


## PART 4: APPENDICES

### Appendix 1: Programme Specification of IB

N <sup>o</sup>	Contents	Details
1	Awarding institution	Can Tho University
2	Teaching institution	IB, College of Economics
3	Degree	Bachelor
4	Programme title and code	IB; Code: 52340120
5	Types of training	Full time
6	Total number of credits	The total number of credits is 140 , including 100 compulsory and 40 elective credits. General knowledge courses account for 46 credits, foundation courses 38 credits, and advanced knowledge courses 56 credits. Training time is 4 years (with extension up to 8 years). The programme includes 95 courses in total.
7	Accreditation	The programme was internally assessed in 2015 following AUN-QA standards and gained a result of 4.4/7.
8	The programme objectives	<p>In alignment with the mission and vision of Can Tho University and College of Economics, the IB programme has offered students with knowledge, skills and attitudes that aim to meet the requirements of society in general and of businesses in particular in the context of globalization .</p> <p>The objectives of the programme are as follows:</p> <ul style="list-style-type: none"> <li>• PO1: Train students to possess politically correct attitudes, be professionally ethical, responsible, self-disciplined, professional, well-mannered, and be aware of staying healthy to serve the job.</li> <li>• PO2: Train students to have a basic understanding of the market mechanism, obey the laws and policies of the Communist Party and the Government, especially those related to foreign trade.</li> <li>• PO3: Develop a basic understanding of IB arena and in-depth knowledge of import-export activities in various kinds of businesses and organisations in the context of globalization.</li> <li>• PO4: Conduct lifelong learning and self-directed learning skills, communicate effectively [including in English] and</li> </ul>

N°	Contents	Details
		<p>attain computer skills, and more importantly, have the ability to adapt to changes in life and work environments.</p>
9	Programme expected learning outcomes	<p><i>ELO1:</i> Develop a basic level of understanding of Marxism, philosophy, policies of Vietnamese Communist Party, and national defense for country building and defense</p> <p><i>ELO2:</i> Apply basic knowledge of Vietnamese laws, social sciences and humanities, and natural sciences in pursuing further professional education</p> <p><i>ELO3:</i> Develop an intermediate level of English or French</p> <p><i>ELO4:</i> Apply computer skills, office software, and commonly used powerful data analysis software at work.</p> <p><i>ELO5:</i> Identify basic principles in economics and use them in the analysis process and explanation of macroeconomic and microeconomic issues.</p> <p><i>ELO6:</i> Apply basic principles of probability and research methodology in IB research;</p> <p><i>ELO7:</i> Explain principles of international economics</p> <p><i>ELO8:</i> Apply basic knowledge in economic laws, principles of accounting, finance and marketing in organizing and joining business activities</p> <p><i>ELO9:</i> Analyze business operations, including those in multi-national co-operations and joint ventures</p> <p><i>ELO10:</i> Organize IB and finance activities in multi-national co-operations, and logistics in foreign trade</p> <p><i>ELO11:</i> Describe cross-border transportation and insurance, and foreign direct investment; exhibit a basic level of understanding of human resources management, international marketing management, and e-commerce transactions; and be aware of cultural diversity in multi-national co-operations,</p> <p><i>ELO12:</i> Describe techniques in foreign trade and IB negotiation; use English in negotiating, signing import-export contracts, and promoting international trade and investment.</p> <p><i>ELO13:</i> Apply knowledge of import-export business, international payment, and logistics in foreign trade</p> <p><i>ELO14:</i> Apply knowledge of natural sciences in solving economic/business problems</p> <p><i>ELO15:</i> Develop IB strategies in various kinds of businesses, especially foreign direct investment companies.</p>

