MINISTRY OF INDUSTRY AND TRADE
Industrial University of Ho Chi Minh City

THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

Stakeholder Survey Plan for the Academic Year of 2017-2018

No.	Content	Responsible Units	Implementing Units	Execution Time		Survey Form	Respondents	Reporting survey results	Note
				Semester 1	Semester 2				
1	Form 1: Course evaluation	Training units	Office of Testing and Quality Assurance	October 1st - December 30th, 2017		Online (googledoc)	All juniors and seniors	Training units send survey results report to Office of Testing and Quality Assurance before January, 15th, 2018; Office of Testing and Quality Assurance writes a summary of the survey reports then summiting it to Board of Rectors.	Survey for undergraduate students. Office of Testing and Quality Assurance exports survey data and sends them to training units.
2	Form 2: Graduate student survey	Training units	Office of Testing and Quality Assurance	August 30th - December, 30th, 2017		Paper	1/3 – 1/5 number of graduates in the last 5 years	Training units send survey results report to Office of Testing and Quality Assurance before January, 15th, 2018; Office of Testing and Quality Assurance writes a summary of the survey reports then submitting it to Board of Rector.	Survey for undergraduate students.
3	Form 3: Enterprise survey	Training units	Office of Testing and Quality Assurance	August 30th - December 30th, 2017		Paper	30-50 enterprises	Training units send survey results report to Office of Testing and Quality Assurance before January, 15th, 2018; Office of Testing and Quality Assurance writes a summary of the survey reports then submitting it to Board of Rectors.	
4	Form 4: Lecturer's opinion survey	Office of Human Resource and Administrate	Office of Testing and Quality Assurance	October 15th – November 15th, 2017		Online	All lecturers	Office of Testing and Quality Assurance export results and writes a summary report then submitting it to Board of Rectors.	Office of Human Resource and Administration sends survey link through Egov
5	Form 5: Survey of opinions of managers and staff	Office of Human Resource and Administrate	Office of Testing and Quality Assurance	October 15th – November 15th, 2017		Online	All managers and staff	Office of Testing and Quality Assurance exports results and writes a summary of survey reports then submitting it to Board of Rectors.	Office of Human Resources and Administration send survey link through Egov

6	Form 6a: Feedback of students about the course subject	Training units	Office of Testing and Quality Assurance	November 1st - December 30th , 2017	April 15th – June 15th, 2018	Online	All students learn theoretical subjects	Training units send survey results report to Office of Testing and Quality Assurance before January, 25th, 2018 (semester 1) and June, 30th, 2018 (semester 2); Office of Testing and Quality Assurance writes a summary of survey reports then submitting it to Board of Rectors.	Survey for undergraduate and graduate students. Office of Academic Affairs export survey results. Office of Testing and Quality Assurance sends survey data to the units.
7	Form 6b: Survey of students' opinions on practical guidance activities of lecturers.	Training units	Office of Testing and Quality Assurance	November 1st - December 30th, 2017	April 15th – June, 15th, 2018	Online	All students learn practical subjects	Training units send survey results report to Office of Testing and Quality Assurance before January, 25th, 2018 (semester 1) and June, 30th, 2018 (semester 2); Office of Testing and Quality Assurance writes a summary of the survey reports then submitting it to Board of Rectors.	Survey for undergraduate and graduate students. Office of Academic Affairs exports survey data, Office of Testing and Quality Assurance sends survey results to the units.
8	Form 7: Survey of students' opinions on graduation project/thesis guidance activities	Training units	Office of Testing and Quality Assurance		March 1st – May 15th, 2018	Paper	All students conduct graduation projects, thesis.	Training units send survey results report to Office of Testing and Quality Assurance before June, 30th, 2018 (semester 2); Office of Testing and Quality Assurance write a summary of the survey reports then submitting to Board of Rectors.	Survey for undergraduate students.

Recipients:
- Training units
- Office of Academic Affairs
- Office of Human Resources and Administration
-Saved at: TQA

Ho Chi Minh City, August 24th, 2017
Vice Rector
(Signed and sealed)

Associate Professor, Dr. Le Van Tan