation theses in 2019	
6	05.03.06	Regulations for organizing the final exam: Regulations on organizing the final semester exam of the regular focus university	
<i>Sub-criterion 5.4: Feedback on test results is sent in a timely manner and helps to improve learning quality</i>			
1	05.04.01	Evaluation form response time reminders:	
		a. Photos of the exam bag	
		b. Photos of the number of exams to be handed over	
2	05.04.02	Student Score Tracking System: Photos of Student's score tracking software system	

3	05.04.03	Regulations on responding to publicly available assessment results: Photo of regulations on feedback on test results and assessment for students	
Sub-criterion 5.5: A reasonable complaint process about test and assessment results for students to access easily			
1	05.05.01	Process of reviewing final exam scores	
2	05.05.02	Regulations on formal university training under the credit system: Regulations on complaints and appeals	
3	05.05.03	Procedure for review of final exam scores: Application, minutes, review exam	
4	05.05.04	Regulations on review: publicly available	
CRITERION 6 - ACADEMIC STAFF QUALITY			
Sub-criterion 6.1: Academic staff planning (considering succession, promotion, redeployment, termination, and retirement) is carried out to fulfil the needs for education, research, and service			
1	06.01.01	Academic staff of the IEF	
		a. List of academic staff of the IEF	
		b. Statistics on the structure of age, gender and qualifications of academic staff of IEF	
2	06.01.02	Academic staff development plan	
		a. University's Strategy (2016-2020)	
		b. Training and retraining plan for academic staff 2019-2024	
		c. Job position plan of IEF	
3	06.01.03	Report on a survey of training needs of academic staff of the IEF	
4	06.01.04	Policy on academic staff development	
		a. Regulations on internal spending of BUH 2020	
		b. Regulations on raising ahead the schedule of BUH 2019	
5	06.01.05	Proposals for the Faculty's successor	
Sub-Criterion 6.2. Staff-to-student ratio and workload are measured and monitored to improve the quality of education, research, and service			
1	06.02.01	Regulations on working regime of academic staff	
2	06.02.02	FTE of academic staff	
3	06.02.03	FTE of students	
4	06.02.04	Statistics on evaluation results of IEF	
5	06.02.05	Lecturing assignment and science research registration	
		a. Lecturing assignment for academic staff	
		b. Registration of annual scientific tasks of the IEF	

<i>Sub-criterion 6.3: Recruitment and selection criteria including ethics and academic freedom for appointment, deployment and promotion are determined and communicated</i>			
1	06.03.01	Academic staff recruitment criteria and process	
2	06.03.02	Recruitment information	
		a. Registration of the recruitment needs of the Faculty	
		b. Recruitment notice (2016-2020)	
3	06.03.03	Dissemination of recruitment information	
		a. Recruitment notice on the website of Department of Personnel Affairs	
		b. Email with related information about recruitment	
4	06.03.04	Tasks assignment	
		a. List of faculty's lecturing assignments for subjects in the International Economics curriculum	
		b. Tasks of academic staff (Regulation Working regime of academic staff)	
5	06.03.05	BUH Academic Integrity Regulations	
6	06.03.06	Criteria for promotion of academic staff	
6	06.03.07	Dissemination of promotion information	
		a. Promotion notice	
		b. Email with related information about promotion to units in the University	
7	06.03.08	Dissemination of planning information	
		a. Planning notice (2016-2020)	
		b. Website of Department of Personnel Affairs, Email with related information about planning to units in the University	
8	06.03.09	Guidance on planning of the State Bank	
9	06.03.10	Appointment Regulations of State Bank	
<i>Sub-Criterion 6.4. Competences of academic staff are identified and evaluated</i>			
1	06.04.01	Requirements for the academic staff's competency profile in the recruitment notice	
2	06.04.02	Requirements on competence of full time academic staff	
		a. Circular 36/2014 on Qualifications of academic staff	
		b. Working regime of academic staff (Chapter II: Tasks of academic staff)	
		c. Job position scheme of IEF	
3	06.04.03	Proposing annual training and retraining courses of IEF	
4	06.04.04	Regulation on evaluation the level of task completion BUH	
5	06.04.05	Results of annual evaluation of the level of task completion of the academic staff of IEF	
6	06.04.06	Observation and survey of academic staff	
		a. Observation plan	
		b. Observation minute	
		c. Plan of Faculty's academic staff survey	