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		<p><i>ELO16:</i> Analyze data on import/export, logistics, domestic and international market research; utilize softwares commonly used in such fields; and make proposals for foreign trade policies</p> <p><i>ELO17:</i> Apply knowledge of international commerce and investment laws, and import/export laws in making and performing companies' policies and strategies and composing foreign trade contracts</p> <p><i>ELO18:</i> Apply knowledge of online-marketing in IB operations and social networks</p> <p><i>ELO19:</i> Develop teamwork and leadership skills</p> <p><i>ELO20:</i> Develop written and spoken communication skills</p> <p><i>ELO21:</i> Develop organizational skills, critical thinking, and analytical skills necessary to make effective business decisions</p> <p><i>ELO22:</i> Demonstrate the ability to judge alternatives, think creatively, and conduct research to find new knowledge of IB</p> <p><i>ELO23:</i> Be able to communicate well in English in business negotiation and be able to interpret business terminologies [equivalent to B2 European standard], be skillful in Microsoft office [equivalent to A national standard], and be able to employ a few probability and statistics software to serve for professional career</p> <p><i>ELO24:</i> Exhibit an awareness of political correctness, and obey the laws and policies of the Communist Party and the Government</p> <p><i>ELO25:</i> Possess personal skills (self-disciplined, self-motivated, reliable, responsible, loyal, independent-working, self-esteemed)</p> <p><i>ELO26:</i> Possess professional ethics</p> <p><i>ELO27:</i> Possess social ethics</p>
10	Programme structure	<p>The curriculum is comprised of 140 credits that are taught in 99 courses. Among the 140 credits, 100 ones are allocated to 41 compulsory courses and the other 40 ones to a group of 58 elective courses, which aims to offer students enough knowledge necessary for future professional development, and life-long study. These 99 courses are categorized in three knowledge groups: general, fundamental and specialized. General courses account for 46 credits [33%], fundamental</p>

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		<p>courses 38 credits [27%], and specialized courses 56 credits [40%]</p> <div data-bbox="621 310 1443 800" style="background-color: #cccccc; padding: 20px; text-align: center;"> <p><b>Credit distribution among courses</b></p> <p>0%</p>  </div>
11	Career Prospects	<p>After completing the programme, students can be employed as</p> <ul style="list-style-type: none"> <li>-Custom officials</li> <li>-Import-export documents officers</li> <li>-Logistic services or supply chain officers/managers</li> <li>-Sales employees/coordinators/managers</li> <li>-International payments staff (for the banks or for the firms)</li> <li>-Researchers in institution or colleges/universities</li> </ul>
12	Course syllabus	<p>Each course syllabus presents the following information: number of credit(s), study hours (both theoretical and practical hours), name of department, pre-requisites, course-level expected learning outcomes (in terms of knowledge, skills, and attitudes), course structure and contents, teaching method, learners' learning method, assessment method(s), guidance on students' self-study, and the date on which the course specification was written or revised.</p> <p><i>(See appendix 2, 5 for further details)</i></p>
13	Quality assurance practice	<p>The programme strictly follows the valid and latest Vietnamese law, the relevant regulations issued by the MOET, the guidelines to AUN-QA assessment at the programme level, and CTU guidelines to quality assurance.</p>

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14	Key performance indicators	<p>Following the Decision No.1086/QĐ-ĐHCT dated 17/4/2017 regarding CTU practices of quality assurance, CE established a team in charge of quality assurance of CE, and issued regulations on lecturers' assessment, student performance and reassessment, code of ethics and a supervisor's roles. To assure teaching quality, the team regularly oversees CE lecturers perform their teaching and examination schedules.</p> <p>The average ratio of students who graduated earlier (less than 4years) tended to rise by over 55% on average between 2013 and 2017. At present, the ratio of students who graduated on time ranged from 10% to 37%.</p> <p>The percentage of graduates awarded with fair academic standing and above accounted for 80% of the total number of graduated students.</p> <p>Over 90% of the graduates successfully found a job within six months after graduation. Noticeably, according to 2016 survey by CE, this ratio amounted to 95%.</p> <p>The result of the 2015 internal quality assessment following AUN-QA was 4.4/7 marks.</p>
15	Academic staffs	<p>CE is comprised of 124 official full-time/tenured lecturers, 21.1% of whom are doctor degree holders and 7.26% associate professors by January 2018. Among the 124 lecturers, Number of lecturers possess Master degrees (97.58%) and number of lecturers of them ( 54%) graduated from foreign developed universities, such as the Netherlands, Belgium, Norway, Australia, Japan, Taiwan, Thailans, and the Philippines.</p> <p>The lecturers involved in teaching the IB programme come from several departments both inside and outside CE; the guest speakers who are invited to teach a number of specialised courses are senior managers and/or experts currently working in IB-related businesses. All the lecturers of IB department and guest speakers hold Master degrees and above. Specifically, two of 14 lectures are doctor degree holders (studied in the Netherlands), and twelve lecturers are Master degree holders (studied in developed countries such as Ireland, Australia, New Zealand, and Japan).</p>

