



**INTERNATIONAL SCHOOL**  
**Thai Nguyen University**  
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## INVITATION TO VISITING LECTURERS

### 1. Introduction

The International School (ISTNU) is an academic member of Thai Nguyen University which is one of five leading universities in Vietnam; its foundation concretized the guidelines of the Government of Vietnam, through the direction of the Ministry of Education and Training, to enhance international cooperation in higher education. The purpose of this is to produce globally competitive human resources which meet the needs of world economic integration process of Vietnam. Currently, our school is offering undergraduate and graduate programs, transnational education and research in the fields of Life Science, Social Sciences, Economics, Finance, as well as Environmental Management and Sustainability.

The ISTNU has its own strategy to focus on exploring the possibility of participation of qualified lecturers from international academic institutions in order to enable students to study in a professional environment as well as to raise opportunities for faculty of TNU to access the advanced teaching methods from developed education institutions. Therefore since its foundation, the ISTNU has invited numerous visiting scholars who are interested in working in Vietnam. The Visiting Scholar will undertake a one-week, one-month, six-month or one-year program that may include formal courses, workshops, seminars or other types of professional development activities. In this regard, the ISTNU is pleased to invite Visiting Scholars for the academic years with following detail information.

### 2. Type of Visiting Scholar Program

The applicant shall choose to apply for one of following programs:

- a) Long term teaching program: In this program, invited lecturers shall spend one year or more teaching and doing research at our institution. An extension to stay further shall be discussed after one year of stay.
- b) Short term teaching program: In this program, invited lecturers shall spend from one month to three months teaching and doing research at our institution. An extension to stay further shall be further discussed.
- c) Short guest lecture program: In this program, invited visitors shall spend one week to three weeks delivering a training course or specific lectures for our university undergraduate and graduate students.
- d) Seminar program: In this program, invited visitors shall spend two to four days delivering a seminar for our university faculty, staff, undergraduate and graduate students.

### 3. Applicants

We would like to invite applicant who is from the following categories:

- a) Adjunct professors: Lecturers who have retired from academic institutions or currently working as adjunct professors and wants to continue teaching at academic institutions.
- b) Academic Faculty: Faculty who are currently teaching in academic institutions and wish to come on short visits or sabbatical leave.
- c) Researchers: researchers who are working for a research institutions.
- d) Graduate or post doctoral students: Individuals who are continuing his/her doctoral/postdoctoral study at academic institutions.

### 4. Requirements

#### 4.1. Academic Requirements

- a) Applicant must hold at least a MS. or Ph.D. degree.
- b) Applicant's English must be proficient for communication and to teaching requirements.
- c) Applicant must have experience in teaching or able to deliver lectures to undergraduate and graduate students.

## 4.2. Submission of document

An invited applicant is required to submit the following documents:

- a) A photocopied or scanned copy of passport.
- b) A photocopied or scanned copy of MS and Ph.D. Degree (highest degree) and any other relevant Diplomas/Certificates;
- c) Curriculum vitae
- d) Recommendation letter (if applicable)

## 4.3. Requirements for lecture preparation

### 4.3.1. For English training

NO.	CONTENT	RESPONSIBILITY	
		Visiting faculty	ISTNU
1	Curricula	Use the curricula that have been built by ISTNU.	We will provide curricula for visiting faculty one week before teaching commencement.
2	Teaching materials	Use teaching materials will be provided by ISTNU and personal teaching materials.	We will provide teaching materials
3	Facilities	Possess personal laptop and personal teaching aids.	We will provide facility support for teaching such as: Room, Projector and photocopying
4	Test/exam question	- Use questions from question bank of the ISTNU; - Prepare questions for question bank	We will provide question from question bank

### 4.3.2. For Academic courses for undergraduates

NO.	CONTENT	RESPONSIBILITY	
		Visiting faculty	ISTNU
1	Curricula	Use the academic curricula that have been developed by ISTNU.	We will provide curricula for visiting faculty one week before teaching commencement.
2	Teaching Materials	Use teaching materials will be provided by the ISTNU and personal teaching materials.	We will provide teaching materials
3	Facilities	Possess personal laptop and visual aids	We will provide facility support for teaching such as: lecture rooms, projector and photocopying
4	Test/exam questions	Use question bank from imported curricula	We will provide questions from question bank

### 4.3.3. For Academic courses for post-graduate level

NO.	CONTENT	RESPONSIBILITY	
		Visiting faculty	ISTNU
1	Curricula	Prepare a course outline, with detailed course description, course contents in PowerPoint format.	We will provide course name, description and learning outcomes two weeks before teaching commencement.
2	Teaching Materials	- Subject-related reference materials/handouts; - List of subject-related books, references.	We will provide teaching materials if available in ISTNU library.

