

**ACADEMIC REGULATIONS FOR  
MASTER OF BUSINESS ADMINISTRATION  
PROGRAMME**

**Approved by the CFVG Board of Directors  
September 29, 2009**

# CHAPTER 1: ADMISSION CRITERIA

- 1.1 The Master of Business Administration offered by CFVG is a two-year part-time programme spread over two semesters in each year; the duration of each semester is about 5 months. The CFVG organizes this programme for English and French speaking people in Hanoi, and for English speaking people in Ho Chi Minh City.
- 1.2 Candidates for the MBA national entrance examination must fulfill the following conditions:
- Bachelor degree
  - Compulsory intense course in Economics for non-economist candidates (engineers, lawyers, linguists, etc.)
  - Minimum 2 years experience or diploma with at least result “good”
  - Excellent ability to speak English or French. Candidates who have TOEFL ITP greater than or equal to 450 points, IBT greater than or equal to 45 points, IELTS greater than or equal to 5.0 or DELF C1, DEFL C2, will benefit additional points in their written results when they pass the CFVG national entrance examination.
- 1.3 Candidates for MBA national entrance examination should provide compulsory documents for admission as following:
- A printed version of the participant’s online application
  - A detailed curriculum vitae
  - A cover letter explaining the interest in CFVG MBA and the motivation of the candidate
  - Personal references: at least one reference from a previous employer, a colleague or a professor
  - GMAT or TAGE/MAGE certificate
  - Paying application fees fixed by CFVG.
- 1.4 All candidates who satisfy the conditions mentioned in regulations 2 and 3 above will have the right to participate to CFVG’s National Entrance exam. Firstly, they have to pass the written exams and then they will be invited to the interviews.
- 1.5 The admitted candidates have right to access to the MBA programme only when they pay their tuition fees according to the financial regulations fixed by CFVG.
- 1.6 If a participant leaves the programme during the academic year, he/she has to inform CFVG Administration by writing a letter as soon as possible. The participant who presents justified reasons (maternity, health or financial problems, professional problems) can get possibility to postpone his/her study in 1 year only when he/she respects the MBA academic and financial regulations. Only one postponing requirement can be approved by CFVG’s Direction to the participant during his/her MBA study. In all cases, this agreement is effective only for a sufficient serious cause.
- 1.7 The re-enrolment of participants who postpone their study should be done before closing the new academic year. If the deadline is over, the re-enrolment can not be guaranteed.

# CHAPTER 2: PROGRAMME STRUCTURE

2.1. The MBA structure consists of:

- a. 20 modules in four semesters
- b. One specialization that the participants have to choose among those offered in the fourth semester
- c. 3 elective courses that the participants have to choose among those offered in the third and fourth semesters
- d. Study trip abroad which is not compulsory: At the end of the first year, the participant can formulate by writing letter to CFVG his/her need to do study trip abroad. Based on the importance of demand numbers, the Institution can provide necessary support to the MBA's participants.
- e. A Professional Dissertation which starts at the end of second semester; the work has to be done during the third and fourth semester. All participants have to submit the Report following the schedule given by the administration.

Module	Hours	ECTS
<b>1er semester (October - February)</b>		
Managerial spirit, individual and group dynamics; Ethics and corporate social responsibility	24	4
Managerial Economics	24	4
Financial Accounting	24	4
Fundamental Marketing	24	4
International Business Law	24	4
Organizational Behaviour	24	4
Second foreign language: An introduction	24	4
<b>Total 1st semester</b>	<b>168</b>	<b>28</b>
<b>2nd semester (March - July)</b>		
Business Statistics & Data Analysis	24	4
Management Accounting	24	4
Human Resources Management (HRM)	24	4
Financial Management	24	4
Operations Management	24	4
Corporate Strategy	24	4
Consumer Behaviour	24	4
Business game	24	4
Second foreign language: Preparation to International Tests	24	
<b>Total 2nd semester</b>	<b>216</b>	<b>32</b>
<b>TOTAL FIRST YEAR</b>		
	<b>384</b>	<b>60</b>
<b>3rd semester (October - February)</b>		
Research Methodology	12	2
Corporate Finance	24	4