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16	Facilities	<ul style="list-style-type: none"> <li>• There are 209 computers, which are all connected to the Internet, available for students to use on weekdays in CE computer labs. These computers are installed with a number of softwares commonly used in accounting, economics, econometrics, and with simulation system, for example stock market simulation. In addition to the computers mentioned above, 658 more computers, which are located in CTU Learning Resources Center and the Information and Network Management Center are also available at students' disposal.</li> <li>• Strong wifi network is also available all over the campus II with 78 wifi-routers being located in 26 main areas on campus II.</li> <li>• The Learning Resource Center accommodates over 200,000 books covering a wide range of topics, 15 database in English and Vietnamese, 559 Internet-connected computers, and several types of magazines, periodicals and audio-visual media materials.  The CE library accommodates over 9,000 books, economical journals and magazines, 839 Master theses and 5000 bachelor theses, which are all available for lecturers' and students' use.</li> <li>• CTU Youth Union and CE Youth Union together organise a wide range of extracurricular activities for students to join in. Furthermore, student leaders of various disciplines, under the supervision of CE Youth Union, together organise a number of useful activities, such as sports, music performance and charity works for students to join <a href="https://yu.ctu.edu.vn/">https://yu.ctu.edu.vn/</a>; <a href="http://ce.ctu.edu.vn/index.php/vi/doan-thanh-nien-2">http://ce.ctu.edu.vn/index.php/vi/doan-thanh-nien-2</a>.</li> </ul> <p>Academic advisors usually assist students on time in constructing their meaningful study plans, assess their performance in non-academic activities and compliance with CTU regulations and Vietnamese laws), offer academic advice and even personal consultation on life skills, Student Service Center and Student Associations serve as helpful information providers and assistants for students. These services provide valuable information regarding accommodation for students, safety and medical</p>

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		<p>care, scholarship, and job seeking. These services and associations also provide necessary services such as photocopy, editing theses and typing documents. Some services that offer assistance to the handicapped people are also available ( Go to <a href="https://ssc.ctu.edu.vn/">https://ssc.ctu.edu.vn/</a>).</p>
17	Admission criteria	<p><b>Subject to MOET regulations on</b></p> <ul style="list-style-type: none"> <li>• The candidate selection was based on the results of the national high school graduation examination</li> <li>• Subject blocks to be taken for the national high school graduation examination: A00 (Mathematics, Physics, Chemistry); Mathematics, Physics, English (A01); Mathematics, Literature, English (D01); Mathematics, Literature, Chemistry (C02)</li> </ul> <p><b>The number of yearly intakes varies from 100-130 students.</b></p>
18	Sources of constructive feedback	<p><i>Formal sources:</i> surveys conducted by QATC in collaboration with CE on regular basis.</p> <p><i>Informal sources:</i> conferences, personal meetings/interviews, site visits to businesses.</p>
19	CTU and CE website	<p><a href="http://www.ctu.edu.vn">www.ctu.edu.vn</a></p> <p><a href="http://ce.ctu.edu.vn/index.php/vi/">http://ce.ctu.edu.vn/index.php/vi/</a></p>
20	Coordinators	<p>Assoc Prof. Lê Khương Ninh – <a href="mailto:lknhinh@ctu.edu.vn">lknhinh@ctu.edu.vn</a></p> <p>Dr. Phan Anh Tú – <a href="mailto:patu@ctu.edu.vn">patu@ctu.edu.vn</a> – Mobile: 0988263778</p>
21	Revision schedule	<p>The programme is scheduled to be revised every four years. However, it can be revised earlier whenever necessary to keep it responsive to stakeholders’ new needs .</p>
22	Stamp and signature	<p>Dean of College of Economics</p>