

Evaluation Swiss AIT Vietnam Management Development Program (SAV)**Proposal for the Agenda of the Site Visit
at the National University in Ho Chi Minh City 17 – 22/11/02****Peer Group:**

- Prof. Dr. Dr. Rolf Bühner, Passau University, Germany
- Prof. Vincent Edwards, M.B.A., Buckinghamshire Chilterns University College, Großbritannien
- Dr. Stefan Arnold, Central Evaluation & Accreditation Agency (ZEvA), Germany

Sunday 17/11/02

10.20 hrs Arrival of the peer group at Ho Chi Minh City Airport (Thai Airways flight TG 680 from Bangkok)
Transfer to Equatorial Hotel (by hotel car)

Accommodation:

EQUATORIAL HOTEL, 242 Tran Binh Trong, District 5, Ho Chi Minh City, Tel.: 84-8 839 7777; Fax: 84 8 839 0011; www.equatorial.com/hcm/index.html

Monday 18/11/02

14.00 Transfer from Equatorial to HCMC University of Technology (SAV car)

14.30-15.30 **Meeting in the HCMC University of Technology: Vice-Rector, Dean, heads of the institutes, professors**

namely: *Dr. Nguyen Thanh Son*, Vice-Rector
Mr. Le Nguyen Hau, Vice-Dean SIM, Director BARC
Prof. Pham Phu, Consultant, SIM
Dr. Vo Van Huy, Faculty, SAV Alumni

Main topics: Results of the internal evaluation, study and teaching in the subject, staff development, developing perspectives, equipment, management of teaching, contents and methods of teaching, communication and co-ordination within the faculty/department, support for female junior scientific staff in teaching and study, interdisciplinary activities, co-operations, internationalisation, examinations, planning of the course of study, quality assurance

15.30-16.00 Visit of HCMC University of Technology (library, IT Department, PC lab)

Tuesday 19/11/02

Preparation

10.00 –15.00 **Preliminary discussion of the peer group** (Meeting Room at Business Center, Equatorial Hotel)

Main topics: Analysis of the self-report, topics of the meetings

Afterwards: Dinner (Equatorial Hotel)

First Evaluation Day (Wednesday 20/11/02)

08.30 Transfer from Equatorial Hotel to SAV Office (by SAV car)

09.00 **Meeting with SAV director and staff**

Dr. Stössel (Director), Ms Bui My Nhung (Executive Assistant), Ms Nguyen Thi Bich Ngoc (Accountant)

Main Topics: Organisation of the peer review, objectives, beneficiaries and results of SAV-project

09.45 Transfer of the peer group to the president's office at the National University in Ho Chi Minh City

10.00 **Greeting the President of the Vietnam National University in Ho Chi Minh City**

namely: *Prof. Dr. Nguyen Tan Phat* (President)

Main topics: Development planning of the university, position of the subject to be assessed in the context of the entire university, the university management's opinion on profile and development perspectives of the subject, expectations linked with the evaluation

10.45 Transfer of the peer group to the HCMC University of Economics

11.00 **Meeting in the University of Economics of Ho Chi Minh City: Vice-Rector, Dean, heads of the institutes, professors**

namely: *Dr. Nguyen Quoc Te*, Vice-Rector
Dr. Le Van Phi, Head of International Cooperation Office
Dr. Nguyen Huu Lam, Faculty

Main topics: Results of the internal evaluation, study and teaching in the subject, staff development, developing perspectives, equipment, management of teaching, contents and methods of teaching, communication and co-ordination within the faculty/department, support for female junior scientific staff in

teaching and study, interdisciplinary activities, co-operations, internationalisation, examinations, planning of the course of study, quality assurance

11.30-12.00 Visit of HCMC Economics University (library, IT Center)

12.00 Lunch break and internal discussion of the peer group

13.15 Transfer to SAV

13.30 **Participation in current PhD seminar**

PhD Module 2: *Teaching Methods & Educational Management*

Name of lecturer: *Dr. Nicholas Dimmitt, from SOM/AIT*

Seminar room: *SAV Room 311*

15.00 **Meeting with students from different study periods and the departmental student organisation**

- *Current PhD students*

Main topics: Participation in the evaluation, aims and goals of the courses of study, curriculum, organisation and schedule of study, examinations, counselling of students, working conditions, study abroad