Management Information System	24	4
Project Management	24	4
International economics	18	3
Second foreign language: Preparation to International Tests (Cont.)	24	
<b>Total 3rd semester</b>	<b>126</b>	<b>17</b>
<b>4th semester (March - July)</b>		
Management Control	24	4
International development: Doing Business with Asia / Europe	12	2
<b>SPECIALISATION OPTIONS (in English)</b>	<b>75</b>	<b>12</b>
<b>Option 1 : International Marketing</b>		
International Marketing	24	4
Marketing of Services and Banking	24	4
3 electives courses at choice	27	4
<b>Option 2 : Finance and Auditing (choose 2 among the 3)</b>		
International Finance	24	4
Consolidated Accounting	24	4
Auditing	24	4
3 electives courses at choice	27	4
<b>Option 3 : Entrepreneurship</b>		
Creation and Business Plan	24	4
Innovation, Creativity & Leadership	24	4
2 Missions (creation and strategy/sector or diagnosis)	27	4
<b>Total 4th semester</b>	<b>111</b>	<b>18</b>
<b>Professional Dissertation</b>	<b>360</b>	<b>25</b>
<b>TOTAL SECOND YEAR</b>	<b>597</b>	<b>60</b>
<b>TOTAL MBA PROGRAM</b>	<b>981</b>	<b>120</b>
<b>DOUBLE DEGREE PROGRAM JOINED WITH PARTNERS</b>		
<b>Subject</b>	<b>Hours</b>	<b>ECTS</b>
<b>1st semester CFVG</b>		
(See 1st semester, Branch at CFVG)		
<b>Total 1st semester</b>	<b>168</b>	<b>28</b>
<b>2nd semester CFVG</b>		
(See 2nd semester, Branch at CFVG)		
<b>Total 2nd semester</b>	<b>216</b>	<b>32</b>
<b>Total CFVG</b>	<b>384</b>	<b>60</b>
<b>3rd and 4th semesters in Partner Bus. Schools/Univ. abroad (including Professional Dissertation)</b>	<b>597</b>	<b>60</b>

All the modifications on the MBA structure are communicated by the Academic and MBA Director and/or the CFVG Administration Service during the academic year.

**2.2.** At the end of the first academic year, or at the end of the two MBA years, the participant can get the chance to study at best European universities and business schools if he/she fulfils both CFVG and its partner institution requirements. The participant can obtain 2 degrees: CFVG MBA and a Master degree delivered by the institution where he/she studied during the second year.

**2.3.** Within each re-entry, a calendar mentioning the number of weeks of course to be carried out during one semester is established and communicated to all the participants. Any modification is noticed by email by the administration of CFVG minimum 24 hours in advance. A cancelled course will be taught later in agreement with the participants concerned and the program MBA officer.

**2.4.** The representatives of intakes have the responsibility to communicate with the Academic Director of program MBA and/or the program MBA officer, their wishes, remarks and all the academic problems which the participants can have during their schooling. The meeting has to be carried out at least once a semester.

**2.5.** The participants must fill the electronic evaluation form after having finished a module. Without what, they will not be able to know their note on the module concerned.

## CHAPTER 3: REGULAR ATTENDANCE AND PUNCTUALITY

**3.1** The nature of the teaching and its methods makes it mandatory for the participants to attend the lectures, the tutorials and any other activity organized by CFVG. Any participant will not be allowed to take neither exam nor resit of a module if he/she missed more than one third of the total hours for lectures and tutorials in this course, including justified absences. Non-attendance or frequent absences in a course may result in a grade of 0.

**3.2** Attendance to “Focus hours” is compulsory and subject to attribution of the mention “Pass” or “Fail” by the professor in regard to participation to the classes. The mention “fail” may result in a grade of 0 for the module.