Sub-Criterion 6.5. Training and developmental needs of academic staff are identified, and activities are implemented to fulfil them

1	06.05.01	Determine training and development needs of academic staff	
		a. Form for surveying training needs of academic staff	
		b. The university's annual training and retraining plan (with budget estimate)	
		c. The procedure of determining the training and retraining needs (target) of the University	
2	06.05.02	Statistics of academic staff participating in long-term training of the faculty 2016-2020	
3	06.05.03	List of academic staff participating in short-term courses 2016-2020	
4	06.05.04	Expenses for training and retraining	
		a. Regulations on internal spending (Expenses to improve qualifications - Article 10)	
		b. Funding for training and retraining 2016-2020	
5	06.05.05	Implement training and retraining activities	
		a. Announcement of organizing professional training and retraining courses for academic staff	
		b. Decision to send staff for training (some samples)	

Sub-Criterion 6.6: Performance management including rewards and recognition is implemented to motivate and support education, research, and service

1	06.06.01	Regulation on evaluating the level of task completion BUH	
2	06.06.02	Comment on regulations on evaluation of work results	
		a. Notice of collecting comments on regulations on evaluation of task completion BUH	
		b. Summary of comments on the draft Regulation on evaluating the level of task completion BUH	
3	06.06.03	Results of evaluation of academic staff of IEF	
4	06.06.04	Statistics of merits/rewards of IEF	
5	06.06.05	Notice of review of annual evaluation results	

Sub-Criterion 6.7. The types and quantity of research activities by academic staff are established,

1	06.07.01	University's strategy on scientific research	
2	06.07.02	Regulations on scientific research of academic staff	
3	06.07.03	Results of scientific research of academic staff	
		a. List of scientific research, domestic and international articles of academic staff in the period 2016-2020	
		b. Commendation in scientific research of academic staff	
		c. Statistics of the application of scientific research of academic staff	

Criterion 7: Support Staff Quality			
<i>Sub-Criterion 7.1. Support staff planning (at the library, laboratory, IT facility, and student services) is carried out to fulfil the needs for education, research, and service</i>			
1	07.01.01	The university's development strategy from 2021 to 2030 in terms of personnel organization	
2	07.01.02	Functions and duties of support units	
		a. Regulations on organization and operation of support units	
2	07.01.02	b. Duties assignment of some support units (Department of Information Technology Management, Department of Testing and Quality Assurance, Library, Center for Student Support and Services, Department of Academic Affairs, Department of Student Affairs, IEF)	
3	07.01.03	List of support staff of the Faculty and the University	
4	07.01.04	Support staff development through training and retraining	
		a. Regulations on training and retraining the staff and officers	
		b. Plan for training and retraining support staff (2016-2020)	
		c. Registration form for training and retraining	
		d. Proposal of the unit on training and retraining needs (2016-2020)	
<i>Sub-Criterion 7.2. Recruitment and selection criteria for appointment, deployment, and promotion are determined and communicated</i>			
1	07.02.01	Recruitment criteria	
		a. Recruitment Regulation 1494/QD-DHNNH	
		b. Recruitment procedure for support staff	
		c. Recruitment notice for support staff (2016-2020)	
		d. Proposing the need of support staff recruitment of units (2016-2020)	
2	07.02.02	Dissemination of recruitment information	
		a. Recruitment notice via Emails	
		b. Recruitment notice on Websites	
		c. Contract of Recruitment advertising on media	
3	07.02.03	Promotion criteria and implementation	
		a. Regulations on professional standards of staff and officers	
		b. Notice of organization of examination/consideration for promotion	

4	07.02.04	Appointment Regulations and Implementation	
		a. Regulations on appointment, re-appointment, resignation, dismissal, transfer and secondment of BUH	
		b. Decision of appointment	
5	07.02.05	Planning activities before appointment	
		a. Guidelines for planning of the State Bank	
		b. Notice email of planning from the Department of Personnel Affairs	

