

No: 05b/2023/QĐ-VUNI

Hanoi, January 15<sup>th</sup> 2023

**DECISION**

**On promulgating the Residency Admission Regulation**

*Pursuant to the Decision No. 19/2006/QĐ-BYT dated July 4th, 2006 of the Minister of Health on the Regulation on training Residency;*

*Pursuant to Circular 23/2021/TT-BGDĐT of the Minister of Education and Training promulgating the Regulation on enrollment and training at Master degree;*

*Pursuant to Official Letter No. 622/BYT-K2ĐT of the Ministry of Health dated February 12th, 2020, guiding the enrollment and training of CKI, CKII, Residency in 2020;*

*Pursuant to Decision No. 3175/QĐ-BYT dated July 21st, 2020 of the Ministry of Health on assigning the task of training Residency in Internal Medicine, Pediatrics and Surgery for VinUniversity..*

*The Vice Provost of VinUniversity issued the Decision to promulgate the Residency Admission Regulations;*

**Article 1.** This Decision is issued together with the Residency Admission Regulations

**Article 2.** This Decision takes effect from the date of signing for promulgation.

**Article 3.** Chairman of the Residency Admissions Committee and related units are responsible for the implementation of this Decision.

**Recipients:**

- As Art. 3;
- Office of Vice Provost (for reporting)
- Archive: Clerical office, Registrar

**VICE PROVOST**



**David Harrison**

## RESIDENCY ADMISSION REGULATIONS

*(Issued with Decision No.05b/2023/QĐ-VUNI dated January 15, 2023)*

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### Chapter I

#### GENERAL REGULATIONS

##### **Article 1: Management and direction of residency admission**

The Ministry of Health is the nation's management agency, which uniformly and comprehensively directs medical training institutions nationwide on residency recruitment. The provisions in this Regulation are at the minimum necessary level in accordance with the regulations issued by the Ministry of Health.

- a) This Regulation regulates the residency admissions of VinUniversity.
- b) This Regulation applies to residency admission activities of all branches of VinUniversity.

##### **Article 2: Enrollment subject**

Doctors who have graduated from a full-time general medicine program at a medical school with the graduation year in the same year as the enrollment year of VinUniversity. They must voluntarily apply for the exam and can only take the exam once, in the same year after graduating from university.

Foreigners who want to enroll in VinUniversity residency training programs must fully meet the conditions specified in Article 3 of this Regulation and must be introduced by the Ministry of Foreign Affairs of the Socialist Republic of Vietnam.

##### **Article 3: Conditions for recruitment**

Students who meet the following conditions are eligible:

- a) Possessing a medical doctor's diploma with overall 6-year GPA equal to or greater than 7.0 at a medical training institution in Vietnam. For candidates coming from medical schools outside of Vietnam, their diploma must be certified by the Vietnamese Ministry of Health
- b) Graduating in the same year as the enrollment year of VinUniversity.
- c) During the university years, the student was not disciplined or forced to stop studying by the university (except for health reasons).
- d) Students must be healthy enough to serve long-term in the health sector as prescribed in the inter-ministerial Circular No. 10/TT-LB dated 18/8/1989 of The Ministry of Health and University, Gifted High School, Vocational Training, and guiding letter No. 2445/TS dated 20/5/1990 of the Ministry of Education and Training.

e) Some specialties which have their own health requirements will be regulated by the training institution.

#### **Article 4: Admission process**

The VinUni residency admission process includes the following steps:

1. Candidates submit their application on the online enrollment portal of VinUniversity.
2. The application is reviewed and assessed according to the criteria approved by the Admission Committee of VinUniversity, College of Health Sciences and Residency Programs.
3. Qualified candidates will participate in the International Foundations of Medicine® Clinical Sciences Exam (IFOM® CSE) jointly organized by VinUniversity and the National Board of Medical Examiners (NBME).
4. Candidates will be invited to interview with the program directors and clinical faculty based on the results of the application review and IFOM exam.
5. Final selection of residents is based on the results of the application review, IFOM exam, interview and overall assessment by the Residency program Committee.