**3.3** An attendance register will be filled at each lecture or tutorial. Any late participant arriving 30 minutes after the beginning scheduled time will be considered absent and access to classroom will be denied. It is strictly prohibited to register other persons.

**3.4** In case of numerous or repeated absences, the CFVG’s management will summon the participant in question, assess the validity of the presented reasons and will be entitled to take disciplinary action if these reasons are not satisfactory (reprimand, then study suspension or definitive exclusion).

**3.5** All CFVG participants must be able to show their participant and ID cards upon request in CFVG facilities. These documents will be systematically displayed prior exams.

The participant card is strictly personal. It is prohibited to give it to other people. In case of loss of card, the participant in question has to inform the Secretary at latest in 24 hours, follow the procedures to issue another card and pay the fees fixed by CFVG.

**3.6** All demands for absent oneself from courses and/or exams or other communication by email from the participants have no legal validity. They should be therefore consolidated by a written paper.

# CHAPTER 4: PROFESSIONAL DISSERTATION

The professional dissertation is a key element in the participant's schooling. The dissertation shows the quality of the research carried out by the participant. More precisely, this research depends on the intensity of the work, on the rigour of the analysis and on how carefully the structure and the form have been made.

**4.1** For the dissertation preparation, every participant's research work will be followed by a tutor chosen by the Management of the Institution. The Participants have to go to the appointments set by their tutor and to give proof of their progress within the time given by the Management. The tutor can call on an advisor to help the participant at a technical level.

All demands for postpone professional dissertation until the next intake has to be written and submitted to the CFVG MBA programme office for an approval of the Direction before nomination of tutors by CFVG. The same conditions as mentioned in paragraph 4.6 below will be applied to any participant who cannot finish on time his professional dissertation.

**4.2** The dissertation shall be written in English or in French and typed with a word processor, using a spreadsheet if necessary. At the beginning of their second academic year, each participant will receive from CFVG a detailed guideline for professional dissertation's working.

**4.3** The final version of the dissertation signed by the tutor, and by the advisor if necessary, will be printed with a laser printer. A limited number of transparencies will also be printed for the defence.

**4.4** The final version of the dissertation is the one the tutor and if necessary the advisor consider being satisfactory, that is to say the dissertation is worth being defended.

**4.5** The professional dissertation has to be submitted to the MBA Program office in 6 hard copies and in soft copy in the deadline established by CFVG.

If the participant is not able to finish his/her work within the given time, he/she can, if the tutor agrees with it, formulate a written request to the Management of the CFVG to postpone his/her research dissertation. In this case, the same conditions as mentioned in paragraph 4.6 below will be applied. The participant cannot change the topic of the dissertation while writing it.

If, for any reason that has been accepted by the Management, the participant cannot deal with his/her topic, he/she might be allowed to work on another topic, with the next intake.

**4.6** The participant is allowed to defend his research dissertation only after having completed all the courses. If, during the defence, the dissertation does not meet the requirements, the participant might be allowed to work on a new topic, and to write the dissertation with the next intake. He/she must pay an additional fee fixed by CFVG in its financial rules.

**4.7** In any case, if the participant cannot write and defend his/her dissertation before the deadline fixed by CFVG, he/she will have to stop his/her schooling at CFVG and will not get the MBA degree.

**4.8** The Board of examiners will consist of at least three persons among which one from the CFVG. If there is an English-speaking manager in the company in which the research was made, he/she may be invited to the defence to express his/her point of view, but he/she won't be allowed to participate in the deliberation in which the mark is set. Unless exceptional cases (confidential topic), the defence is open to the public.

**4.9** The participant has no more than 20 minutes to present the dissertation, after that, a discussion with the Board of examiners starts, during which the participant will be asked questions.

**4.10** The dissertation remains the CFVG's property. Any subsequent publication of the dissertation has to be agreed upon by the Management.

**4.11** The grading of the Professional dissertation is done as follows:

- Marked by tutor: 10%
- Marked by members of the Board of Evaluators (at defense): 90% (written report: 50%, oral presentation: 20%, answers to questions: 20%).