Sub-Criterion 7.3. Competences of support staff are identified and evaluated

1	07.03.01	Proposal of support staff recruitment of some units	
2	07.03.02	Duties assignment of support staff at some units (Department of Information Technology Management, Department of Testing and Quality Assurance, Center of Student Support and Service, Library,...)	
3	07.03.03	Evaluating the competence of support staff through work results	
		a. Regulations on evaluation of staff, officials and employees	
		b. Support staff evaluation procedure	
4	07.03.04	Survey of academic staff and students' opinions on support activities	
		a. Report on the results of the evaluation survey of the support units from the academic staff (2016-2020)	
		b. Report on the results of the evaluation survey of the support units from the students (2016-2020)	
5	07.03.05	Report on the results of the survey on the working environment from the support staff in 2021	

Sub-Criterion 7.4. Training and developmental needs of support staff are identified, and activities are implemented to fulfil them

1	07.04.01	Determine training needs and make a plan of training	
		a. Training and retraining procedure	
		b. The annual training and retraining plan (with budget estimate)	
2	07.04.02	Implement training and retraining activities	
		a. Decision of appointing support staff to participate in training and retraining	
		b. Certificate of professional training	
3	07.04.03	Statistics on training and retraining of support staff	
		a. Annual expenses for training and retraining support staff	
		b. List of training courses for support staff in the years (2016-2020)	

<i>Sub-Criterion 7.5. Performance management including rewards and recognition is implemented to motivate and support education, research, and service</i>			
1	07.05.01	Regulation on evaluating the level of task completion BUH	
2	07.05.02	Evaluation form for the level of task completion of support staff	
3	07.05.03	Comment on regulations on evaluation of work results	
		a. Notice of comments on evaluation regulations	
		b. Summary of comments on the Evaluation Regulations	
4	07.05.04	Results of the annual evaluation of support staff	
5	07.05.05	Results of annual emulation and commendation of support staff	
6	07.05.06	Survey on the quality of the support staff from the opinions of academic staff and students	
		a. Survey procedure on the quality of the support staff from the opinions of academic staff and students	
		b. Survey form for the academic staff and students about the quality of academic management and services	
Criterion 8: Student Quality and Support			
<i>Sub-Criterion 8.1. The student intake policy and admission criteria are defined, communicated, published, and up-to-date</i>			
1	08.01.01	Determine admission policies and targets	
		a. Regulations on admission of the MOET	
		b. The admission plan of the university	
2	08.01.02	Dissemination of admissions information	
		a. Admission consultation plan 2016-2021	
		b. Summary of Admission consultation	
		c. Admission notice	
		d. Admission website, Fan page, illustrations of the university's admissions on newspapers	
		e. BUH Admissions Manual	
		f. Portal of the MOET	
3	08.01.03	Admission policies adjustment	
		a. Notice of adjustment of admission target (admission	
		b. Notice of additional admission	
4	08.01.04	Minutes or conclusions of the admission conference	
5	08.01.05	List of students admitted to the IEF	
<i>Sub-Criterion 8.2. The methods and criteria for the selection of students are determined and evaluated</i>			
1	08.02.01	Determine the admission criteria and methods	
		a. Regulations on admission of the MOET	
		b. Admission plan of the university	
		c. Notice of additional admission	

2	08.02.02	Admission criteria and methods assessment	
		a. Minutes of the meeting of the admission committee 2016-2021	
		b. Report on analysis and comparison of entrance scores of the program with other programs in the school according to the admission method on the results of the national high school exam	
		c. Summary report on admission activities	
<i>Sub-Criterion 8.3. There is an adequate monitoring system for student progress, academic performance, and workload</i>			
1	08.03.01	Regulations on credit training	
2	08.03.02	Monitor student learning progress on UIS system	
		a. Snapshot of student account to monitor learning progress	
		b. Snapshot of the account of the class advisor to monitor the student's learning results	
		c. Snapshot of UIS software to monitor student learning results of Department of Academic Affairs, Department of Student Affairs	
		d. Data on student learning results	
3	08.03.03	Class advisor and support units monitor students' learning progress	
		a. Minutes of the class meeting to assess the learning situation of the class advisor	
		b. Functions and tasks to monitor the learning progress of the Department of Academic Affairs, Department of Student Affairs, Faculty and Class Advisor	
4	08.03.04	Student academic warning	
<i>Sub-Criterion 8.4. Academic advice, co-curricular activities, student competition, and other student support services are available to improve learning and employability</i>			
1	08.04.01	Consulting procedure, and training information support	
		a. University training management procedure	
		b. Graduation consideration and degree granting	
		c. Appealing procedure	
		d. The procedure of organizing the final exam	
2	08.04.02	Advice and support on internships and jobs	
		a. Website announcing recruitment and internship information of Center of Student Support and Service and the Faculty	http://foie.buh.edu.vn/students/employment-opportunity
		b. Job fair information	https://csb.edu.vn/hotrosinhvien/