## **Chapter II**

### **RIGHTS AND RESPONSIBILITIES OF MEDICAL TRAINING INSTITUTION IN RESIDENCY RECRUITMENT PROCESS**

#### **Article 5. Organization, rights, and responsibilities of the Admission Committee for residency recruitment process**

1. Establish Admission Committee (AC) for the Residency Program
  - a) The Provost of VinUniversity issues a decision to establish an Admission Committee (AC) for the residency recruitment process.
  - b) The composition of the Admission Council includes:
    - Chair: Provost or a delegate authorized by Provost
    - Vice Chair: a member of VinUniversity appointed by the Chair of the Admission Council
    - Member: Head/Deputy Head of Training Department, Director of the Residency Programs and any other faculty/staff appointed by the Chair of the Admission Committee
  - c) Those who have relatives (wife, husband, children, siblings) participating in the exam are not allowed to participate in the Admission Committee and the committees assisting the Admission Council.
2. Rights and responsibilities of the Admission Council
  - a) Implement Residency Admission Regulations.

- b) Establish a supporting apparatus for the Admission Committee, including Secretariat, Examination Board, and Inspection Board. These boards are under the direction of the Chair of the Admissions Committee.
- c) Take responsibility for management of all aspects related to enrollment in accordance with the provisions of these Regulations.
  - Directly review applications.
  - Make plan and organize residency entrance exam in collaboration with NBME.
  - Make plan and organize interview round.
  - Make decision of final rank list, offered candidates, and acceptance list.

**Article 6. Organization, rights, and responsibilities of the Secretariat of Admission Committee**

1. Members of the Secretariat of the Admission Council include:

- a) The Head of Secretariat concurrently held by a standing member of the Admission Committee.
- b) Members: faculty/staff of VinUniversity referred by Head of Secretariat and approved by Chair of Admission Committee.

2. Rights and responsibilities of the Secretariat:

- a) Communicate with candidates and manage all announcements to applicants.
- b) Manage all admission reports.
- c) Manage documents related to the entrance exam.
- d) Receive, store, and transport the exam materials from National Board of Medical Examiners (NBME) following security protocols required by MOH, MOET and NBME

**Article 7. Organization, rights, and responsibilities of the Inspection Board**

1. Member of the Inspection Board includes:

- a) The Head of the Inspection Board concurrently held by a standing member of the Admission Council.
- b) Members: faculty/staff of VinUniversity

2. Rights and responsibilities of the Inspection board:

- a) Regularly supervise the implementation of the Residency Admission Regulation
- b) Make working record with stakeholders in the whole admission activities.
- c) Make a record of violations and report to the Chair of the Admission Committee

**Article 8. Organization, rights, and responsibilities of the Examination Organizing Board**

1. Member of the Examination Organizing Board includes:

- a) The Head of the Examination Organizing Board concurrently held by a standing member of the Admission Council
- b) Members: faculty/staff of VinUniversity and other qualified staff referred by Head of Examination Board, approved by Chair of Admission Committee

- c) The members of the Examination Organizing Board include administrators, proctors, supervisors, police officers and medical staff. Depending on the number of candidates, the Head of the Examination Organizing Board shall determine the number of members of the Examination Organizing Board.

2. Rights and responsibilities of the Head of the Examination Organizing Board:

- a) Select staff with good sense of discipline, high sense of responsibility, honesty, careful working style, sense of confidentiality, no relatives (wife, husband, children, siblings) who take the exam to submit to the Chair of the Admission Committee for consideration and decision on nomination to the Examination Organizing Board.
- b) Organize and direct the implementation of all exam work.
- c) Handle urgent and unusual situations in the entrance exam.