# CHAPTER 5: GRADES

5.1 Every course or teaching module taken into account for the calculation of the yearly general average will be assessed by a weighted average between the mid-term assessment and the final exam result.

- Final exam will account for at least 50% of the average.
- Mid-term assessment is made during the lectures and/or the tutorials. Its weight in the course grading shall not be more than 50%, except occasional notified cases.

Each module has only one final exam and one re-sit exam for those whose grade on the final exam is below the average 10/20.

5.2 Participants who are unable to take the module exam and provide the excuses approved by the programme manager have to participate in the resit exam of the concerned module. If they still can not, they have to participate in the final exam of the module with the next intake. After the third session of the exam organized by CFVG, any non-participation, even with justified reasons, will result to a zero mark.

5.3 Every exam is graded on a scale varying from 0 to 20; the grade 10 meaning the work is assessed to be just passable by the teacher. The rule is the same for the professional dissertation. The grading model below helps appraise the performance level according to the grade obtained.

$G \geq 16/20$	Very good
$14/20 \leq G < 16/20$	Good
$12/20 \leq G < 14/20$	Fair
$10/20 \leq G < 12/20$	Passable

5.3 Every course or teaching module is weighted in relation with the number of credits whereas the Professional dissertation is weighed 20 in order to compute the year average and the general average of each participant.

4.4 The grades are not questionable, except in case of mistakes in the grading (forgotten grade, mistake in weighting or adding ...).

All reclamations concerning the grades should be presented to CFVG Secretariat within one week since the announcement of grades at CFVG. After this deadline, no reclamation will be considered.

# CHAPTER 6: METHODS OF ASSESSMENT, GETTING THE DEGREE

## 6.1 Common rules about the resit exams

**6.1.1** Every mark for a course or for the professional dissertation has to be above or equal to 10/20 in order to get the degree. Each exam will be marked on a scale from 0 to 20 points.

**6.1.2** As a result, all the marks mentioned in Rule 6.1.1 which would be below 10/20 are subject of a single retake, which will take place no sooner than one month after the final exam for the concerned course. The participant who was absent at the final exam has to take the re-sit exam in order to get the mark of the final exam.

**6.1.3** Any resit exam mark cannot exceed 10.

**6.1.4** If, before the resits,

a) the number of courses for which the participant has to do resit exam for an academic year is greater than or equal to 5, the participant shall not be allowed to continue his/her schooling (neither to participate to the resit exam) and cannot get the degree.

b) the number of courses for which the participant has to do resit exam or has not the mark due to final exam absence or which were exempted<sup>1</sup> for an academic year is greater than or equal to 5, the participant shall not be allowed to continue his / her schooling (neither to participate to the re-sit exam) and has to delay his/her studies to the next intake in order to complete the marks missed.

c) the number of courses exempted or was not be taken (for a personal or professional reasons) is greater than or equal to 3 for an academic year, the participant has to delay his/her studies to the next intake in order to complete the marks missed. In this case, he/she should repay the inscription fee, the difference of tuition fee between two intakes (if any) and a supplementary tuition fee (calculated from the total tuition fee applied to the last intake and from the number of credits affected to the course in question (applied for the exempted course).

**6.1.5** If, after the resits,

a) All the marks for the retakes equal 10,

- The 1<sup>st</sup> year participant will be allowed to move up to the next year.
- The 2<sup>nd</sup> year participant will have to refer to the provisions of **§6.3**.

b) More than two marks are still below 10,

- The 1<sup>st</sup> year participant will not be allowed to continue his / her studies.
- The 2<sup>nd</sup> year participant will not get the degree.

c) One or two marks are still below 10,

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<sup>1</sup> An exemption course is one for which the total absent hours of the student is greater than a third of the total course hours.

The participant has to retake the course(s) and the exam(s) for the last time with the next intake. In this case, he/she should repay the inscription fee and a supplementary tuition fee calculated from the total tuition fee applied to the last intake and from the number of credits affected to the course in question. The participant may benefit from this provision only once during his / her studies at CFVG.