		c. Job portal	http://vieclam.buh.edu.vn/portal/
3	08.04.03	Financial aids, support regimes and regulations on emulation – rewards and scholarships	
		a. Scholarship Management Process	
		b. The process of implementing support regimes for students	
		c. The process of implementing emulation-rewarding and disciplining students	
4	08.04.04	Support knowledge and skills for students	
		a. Summary report of Communist Union - Association activities	
		b. List of Clubs - Teams of the University	
		c. List of activities to support knowledge and skills for students every year	
5	08.04.05	The duties of supporting students of the units and class advisor	
		a. Functions and duties of some support units	
		b. Regulations of class advisors	
6	08.04.06	c. Annual class advisors assignment	
		Survey on student satisfaction with counseling and support activities	
		a. Student satisfaction survey form with consulting and support activities (2016-2020)	
		b. Report on survey results on student satisfaction with consulting and support activities (2016-2020)	
Sub-Criterion 8.5. The physical, social, and psychological environment is conducive for education and research as well as personal well-being			
1	08.05.01	Maps of Thu Duc campus	
2	08.05.02	Health care, psychophysiology	
		a. List of facilities, equipment, medical room, social insurance regime	
		b. Notice of general health check for students	
		c. List of psychological counseling activities for students	
3	08.05.03	Maintain security and fire protection	
		a. Regulations on security and order in schools and dormitory	
		b. The image of the self-managing team of the dormitory	
		c. Fire drills	
4	08.05.04	The social environment	
		a. List of Clubs, Teams, Groups	
		b. Pictures of cultural activities, seminars, contests, green summer activities, spring volunteer activities	
5	08.05.05	Survey results of students about the landscape environment	

Criterion 9: Facilities and Infrastructure			
<i>Sub-Criterion 9.1. The teaching and learning facilities and equipment (lecture halls, classrooms, project rooms, etc.) are adequate and updated to support education and research</i>			
1	09.01.01	List of lecture halls, auditoriums and accompanying equipment	
2	09.01.02	Manage the use of lecture halls	
		a. Statistics of usage time of classrooms and lecture halls	
		b. Lecture hall management process	
3	09.01.03	Procurement and maintenance of facilities and equipment	
		a. Maintenance plan (2016-2020)	
		b. Plan to buy new/upgrade, repair classrooms and associated equipment (2016-2020)	
		c. List of facilities and equipment for new procurement and repair 2016-2020 (actual implementation)	
		d. Expenses for procurement and maintenance of facilities and equipment	
4	09.01.04	Survey of students about facilities	
		a. Student survey results about facilities (2016-2020)	
		b. Self-assessment report after survey results (including improvement plan) (2016-2020)	
<i>Sub-Criterion 9.2. The library and its resources are adequate and updated to support education and research</i>			
1	09.02.01	Statistics of Library materials	
		a. List of books, documents and equipment in the library (as of December 31, 2020)	
		b. Statistics on the number of books on each title serving the International Economics curriculum in the library (as of December 31, 2020)	
		c. List of electronic databases of the Library	
2	09.02.02	Library materials Supplement	
		a. The process of purchasing documents, and determining the need for documents and learning materials	
		b. Proposal to materials procurement	
		c. Plan to develop and upgrade the library	
		d. Funding for Library activities (2016-2020)	
		e. List of materials supplement every year (2016-2020)	
3	09.02.03	Library User Guide	
		a. Documents on library activities (opening hours, service staff, user manual, ...)	
		b. Instructions for students to use the Library in the beginning course of student activities	

