



**THE INTERNATIONAL SCHOOL  
THAI NGUYEN UNIVERSITY**  
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**PROVISION  
VISTING SCHOLAR PROGRAM  
THE INTERNATIONAL SCHOOL – THAI NGUYEN UNIVERSITY**

**1. Requirements for lecturers in the program:**

- Good knowledge in the field of teaching, have the correct attitude to students;
- Provide a syllabus, PowerPoint lectures (or lecture using other tools), thematic, reference, the examination sets. etc. for the program manager in each specific subject;
- Get the academic and attendance records at the Department of Academic Affairs (Program managers);
- Submit the results of students' assessment (original) for training managers and be responsible for the evaluation;

**For example:**

Criteria for assessment of graduate programs

No.	Cumulative Points	Percentage (%)
1	Attendance (AD)	20
2	Preparation (in class + at home) (PR)	30
3	Examination (EX)	50
	<b>Total</b>	<b>100</b>

Or

No.	Cumulative Points	Percentage (%)
1	Attendance (AD)	10
2	Preparation (in class + at home) (PR)	60
3	Examination (EX)	30
	<b>Total</b>	<b>100</b>

- Lecturers of the joint training program must submit at least three (03) exam sets for the Final Exam (\*) (*in 90 minutes*) and five (05) exam sets for Comprehensive Exam (*in 50 minutes*) (\*\*) (including hard copies and soft copies) for each subject;

(\*): Three different sets of questions for the subject final exam which consist of twenty (20) different multiple choice questions and two (02) essay questions;

(\*\*): Five different sets of questions for the Comprehensive Exam which consist of ten (10) different multiple choice questions and one (01) essay questions.

- Correct answer (multiple choice questions) and pointers/outlines or suggestions for the correct answers (essay questions).
- Lecturers must ensure the security of the exam; each exam set must be given in a sealed envelope and submitted to the section of Testing & Quality Assurance before receiving the payment for all activities of the lecture in the IS.

## 2. Procedure of Task Completion and Document Submission

No.	Event	Deadline	Managed by
1.	Collection of copies of air ticket and receipt, passport, visa	1 day after arrival	ISTNU
2.	Announcement of training regulations and requirements	Discussion	
3.	Announcement and clarification of Academic Record, Attendance Record and Grading System	1 day after arrival	ISTNU
4.	Collection of profile (CV, copy of Diploma/Degree)	Discussion	
5.	Collection of content of lessons (WORD and POWERPOINT format)	1 week before starting lessons	ISTNU
6.	Submission of Academic Record, Attendance Record	2 days after the completion of the subject	Professor
7.	Collection of questions for final exam (3 sets)	1 week before the exam	ISTNU
8.	Collection of exam papers for the cut-up the part of exam paper bearing examinee's name (before returning them to the professor for grading)	when the exam finishes	ISTNU
9.	Return of exam paper for grading	1 day after receipt	Professor
10.	Give to teacher to grade the exam papers (hard copy or scan via email)	2 day after receipt	ISTNU
11.	Submit the grade for final exam		Professor
12.	Collection of questions for final-term exam (5 sets)	2 weeks after starting lessons	ISTNU
13.	Collection of exam papers for the cut-up the part of exam paper bearing examinee's name (before returning them to the professor for grading)	when the exam finishes	ISTNU
14.	Return of exam paper for grading	1 day after receipt	Professor
15.	Give to teacher to grade the exam papers (hard copy or scan via email)	2 day after receipt	ISTNU
16.	Submit the grade for comprehensive exam	Discussion	Professor

This provision shall be implemented after signed by the Dean of the International School. IS lecturers and students are responsible for the serious implementation of this provision.