3. Rights and responsibilities of members of Examination Organizing Board

a) Responsibilities of administrators in Examination Organizing Board

- Must be present on time and regularly at the exam area to perform the tasks.
- Prepare and complete all administrative work for organizing the entrance exam.
- Perform the examination process including checking in examinees, distributing the Examinee Identification Cards, direct the examinee to proceed to their assigned seat.
- Escort examinees on all restroom breaks and religious observances (if needed) during the examination session.
- At the end of the examination, immediately pack the test materials for return to the NBME as instructed in protocols provided by the NBME.

b) Responsibilities of designated police officer (and military control if any)

- The person assigned by local government is responsible for maintaining order and security and may not operate in other circles.
- Do not allow any unauthorized person(s) to enter the test area and approach the exam room.
- Promptly report to the Head of the Examination Board about situations occurring during the exam for handling.
- Escort and protect exam materials during transportation.

c) Responsibilities of medical staff

- Present regularly at the exam location specified by the Examination Board to handle cases of sick candidates.
- When the Head of the Examination Board notices that a candidate is unusually ill during the exam, medical staff must immediately come to promptly treat them or send them to the hospital for emergency treatment if necessary.

**Article 9: Organization, rights, and responsibilities of the Proctor Board**

1. Member of the Proctor Board includes:

- a) The Head of the Proctor Board concurrently held by a standing member of the Admission Council
- b) Members: faculty/staff of VinUniversity and other qualified staff designated by the Head of the Examination Organizing Board and submitted to the Chair of the Admission Committee for approval.

2. Rights and responsibilities of the Head of Proctor Board:

- a) Select staff with good sense of discipline, high sense of responsibility, honesty, careful working style, sense of confidentiality, no relatives (wife, husband, children, siblings) who take the exam to submit to the Chair of the Admission Committee for consideration and decision on nomination to the Examination Organizing Board.
- b) Organize and direct the implementation of all exam work
- c) Handle urgent and unusual situations about exam questions in the entrance exam

3. Rights and responsibilities of members of Proctor Board

- a) Supervise candidates in the exam room according to regulations of the Ministry of Health, Ministry of Education and Training and the American Board of Medical Examinations (NBME).
- b) Handle unusual situations in the examination room as prescribed.
- c) Collect exam materials according to the provided procedure and ensure the confidentiality of the exam questions.
- d) Report all relevant issues to the Head of the Examination Organizing Board.

4. Rights and responsibilities of proctors outside the examination room

- a) Monitor the candidate's activities in the exam room through from the outside, notify the proctors in the exam room to handle abnormalities if any.
- b) Handle unusual situations outside the exam room as prescribed.
- d) Report all related issues to the Head of Proctor Board.

## **Chapter III**

### **ORGANIZATION OF THE RESIDENCY ADMISSION PROCESS**

#### **Section 1**

#### **ONLINE APPLICATION REVIEW PROCESS**

##### **Article 10. Regulations on online application dossiers and application appraisal process**

1. An online application file includes the following information:
  - a) Available study programs
  - b) Candidates' personal information
  - c) Academic information of the candidate: name of the medical school attended, year of study, summaries of years of study, academic achievements, research...
  - d) Essays
  - e) Information about extracurricular activities
  - f) Letter of recommendation from lecturer(s)
  - g) Mandatory uploaded documents
  - h) Supporting documents
2. Application review process
  - a) People appointed by the Chair of the Admission Committee participate in the application review process based on the criteria developed by University Leaders and advised by the College of Health Sciences and GME program.
  - b) The list of qualified and unsatisfactory candidates shall be submitted by the Secretariat to the Admission Committee for approval.
  - c) Candidates will be sent a notification announcing the results of the application review and an invitation to register for the IFOM exam will be sent to the qualified candidates.

#### **Section 2**

#### **RESIDENCY ENTRANCE EXAMINATION**

##### **Article 11. Regulations on registration for the entrance exam for resident doctors**

1. Candidates who are sent an invitation to take the IFOM® Clinical Sciences Exam (IFOM® CSE) will register for the exam and pay the application fee and the exam fee.
2. The list of candidates who have completed registration for the exam will be sent only once to the NBME organization at the time specified by NBME.
3. Candidates are responsible for providing all necessary information and paying all the fees on time. When receiving entrance exam registration from candidate, the training institution must confirm the information accuracy. Changes or omissions must be fully corrected before the test date.

