

APPENDIX k

Brief of each survey, tracer study report or minutes of meeting

1. SURVEYING REPORT OF THE GRADUATED STUDENTS OF MASTER'S PROGRAM IN CIVIL LAW AND CIVIL PROCEDURES LAW ON THEIR EMPLOYMENT AND TRAINING PROCESS AT VNU SCHOOL OF LAW

2. EMPLOYER SURVEY REPORT OF THE QUALITY OF THE GRADUATE STUDENTS OF THE MASTER'S DEGREE PROGRAM IN CIVIL LAW AND CIVIL PROCEDURES LAW AT VNU SCHOOL OF LAW

3. SURVEY REPORT ON THE CURRICULUM AND TRAINING, SUPPORTING ACTIVITIES PROVIDED BY THE SCHOOL OF LAW FOR STUDENTS OF THE MASTER'S PROGRAM IN CIVIL LAW AND CIVIL PROCEDURES LAW

1. SURVEYING REPORT OF THE GRADUATED STUDENTS OF MASTER'S PROGRAM IN CIVIL LAW AND CIVIL PROCEDURES LAW ON THEIR EMPLOYMENT AND TRAINING PROCESS AT VNU SCHOOL OF LAW

(For the accreditation of the Master's Degree Program in Civil Law and Civil Procedures Law according to the AUN standards)

Part A. General information

- Time: Jun 2021
- Form: an online survey at the following link:
<https://forms.gle/UTo8uxWJqduZwkU66>
- Rate of responses: 74.71% (198 responses/265 questionnaires sent out)
- Respondents: Graduated students from the Master's Degree Programs in Civil Law and Civil Procedures Law 2014-2016 (K20), 2015-2017 (K21), 2016-2018 (K22), 2017-2019 (K23), 2018-2020 (K24).

Part B. Surveying results

I. Employment							
No	Questions	Answers					
		(%)					
1.1	What is your employment?	Unemployed	Employed	Employed but not now			
		0	98.48	1.52			
1.2.	Since you found a job to the present, how many times have you changed jobs?	1-3 times	4-6 times	Over 6 times			
		94.59	3.78	1.62			
1.3	Is the job you are undertaking consistent with the expertise trained at the School of Law?	Not suitable	Quite suitable	Suitable	Very suitable		
		2.59	15.54	26.94	54.92		

1.4	How did you find your job?	By myself	Introduced by the School of Law	Introduced by a relative	Introduced by friends	Vacancy advertisement, job fairs	
		78.72	0	13.83	7.45	0	
1.5	Average monthly income (in VND)	5-8 millions	8-15 millions	Over 15 millions			
		35.83	46.52	17.65			
1.6	Are the knowledge and skills trained by the School of Law useful for your current job?	Not useful	Quite useful	Useful	Very useful		
		0	15.54	25.39	59.07		
1.7	Are you satisfied with your current job?	Not satisfied	Quite satisfied	Very satisfied			
		1.58	40.53	57.89			
1.8	Do you intend to apply for another job?	No	Yes				
		57.14	42.86				
1.9	Do you have any promotion opportunities after completing the Master's Degree Program in Civil Law and Civil Procedures Law?	No	Yes				
		37.31	62.69				

II. Assessment of the graduated students about the training process at the VNU School of Law

No	Questions	Answers					
		(%)					
2.1.	Assess how confident you are when receiving and handling jobs after graduating from the Masters' Degree Program in Civil Law and Civil Procedures Law	Not confident	Basically confident	Very confident			
		3.63	32.64	63.73			
2.2.	Assess how you feel when handling jobs that you have not much experience and knowledge	Can't handle	Handle basically	Handle well			
		4.15	35.23	60.62			