	09.02.04	Report on the frequency of using libraries and books of the International Economics major	
4	09.02.05	Survey of readers about Libraries	
		a. Survey report on needs and satisfaction of students, trainees, academic staff and staff about Library (2016-2020)	
		b. Plan to implement improvement activities after collecting survey opinions (2016-2020)	
<i>Sub-Criterion 9.3. The laboratories and equipment are adequate and updated to support education and research</i>			
1	09.03.01	List of laboratories/practices rooms and equipment	
2	09.03.02	Regulations on using the LAB rooms	
3	09.03.03	Maintenance and upgrading of LAB rooms	
		a. Proposal for equipping the LAB rooms	
		b. Expenses for maintenance and upgrading of LAB rooms 2016-2020	
4	09.03.04	Student survey about LAB rooms	
		a. Report on the results of the survey of students and academic staff on satisfaction with equipment in the LAB rooms	
		b. Plan to implement improvement activities after collecting survey opinions	
<i>Sub-Criterion 9.4. The IT facilities including e-learning infrastructure are adequate and updated to support education and research</i>			
1	09.04.01	Statistics on the number of computers in the LAB rooms	
2	09.04.02	Application of information technology in lecturing and academic management	
		a. List of software used by the university for management	
		b. Implementation plan of the combined training project of BUH	
		c. Announcement of organization of online final exam and online thesis defense	
3	09.04.03	Periodic plan for maintenance, upgrading and supplementing computer systems and software	
4	09.04.04	Report on the results of the survey of learners about information technology systems	
<i>Sub-Criterion 9.5. The standards for the environment, health, and safety; and access for people with special needs are defined and implemented</i>			
1	09.05.01	Regulations on fire protection and fire drills	
		a. Regulations on fire protection and fighting	
		b. Fire drill plan	
2	09.05.02	Fire protection system and inspection of fire protection	
		a. List of fire protection equipment	
		b. Fire protection inspection plan	

3	09.05.03	Ensure environmental hygiene, and food safety	
		a. Plan for inspection of safety and environmental sanitation	
		b. Minutes of inspection on food hygiene and safety	
		c. Notice of spraying mosquito and rat repellent	
4	09.05.04	Survey report on satisfaction of learners, and academic staff about ensuring environmental safety and hygiene	

Criterion 10: Quality Enhancement

Sub-Criterion 10.1: Stakeholders' needs and feedback serve as input to curriculum design and development

1	10.01.01	ISO process for curriculum design and development	
		a. ISO process of BUH for curriculum design and development	
		b. ISO process to survey stakeholders about the curriculum	
2	10.01.02	Students' feedback	KS02
3	10.01.03	Feedback from alumni	
4	10.01.04	Employers' feedback	
5	10.01.05	Minutes of Faculty's meeting of Curriculum Improvement	
6	10.01.06	Workshop with stakeholders on learning outcomes and training program	
7	10.01.07	Opinions of stakeholders used for modifying the program	
		The report on using stakeholders' opinions in the development and review of the curriculum	
		Stakeholder proposal table for curriculum modification	

Sub-Criterion 10.2: The curriculum design and development process is established and subjected to evaluation and enhancement

1	10.02.01	Minutes of reviewing and evaluating the process of building and developing training programs	
2	10.02.02	Regulation - ISO process on designing, and reviewing the curriculum annually	
3	10.02.03	Stakeholders' feedback used to advance the curriculum	
4	10.02.04	Curriculum benchmark	
5	10.02.05	Changes of the curriculum of International Economics over the period	
		a. International Economics program of 2014, 2018, 2020	
		b. Minutes of the meeting of the faculty, and the University Council on the modification of the International Economics curriculum	
		c. Report evaluating the effectiveness of the current training program and recommending improvements	
		d. Training program comparison report of 2014, 2018, 2020 versions	
6	10.02.06	Course syllabus 2014, 2018 and 2020	

Sub-Criterion 10.3 The teaching and learning processes and student assessment are continuously reviewed and evaluated to ensure their relevance and alignment