4. At least 5 days before the exam date, the Admission Committee must send the exam notice to the candidates.

#### **Article 12. Regulations on entrance exam time and location**

1. Regulation on exam time: The IFOM exam is held on a single day. The specific exam schedule is decided by the Chair of the Admission Committee.
2. Regulations on exam location:
  - a) Before the exam day, the Admission Committee must complete the preparation for the exam location and all necessary materials.
  - b) The exam room must follow all requirements from the NBME and MOET. It is necessary that 02 proctors are assigned to 01 exam room and each proctor supervise at maximum of 25 candidates.

#### **Article 13. International standardized entrance exam**

1. The Chair of the Admission Committee is responsible for selecting the international organization that compiles the entrance exam.
2. The American Board of Medical Examiners (NBME) is the organization selected to develop the exam questions and coordinate with VinUniversity to organize the residency entrance exam.
3. VinUniversity's exam bank for resident doctors is developed in Vietnamese by the NBME organization according to international standards and is confidential according to the process published by this organization.
4. Structure of each exam: 160 clinical multiple-choice questions with a duration of 240 minutes, without any breaks.
5. Content of the exam: synthesize clinical knowledge according to the criteria announced by the NBME organization.

#### **Article 14. Procedure for printing and distributing exam papers**

1. Printing, preserving, and transporting exam papers from the NBME headquarter to Vietnam
  - a) The list of registered candidates is sent directly to the NBME according to the standard form for collecting candidate information provided by the NBME.
  - b) The typing, printing, packaging, preservation, and transportation of exam papers from the US to Vietnam are carried out entirely by the NBME according to strict security protocols issued by this organization and fully compliant with the regulations of the Ministry of Education and Training and the Ministry of Health of Vietnam.
2. Preserving and distributing exam materials
  - a) Exam books are transported from the NBME directly to Vietnam with the number of exam books determined by the NBME based on the number of candidates registered for the exam at that location.



- b) When the exam papers are delivered and received, there must be a record, the delivery process needs to be witnessed by the person authorized by the Admission Committee and certified by a representative of the police agency.
- c) Exam papers must be stored in a secure location according to the regulations of the NBME, MOET and MOH.

### 3. Use of official and reserve exam questions

Official exam questions can only be opened for use in the examination room on the correct date and time as prescribed by the Chair of the Admission Committee for the exam.

### **Article 15. Organize the entrance exam**

1. At least 03 working days before the exam day, the Secretariat completes a list of candidates and exam rooms.
2. On the exam day, the Head of the Examination Board assigns staffs to distribute exam identification cards to candidates, guide candidates to the examination room, and check for errors in candidates' identity information.
3. All errors and adjustments will be recorded and reported to the Admission Committee as well as the NBME for corrections.
4. In the exam room, proctors implement all activities following the responsibilities mentioned in Article 8 Clause 4.

### **Article 16. Responsibilities of candidates in the exam**

1. Candidates must be present at the test site at least 15 minutes before the exam to complete the exam check – in procedures:
  - a) Show the personal ID card and get the examination identification card.
  - b) Proceed to the exam room and assigned seat, listen to the exam rules.
  - c) If there are errors or misunderstandings about the last name, first name, middle name, date of birth, subject, priority area, exam subject, or major, the candidate must report it to the Admission Committee for correction. In case of losing the exam card or other necessary documents, the candidate must report to the Head of the Examination Organizing Board to consider.
2. Candidates who arrive more than 15 minutes late after the exam starts will not be allowed to take the exam.
3. When entering the exam room, candidates must comply with the following regulations:
  - a) Present the examination ID card to the proctor for checking the second time.
  - b) Only pencils and erasers are allowed into the exam room.
  - c) Not allowed to bring into the examination room carbon paper, scratch paper, unauthorized documents, weapons, explosives, incendiary substances, beer, alcohol, mobile phones, technical means of recording and transmitting, communication, recording and other facilities. Smoking is not allowed in the exam room.

