

**UNDERGRADUATE PROGRAM, COHORT 2024**  
**BACHELOR OF HUMAN RESOURCE MANAGEMENT**

*(Attached to Decision No. 237 /QĐ-UEF dated 10/04/2024 of the President of Ho Chi Minh City University of Economics and Finance)*

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**1. GENERAL INFORMATION ABOUT THE PROGRAM**

Name of study programme: **HUMAN RESOURCE MANAGEMENT**

Specializations:

- Specialization 1. Training and Development
- Specialization 2. Recruitment

Programme level: Undergraduate.  
Duration: 4 years / 134 credits  
Language(s) of Instruction: Vietnamese and English  
Training Orientation: Vocational orientation  
Awarding Institution: Ho Chi Minh City University of Economics and Finance  
Qualification: Bachelor of Human Resources Management  
Qualification level: Level 6 Vietnamese Qualifications Framework.  
Cohort: 2024.

**2. STUDY PROGRAM**

**2.1. Mode of Study:** Full-time

**2.2. Admission requirements**

- Students must have graduated from high school education in Vietnam, or equivalent qualification.
- Students are considered for admission to UEF based on results obtained through one of the following methods:
  - (1) National High School Exam results
  - (2) High school academic transcript
  - (3) Competency Assessment Exam results by Vietnam National University, HCMC.

**2.3. Grading scale**

- For credits calculated into GPA:

Classification	10-point scale	4-point scale	
		Score in letter	Score in number
Pass	From 8.5 to 10	A	4.0
	From 7.0 to 8.4	B	3.0
	From 5.5 to 6.9	C	2.0
	From 4.0 to 5.4	D	1.0
Fail	From 0 to 3.9	F	0

- For courses that only require passing, not counted in the GPA:

Classification	10-point scale	Score in letter
Pass (ungraded)	5.0 and above	P

## 2.4. Graduation conditions

According to the Bachelor's Degree Level Training Regulations, professional conditions include:

- (1) Accumulate all required courses of the study program;
- (2) The average cumulative grade for the entire course must be 2.00 or higher; particularly, the grade for elective courses related to practical internship knowledge (project/graduation thesis) must be C or higher;
- (3) Hold a certificate of Military Education and complete the Physical Education course;
- (4) Hold an Advanced Information Technology Certificate (not applicable to study program in Information Technology, Software Engineering, or Data Science) and an IELTS 5.5 English Certificate (not applicable to language program).

## 2.5. Objectives of the study program (Program Objectives)

### General objectives:

The Bachelor of Human Resource Management program is designed to prepare career-oriented graduates who demonstrate strong political awareness, professional ethics, and personal integrity. Learners are equipped with solid health, comprehensive and in-depth knowledge in human resource management, proficient professional skills, and the ability for independent and creative thinking. Graduates are capable of lifelong learning, research, global integration, and adapting to dynamic natural and social environments.

### Specific objectives:

**PO1 (Knowledge):** Provide learners with foundational knowledge in natural and social sciences, political science, and law; as well as fundamental and advanced competencies in human resource management. The program also equips students with essential supporting knowledge necessary to meet professional requirements.

**PO2 (Skills):** Equip learners with practical professional skills in talent acquisition, employee training and development, compensation and benefits administration, human resource information systems, and the application of specialized and interdisciplinary knowledge to solve real-world problems. Students also develop communication and interpersonal skills, teamwork competencies, and global integration capabilities.

**PO3 (Level of Autonomy and Responsibility):** Develop learners' professional ethics and sense of community responsibility; strengthen independent and creative thinking; and foster the ability to collaborate effectively in learning, research, and professional environments. Graduates are able to adapt to multicultural workplaces and participate in global integration.

## 2.6. Program Learning Outcomes

### Knowledge

- (1) Apply knowledge from natural and social sciences, political science, law, and national defense security education to meet the requirements of professional practice and everyday life.
- (2) Systematically analyze general economic knowledge and foundational concepts in management and marketing as a basis for making practical and effective human resource decisions and solutions aligned with current and future workforce needs.
- (3) Evaluate the status and effectiveness of specific HR activities such as recruitment, training and development, HR policies and procedures, and compliance with current labor laws and regulations.
- (4) Analyze human resource reports, operational procedures, and HR activity plans (including recruitment, training and development, and HR budgeting), as well as workforce demand analyses in enterprises.

### Skills

- (5) Demonstrate effective system thinking and critical thinking skills, including the ability to apply alternative solutions in dynamic and changing work environments.
- (6) Perform proficiently in communication, independent work, teamwork, work organization, job evaluation, and the use of HR tools and software applications.
- (7) Integrate managerial skills (planning, organizing, leading, and controlling) with HR professional practices to effectively address organizational issues.
- (8) Use a foreign language at Level 3/6 of the Vietnamese Language Proficiency Framework for professional and multicultural communication.

### Level of Autonomy and Responsibility

- (9) Demonstrate professional ethics, community responsibility, and professional

demeanor, including the ability to supervise others in performing assigned tasks.

(10) Work independently and collaboratively in changing work conditions, taking responsibility for individual contributions and shared group outcomes.

(11) Engage in self-directed learning, demonstrate autonomy in professional development, and adapt quickly to changes in the business environment and technological advancements.

(12) Coordinate and leverage collective intelligence, provide professional guidance, and contribute to and support the community toward the goal of sustainable development.

## 2.7. Program structure

No	Knowledge block	Volume of knowledge			
		Number of credits	Compulsory	Elective	Percentage %
<b>1</b>	<b>Basic knowledge</b>	<b>47</b>	<b>47</b>		35,1%
1.1	<i>Natural - Social sciences</i>	6	6	-	
1.2	<i>Political science</i>	11	11	-	
1.3	<i>Law</i>	3	3	-	
1.4	<i>Information technology</i>	3	3	-	
1.5	<i>Foreign language (English)</i>	24	24	-	
<b>2</b>	<b>Foundational disciplinary knowledge</b>	<b>18</b>	<b>18</b>	-	13,4%
<b>3</b>	<b>Advanced disciplinary knowledge</b>	<b>45</b>	<b>30</b>	<b>15</b>	33,6%
<b>4</b>	<b>Supporting knowledge</b>	<b>15</b>	<b>6</b>	<b>9</b>	11,2%
<b>5</b>	<b>Internship knowledge</b>	<b>9</b>	<b>3</b>	<b>6</b>	6,7%
<b>6</b>	<b>Non-accumulative knowledge</b>				
6.1	<i>Physical education (3 credits)</i>			<input checked="" type="checkbox"/>	
6.2	<i>National defense education (165 periods)</i>		<input checked="" type="checkbox"/>		
	<b>Total</b>	<b>134</b>	<b>104</b> (77,6%)	<b>30</b> (22,4%)	

Total amount of knowledge of the study program: 134 credits.

**Note:** Does not include the amount of non-cumulative knowledge including: Physical Education (3 credits - elective) and National defense education (165 hours - Compulsory).