Contents	Totally disagree (%)	Basically disagree (%)	Partially disagree (%)	Basically agree (%)	Total agree (%)	Redemption points on a 5-point scale	Percentage (%)
2.3. The Master's Degree Program in Civil Law and Civil Procedures Law provides necessary knowledge to meet the employment requirements.	0.5	0.5	7.3	28.5	63.2	4.53	90.6
2.4. The Master's Degree Program in Civil Law and Civil Procedures Law provides practically professional skills to meet employment requirements	0.5	2.1	7.8	27.5	62.2	4.49	89.8
2.5. The Master's Degree Program in Civil Law and Civil Procedures Law provides necessary qualities, attitudes to meet employment requirements	0.5	1	5.7	26.4	66.3	4.57	91.4

The survey results indicate that:

I. On employment

- The rate of students graduated from the Master's Degree in Civil Law and Civil Procedure Law has a high employment rate of 98.48% and only 1.52% of them ever employed but currently unemployed.

- The jobs that graduated students undertake are suitable with the expertise trained at the School accounting for 97.41%.

- Graduated students who found a job by themselves account for the highest rate of 78.72%, 13.83% introduced by relatives, and 7.45% introduced by friends.

- The average income (VND/month) in the range of 8-15 million VND, accounts for the highest rate of 46.52%, 5-8 million VND for 35.83%, and over 15 million VND for 17.65%.

- 98.42% of the graduated students are very satisfied with their current job and think that the knowledge and skills equipped by the School of Law are very useful for their current jobs, 57.14% do not want to apply for another job, and 62.69% have promotion opportunities after completing the Master's Degree Program in Civil Law and Civil Procedures Law.

II. Evaluation of the training process at the VNU School of Law

- 96.37% of graduated students feel confident when receiving and handling the assigned tasks and 95.85% can handle despite not having much experience.

- 89.8% of the graduated students rates the Master's program in Civil Law and Civil Procedures Law of the School of Law equipped them with practically professional skills, qualities, attitudes, and skills to meet employment requirements. However, 1.2% of them disagreed with the above statement.

This surveying report of the graduated students of the Master's Degree Program in Civil Law and Civil Procedures Law about their employment and training process at the VNU School of Law was carried out by the Office of Educational Testing and Quality Assurance in June 2021 to facilitate the accreditation of the program according to the AUN standards.

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2. EMPLOYER SURVEY REPORT OF THE QUALITY OF THE GRADUATE STUDENTS OF THE MASTER'S DEGREE PROGRAM IN CIVIL LAW AND CIVIL PROCEDURES LAW AT VNU SCHOOL OF LAW

(For the accreditation of the Master's Degree Program in Civil Law and Civil Procedures Law according to the AUN criteria)

Part A. General information

- Time: 3-6 /2020
- Form: an online survey at the following link:
<https://forms.gle/jFBC4T68jeSVteHF9>
- Rate of responses: 88.6% (31 responses issued/35 responses issued)
- Subjects: Employers who use graduate students of the Master's Program in Civil Law and Civil Procedures Law at the VNU School of Law.

Part B. Results

I. Evaluation on the Master's Program in Civil Law and Civil Procedures Law

Questions	Totally disagree (%)	Basically disagree (%)	Not sure (%)	Basically agree (%)	Totally agree (%)	Redemption points	Percentage
1.1. The training curriculum has clear objectives and expected learning outcomes in accordance with the requirements of society.	0	3.2	0	38.7	58.1		
1.2. The curriculum equips students with the knowledge and competencies (general, professional) to meet the needs of society and all stakeholders.	0	3.2	0	45.2	51.6	4.45	89
1.3. The curriculum includes the pedagogical philosophy, elective courses; The courses are integrated and interdisciplinary in accordance with the training objectives.	0	3.2	0	48.4	48.4	4.42	88.4
1.4. The curriculum structure shows a reasonable distribution between general and specialized knowledge, a balance between theory and practice, a reasonable arrangement between courses, suitable for the School's vision, functions, mission and resources	0	3.2	3.2	41.9	51.6	4.42	88.4
1.5. The training forms that the School applies basically meet the needs of students	0	3.2	0	41.9	54.8	4.48	89.6
1.6. Employers are allowed to participate in the development and adjustment of a new training curriculum	0	3.2	0	41.9	54.8	4.48	89.6