- d) Before taking the test, candidate must fill in all required information on the provided test book and answer sheet.
- e) The test book as well as answer sheet must be protected and be written on clearly and cleanly without any abnormal marks.
- f) Candidate is strictly prohibited from any cheating.
- g) If a candidate has any question, the conversation must be short and public. It is necessary to maintain silence in the exam room. In case of unusual illness, it must be reported to the head of the Examination Organizing Board and medical official for checking and making appropriate decisions.
- h) At the end of the exam time, the candidate must stop working, close the test book and turn the answer sheet upside down on the table, sit still and wait for the name to be called to submit the work to the proctor.

#### **Article 17. Transport of exam materials**

The Head of the Examination Organizing Board collects all the exam bags from the proctors. Under the supervision of the Inspection Board, Secretariat, and Police Officers, all exam bags are sealed and shipped directly to the representative of the NBME organization according to the confidential process prescribed by the NBME and complying with the regulations of the Ministry of Health and the Law of Vietnam.

#### **Article 18. Examination scoring**

The exams are scored entirely by the NBME with the assurance of confidentiality and accuracy according to international standards.

The examination results are sent back to VinUniversity by the NBME when the scoring process is completed.

### **Section 3**

#### **INTERVIEW ORGANIZATION**

##### **Article 19. Regulations on Interview invitation**

1. The entrance exam cut-off point is determined based on pooled results and comparison to an international cohort comparison group. The cut-off point is one of the bases for the VinUniversity Admission Committee to decide the list of candidates who will be invited for interview.
2. Admission Committee ranks candidates from the highest to lowest score based on the cut-off point and other factors including first-choice program, maximum available spots for each residency program and application review. Qualified candidates will be officially invited to interview.
3. A waiting list: If there is any drop-out from the primary list, a candidate in the waiting list will be given the interview spot.

##### **Article 20. Regulations on Interview organization**

## **1. Interview procedures**

- a) Candidates will have at least 2 interviews: one will be the session between candidate and program director of her/his chosen program, the other interviews are with clinical faculty.
- b) The duration of each interview is around 20-30 minutes.
- c) Each interviewer is provided the candidate's information with personal, academic, non-academic information, letters of recommendation, etc. before conducting the interview. There is no communication between the interviewers about the candidate before the interview takes place.

## **2. Interview score**

- a) Final interview score is the average score of 3 interviews.
- b) The objective of the interview is to assess the candidate's suitability with the program chosen by the candidate. The program director will lead the session between interviewers to make final decision.

## **Section 4**

### **OFFER AND FINAL ACCEPTANCE**

#### **Article 21. Regulations of offering applicants**

1. The final score for each candidate is adjusted based on scores of application review, IFOM exam and interview.
2. Benchmarks are used to classify candidates based on final score and independent assessments from program leaders. A primary offering list and a waiting list are created. These lists are approved by the Chair of the Admission Committee.
3. Program leaders contact candidates to offer a position in the residency program, and to provide the contract between the candidate and the university in combination with the training hospital.
4. Offered candidates will be given time to send back their decision. If the candidate does not accept the offer, the next alternate will be called until all positions are filled.

#### **Article 22. Final Acceptance**

1. The candidate who accepts enrollment will sign the contract, pay the deposit, and submit all required documents to the Secretariat. All new residents will be informed the time, date, and necessary information to start the training process.
2. The Admission Council completes all reports to submit to the Ministry of Health, VinUniversity leaders and other related departments.