## 2.8. Program Content

NO.	Code	Course		Type	Language	Number of credits
		Vietnamese	English			
<b>1. Basic knowledge</b>						<b>47</b>
<b>1.1. Natural - Social sciences</b>						<b>6</b>
1.1.1	STA1101	Xác suất thống kê	Probability and Statistics	BB	V	3
1.1.2	BUS1127E	Nhập môn Tiếng Anh kinh doanh	Introduction to Business English	BB	E	3
<b>1.2. Political science</b>						<b>11</b>
1.2.1	POL1111	Triết học Mác-Lênin	Marxist-Leninist Philosophy	BB	V	3
1.2.2	POL1112	Kinh tế chính trị Mác- Lênin	Marxist-Leninist Political Economics	BB	V	2
1.2.3	POL1113	Chủ nghĩa xã hội khoa học	Scientific Socialism	BB	V	2
1.2.4	POL1114	Tư tưởng Hồ Chí Minh	Ho Chi Minh Ideology	BB	V	2
1.2.5	POL1115	Lịch sử Đảng Cộng sản Việt Nam	History of the Communist Party of Vietnam	BB	V	2
<b>1.3. Law</b>						<b>3</b>
1.3.1	LAW1101	Pháp luật đại cương	Introduction to Law	BB	V	3
<b>1.4. Information technology</b>						
1.4.1	ITE1201	Tin học đại cương	Introduction to Computer Basics	BB	V	3
<b>1.5. Foreign Language</b>						<b>24</b>
1.5.1	ENG3101	Tiếng Anh 1	English 1	BB	E	4
1.5.2	ENG3102	Tiếng Anh 2	English 2	BB	E	4
1.5.3	ENG3103	Tiếng Anh 3	English 3	BB	E	4
1.5.4	ENG3104	Tiếng Anh 4	English 4	BB	E	4
1.5.5	ENG3105	Tiếng Anh 5	English 5	BB	E	4
1.5.6	ENG3106	Tiếng Anh 6	English 6	BB	E	4

NO.	Code	Course		Type	Language	Number of credits
		Vietnamese	English			
<b>2. Foundational disciplinary knowledge</b>						<b>18</b>
2.1	ECO1101	Kinh tế vi mô	Microeconomics	BB	V	3
2.2	ECO1102E	Kinh tế vĩ mô	Macroeconomics	BB	E	3
2.3	MKT1101	Marketing căn bản	Principles of Marketing	BB	V	3
2.4	ACC1101	Nguyên lý kế toán	Principles of Accounting	BB	V	3
2.5	MGT1101	Quản trị học	Principles of Management	BB	V	3
2.6	MGT1109E	Quản trị chiến lược	Strategic Management	BB	E	3
<b>3. Advanced disciplinary knowledge</b>						<b>45</b>
3.1	MGT1110E	Quản trị nguồn nhân lực	Human Resource Management	BB	E	3
3.2	MGT1142E	Hành vi tổ chức	Organizational Behavior	BB	E	3
3.3	MGT1104	Quản trị văn phòng	Office Administration	BB	V	3
3.4	LAW1113E	Luật lao động	Labor Law	BB	E	3
3.5	HRM1122E	Quản trị nhân lực quốc tế	International Human Resource Management	BB	E	3
3.6	HRM1126E	Tuyển dụng nguồn nhân lực	Recruitment and Selection	BB	E	3
3.7	MGT1144	Quản trị lương, thưởng và phúc lợi	Compensation Management	BB	V	3
3.8	HRM1119	Hệ thống thông tin nhân sự	Human Resource Information System	BB	V	3
3.9	HRM1116E	Đào tạo và phát triển nguồn nhân lực	Training and Development	BB	E	3
3.10	BUS1117	Phương pháp nghiên cứu trong kinh doanh	Researching Methods in Business	BB	V	3

NO.	Code	Course		Type	Language	Number of credits
		Vietnamese	English			
			<i>Students choose 01 of the 02 Specialisations below</i>			
<b>Specialisation 1.</b>		<b><i>Đào tạo và phát triển</i></b>	<b><i>Training and Development</i></b>			
3.11.1	HRM1118E	Phân tích và thiết kế công việc	Job Analysis	TC	E	3
3.12.1	MGT1134E	Quản trị thành tích	Performance Management	TC	E	3
3.13.1	HRM1111	Nghệ thuật lãnh đạo	Arts of Leadership	TC	V	3
3.14.1	MGT1135E	Quản trị sự thay đổi	Change Management	TC	E	3
3.15.1	HRM1123E	Quản trị sự đa dạng	Diversity Management	TC	E	3
<b>Specialisation 2.</b>		<b><i>Tuyển dụng</i></b>	<b><i>Recruitment</i></b>			
3.11.2	HRM1123E	Thương hiệu nhà tuyển dụng	Employer Branding	TC	E	3
3.12.2	HRM1104E	Quan hệ lao động	Employment Relations	TC	E	3
3.13.2	BUS1123E	Đạo đức kinh doanh	Business Ethics	TC	E	3
3.14.2	HRM1124	Tâm lý học nhân sự	Personnel Psychology	TC	V	3
3.15.2	IBU1108E	Quản trị đa văn hóa	Multicultural management	TC	E	3
<b>4. Supporting knowledge</b>						<b>15</b>
4.1	SKI1107	Project design 1	Project Design 1	BB	V	3
4.2	SKI1108	Project design 2	Project Design 2	BB	V	3
			<i>Choose 3 elective courses:</i>			
4.3	ECO1113	Công dân toàn cầu	Global Citizenship	TC	V	3

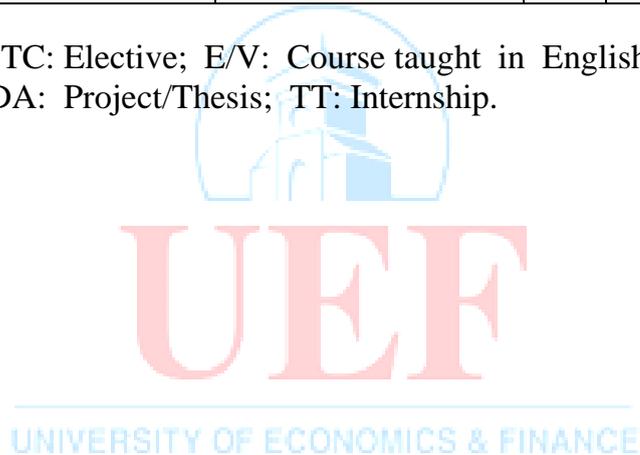
NO.	Code	Course		Type	Language	Number of credits
		Vietnamese	English			
4.4	JPN1163	Đặc nhân tâm phong cách Nhật Bản	Japanese Concepts to Win Friends and Influence People	TC	V	3
4.5	JPN1108	Đất nước học Nhật Bản	Country Studies of Japan	TC	V	3
4.6	CHI1122	Đất nước học Trung Quốc	Country Studies of China	TC	V	3
4.7	ECO1108	Địa lý kinh tế thế giới	World Economics Geography	TC	V	3
4.8	PSY1137	Giáo dục sức khỏe tinh thần	Mental Health Education	TC	V	3
4.9	ENC1121	Giao tiếp liên văn hóa	Cross-cultural Communication	TC	V	3
4.10	BUS1115	Khởi nghiệp	Entrepreneurship	TC	V	3
4.11	LAW1111	Luật thương mại	Commercial Law	TC	V	3
4.12	LAW1116	Luật quốc tế	International Law	TC	V	3
4.13	GPD1135	Nghệ thuật học cơ bản	The Basic of Arts	TC	V	3
4.14	HMM1137	Nghệ thuật xây dựng hình ảnh cá nhân chuyên nghiệp	Professional Personal Branding	TC	V	3
4.15	IRE1130	Nghiệp vụ ngoại giao	Diplomatic Protocol	TC	V	3
4.16	DAS1125	Nhập môn chuyển đổi số	Introduction to Digital Transformation	TC	V	3
4.17	IRE1108	Những vấn đề toàn cầu	Global Issues	TC	V	3
4.18	DAS1124	Phân tích dữ liệu ứng dụng	Applied Data Analytics	TC	V	3
4.19	LAW1107	Pháp luật về doanh nghiệp	Enterprises Law	TC	V	3
4.20	FIN1152	Quản lý tài chính cá nhân	Personal Financial Management	TC	V	3