- Evaluating the Master's Degree Program in Civil Law and Civil Procedures Law, 89.23% of employers believe that the training program has clear objectives, has defined expected learning outcomes in accordance with the requirements of society; The program equips students with knowledge and competencies (general, professional) to meet the needs of society and all stakeholders; The program includes the

pedagogical philosophy, elective courses; the courses are integrated and interdisciplinary in accordance with the training objectives; The curriculum structure shows a reasonable distribution between general and specialized knowledge, a balance between theory and practice, a reasonable arrangement between courses, suitable for the vision, functions, mission and resources of the School; The training forms that the School uses basically meet the students' needs; Employers are allowed to participate in the development and adjustment of a new training curriculum. However, 10.76% of employers disagree with the above statement.

II. Assessment of the capacity of graduates of the Master's Program in Civil Law and Civil Procedures Law

Questions	Do not meet any requirements (%)	Meet few requirements (%)	Meet some requirements (%)	Meet many requirements (%)	Meet all requirements (%)	Redemption points on a 5-point scale	Percentage
2.1. Conceptualization, planning, implementation, and evaluation.	0	0	6.5	58.1	35.5		
2.2. Detection, evaluation, processing and problem solving.	0	0	6.5	58.1	35.5	4.29	85.8
2.3. Understanding and grasping of social contexts, enterprise/organization/business (economic) contexts and external environment.	0	3.2	3.2	58.1	35.5	4.26	85.2
2.4. Creative, critical thinking, future career development, lifelong learning and continuous professional development.	0	0	6.5	58.1	35.5	4.29	85.8
2.5. Ethical values, professional ethics, responsibility, and accountability.	0	0	3.2	58.1	38.7	4.35	87

- Commenting on the capacity of graduates of the Master's Program in Civil Law and Civil Procedures Law at the VNU School of Law, 85.92% of the employers highly appreciated the students' conceptualization, planning, implementation, and evaluation; detection, evaluation, processing, and problem solving; understanding and grasping of social context, enterprise/organization/business (economic) contexts, and external environment; creative and critical thinking, future career development, lifelong learning and continuous professional development; ethical values, professional ethics, responsibility and accountability. However, 14.08% of employers disagree with the above statement.

III. Evaluation on the qualities and skills of the graduates of the Master's Program in Civil Law and Civil Procedures Law

Questions	Do not meet any requirements (%)	Meet few requirements (%)	Meet some requirements (%)	Meet many requirements (%)	Meet all requirements (%)	Redemption points on a 5-point scale	Percentage (%)
3.1. Personal qualities (hard work, perseverance, confidence, flexibility, enthusiasm, studiousness...)	0	0	3.2	58.1	38.7	4.35	87
3.2. Professional skills and qualities (professionalism, responsibility, organizational skills, planning skills, independence, ...)	0	0	6.5	54.8	38.7	4.32	86.4
3.3. Teamwork and leadership skills	0	0	6.5	54.8	38.7	4.32	86.4
3.4. Communication skills and relationships with people around	0	0	3.2	61.3	35.5	4.32	86.4
3.5. Innovation, creativity, flexibility and adaptability to surrounding situations	0	0	6.5	58.1	35.5	4.29	85.8
3.6. Gool skills in using a foreign language, searching information from various sources by using information and communication technology	0	3.2	3.2	58.1	35.5	4.26	85.2

Questions	Inability to develop (%)	Low ability to develop (%)	Good ability to develop (%)	Very good ability to develop (%)	Redemption points on a 5-point scale	Percentage (%)
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3.7. How do you rate the future career development ability of the graduates of the Master's Program in Civil Law and Civil Procedures Law provided by the VNU School of Law?	0	0	61.3	38.7	3.39	84.75
3.8. In your opinion, what do the society generally think of the graduates of the Master's Program in Civil Law and Civil Procedures Law provided by the VNU School of Law?	0	0	61.3	38.7	3.39	84.75

