
 HOA SEN UNIVERSITY <small>WORLD CLASS EDUCATION</small>	HOA SEN UNIVERSITY	Code: ĐBCL-QyĐ-04
		Version: 03
		Author: Office of Testing - Quality Assurance
University document	REGULATIONS ON THE GRADUATE SURVEY	Approval by: Vo Thi Ngoc Thuy
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REGULATIONS ON THE GRADUATE SURVEY

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MODIFICATION TRACKING

Version	Issue Date	Modification Section	Modified Content
03		Article 2	Update the name of OTQA
		Article 6, clause 4	Update contents related to the survey procedure. Update the offices conducting the survey: Student Center and OTQA
		Article 7, clause 3	Additional contents: storing the survey data on the PeopleSoft system.

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CHAPTER 1. GENERAL REGULATIONS

Article 1. Scope and subjects of application

1. This document stipulates the purposes, requirements, implementation process, and responsibilities of divisions and individuals participating in the graduate survey at Hoa Sen University;
2. Subjects of application include divisions, lecturers, and graduate students of Hoa Sen University.

Article 2. Abbreviations

In this document, the meaning of abbreviations is as follows:

No.	Abbreviation	Meaning
1	BOP	Board of Presidents
2	HSU	Hoa Sen University
3	OETQA	Office of Testing - Quality Assurance
4	OIT	Office of Information Technology
5	QA	Quality Assurance

Article 3. Purposes of the survey


1. Learn about the employment status of graduates.
2. Find out the satisfaction level with the quality of academic programs at HSU, and the knowledge and skills that are needed for students to get hired quickly. From that, it helps the University and the Heads of the Faculty/Office/Center offer the solutions to ensure and improve the quality of the academic programs, meeting the needs of society.

Article 4. Requirements of the survey

1. The graduate survey is conducted twice annually;
2. Graduates clearly understand the purpose and the meaning of collecting feedback;
3. Graduates are honest and objective in providing feedback;
4. The survey results must be accurate, reliable, confidential, and used for the right purposes.

Article 5. Survey contents

1. Employment status
2. Evaluation of the quality of academic programs
3. Factors helping graduates find a job

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CHAPTER 2. SURVEY ORGANIZATION AND RESULTS ASSESSMENT

Article 6. Organization of the implementation of the survey

1. Participants

Students of all faculties who have registered for graduation.

2. Survey instrument

The questionnaire includes the particular criteria of the survey content stated in Article 5 and specifies the level for the indicators through the scale value.


3. Survey forms

The online survey is conducted in the portal at <http://httsv.hoasen.edu.vn>.

After registering for graduation, students have to sign in to the system and do the survey.

4. Survey process

No.	Task	Division in charge	Explanation
1	Students do the survey	- OIT - Student Center - OTQA	Students log in to the portal http://httsv.hoasen.edu.vn to do the survey.
2	Processing the results and writing the report	- Student Center - OTQA	- Student Center processes the data, analyzes the results, and writes the report for sections 1 and 3, article 5. - OTQA processes the data, analyzes the results, and writes the report for section 2, article 5.
3	Sending the report	- Student Center - OTQA	- Student Center sends the report to OTQA in the third week of July and January; - OTQA finishes the report of section 2, article 5 and compiles it with the report from the Student Center, then sends it to BOP and other divisions in the fourth week of July and January annually.

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No.	Task	Division in charge	Explanation
4	Innovating after the survey	- OTQA - Faculties/ Offices/ Centers	Based on graduate survey results, Faculties/ Offices/ Centers conduct a review, make an improvement plan (if any), and submit it to BOP through OTQA.
5	Store the information and data of the survey	- Student Center - OTQA	- Student Center stores the survey result data and the survey report of sections 1 and 3 of article 5, and sends the report (approved and signed scan file) and the survey data results (soft file) to OTQA to store and use for the QA purposes; - OTQA stores the data, results, and reports about the graduate survey.


Article 7. Responsibilities of related divisions in surveying graduates

1. Student Center

- a) Processing data, analyzing, and writing a report on survey results in sections 1 and 3, Article 5 (Employment status and factors helping graduates find a job);
- b) Organizing meetings to learn from experience, adjusting the survey tools (if needed, through the OTQA), proposing to the board of management how to use the survey results;
- c) Storing the hard file and soft file of the survey results. Also, sending the report (approved and signed scan file) as well as survey results on the employment status and factors that help graduates find a job (soft file) to OTQA for them to compile the documents, store, and use for QA purposes.

2. Office of Testing – Quality Assurance

- a) Processing data, analyzing and writing the survey report in the content of section 2, article 5 (evaluation of academic program's quality), at the same time, compiling with the report from Student Center and sending them to BOP and other related divisions;
- b) Storing the data, results, and reporting on the graduate survey;
- c) Receiving and proposing changes to the survey's content, tools, and methods;
- d) Receiving the improvement plan and report of the Faculties/Offices/Centers and submitting to the BOP (if any).

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3. Office of Information Technology

- a) Solving the unexpected situations that arise while graduates do the online survey;
- b) Storing the survey data in the PeopleSoft system;
- c) Developing, improving, and completing the survey system and report according to the suggestion of OTQA.

4. Faculties/ Offices/ Centers

- a) Announcing to graduates the purposes, requirements, and contents of the survey;
- b) Conducting discussions about the survey result; making a comparison with the results of the previous semesters; reviewing, analyzing the reasons, making the improved plan (if any), and submitting it to the BOP through OTQA.

Article 8. Storing survey data and results

1. Survey data will be saved on the system <http://httq1.hoasen.edu.vn> for 5 years following the university accreditation cycle;
2. The survey data will be saved on the system <http://httq1.hoasen.edu.vn>.
3. Analyzed survey data and reports about factors that help graduates quickly find jobs will be stored at the Student Center in hard files and soft files.
4. Analyzed reports and survey results will be stored at OTQA in hard files and soft files.

Article 9. Validity

1. This regulation takes effect from the issue date. All previous regulations which are contrary to these Regulations shall be invalidated and annulled;
2. During the implementation process, if it is necessary to adjust and supplement, divisions and individuals send suggestions to OTQA to compile and submit to the BOP for the decision on adjustment so that it is suitable for the current situation and law;
3. Divisions and individuals involved in the graduate survey are responsible for implementing this regulation.

PRESIDENT
(signed)

Assoc. Prof Vo Thi Ngoc Thuy