NO.	Code	Course		Type	Language	Number of credits
		Vietnamese	English			
4.21	IBU1115	Quản trị chiến lược toàn cầu	Global Strategic Management	TC	V	3
4.22	PSY1103	Tâm lý giao tiếp	Communication Psychology	TC	V	3
4.23	ADS1101	Thuyết trình sáng tạo	Creative Presentation	TC	V	3
4.24	DMK1114	Tư duy thẩm mỹ	Aesthetic Thinking	TC	V	3
4.25	TOU1145	Văn hóa bàn tiệc và lễ tân khánh tiết	Diplomatic Reception and Table Art	TC	V	3
4.26	SOS1108	Văn hóa các nước Đông Nam Á	Cultures of Southeast Asia Countries	TC	V	3
4.27	KOR1147	Văn hóa truyền thống Hàn Quốc	Korean Traditional Culture	TC	V	3
4.28	IRE1138	Văn minh nhân loại	Human Civilisation	TC	V	3
<b>5. Internship knowledge</b>						<b>9</b>
5.1	HRM1320	Thực tập tốt nghiệp	Graduation Internship	BB	V	3
			<i>Students choose Thesis or Graduation Project</i>			
5.2	HRM1414	Chuyên đề tốt nghiệp	Graduation Project	TC	V	6
5.3	HRM1415	Khóa luận tốt nghiệp	Thesis	TC	V	6
<b>6. Non – cumulative knowledge</b>						<b>3</b>
<b>6.1. Physical education</b> ( <i>students choose 1 of the following 5 groups</i> )						<b>3</b>
		<i>Group 1</i>				
6.1.1.1	GYM1311	Giáo dục thể chất - Aerobic 1	Physical Education 1 - Aerobic	TC	V	1

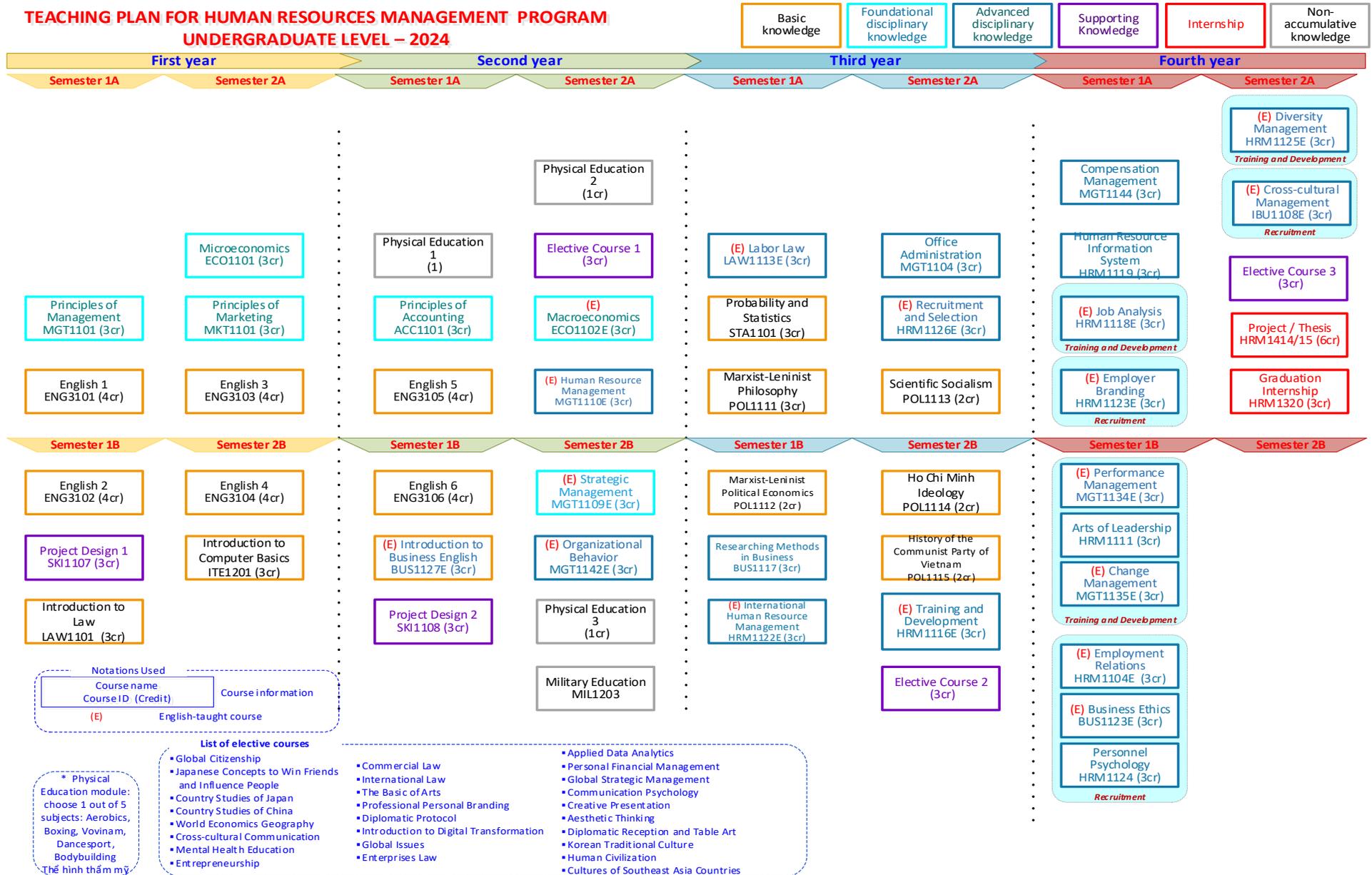
NO.	Code	Course		Type	Language	Number of credits
		Vietnamese	English			
6.1.2.1	GYM1312	Giáo dục thể chất - Aerobic 2	Physical Education 2 - Aerobic	TC	V	1
6.1.3.1	GYM1313	Giáo dục thể chất - Aerobic 3	Physical Education 3 - Aerobic	TC	V	1
		<i>Group 2</i>				
6.1.1.2	GYM1321	Giáo dục thể chất - Vovinam 1	Physical Education 1 - Vovinam	TC	V	1
6.1.2.2	GYM1322	Giáo dục thể chất - Vovinam 2	Physical Education 2 - Vovinam	TC	V	1
6.1.3.2	GYM1323	Giáo dục thể chất - Vovinam 3	Physical Education 3 - Vovinam	TC	V	1
		<i>Group 3</i>				
6.1.1.3	GYM1331	Giáo dục thể chất - Boxing 1	Physical Education 1 - Boxing	TC	V	1
6.1.2.3	GYM1332	Giáo dục thể chất - Boxing 2	Physical Education 2 - Boxing	TC	V	1
6.1.3.3	GYM1333	Giáo dục thể chất - Boxing 3	Physical Education 3 - Boxing	TC	V	1
		<i>Group 4</i>				
6.1.1.4	GYM1341	Giáo dục thể chất - Thể hình thẩm mỹ 1	Physical Education 1 - Body-building	TC	V	1
6.1.2.4	GYM1342	Giáo dục thể chất - Thể hình thẩm mỹ 2	Physical Education 2 - Body-building	TC	V	1
6.1.3.4	GYM1343	Giáo dục thể chất - Thể hình thẩm mỹ 3	Physical Education 3 - Body-building	TC	V	1