Commenting on the qualities and skills of graduates of the Master's Program in Civil Law and Civil Procedures Law of the VNU School of Law, 86.2% of employers believe that they have personal qualities (hardworking, perseverance, confidence, flexibility, enthusiasm, learning spirit...); Professional skills and qualities (professionalism, responsibility, organizational skills, planning, independent working skills...); Professional skills and qualities (professionalism and responsibility at work, organizational skills, work arrangement, independent working skills...); Teamwork and leadership skills; Communication skills and relationships with people around; Innovation, creativity, flexibility and adaptability to surrounding situations; Foreign language skills, skills in finding information from various sources using information and communication technology. However, 13.8% of employers disagree with the above statement.

In addition, 84.75% of employers rated that the graduates have the ability to develop well in the future and be highly appreciated by society. However, 15.25% of employers disagree with the above statement.

Here is the surveying report of employers on the quality of graduates of the Master's Program in Civil Law and Civil Procedures Law conducted by the Office of Educational Testing and Quality Assurance from March to June 2020 to serve the accreditation of the Program according AUN criteria.

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3. SURVEY REPORT ON THE CURRICULUM AND TRAINING, SUPPORTING ACTIVITIES PROVIDED BY THE SCHOOL OF LAW FOR STUDENTS OF THE MASTER’S PRORAM IN CIVIL LAW AND CIVIL PROCEDURES LAW

(For the accreditation of the Master's Degree Program in Civil Law and Civil Procedures Law according to the AUN criteria)

In order to perform the task of accreditation of the Master's Degree Program in Civil Law and Civil Procedures Law according to the AUN standards, the Office of Educational Testing and Quality Assurance – VNU School of Law is assigned as the focal point to conduct a survey about the curriculum and training and supporting activities provided by the School of Law for students attending the Master’s Degree Program in Civil Law and Civil Procedures Law. The survey results are reported as follows:

*** Goal:**

- Collecting feedback of the students who attended the Master’s Program in Civil Law and Civil Procedures Law, K25 to write a criteria-based quality accreditation report.

*** Contents:**

- The curriculum and training and supporting activities provided by the School of Law
 - Subjects: Students attending the Maser’s Degree Programs in Civil Law and Civil Procedures Law, courses K25, K26

*** Tools:** Graduate student feedback collection form

*** Type:** the survey is carried out online at the following link:

<https://forms.gle/A6NhFLmQR7KeW4Gn8>

*** Results:**

- Responses issued: 63
 - Responses received: 59
 - Percentage: 93.65%

1. Students’ evaluation of the curriculum and training activities

No	Questions	Answers					Redemption points	Percentage
		Totally disagree (1)	Basically disagree (2)	Not sure (3)	Basically agree (4)	Totally agree (5)		
1.	The curriculum has clear and specific goals to meet the requirements of society	0	0	0	27.1	72.9	4.73	94.6
2.	The curriculum equips learners with knowledge and skills to meet the needs of society and all relevant stakeholders.	1.7	0	1.7	23.7	72.9	4.66	93.2
3.	The curriculum includes pedagogical philosophy, elective	0	0	1.7	22	76.3	4.75	95