1	10.03.01	The ISO process to ensure the quality of lecturing and learning	
		a. The process of organizing, managing and teaching undergraduate program	
		b. The process of considering and awarding certificate	
		c. The process of training planning, lecture schedule, exam schedule	
		d. The process of checking the lecture schedule	
		e. Observation management process	
		f. Bank of exam questions management process	
		g. The process of organizing the final exam	
		h. Graduation exam marking process	
		i. The process of copying and packing exam papers	
2	10.03.02	Record of teaching activities of academic staff	
3	10.03.03	Observation organization profile	
		a. Observation organization plan	
		b. Reports and minutes of observation	
4	10.03.04	Teaching quality survey results of the Faculty's Academic staff	
5	10.03.05	Minutes of the meeting of the Faculty to improve the quality of teaching and learning	
6	10.03.06	Improve the method of testing and assessment	
		a. Notice of the course assessment component change	
		b. Rubric change with different assessment methods	
7	10.03.07	Review and improve exam questions every year	
		a. Announcement to review and improve the exam question bank annually	
		b. Exam question bank improvement record	
		c. Exam question bank appraisal board	
8	10.03.08	Improve the form of organization of testing and assessment	
		a. Temporary regulations for online course assessment	
		b. Notice of the implementation of course assessment by online form	
		c. Plan and project to develop software to manage exam questions and organize multiple-choice exams on computers	

<i>Sub-Criterion 10.4 Research output is used to enhance teaching and learning</i>			
1	10.04.01	Regulations on scientific research of academic staff	
		a. Regulations on working regimes of academic staff	
		b. Academic staff's KPI evaluation record: academic staff's KPI evaluation form, academic staff's scientific research norm results	
2	10.04.02	Applying research results to teaching and learning activities	
		a. Textbooks and reference materials of academic staff specializing in International Economics	
		b. Yearbook of the scientific conference of the Faculty	
		c. Scientific research of academic staff	
		d. Scientific research of students	
3	10.04.03	Seminars to guide and share scientific research experiences	
<i>Sub-Criterion 10.5 Quality of support services and facilities (at the library, laboratory, IT facility, and student services) is subjected to evaluation and enhancement</i>			
1	10.05.01	ISO process to assess the quality of support services and facilities	
2	10.05.02	Feedback from students and academic staff about the quality of support services and facilities	
		a. Report on the results of the survey on the quality of support services and facilities	
		b. Student feedback on the quality of support services and facilities through dialogue with the University's Board	
3	10.05.03.	Improve facilities and equipment	
		a. Annual facility statistics report	
		b. Records of maintenance, maintenance, review, inventory of assets, facilities	
		c. Investment plan, equipping facilities and equipment	
4	10.05.04	Library quality improvement	
		a. Information about annual library materials	
		b. Annual library database list	
		c. Investment and procurement plan for the library	
		d. Notice of survey of library readers	
		e. Report the results of the Library's survey and suggest improvements	
		f. Self-assessment report on quality improvement of the library after survey results	
5	10.05.05	Improve and equip training and information technology support software	
		a. Management software for training of the University	
		b. Annual computer maintenance records	

		c. Investment plan on IT system equipment	
		d. Multiple-choice exam rooms on computers	
6	10.05.06	Student support information	
		a. Information page	
		b. Activities of students	
		c. Cooperation with companies and businesses	
7	10.05.07	Improve the quality of support services	
		a. Report the feedback of the units on the survey results	

Sub-Criterion 10.6 The stakeholder's feedback mechanisms are systematic and subjected to evaluation and enhancement

1	10.06.01	ISO regulations and procedures for stakeholder surveys	
		a. Regulations on online surveys	
		b. ISO process of stakeholder survey	
2	10.06.02	Collect feedback from stakeholders	
		a. Regulations on the functions and duties of the Department of Testing and Quality Assurance	
		b. Survey form of students, alumni, employers, academic staff, and university's staff members	
		c. Annual survey plan	
		d. Report on the results of the survey of stakeholders: students, alumni, employers, academic staff, officials and employees	
		e. Survey form, report on survey of learning outcomes and training program of the Faculty	
3	10.06.03	Report on quality improvement after the survey results of the Faculty	
4	10.06.04	Summary report of survey activities	
		a. Summary report on quality assurance activities	
5	10.06.05	Improve survey operations	
		a. Proposal to change the form	
		b. Plan, report on carrying out the survey of working environment (KS07)	
		c. Online survey software: deployment plan, software image	