NO.	Code	Course		Type	Language	Number of credits
		Vietnamese	English			
		<i>Group 5</i>				
6.1.1.5	GYM1351	Giáo dục thể chất - Dancesport 1	Physical Education 1 - Dancesport	TC	V	1
6.1.2.5	GYM1352	Giáo dục thể chất - Dancesport 2	Physical Education 2 – Dancesport	TC	V	1
6.1.3.5	GYM1353	Giáo dục thể chất - Dancesport 3	Physical Education 2 - Dancesport	TC	V	1
<b>6.2. National defense education (165 periods)</b>						
6.2.1	MIL1203	Giáo dục quốc phòng và an ninh	Military Education	BB	V	

**Note:** BB: Compulsory; TC: Elective; E/V: Course taught in English/ Vietnamese; LT: Theory; TH: Practice; DA: Project/Thesis; TT: Internship.



## 2.9. Training process diagram



Description of the Human Resources Management program, Cohort 2024

## **2.10. Brief description of the courses**

### **STA1101 - Probability and Statistics: 03 credits.**

This course equips students with fundamental knowledge of basic probability and statistical principles. Its content includes random events and their probabilities; random variables and probability distributions; multivariate random variables; samples and sample characteristics; parameter estimation; hypothesis testing; correlation theory; and simple linear regression models.

### **BUS1127E - Introduction to Business English: 03 credits.**

This course provides learners with fundamental knowledge and skills in Business English across areas such as management, recruitment, human resources, finance, marketing, sales, quality management, advertising, logistics, production, and organizational structure. Upon completion, students will be able to apply business-related vocabulary and terminology to synthesize information, analyze issues, and communicate ideas effectively in English.

### **POL1111 - Marxist-Leninist Philosophy: 03 credits.**

This foundational course provides scientific knowledge on Marxist–Leninist philosophy, enhancing students’ abilities in scientific and critical thinking about the objective world. Chapter 1: Introduction to philosophy and the role of Marxist–Leninist philosophy in society. Chapter 2: Core principles of dialectical materialism, including matter and consciousness, dialectical laws, and the theory of knowledge. Chapter 3: Fundamental aspects of historical materialism, such as socio- economic formations, class and nation, the state and social revolution, social consciousness, and philosophical views on human beings.

### **POL1112 - Marxist-Leninist Political Economics: 02 credits.**

This course provides foundational knowledge in Marxist–Leninist political economy, aiming to enhance students’ scientific understanding of the objective world and economic theories. It helps students analyse and evaluate theoretical and practical economic issues within their fields of study.

The curriculum includes six chapters, starting with the subject, research methods, and functions of Marxist–Leninist political economy. Subsequent chapters focus on key issues such as commodities, markets, the role of economic actors, surplus value, competition and monopoly, the socialist-oriented market economy in Vietnam, and the country’s industrial revolution and international economic integration.

### **POL1113 - Scientific Socialism: 02 credits.**

This course includes seven chapters, with Chapter 1 introducing the basics and historical development of scientific socialism. Chapters 2 to 7 cover the core contents of scientific socialism, offering a theoretical framework for understanding socialist ideologies and practices.

### **POL1114 - Ho Chi Minh Ideology: 02 credits.**

This course introduces learners to the comprehensive and profound ideological framework of Ho Chi Minh concerning the Vietnamese revolutionary cause. It covers key ideas on national liberation, class emancipation, human liberation, national independence in association with socialism, the unity of national and global strength, the power of the people, national solidarity, and international solidarity. It also addresses the construction

of a state “of the people, by the people, for the people”, as well as revolutionary ethics, culture, and the development of a new human personality. Students are encouraged to apply these principles in their studies and personal development in the modern era.

**POL1115 - History of the Communist Party of Vietnam: 02 credits.**

This course provides knowledge on the leadership role of the Communist Party of Vietnam. Following an introductory section, the course consists of five main lessons: 1: Object, function, tasks, content, and methods of studying the Party's history. 2: The founding of the Communist Party of Vietnam and its leadership in the struggle for power (1930–1945). 3: The Party’s leadership in two resistance wars and the national reunification (1945–1975). 4: The Party’s leadership during the transition to socialism and the renewal process (1975–2018). 5: Conclusion.

**LAW1101 - Introduction to Law: 03 credits.**

This course studies the State and the Law from the Marxist–Leninist perspective, addressing the most fundamental issues such as the origin, nature, types, and functions of the State and the Law. It also explores the principles of state organisation, as well as forms and structures for exercising state power.

**ITE1201 - Introduction to Computer Basics: 03 credits.**

This course equips students with foundational knowledge in information technology, including: basic IT concepts; operations on files, folders, and drives; internet tools such as web browsing, email, and information storage; use of common utility software such as Unikey and WinRAR; document processing with Microsoft Word; spreadsheet use with Excel; and presentation design using PowerPoint.

**ENG3101 - English 1: 04 credits.**

This course helps students develop vocabulary, grammar, pronunciation, and cultural understanding of English-speaking countries. It enables them to apply listening, speaking, reading, and writing skills in daily communication on topics such as personal information, school subjects, food and drink, travel, emotions, opinions, personal goals, and life tips. The course fosters learners’ awareness of self-directed learning, teamwork, defending personal viewpoints, and lifelong learning. It serves as an essential foundation for improving students' confidence in communication and their ability to use English for studying and exploring relevant subjects and disciplines, thus highlighting the role of English in professional and academic development.

**ENG3102 - English 2: 04 credits.**

This course continues to enhance students' vocabulary, grammar, pronunciation, and cultural knowledge of English-speaking countries. It provides opportunities for students to practise integrated language skills through topics such as travel, education, interesting places, important events, and inventions. The course also promotes independent and collaborative learning, the defence of opinions, and lifelong learning. It lays the groundwork for students to become more confident in using English for academic purposes and professional exploration, fostering a clear understanding of the importance of English in career and personal growth.

**ENG3103 - English 3: 04 credits.**

This course supports the development of students’ vocabulary, grammar, pronunciation,

and cultural competence related to English-speaking societies. Students engage in communicative tasks involving themes such as personality, success, motivation, competition, social etiquette, and the arts. It also encourages independent learning, collaboration, critical thinking, and lifelong learning. The course provides a strong foundation for increased confidence in using English for academic and professional purposes, reinforcing its significance in students' future career paths.

**ENG3104 - English 4: 04 credits.**

In this course, students advance their language skills including vocabulary, grammar, and pronunciation alongside deeper cultural awareness of English speaking countries. Communication tasks focus on more complex topics such as financial information, time management, and real-life challenges. The course promotes autonomy in learning, teamwork, critical thinking, and the development of lifelong learning habits. It prepares students to use English effectively for academic studies in related subjects and professional contexts, underlining the importance of English for ongoing personal and career development.

