

INFORMATION SHEET

CFVG MBA MISSIONS 2021-2022

	Amount	Remarks
Teaching Payment	100€/hr (130€/hr if nb students > 50)	18 hrs/ 24hrs course - Payment in EUR or USD by bank transfer. Professors must provide an IBAN (bank account statement). Payment will be made while Professors achieve the course, the Marks and have sent all invoices covering the per diem (hotel, meals, transport). The Teaching payment is Net of taxes (income tax paid by CFVG)
FOR ONSITE COURSE		
Per diem	145 USD/ Effective night spent for the mission in Vietnam	The number of nights is based on the number of days of teaching, plus one in case of earlier arrival than the first day of teaching (13 days for teaching in Hanoi & HCMC campuses). Courses in HCMC and Hanoi: Monday-Saturday Paid in VND the first weekday on arrival. Professors must provide all invoices (foreign, local and/or online invoices) covering the per diem (hotel, meals, transport). If all invoices < 50% per diem, the per diem will be deducted of 10% from tax
Transport forfait (home country)	110 EUR in Europe or America 90 USD in Asia	Payment in EUR or USD by bank transfer together with the payment of the course teaching. Professors must provide transport invoices at CFVG
Air ticket		Europe / Asia - Vietnam return air ticket a priori on Vietnam Airlines (member of SkyTeam) in "Eco de luxe" class. Air ticket will be booked and managed by CFVG. Professors should answer to the planning before at least 3 months. Any change on flights made by Professors should be paid by Professors
Local transport	-	CFVG will take care of the transfers Airport - Hotel - Airport. Any other transportation is included in the per diem.
Visa on arrival**	25 USD	Reimbursement upon presentation of invoice - Please scan and send the pages of your passport. Payment in EUR or USD by bank transfer together with the payment of the course teaching.
Insurance	-	We book an insurance/assistance for Professors under 70 years old. Professors' information should be provided to the CFVG management team

Course materials and exam papers	-	Course materials, updated CV and a CFVG standardized syllabus with specified ILO to be sent at least 1.5 month before the beginning of the course. Exam questions / exercises to be given at the latest one week after the end of the course. Grades to be returned at the latest 2 weeks after receiving the exam answers.
Classroom equipment	-	Computer, video projector, wifi internet access.

***Foreign Professors from France, Germany, Italy, Spain and United Kingdom have exemption of visa for less than 15 days in Viet Nam. The conditions could be changed by Vietnamese authorities*

CFVG MBA PROGRAMME ORGANIZATION

1. CFVG MBA form: part-time programme for professionals

CFVG MBA students' profile: all students work during the day. *Their average professional experience is around 5.5 years.*

2. Number of teaching hours: 18h-24 h / course (1 hour = 60 minutes)
3. Schedule of MBA course:

The teaching hour is 60 minutes. The professor will have:

- For the course of 18h : 5 sessions of 3h (180 minutes) + 15 minutes of break from Monday to Friday (18.30-21.45) and 1 session of 3h (180 minutes) + 15 minutes of break on Saturday after-noon, from 14.30-17.45
- For the course of 24h : 7 sessions of 3h (180 minutes) + 15 minutes of break from Monday to Friday (18.30-21.45) and 1 session of 3h (180 minutes) + 15 minutes of break on Saturday after-noon, from 14.30-17.45

4. Course preparation:

The CFVG MBA Administration will meet each Professor:

- 1st meeting (online): before having course
 - Assists the teacher during all class sessions
5. Syllabus: The Professor should respect the standard form provided by CFVG.