## **Chapter IV**

### **COMMENDATION AND HANDLING OF VIOLATIONS**

#### **Article 23. Handling of Admission staff who violates regulations**

Admission staff who violates the regulations (discovered while on duty or after the entrance exam), if there is enough evidence, depending on the severity will undergo appropriate disciplinary action as following:

1. Warning for violators of one of the following errors:

- a) Make mistake in checking in candidates on exam day.
- b) Unintentionally allow candidates to freely copy, bring and use documents or technical means of receiving, transmitting, transmitting, recording, etc.
- c) Lose exam paper while collecting, transporting and scoring.
- d) Revealing candidates' admission scores before the official announcement from Admission Council

2. Reduction of salary grade, removed from office or transferred to another job:

- a) Unintentionally disclose the exam content to other irresponsible organizations or individuals before, during and after the test
- b) Indirectly guide or help candidates to do the exam.

3. Forcible dismissal or legal prosecution of people who commit one of the following errors:

- a) Intentionally disclose the exam questions in any form.
- b) Directly correcting, adding, or swapping candidates' work
- c) Directly or indirectly changing the score of a candidate
- d) Create or submit fake reports that severely affect the admission result.

4. For other violations

- a) Depending on the nature, extent, and harmful effects, it shall be handled in one of the forms mentioned in this article.
- b) Those who do not participate in the admission process have violated actions such as: organizing to disclose the exam content, being hired by the candidates to do the exam, causing damage to the admission process will be disciplined from the form of warning to forced dismissal (if they are civil servants), suspension from study for a definite time or forced to withdraw from school (if they are students, trainees, doctoral students).
- c) The above-mentioned disciplinary forms shall be decided by the Provost or the Chair of the Admission Committee if the violator is under the management of the university leaders; or a written request will be sent to the Ministry of Health and other competent authorities to decide the relevant legal action if the violator is not under the management of the university leaderboard.

#### **Article 24. Handling of exam takers who violate regulations**

For candidates who violate the regulations, the Exam officer must make a record and, depending on the severity, be disciplined in the following forms:

1. Warning

- a) For the first time: copying answers from another examinee, permitting answers to be copied, or in any way providing or receiving unauthorized information about the content of the examination.
- b) Continuing to mark answers or erase on the answer sheet after the STOP announcement.
- c) Candidate who possessing notes or making notes on anything other than the test book or answer sheet must describe the incident in a report and return the signed report to the NBME along with any materials/notes confiscated from the examinee.

2. Exam suspension for candidate who commits one of the following errors:

- a) Disruptive Behavior: If the conduct of an examinee interferes with the exam conditions of other examinees and the examinee fails to respond to a warning.
- b) Have been warned once, but during the exam time, candidate continues to violate the regulations.
- c) After opening the test book, if it is found that candidate is still carrying related documents, mobile phones, technical means of receiving, transmitting, and recording.
- d) Take the test questions out or receive the answers from outside.
- e) Acts of aggression, threaten responsible staffs during the exam or threatens other candidates.

The form of suspension of the exam shall be made in writing by the proctor and be decided by the Head of the Examination Organizing Board. Candidates who are suspended will be escorted out of the exam location and will be informed of other discipline depending on the level of violation. All discipline will be reported to the Admission Committee.

3. Candidate will be prosecuted following the Vietnamese law if he/she commit one of the following errors:

- a) Use fake diplomas or other required admission documents.
- b) Hire others to do the test in any form.
- c) Sabotage the exam, assault staffs or other candidates.

This form of discipline shall be decided by Chair of Admission Committee. A record of disciplinary action must be announced to candidates. If the candidate refuses to sign the record, the proctors will sign the record. If there is no agreement between the proctors and the Head of the Examination Organizing Board on how to handle the issue, the opinions of both parties should be clearly written in the minute to report to the Chair of the Admission Committee for decision.

## **Chapter V**

### **REPORT AND STORAGE**

#### **Article 25. Reporting**

After the enrollment period, the Vice Provost of VinUniversity recognizes the admission results and The Chair of the Admission Committee will send a final report to the Ministry of Health on the enrollment results.

**Article 26. Storage**

All entrance exams after scoring are securely stored by the NBME. The exam results sent back from the NBME and the attached exam minutes are preserved and archived by VinUniversity throughout the training course. Other documents about the entrance exam are part of the institution's permanent archives.