**ENG3105 - English 5: 04 credits.**

This course enhances students' language proficiency and cultural understanding through communication on moderately complex topics such as education, crime, making predictions, table manners, and competitions. It supports the development of vocabulary, grammar, and pronunciation, and improves the integration of listening, speaking, reading, and writing skills. The course fosters independent thinking, collaboration, and long-term learning strategies, preparing students for confident use of English in academic and professional contexts.

**ENG3106 - English 6: 04 credits.**

This advanced course focuses on building students' language skills through complex and nuanced topics such as history, accidents, shopping, employment, and sincerity. It deepens students' knowledge of grammar, vocabulary, pronunciation, and socio-cultural aspects of English-speaking countries. By promoting independent study, group work, and critical reasoning, the course enables students to communicate with greater fluency and confidence. It serves as a critical foundation for utilising English in academic research and future career development.

**ECO1101 - Microeconomics: 03 credits.**

This course introduces the basic principles of microeconomics, focusing on the behaviour of key economic agents consumers and firms across various types of markets. It also provides an overview of government policies within the economy. Class discussions and topic analyses are primarily based on current issues in the Vietnamese economy.

**ECO1102E - Macroeconomics: 03 credits.**

This course offers a general overview of a national economy, exploring the content and significance of macroeconomic variables and addressing key issues such as inflation, unemployment, and economic growth. It further examines basic macroeconomic models to analyse the effects of macroeconomic policies, including fiscal, monetary, and external economic policies. Through these models, learners gain deeper insights into how the economy operates.

**MKT1101E - Principles of Marketing: 03 credits.**

This course provides students with fundamental knowledge of marketing, the impact of marketing on businesses, trends in marketing in the context of globalization, and the marketing environment and information. With this knowledge, students will be able to segment markets, identify target markets, and position products in the market, as well as analyse customer characteristics and behaviour. The course also enables learners to understand the four elements of planning, organising, and implementing a marketing strategy (Marketing Mix): product development strategy (Product), pricing strategy (Price), distribution strategy (Place), and promotion strategy (Promotion). Throughout the course, students will engage in discussions and exchanges, as well as problem-solving through case-based situations.

**ACC1101E - Principles of Accounting: 03 credits.**

This course provides learners with fundamental knowledge of accounting, forming the basis for further study of advanced topics in the accounting discipline. Specifically, it covers concepts such as accounting definitions, accounting objects, types of financial statements, users of financial statements, elements of financial statements and double-entry bookkeeping, the legal framework and key concepts, the accounting system and record keeping, as well as recording business transactions and sales tax.

**MGT1101 - Principles of Management: 03 credits.**

This course provides students with fundamental knowledge of managing an organization or business. Students will gain a comprehensive understanding of general management theory, including the concept and necessity of management, core management functions, essential managerial skills, the impact of the environment on organizational activities, managerial decision-making, leadership, and employee motivation. Additionally, the course introduces key management thoughts and several modern management models, equipping students with the knowledge to apply management principles in contemporary organizational settings.

**MGT1109E - Strategic Management: 03 credits.**

This course provides students with foundational and advanced knowledge of strategy and strategic management within organizations or businesses. Upon completion, students will be able to identify, interpret, and analyze the opportunities, challenges, strengths, and weaknesses of a specific organization. They will apply tools and frameworks such as SWOT, PEST, and BCG matrices to assess the business environment, analyze and select appropriate strategies, implement and control strategic plans, and evaluate the competitive capabilities of an enterprise.

**MGT1110E - Human Resource Management: 03 credits.**

This course provides students with fundamental knowledge of human resource management and its application across various types of organizations and enterprises. Students will gain a comprehensive understanding of HR management, including planning, recruitment, selection, training and development, performance evaluation, leadership (utilization, retention, motivation), and creating favorable conditions for employees to achieve the strategic goals and vision of the organization.

**MGT1142E - Organizational Behavior: 03 credits.**

This course provides essential knowledge for managers based on principles from

psychology and sociology. It helps future managers understand the internal and external factors influencing individual and group behavior within organizations. Students learn methods to address human resource-related management challenges. Strong interpersonal skills are emphasized as critical for managing subordinates, communicating with superiors, and successfully leading organizational change. These skills are particularly relevant in the Vietnamese context, where organizations are increasingly required to innovate and adapt.

**MGT1104 - Office Administration: 03 credits.**

This course provides students with foundational knowledge in office management, including the basic functions of management: planning, organizing, directing, and controlling office operations. Students gain knowledge of core office tasks, such as office arrangement, reception, management, document preparation, and record-keeping. The course equips students with both soft skills and specialized knowledge necessary to enter the labor market in office administration and, more broadly, in business management.

**LAW1113 - Labor Law: 03 credits.**

This course provides students with fundamental knowledge of labor law to enable effective management and ensure orderly labor relations within the legal framework. Students will gain a clear understanding of the relationship between employers and employees and learn strategies to harmonize the interests of both parties in labor activities. Additionally, the course covers methods for resolving both collective and individual labor disputes, equipping students to select appropriate approaches that protect the rights and interests of all involved.

**HRM1122E - International Human Resource Management: 03 credits.**

Effective international human resource management (IHRM) is a critical factor for organizational success in a globalized business environment. This course introduces techniques and methods for managing international human resources from a strategic business perspective. It is designed to help students understand how to manage international human resources effectively within current legal, social, and economic contexts. Topics include HR strategy development and implementation, job analysis, recruitment and selection methods, training and development approaches, performance evaluation, compensation and benefits systems, and evaluation of international HR management effectiveness. The course emphasizes integrating human resource management with overall business strategy in a global business environment

**HRM1126E - Recruitment and Selection: 03 credits.**

This course provides students with the knowledge to plan human resources and manage talent attraction and recruitment. Students gain an understanding of the key success factors in recruitment and appointment processes, as well as important principles, tools, and techniques to optimize recruitment and appointment effectiveness.

**MGT1144 - Compensation Management: 03 credits.**

In the transition from a centrally planned to a market economy, compensation, rewards, and benefits are traditionally linked to long-term employment contracts or stable staffing arrangements. In an evolving industrial relations environment, wages, bonuses, and benefits are expanding. This course addresses topics including compensation structures, policies, methods for calculating wages and bonuses, and benefits distribution in Vietnamese enterprises. Additionally, the course introduces approaches to organizing and

planning compensation, rewards, and benefits systems, as well as methods for analyzing and evaluating existing plans.

**HRM1119 - Human Resource Information System: 03 credits.**

This course equips students with skills and knowledge to redesign and systematize human resource information processes, applying technology to optimize HR tasks such as job analysis, recruitment, training and development, performance evaluation, and compensation and benefits management. Additionally, the course develops students' readiness to adapt to technological changes and assess the suitability of digital transformation initiatives for human resource management within organizations.

**HRM1116E - Training and Development: 03 credits.**

This course emphasizes theories of human resource training and development and their practical application in contemporary organizations. Key activities covered include training self-managed teams, managing diverse workforces, and designing effective training and development programs. Students learn to identify training needs and evaluate the effectiveness of training programs.

