
 HOA SEN UNIVERSITY <small>WORLD CLASS EDUCATION</small>	HOA SEN UNIVERSITY	Code: DBCL-QyĐ-05
		Version: 03
		Author: Office of Testing - Quality Assurance
University document	REGULATIONS ON THE ALUMNI SURVEY	Approval by: Vo Thi Ngoc Thuy
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REGULATIONS ON THE ALUMNI SURVEY

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MODIFICATION TRACKING

Version	Issue Date	Modification Section	Modified Content
03		Article 2	Updating the name of OTQA.
		Article 5	Updating the survey content.
		Article 6, clause 4	Updating the survey process: the survey is conducted by Faculties.
		Article 7	Updating the responsibilities of the related divisions.

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CHAPTER 1. GENERAL REGULATIONS

Article 1. Scope and subject of application

1. This document is about the purposes, requirements, organization and implementation process, and the responsibilities of divisions and individuals conducting the alumni survey.
2. The subjects of application for this document include divisions, lecturers, staff, and alumni of Hoa Sen University.

Article 2. Abbreviations

In this Regulation, the following abbreviations are as follows:

No.	Abbreviations	Meaning
1	BOP	Board of Presidents
2	HSU	Hoa Sen University
3	OTQA	Office of Testing - Quality Assurance
4	QA	Quality Assurance

Article 3. The purpose of the alumni survey


1. Research into the employment status after graduation;
2. Research into the alumni's level of satisfaction with the academic quality of HSU and the knowledge and skills needed to get hired quickly. As a result, the university and deans have the information for developing the measures to assure and increase academic quality while meeting social needs;
3. The foundation for updating and adjusting academic programs.

Article 4. The requirements of the survey

1. The alumni survey is conducted once a year;
2. The alumni are aware of the survey's objectives and significance;
3. The alumni are honest and objective when giving feedback;
4. The information processing results from the alumni survey must be accurate, reliable, confidential, and used for the right purposes.

Article 5. The survey contents

1. General information (including employment information).
2. Program Assessment
3. Suggestions for the academic program

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CHAPTER 2. SURVEY ORGANIZATION AND RESULTS ASSESSMENT

Article 6. Organizing the survey

1. Survey participants

The alumni of Faculties who graduated for at least one year.

2. Survey instrument


The questionnaire consists of the specific criteria of the survey contents mentioned in Article 5, with the levels of the indicators expressed through the scale value.

3. Survey forms

Online survey via Google Forms or other suitable tools.

4. Survey process

No.	Task	Division in charge	Explanation
1	Make a survey plan	Faculties	Develop a survey plan to gather feedback from alumni.
2	Organize and implement the survey	Faculties	Organize and implement the survey in March annually.
3	Process the results and write the report	Faculties	Process the survey data, analyze the results, and write a report.
4	Submit the report	- Faculties - OTQA	- Faculties send the reports to the OTQA in the 3 rd week of April. - OTQA delivers the reports to the BOP and other divisions in the 1 st week of May.
5	Innovate afterward	- Faculties - OTQA	Faculties do a review and make an innovation plan (if any) based on the report results and send it to the BOP via the OTQA.

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No.	Content	Division in charge	Explanation
6	Store the survey information and data	- Faculties - OTQA	Faculties store the reports as well as the survey results and then send the reports (the signed scanned version) and the survey results (soft copy) to the OTQA for record-keeping and QA purposes.

Article 7. The responsibilities of related divisions regarding the alumni survey

1. Faculties


- a) Make a plan for survey organization;
- b) Email/ contact the alumni of programs belonging to the faculty to do the survey;
- c) Report the survey results to the OTQA;
- d) Learn from experience, adjust the survey instrument (if needed), and propose to the university management how to use the survey results;
- e) Store the data of survey results in both hard and soft copies. Meanwhile, the Faculties send the reports (the signed scanned version) and the survey results (soft copy) to the OTQA for record-keeping and QA purposes;
- f) Discuss the survey results; compare them to previous ones; review, and analyze the causes; plan for an innovation (if needed) and send it to the BOP via the OTQA.

2. Office of Testing – Quality Assurance

- a) Develop the survey questionnaire for alumni;
- b) Send the report to the BOP and other divisions;
- c) Store the survey results for tracking and QA purposes;
- d) Receive innovation plans and reports from faculties, synthesize them, and report to the BOP.

Article 8. Storing the survey data and results

Faculties store the survey data in both hard and soft copies. Meanwhile, the Faculties send the reports (the signed scanned version) and the survey results (soft copy) to the OTQA for record-keeping and QA purposes.

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Article 9. Validity

1. These regulations take effect from the issue date. Any previous regulations that are contrary to these regulations are invalidated and annulled.
2. During the application process, if any amendments and additions are needed, the divisions and individuals send the suggestions to the OTQA, and then the OTQA compiles and submits them to the BOP for a decision to be made.
3. The divisions and individuals involved in conducting the alumni feedback survey are responsible for the implementation of these Regulations.

**PRESIDENT
(signed)**

Assoc. Prof Vo Thi Ngoc Thuy