EMPLOYERS' FEEDBACK ON GRADUATE QUALITY AND PROGRAM

Process description

(An excerpt from the approved process in Vietnamese)

Stages	Activities	In charge of	Complete date	Forms and Related documents
1. Making the survey plan	-Review, adjust survey form -Make the survey plan -List the enterpries-employers necessary to evaluate - Send the survey form, survey plan, and list of enterpries-employers to DETQA	Faculties/Programs	At the first week of the semester or academic year	Survey form for enterpries-employers
2.Approving the survey plan	Approving: -Survey plan -Survey form	Board of Rector, DETQA	Right after receiving the plans of faculties	survey plan form
3. Implementing and finishing the survey activities	Faculties implement the survey activities as planned, with the various forms : online tool, postmail, email, phone, intervew, conference….	Faculties/Programs		
4. completing the survey, processing the data	4.1. Encode the surveys before inputing the data to excel file Store the data file exerpted from online tool	Faculties/Programs DETQA provide file for		

			inputting data		
	4.2. Process the data, analyze the result, writing the report	Faculties/Pr ograms	4 weeks after completing survey activities	
5. Analizing; reporting the result	- Faculties organize meetings to discuss the survey result and make the improvement plan	Faculties/Pr ograms	6 weeks after completing survey activities	Improvement plan form
6. Submitting the report, storing documents	-Send the following documents to DUT through DETQA: Report, Meeting minutes; improvement plan, data file. -Store at faculty/program offices: Report, Meeting minutes, improvement plan, data file, evaluated forms.	Faculties/Pr ograms	8 weeks after completing survey activities	