**BUS1117 - Researching Methods in Business: 03 credits.**

This course equips students with the essential knowledge and skills required to plan and conduct a specific research project in the field of business. Key topics include identifying research problems, developing research proposals, selecting analytical frameworks and research designs, designing samples and collecting data, analyzing data, and writing and presenting research findings. By the end of the course, students will be able to apply systematic research methods to address business-related questions effectively.

**HRM1118E - Job Analysis: 03 credits.**

Job analysis is a critical activity that contributes to the success of any organization. This course introduces students to the methods and techniques of job analysis, including information gathering, and the preparation of job descriptions and job specifications for both individual and team-based roles. Job analysis is conducted to support key human resource activities such as compensation, recruitment, training and development, and performance evaluation of employees.

**MGT1134E - Performance Management: 03 credits.**

This course highlights the importance of performance management systems and effective employee performance evaluation, enabling organizations to achieve both short-term and long-term goals. It reinforces that performance management is an ongoing process, including planning, facilitation, assessment, and enhancement of individual and organizational performance.

**HRM1111 – Arts of Leadership: 03 credits.**

This course explores the relationship between management and leadership, qualities required for group and organisational leadership, and leadership styles (democratic, authoritarian, laissez-faire). It emphasises the artistry of leadership, including creativity, flexibility, synthesis, practicality, and scientific approaches, covering skills like coordination, communication, motivation, power use, talent management, and adaptability. It also addresses group leadership responsibilities, power versus authority, delegation, and talent selection.

**MGT1135E - Change Management: 03 credits.**

This course provides students with essential knowledge about organizational change, including types of change, forms of change, and pressures that drive organizations to change. Students are introduced to change management models, processes, and the typical responses of individuals within organizations to change. The course equips learners with the ability to apply change management principles to plan, monitor, and control change initiatives, as well as to address human reactions to ensure organizational effectiveness during transitions. Additionally, the course fosters an understanding of the importance of change management and encourages students to adopt a positive attitude toward change in both professional and personal contexts.

**HRM1123E - Diversity Management: 03 credits.**

This course discusses diversity in work experience and its impact on organizational performance. It examines various forms of diversity, including cultural, gender, racial, ethnic, religious, age, disability, and sexual orientation, and treats diversity management as a critical managerial competency. Students engage in experiential exercises and applied projects to develop the ability to manage diverse workforces effectively.

**HRM1123E - Employer Branding: 03 credits.**

This course provides foundational knowledge for building an employer brand to attract potential candidates and talent to the organization. Through research and practical exercises, students gain an understanding of employer branding concepts, processes, and strategies for enhancing corporate brand appeal to prospective employees. The course emphasizes internal communication skills and helps students evaluate and adjust their communication styles for professional contexts.

**HRM1104E - Employment Relations: 03 credits.**

This course examines the relationship between employers and employees based on labor law and related regulations. Students learn to develop management strategies that promote orderly labor relations and enhance organizational effectiveness.

**BUS1123E - Business Ethics: 03 credits.**

This course discusses ethical responsibilities of managers, public authorities, and enterprises. Students explore practical management dilemmas and complex ethical conflicts through case studies. The course introduces ethical frameworks in competitive and globalized business contexts. Assignments involve both theoretical analysis and practical case studies from public agencies and enterprises.

**HRM1124 - Personnel Psychology: 03 credits.**

This course provides an overview of business management psychology, including subjects, tasks, roles, and research methods. Topics include human resource management in production and commerce, customer psychology, sales competencies, advertising, leadership qualities, communication styles, personnel utilization, motivation, and the management of human factors in business.

**IBU1108E - Multicultural management: 03 credits.**

This course enhances practical knowledge in managing multicultural organizations engaged in international business. Students gain insights into organizational and managerial practices in diverse business environments. The course introduces foundational

theories and practical approaches to cross-cultural negotiation and management in the 21st-century international workplace. Students acquire specialized knowledge to address various cultural challenges and develop practical skills for personal and professional growth in a global context.

**SKI1107 - Project Design 1: 03 credits.**

This course equips students with basic knowledge of logical and scientific project design thinking. Students proactively identify and analyse real-world societal issues using data, mastering techniques to propose innovative solutions. They develop ideas, test feasibility through group activities, and enhance skills in research, critical thinking, communication, and leadership. Projects focus on practical, innovative applications aligned with the United Nations' Sustainable Development Goals (SDGs).

**SKI1108 - Project Design 2: 03 credits.**

This course provides a logical and scientific process for commercialising business ideas, fostering innovation and entrepreneurship. It focuses on developing business ideas using the NABC model (Needs, Approach, Benefits/Costs, Competition) to articulate value propositions. Group projects are refined through continuous value creation forums (VCF) and presented via posters to stakeholders, simulating organisational or entrepreneurial activities. Projects involve market, technology, and customer analysis, idea validation, and alignment with SDGs.

**ECO1113 - Global Citizenship: 03 credits.**

This course introduces fundamental concepts of global citizenship, enabling students to develop a roadmap to become global citizens and implement community projects. Key topics include globalisation, society, politics, environment, the digital era, and building a global citizenship pathway.

**JPN1163 - Japanese Concepts to Win Friends and Influence People: 03 credits.**

This course provides knowledge of Japanese interpersonal communication and behaviour for achieving success. Students learn to understand themselves, be honest, empathise with others, and unlock hidden potential to elevate personal development.

**JPN1108 - Country Studies of Japan: 03 credits.**

This course offers detailed insights into various aspects of Japan, including geography, history, economy, politics, society, and diplomacy, as well as macro issues like transportation, trade, and defence. It equips students with knowledge of Japan's unique culture and traditions, enhancing international understanding through vivid and engaging depictions.

**CHI1122 - Country Studies of China: 03 credits.**

This course provides foundational knowledge of China and its people, covering distinctive features in geography, history, population, politics, economy, education, ideology, religion, and arts, fostering a comprehensive understanding of Chinese culture...

**ECO1108 - World Economics Geography: 03 credits.**

This course introduces the global socio-economic territorial system, interactions between developed and developing countries, and notable economic developments in various regions. It addresses political and social changes impacting regional economies in the context of globalisation, using economic, political, and social maps to illustrate recent

global economic shifts.

**PSY1137 - Mental Health Education: 03 credits.**

This course equips students with knowledge, skills, and attitudes related to mental health, covering topics like mental health overview, common disorders, stigma, social contexts, community and student mental health, sexual diversity, and mental health care. Students learn to recognise, prevent, and care for their own and others' mental health.

**ENC1121 - Cross-cultural Communication: 03 credits.**

This course provides a multidimensional perspective on cultural phenomena at local, regional, and global levels, fostering respect for cultural differences and ethical values. It enhances intercultural communication skills by exploring globalisation, international trade, and causes of communication breakdowns across regions and nations from a cultural perspective. Students learn about cultural differences, opposing values, and non-verbal communication globally.

**BUS1115 - Entrepreneurship: 03 credits.**

This course introduces core principles and knowledge of entrepreneurship, enabling students to design, build, and manage small companies or projects. It supports the realisation of business ideas, creating small-scale business processes from creative concepts.

**LAW1111 - Commercial Law: 03 credits.**

This course provides foundational knowledge of commercial activities and services, covering legal issues related to merchants, commercial activities under Vietnamese law, merchant rights and obligations, and commercial sanctions.