16.30 **Meeting with PhD Faculty**

(Dr. Nick Dimmitt + evtl. Dr. Willi Zimmermann)

End at about 17.30

17.30 Transfer to Equatorial

19.00 Dinner (peer group)

Second Evaluation Day (Thursday 21/11/02)

- 08.30 Transfer from Equatorial Hotel to SAV Office (by SAV car)
- 09.00 **Meeting with non-professorial teaching staff (including graduate academic assistants engaged in teaching and contract lecturers)**
- *Dr. Nguyen Huu Lam, HCMC Economics University*
 - *Dr. Nguyen Duc Tri, HCMC Economics University*
 - *Dr. Nguyen Thi Mai Trang, HCMC Economics University*
 - *Mrs. Ly Thi Minh Chau, HCMC Economics University*
 - *Mr. Ngo Dinh Dung, School of Industrial Management, HCMC UT*
 - *Mr. Nguyen Anh Tuan, Hanoi University of Technology*
 - *Ms Dang Kim Chi, Mekong Project Development Facility*
 - *Ms. Vo Thi Quy, HCMC Economics University*
 - *Ms. Nguyen Thi Thu, HCMC Economics University*
 - *Dr. Dang Ngoc Dai, HCMC Economics University*
 - *Mr. Truong Xuan Quang, Business Executive, Sales Manager, GlaxoSmithKline*
- Main topics: Contacts to professors and students, involvement in teaching and examinations, opportunities to obtain a further scientific qualification
- 10.30 **Meeting with the PhD Coordinator**, representing the Dean of School of management - AIT
- Prof. Dr. Willi Zimmermann, PhD Coordinator, AIT*
- Main topics: Curriculum, organisation of study and teaching management (day to day management), schedule of studies, contents and methods of teaching, counselling and tutoring of students, organisation of examinations, success of study, quality assurance, internationalisation
- 11.30 Lunch with SAV Faculty and Students (Ngoc Lan Restaurant)
- 13.00 Transfer of the peer group to the *Equatorial hotel*
- 13.30 **Meeting with representatives of the Ministry of Education and Training (MOET), Vietnam**
- namely: *Prof. Pham Sy Tien, Director, Post-graduate Education Dept*
Mr. Nguyen Xuan Dau, Expert, International Relations Dept.
- Main topics: Strategic development planning of the Vietnamese government regarding higher education in the fields of economics and business administration; finance of higher education, controlling, personnel
- 14.30 **Meeting with Vice-Rector / deans / academic staff from Hanoi University of Technology**

namely: - *Prof. Dr. Le Cong Hoa*, Vice-Rector, Hanoi UT
 - *Dr. Tran Van Binh*, Dean, Faculty of Economics and Management

Main topics: faculty development programme, continuing education, contents of short term courses, selection of candidates; business executive development courses/seminars, teaching materials, fees; research activities

15.00 **Meeting with Vice-Rector / deans / academic staff from the National Economics University Hanoi (NEU)**

namely: - Dr Pham Thi Nhuan, Vice-Director, B.A. Center, NEU
 (representing Prof. Dr. Nguyen Dinh Phan, Vice-Rector, NEU)

Main topics: see 14.30 hrs

15.30 **Working Group plenary meeting**

15.45 **Internal meeting of the peers to prepare the Steering Committee meeting**

End at about 16.30

19.00 Dinner (peer group)

Third Day (Friday, 22/11/02)

Morning session

08.30 – 09.30 **Meeting with SDC Director and SDC backstopper**
 Dr. P. Itty, Prof. Dr. Rolf Dubs

09.30 – 12.00 **Evaluation Meeting (Peer Group)**

(At Meeting Room – Business Center - Equatorial Hotel)

12.00 Lunch break (at Equatorial Hotel, with SAV Steering Committee members)

Afternoon Session **Steering Committee Meeting**
 14.00 – 17.00 Presentation of first results of the evaluation

Dinner (organised by SAV)

Saturday, 23/11/2002

On demand (meeting with Dean SOM, Provost AIT until 10.00)

Sunday, 24/11/2002

21.05 hrs

Departure from Ho Chi Minh City Airport (Thai Airways flight TG 687 to Bangkok)