Criterion 11: Output

Sub-Criterion 11.1. The pass rates and dropout rates are established, monitored, and benchmarked for improvement

1	11.01.01	Management of dropout and graduation rates	
		a. Student management software system UIS	
		b. Mechanism to monitor the collection of information on dropout and graduation rates	
		c. Statistics on dropout rate and graduation rate of the major in 5 years	
2	11.01.02	Report the results of students' training scores	
3	11.01.03	List of graduating students, and dropouts	

4	11.01.04	Report on the actual status of the dropout rate and graduation rate	
		a. Graduation meeting minutes	
		b. Academic warning meeting minutes	
		c. The analysis report on the causes of the dropout rate, the graduation rate, and proposes solutions	
5	11.01.05	Measures to improve the graduation rates and dropout rates	
		a. Notice of credit registration, summer semester courses' schedule	
		b. Notice of the organization of classes for English and Informatics competence test	
		c. Minutes of class meetings, Minutes of academic advisors about students' learning situation	
		d. Policy on tuition fee exemption and reduction for students	
		e. Scholarship policy for students overcoming difficulties	
<i>Sub-Criterion 11.2. The average time to graduate is established, monitored, and benchmarked for improvement</i>			
1	11.02.01	Statistics of graduation time	
2	11.02.02	Analysis report on the status of students' graduation time	
3	11.02.03	Solutions to help students graduate on time	
		a. Announcement of English and Informatics output standards	
		b. Organize the beginning course for the freshmen every year	
		c. Student handbook: training plan-training organization; some skills, good learning experience	
		d. Photos of students' personal accounts to monitor their learning progress	
		e. Organize 5 graduation considerations every year to help students apply for graduation	
<i>Sub-Criterion 11.3. Employability of graduates is established, monitored, and benchmarked for improvement</i>			
1	11.03.01	Regulations, plans and management of graduate employment rates	
2	11.03.02	Graduating students' feedback on employment situation	
3	11.03.03	Employers' feedback about graduates	
4	11.03.04	Feedback and suggestions for employment rates	
		a. Organizing seminars and career guidance	
		b. Organizing job fairs for students	
		c. Recruitment information websites of the university	
		d. Memorandum with professional institutions	

Sub-Criterion 11.4. The types and quantity of research activities by students are established, monitored, and benchmarked for improvement

1	11.04.01	ISO regulations and procedures on organization and management of scientific research activities of students	
		a. Regulation on organization and management of scientific research activities of students	
		b. ISO procedure on scientific research activities of students	
2	11.04.02	List of scientific research topics of students of Faculty of International Economics	
3	11.04.03	The Faculty's Student Research Awards	
6	11.04.04	Summary report on student's research activities	
7	11.04.05	Solutions for students' scientific research activities	
8	11.04.06	Policies and regimes for students participating in science research	

Sub-Criterion 11.5. The satisfaction levels of stakeholders are established, monitored, and benchmarked for improvement

1	11.05.01	Regulations, plans for collecting feedback from stakeholders	
2	11.05.02	Channels to receive feedback and improve student's satisfaction	
		a. Plan and report of Dialogue between the University and students	
		b. Email box, information channel for students to contact	
		c. Regulations on comment boxes of the University and departments	
		d. Minutes of meeting of academic advisor	
3	11.05.03	Survey result of students about the teaching quality	
4	11.05.04	Survey result of graduating students about the quality of the training course	
5	11.05.05	Survey result of student on management quality and training support	
6	11.05.06	Alumni's satisfaction survey	
7	11.05.07	Employer's satisfaction survey	
8	11.05.08	Channels to receive feedback and improve satisfaction of lecturers and staff	
		a. Annual citizen reception schedule	
		b. Documents, minutes of conferences of employees, key positions, labor unions	
		c. Report and feedback on the survey of academic staff and university's staff	