- d) the number of courses for which the participant has to do resit exam or has not the mark due to final exam absence or which were exempted is greater than or equal to 3, the participants shall not be allowed to continue his / her schooling and have to delay his/her studies to the next intake in order to complete the marks missed.

**6.1.6** In case a participant needs to follow (voluntarily) for a second time one or several courses with the next intake, he/she should pay a supplementary tuition fee calculated from the total tuition fee applied to the last intake and from the number of credits affected to the course in question.

**6.1.7** In case a participant has to follow for a second time one or several courses with the next intake (because of his absence from exam, not successful resits...), he/she should pay the inscription fee and a supplementary tuition fee calculated from the total tuition fee applied to the last intake and from the number of credits affected to the course in question.

## **6.2 Terms for moving up from 1<sup>st</sup> to 2<sup>nd</sup> year**

According to paragraph 6.1, moving up to the 2<sup>nd</sup> year means that all the marks for the 1<sup>st</sup> year course are equal or above 10/20; then the Board of examiners about moving up from 1<sup>st</sup> to 2<sup>nd</sup> year declares:

- a) that the participant is allowed to move up directly to the 2<sup>nd</sup> year.
- b) or that the participant is allowed to move up to the 2<sup>nd</sup> year, provided he / she got at least 10/20 for all the retakes.
- c) or that the participant can attend to one or two course(s) for the second time in order to retake the second time this (these) course(s) (as notified in Rules 6.1.3 and 6.1.4 of §6.1).
- d) or that the participant is not allowed to continue his / her studies.

## **6.3 Terms for getting the MBA degree**

- Participants should complete normally their study at CFVG (including their professional dissertation) in two years. For any postponement or prolongation of his/her study at CFVG, the participant has to submit an official written demand, with all the justification documents, and this demand should be approved by the Direction of CFVG. On due time, the participant in question has to make inscription to the chosen intake, and the same conditions as to the Participants of the last intake will be applied to him. In any case, all the Participants have to complete their study at CFVG at latest in 4 years. After this deadline, his/her dossier at CFVG is not considered any more.
- The degree is granted when all the exam marks the participant got are equal or above 10/20 (including Dissertation).
- Rankings are set by calculating the weighted average of all the marks (including Dissertation).

#### 6.4 Second foreign language

For the English speaking track, the delivery of the MBA degree is subject upon a level A2 of French attested by any certificate obtained not earlier before the entrance at CFVG MBA program. CFVG organises each year, free of charge for the first exam, a session of TEF (Test d'évaluation de français). The required level is A2.

For the French speaking track, the delivery of the MBA degree is subject upon a level of English same as required in §1.2.

#### 6.5 Levels of the MBA degree

- The MBA degree levels are set as follows :
  - High distinction :  $M \geq 17$  and Dissertation  $\geq 16$
  - Distinction :  $17 > M \geq 15$  and Dissertation  $\geq 14$
  - Credit :  $15 > M \geq 13$  and Dissertation  $\geq 12$
  - Pass :  $13 > M \geq 10$  and Dissertation  $\geq 10$

#### 6.5 Boards of examiners

The Board for the professional dissertation, for the first year retakes, for the end of the second year, for the 2<sup>nd</sup> year retakes and for the end of studies are made up of at least four people, including at least 3 Ph.D. The directors of the CFVG are members as of right. Verdicts from the Board are final. Decisions are taken on the basis of the marks, the information asked by the Board and the present regulations.

#### 6.6 Functioning of the Boards of examiners

Each Board performs their function at two phases: acquiring information and deliberating. During the acquiring information phase, the concerned Participants or their representatives might be, with the consent of the Director and of the Board's chairperson, heard by the Board. As for the deliberation, it is held within the most complete privacy and what is said will be kept secret: only the report of the final decisions is made public. Decisions of the Board of examiners are final.

Hanoi, le 29 septembre 2009

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