

ALUMNI FEEDBACK

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 alumni by classes, graduation years -Send the survey form, survey plan, and list of alumni to DETQA	Faculties/Programs	At the start of the semester	Survey form for Alumni
2. Approving the survey plan	Approving: -Survey plan -Survey form	Board of Rector, DETQA	Right after receiving the plans of faculties	Survey plan form
2.Implementing and completing the survey activities	Faculties implement the survey activities as planned, with the various forms : online tool, postmail, email, phone, interview, conference...	Faculties/Programs		
4. Completing the survey, processing the data	4.1. Encode the surveys before inputting the data to excel file Store the data file excerpted from online tool	Faculties/Programs DETQA provide file for inputting data		
	4.2. Process the data, Process the data, analyze the result, writing the report	Faculties/Programs	4 weeks after completing survey activities	

5. Improvement	- Faculties organize meetings to discuss the evaluation result of alumni and make the improvement plan	Faculties/Programs	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/Programs	8 weeks after completing survey activities	