3	Facilities	Possess personal laptop and visual aids	We'll provide facility support for teaching such as: lecture rooms, projector and photocopying
4	Test/exam questions	<ul style="list-style-type: none"> <li>- Questions for the in-class quizzes and assignments (with outlines or suggestions for the correct answers);</li> <li>- Submit final exam and comprehensive exam questions one day after the conclusion of the lectures/seminars;</li> <li>- Answer keys (multiple choice questions) and pointers/outlines or suggestions for the correct answers (essay questions).</li> </ul>	

#### 4.3.4. For workshops/seminars delivery

NO.	CONTENT	RESPONSIBILITY	
		Visiting faculty	ISTNU
1	Curricula	<ul style="list-style-type: none"> <li>- Name of topics</li> <li>- Outline: objectives, expected outcomes, detail contents in PowerPoint format and other materials;</li> </ul>	We will provide choice of topics for presenter selection.
2	Teaching Materials	<ul style="list-style-type: none"> <li>- Related reference materials/handouts;</li> <li>- List of subject-related books.</li> </ul>	We will provide teaching materials if available in ISTNU library.
3	Facilities	Possess personal laptop and personal teaching aids	We will provide facility support for teaching such as: lecture rooms, projectors and photocopying
4	Test/exam question	<ul style="list-style-type: none"> <li>- Questions/quizzes for discussion;</li> <li>- Assignments and answer keys.</li> </ul>	

#### 4.3.5. For professional training course

NO.	CONTENT	RESPONSIBILITY	
		Visiting faculty	ISTNU
1	Curricula	Use the curricula that have been built by ISTNU.	We will provide curricula for visiting faculty two week before teaching commencement.
2	Teaching Materials	Use teaching materials will be provided by ISTNU and personal teaching materials.	We will provide teaching materials
3	Facilities	Possess personal laptop and personal teaching aids	We will provide facility support for teaching such as: lecture rooms, projectors and photocopying
4	Test/exam questions	- Submit final exam questions and answer keys one day after the conclusion of the lectures/seminars.	

#### **4.4. List of subjects and areas of teaching**

Currently, the ISTNU is offering undergraduate and graduate programs, transnational education and research in the fields of Life science, Social sciences, Economics, Finance, as well as Environmental Management and Sustainability.

Applicant shall choose one or more specific subjects of his fields of interest in the curricula offered by the ISTNU (**see Annex**).

#### **4.5. Forms of teaching**

- a) English
- b) Academic courses
- c) Seminars
- d) Professional training course

#### **4.6. Provision of teaching assistant**

Visiting faculty may need a teaching assistant to help him/her with lectures/seminars, the options are:

- A qualified Vietnamese teaching assistant nominated by the IS
- An assistant arranged by the visiting faculty on his or her own.

#### **5. Support from ISTNU**

In general, the ISTNU shall support for visiting faculty with honorarium, travel expense, accommodation, subsistence allowance and insurance. For specific situation, the coverage shall be discussed in detail during negotiation of teaching agreement.

##### **Honorarium**

Visiting scholars shall be provided with an honorarium according to their services for ISTNU and the amount of honorarium would be discussed in detail for each specific program.

##### **Travel expense**

- a) Round-trip airfare from his or her home institution/country to Vietnam;
- b) Transportation from and to the airport;
- c) Transportation from ISTNU to lecturing venue.

##### **Accommodations**

The ISTNU shall provide accommodation on campus, including provision of necessary facilities. Daily meals are the responsibility of the visiting faculty.

##### **Subsistence allowance**

The ISTNU shall provide subsistence allowance for visiting scholars at sufficient to standard in Thai Nguyen City.

##### **Insurance**

For specific situation, the ISTNU shall offer Insurance coverage for visiting faculty.

#### **6. Contact detail**

Please feel free to contact the ISTNU if you have any further concerns regarding the ISTNU Visiting Scholar Program.

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