**LAW1116 - International Law: 03 credits.**

This course covers the origins, concepts, characteristics, structure, norms, and nature of international law, distinguishing it from national law and exploring their dialectical relationship. It addresses fundamental principles, sources, population, territory, borders, international maritime law, and diplomatic-consular law.

**HMM1137 – Professional Personal Branding: 03 credits.**

This course equips students with knowledge and skills in style, attire, and physical presentation, as well as professional image-building, clothing selection, colleague and client communication, phone etiquette, expressive language, emotional control, and graceful movement. It fosters a professional image, enhancing workplace effectiveness and stakeholder satisfaction, particularly in service industries.

**IRE1130 – Diplomatic Protocol: 03 credits.**

This course covers diplomatic practices like protocol, consular work, information and external propaganda, negotiations, and research. It provides theoretical and practical knowledge of diplomatic protocol in Vietnam and globally, focusing on protocol overview, precedence and seating arrangements, diplomatic ceremonies, and diplomatic banquets.

**DAS1125 – Introduction to Digital Transformation: 03 credits.**

This course provides foundational knowledge of global and Vietnamese digital transformation trends, definitions, and concepts for enterprises, digital transformation roadmaps for small and medium enterprises, readiness assessment tools, and technological

solutions for transformation.

**IRE1108 – Global Issues: 03 credits.**

This course offers a comprehensive overview of current global issues, focusing on topics like weapons of mass destruction, environment, population, international crime, energy, and poverty. It covers definitions, classifications, historical development, current status, international cooperation, and challenges in addressing these issues, providing theoretical foundations and methods for analysing international relations phenomena.

**DAS1124 – Applied Data Analytics: 03 credits.**

This course introduces basic data analysis techniques and thinking through practical applications, focusing on Excel-based methods for fields like economics, business, finance, marketing, and real estate, unlocking valuable data insights for organisations.

**LAW1107 - Enterprises Law: 03 credits.**

This course is a specialized legal subject that provides foundational knowledge of enterprises and relevant legal regulations. Students will acquire comprehensive knowledge of enterprise models, establishment procedures, management structures, reorganisation, dissolution, and bankruptcy. Key topics include:

- Conditions for establishment, organisation, management, and finance of business entities;
- Signs of enterprise insolvency and legal procedures for bankruptcy resolution.
- Reorganisation and dissolution of enterprises in accordance with current legislation.

**FIN1152 – Personal Financial Management: 03 credits.**

This course addresses the importance of personal financial management amidst rapid life changes, preparing individuals for unforeseen events like economic downturns, bankruptcy, unemployment, or sudden death. It covers concepts, principles, tools, and methods for financial planning in career choices, budgeting, investment portfolios, retirement, and legacy planning, ensuring a stable financial future.

**IBU1115 – Global Strategic Management: 03 credits.**

This course helps students understand globalisation drivers and strategic management aspects in global companies, equipping them with practical knowledge and skills to address enterprise globalisation and global management challenges.

**PSY1103 – Communication Psychology: 03 credits.**

This course provides foundational knowledge of psychology, identifying human psychological phenomena, understanding their diversity, and mastering the laws governing their formation. It covers objective and subjective factors shaping psychology, communication theories, behaviour structures, forms, tools, communication essence, and skills for effective communication and interaction.

**ADS1101 – Creative Presentation: 03 credits.**

This course equips students with skills to present ideas, solutions, and advertising strategies persuasively, covering goal setting, idea creation, content preparation, media use, presentation techniques, and supporting technologies. It emphasises creativity and effectiveness in advertising and commercial presentations.

**DMK1114 – Aesthetic Thinking: 03 credits.**

This course fosters aesthetic thinking across various life domains, from arts to entertainment, festivals, culture, sports, production, education, healthcare, and military activities. It equips students with aesthetic knowledge for diverse professions and encourages personal aesthetic development.

**TOU1145 – Diplomatic Reception and Table Art: 03 credits.**

This course enhances students' skills and knowledge in table etiquette and ceremonial protocol, covering dining behaviour, professional use of utensils, and communication and diplomatic skills in social and business settings. It supports career development in event management, hospitality, and customer service, complementing hotel and tourism management program.

**SOS1108 – Cultures of Southeast Asia Countries: 03 credits.**

This course systematically introduces Southeast Asian countries' geography, population, history, communities, cultures, socio-economic development, customs, landmarks, and tourism potential. It compares similarities and differences with Vietnamese culture, assessing ASEAN tourism cooperation and the ASEAN Socio-Cultural Community's realisation.

**KOR1147 – Korean Traditional Culture: 03 credits.**

This course provides knowledge of Korean traditional culture, including interactions with natural and social environments, cultural history, and lifestyles. It enables students to analyse and compare Korean culture with other Eastern cultures, identifying similarities and differences with Vietnamese culture for appropriate intercultural interactions.

**IRE1138 – Human Civilisation: 03 credits.**

This course aims to: 1) familiarise students with basic geography, history, and cultural knowledge for global citizenship; 2) provide a foundation for subsequent courses; 3) illustrate human diversity across civilisations; and 4) stimulate curiosity for further learning. It emphasises cultural themes and patterns over chronological events, integrating literature, architecture, arts, and music as core components.

**HRM1320– Graduation Internship: 03 credits.**

The Graduation Internship is a mandatory course in the undergraduate and college programs at the Ho Chi Minh City University of Economics and Finance (UEF). This course enables students to gain practical experience in a real work environment, allowing them to understand the organizational structure, functions, responsibilities, and operational methods of departments within a company.

Students have the opportunity to practice various human resource processes in actual enterprises, including recruitment, training and development, compensation and benefits (C&B), and employee performance evaluation. They apply knowledge acquired from real-world experiences and prepare a final report with practical applications on different HR topics. The course equips students with modern human resource management knowledge and skills, helping them understand, describe, and apply HR activities in global business contexts, adapt to dynamic environments, and meet employer needs while aligning with international integration..

**HRM1414 – Graduation Project: 06 credits.**

This course familiarizes students with conducting scientific research, including reviewing theoretical foundations, identifying research problems, formulating hypotheses, developing analytical frameworks, collecting and analyzing data, and presenting and defending research results related to enterprises and organizations.

**HRM1415 – Thesis: 06 credits.**

This course helps students apply theoretical knowledge and critical thinking skills to investigate a specific issue related to their field or major. At the end of the course, each student is required to present their research findings in the form of a graduation project or thesis. The course aims to enable students to:

- **Identify meaningful research problems:** Recognize research problems with both theoretical and practical significance. The research issue may relate to the activities of the internship unit or be a macro-level problem associated with the broader industry or market. Students learn to identify and define the urgency of the research problem, the research object, scope, and research questions for specific objectives, as well as develop a research plan for the identified problem.
- **Synthesize and systematize relevant theoretical issues:** Compile prior research related to the identified research problem (Literature Review). Learn to construct a list of references or bibliography.
- **Analyze research problems:** Integrate and analyze the identified research issue, apply appropriate data collection methods, and use suitable data processing tools. From this, students can evaluate the current situation, identify issues, and propose solutions for the research subject.
- **Develop scientific research methods and reporting skills:** Acquire skills to prepare, present, and defend research reports effectively.

**GYMxxxx – Physical Education 1, 2, 3: 03 credits.**

The course equips learners with basic knowledge of physical education, techniques, and exercise methods to train and improve health and aesthetics. Learners can choose their favourite courses to practice in accordance with their physical fitness such as: Gymnastics, Aerobics, Boxing, Vovinam, Dancesport.