		(1)	(2)	(3)	(4)	(5)		
7.	The management and student training and research activities are well and effectively organized.	0	0	0	25.4	74.6	4.75	95
8.	Books, newspapers and magazines provided at the libraries (VNU-SL's library and VNU-LIC library) are relatively complete, meeting the requirements of the curriculum and the needs of students.	0	3.4	5.1	27.1	64.4	4.53	90.6
9.	The organization and attitudes of the library staff (VNU-SL's library and VNU-LIC) meet the requirements of students.	0	0	8.5	28.8	62.7	4.54	90.8
10.	Classrooms, equipment, lights, and hygiene meet the needs of teaching and learning.	0	0	0	25.4	74.6	4.75	95
11.	Students are satisfied with the equipment to serve their learning and research needs	0	0	0	28.8	71.2	4.71	94.2
12.	Students are satisfied with conditions for learning, sports and cultural activities.	0	0	1.7	35.6	62.7	4.61	92.2
13.	Students participate in evaluating the quality of the academic staff and training activities at the end of the	0	0	1.7	15.3	83.1	4.81	96.2

	course.							
14.	Students contribute ideas and opinions in developing and adjusting the expected learning outcomes of the program.	0	1.7	1.7	22	74.6	4.69	93.8

In this part, there are 8 questions from 7 to 14 with a score of 37.39 points out of the total 40 points (for 8 questions), the percentage conversion is 93.47%. Thus, 93.47% of students think that the training and research activities for students are well and effectively organized; Books, newspapers, and magazines offered at the libraries (VNU-SL's library and VNU-LIC) are relatively complete, meeting the requirements of the curriculum and the needs of students; The library staff's organization and attitudes (VNU-SL's library and VNU-LIC) meet the learning requirements of students; Classrooms, equipments, lights, and hygiene meet the teaching and learning needs; Students are satisfied with the equipment to serve their learning and research needs; Students are satisfied with the conditions for learning, physical, sports and cultural activities; They are allowed to participate in evaluating the quality of academic staff and training activities at the end of the course; They are allowed to contribute ideas in developing and adjusting the expected learning outcomes of the training program. However, there is 6.53% of the students disagreed with the above statement.

3. Students' evaluation of the teaching and assessing activities

No	Questions	Answers					Redemption points	Percentage
		Totally disagree (1)	Basically disagree (2)	Not sure (3)	Basically agree (4)	Totally agree (5)		
15.	Most academic staff can organize, guide and provide advise students about self-study activities.	0	0	0	8.5	91.5	4.92	98.4
16.	Most academic staff can apply modern teaching methods effectively, consistently with the credit-based training method.	0	0	0	5.1	94.9	4.95	99
17.	Academic staff's teaching methods promote students' activeness.	0	0	0	10.2	89.8	4.90	98
18.	Most academic staff use teaching aids effectively.	0	0	0	10.2	89.8	4.90	98
19.	Most academic staff assess students' learning results fairly and accurately.	0	0	0	6.8	93.2	4.93	98.6
20.	The form of assessment of students' learning results that the School applies is suitable to the nature and characteristics of each course.	0	0	0	5.1	94.9	4.95	99
21.	The method and	0	0	0	6.8	93.2	4.93	98.6

	process of assessment ensure the seriousness, objectivity, accuracy, and fairness.							
22.	Learning results are notified promptly, accurately and publicly to students.	0	0	0	5.1	94.9	4.95	99

In this part, there are 8 questions from 15 to 22 with a score of 39.43 points out of the total score of 40 points (for 8 questions), the percentage conversion is 98.57%. This means the students' evaluation score for this content is very high, 98.57%. It proves that the School's academic staff are capable of organizing, guiding and advising students of self-study activities; Lecturers know how to apply modern teaching methods effectively, in line with credit-based training; they effectively use teaching aids, and assess students' learning outcomes fairly and accurately. In addition, the form of assessment of students' learning results that the School applies is suitable to the nature and characteristics of each course; The method and process of inspection and assessment ensure the seriousness, objectivity, accuracy and fairness; Learning results are notified promptly, accurately and publicly to students. However, there is 1.43% of the students disagreeing with the above statement.

This is the survey report on the curriculum and training and supporting activities for students of the School of Law to serve the accreditation of the Master's Degree Program in Civil Law and Civil Procedures Law according to the AUN criteria prepared by the Office of Educational Testing and Quality Assurance.

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