**MILxxxx – Military Education: 165 lessons.**

The course equips learners with basic understanding of the Party and State's defence and security policies and guidelines on building all-people national defence, people's security, and love for socialism. Grasp basic knowledge about national defence and security in the new situation. Implement basic skills in platoon-level military techniques and tactics, know how to use handguns and some commonly used infantry weapons. The subject is divided into 04 parts: part 1 - National defence and security guidelines of the Communist Party of Vietnam, part 2 - National defence and security work, part 3 - General military, tactics, pistol shooting techniques and using grenades, part 4- General understanding of troops and branches.

**3. FUNCTION OF THE QUALIFICATION****3.1. Opportunities for further study**

- Able to self-study and research to improve qualifications in professional fields related to the training specialization;
- Able to transfer to higher education levels at the post-graduate level in course relating to specialisation.

### **3.2. Employment opportunities**

- Administrative Receptionist: Serves as the company's primary point of contact and supports administrative operations such as welcoming guests, handling mail and deliveries, receiving incoming calls, maintaining records, and coordinating company meetings and events.
- General Human Resources Staff: Responsible for all functions and activities related to human resource management within the organization.
- Learning & Development (L&D) Specialist: Implements orientation and employee training programs; ensures the quality and capability of the organization's human resources.
- Talent Acquisition Specialist: Manages the full recruitment process, including identifying workforce needs, proposing hiring criteria, sourcing candidates, receiving and screening applications, and conducting interviews.
- Total Rewards Specialist: Works directly with compensation, benefits, and company policies; handles issues related to payroll, compensation claims, bonuses, insurance, termination, leave, and other employee benefits.
- Human Resources Business Partner (HRBP): Participates in projects to modernize enterprise-wide human resource management systems; collaborates with consultants and solution providers; researches and proposes adjustments and enhancements to HR management processes to align with organizational needs.
- Labor Relations Specialist (DEIB): Holds primary responsibility for developing policies, procedures, and internal regulations related to employees; monitors and reviews HR activities to ensure compliance; participates in communication and labor relations initiatives, as well as organizing employee engagement activities across the company.
- Employer Branding Specialist: Oversees the creation and design of recruitment marketing materials and employer branding initiatives; manages digital recruitment platforms including the company website, fanpage, TikTok, LinkedIn, and others; posts job information, maintains content, responds to candidate inquiries, and develops recruitment events at universities.
- Lecturers at vocational, intermediate, and college institutions offering Human Resource Management programs.
- Entrepreneurs operating in the field of human resource management, such as labor supply and training services, HR consulting, corporate training management, and consulting for HR-related courses.

## **4. ADDITIONAL INFORMATION**

### **4.1. Extracurricular Activities**

During their studies at the University, students have opportunity to participate in various activities, including academic events, activities organized by the Youth Union and Student

Association, volunteer and community service programs, and club activities. These experiences help students develop essential skills, foster social responsibility, and expand their professional and social networks.

#### **4.2. Quality Assurance**

Ho Chi Minh City University of Economics and Finance has been accredited for quality assurance at both the institutional and program levels by reputable national and international accreditation organizations. Information on accreditation results and the list of accredited programs is published at <https://www.uef.edu.vn/qacenter/quality-accreditation/accreditation-certification-19482>.

#### **4.3. Conversion of UEF Credit System to the European Credit Transfer and Accumulation System (ECTS)**

- 1 UEF credit is equivalent to 50 hours of student workload, including lecture attendance, guided learning, self-study, research, practical experience and assessments. For classroom-based learning, 1 credit requires a minimum of 15 hours of theoretical instruction or 30 hours of practical work, experiments, or discussions, with each contact hour counted as 45 minutes.

- 1 ECTS credit is equivalent to 30 hours of student workload.

- 1 UEF credit  $\approx$  1.67 ECTS credits.

### **5. GUIDELINES FOR IMPLEMENTING AND ENSURING THE QUALITY OF STUDY PROGRAMS**

1. The study program is organized and implemented according to the annual teaching and learning plans of the University.

2. Some special courses, reflecting UEF's unique characteristics, are organized with the following orientations:

- English language training: Foreign language courses English 1 to English 6 are scheduled in the early semesters (Semesters 1, 2, and 3). From Semester 4 onwards, professional courses are taught in English (12 professional courses are taught in English) to enable students to proficiently use English in their professional activities post-graduation.

- Skills training: Project Design 1 course is taught in the first year, Project Design 2 is taught in the second year. These courses equip students with teamwork skills, critical thinking, and problem-solving skills through a project. This foundation helps students develop skills through professional courses in subsequent semesters, maximising their ability to self-study, conduct research, and solve real-world problems. It also raises social responsibility awareness through topics related to the United Nations Sustainable Development Goals (SDGs), promoting lifelong learning capabilities.

- Career-oriented professional training: From the first year of semester 1, students have access to introductory courses, industry-based courses and exposure to professional practice through field visits, internships, seminars... In the final semester, the students must participate in a mandatory placement program (full-time at the internship unit, minimum 12 weeks) and choose to do a graduation thesis, or specialize graduation project.

3. Courses in the study program are assigned and managed according to faculties/institutes/centres (collectively referred to as course management units) according to the current regulations of the University.

4. The design of teaching and learning activities, assessment, and analysis of student learning outcomes are conducted in accordance with the University's guidelines on selecting teaching methods and assessing student learning outcomes based on the undergraduate study programme's learning outcomes.
5. Courses are taught following a unified detailed course syllabus issued by the President.
6. The organisation of teaching and learning, assessment of modules, and graduation consideration are conducted in accordance with the undergraduate training regulations, examination regulations, and other relevant regulations of the University.
7. The unit managing the training program must plan and implement the measurement and assessment of the program's learning outcomes according to University regulations. The unit managing the module must plan and implement the measurement and assessment of the module's learning outcomes as per University regulations.
8. Requirements for the teaching staff involved in the program are implemented in accordance with the regulations for developing, appraising, and issuing training program, as stipulated in Decision No. 714/QĐ-UEF dated 01 September 2023 by the Rector of the University of Economics and Finance, Ho Chi Minh City.
9. The study programme is periodically reviewed, evaluated, and updated every two years. The review and evaluation results are applied by the program management unit to improve and enhance the quality of training.
10. If there is an urgent need to adjust the study program during its implementation, the programme management unit must submit a proposal clearly stating the basis/reason for the adjustment, the scope of application, the effective date, the content of the proposed adjustment, and the anticipated impact of the adjustment. The proposal must include the minutes of the Faculty Council meeting and other necessary evidence. Urgent adjustments to the study program must not affect the current semester's study plan. The Department of Academic Affairs receives the proposal from the programme management unit, reviews it, provides feedback, and submits it to the President for approval.
11. When there are changes to textbooks, teaching materials, reference materials, or due to urgent adjustments to the training programme, the detailed syllabus must be reviewed and updated. The course management unit collaborates with the program management unit to organize the review and update, specifying the effective date of the newly updated detailed syllabus. The detailed syllabus, once updated, is sent to the Department of Academic Affairs for review and submitted to the President for approval.
12. The maximum overall evaluation cycle for the study program is five years; the overall evaluation process is similar to the process for developing a new study program./.

**PRESIDENT**  
**Dr. Nguyen Thanh Giang**