**MINISTRY OF HEALTH MINISTRY OF EDUCATION AND TRAINING**

**HANOI MEDICAL UNIVERSITY**

**SCHOOL OF PREVENTIVE MEDICINE AND PUBLIC HEALTH**

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**INFORMATION ON THE ADMISSIONS PROCESS FOR**

**THE INTERNATIONAL MASTER OF PUBLIC HEALTH PROGRAM IN 2023**

Based on the announcement of Hanoi Medical University on postgraduate studies application and examination for the academic year of 2023 – 2025, the School of Preventive Medicine and Public Health (SPMPH) is pleased to provide further guidance on the admissions process for the International Master of Public Health Program in 2023 as follows:

**I. ADMISSIONS PROCESS FOR MASTER OF SCIENCE IN PUBLIC HEALTH:**

**1. STUDY MODE AND INTAKE QUOTA:**

- Study Mode: Full-time study

- Duration of study: 18 months

- Intake quota: maximum of 20 students.

**2. PREREQUISITES FOR APPLICATION**

Applicants must have sufficient health conditions to engage in full-time study and must not be subject to criminal liability. Other conditions are as follows:

**2.1. Undergraduate degree:** the completion of an approved undergraduate degree in Public Health, Preventive Medicine, Medicine, Traditional Medicine

**2.2. Undergraduate study and research achievements**

a. Those with a Bachelor’s degree ranking at Good level and above in Public Health, Preventive Medicine, Medicine, Traditional Medicine do not need scientific research publications;

b. Those with a Bachelor’s degree ranking at Average and Average-Good level in Public Health, Preventive Medicine, Medicine, Traditional Medicine need to be an author (not necessarily primary/contact author) of at least one research publication published in a journal credited by the Vietnam State Council for Professorship at the time of publication (see the URL link for more information <http://hdgsnn.gov.vn/> ). Published articles must be relevant to health sciences and be published within 36 months from the date of course application.

**2.3. English requirements:** Proof of English proficiency: IELTS scores of 5.5 or equivalent international certificates accepted by the Ministry of Education and Training (MOET). (Native English speakers and those obtaining a Degree of Bachelor in English are waived of this requirement).

**2.4. Research proposal:** The candidate’s draft research proposal must be prepared according to the university’s template and must be approved by potential academic supervisors as well as heads of Departments/the School. The research proposal is for admission purposes only, and will have to pass through the Research Proposal Council if the candidate is accepted (Appendix 1).

**2.5. Statement of prospective supervisor(s):** A statement by prospective supervisor(s) that the supervisor, who meets the criteria for being a Master degree supervisor according to the regulations and requirements of the master's degree program with research orientation, is willing to serve as supervisor for the candidate should s/he be accepted in the programme.

**2.6. Criteria for being an academic supervisor in the research track:**

 a) Having a clear personal background with good moral qualities and without criminal records and/or liability;

 b) Holding a doctoral degree or the title of professor/associate professor in relevant fields of health sciences;

c) Having language proficiency and ability to apply information technology for research and international scientific exchange;

d) Within 5 years (60 months) by the time the student submits the application for admission Master of Science in Public Health, the main supervisor/independent supervisor must have a scientific publication relevant to the thesis topic as follows: being the first author (or corresponding author) of scientific articles published in Web of Science/Scopus indexed journals, or chapters in reputable international publishers' reference books, or articles published in national scientific journals credited by the Vietnam State Council for Professorship at the time of publication (see the URL link for more information <http://hdgsnn.gov.vn/> ). The publications must achieve a total score of 2.0 or higher according to the maximum score defined by the State Professorship Council for each type of publication (scores are not divided when there are co-authors).

e) Each applicant has one or two thesis supervisors, with at least one being a permanent staff member of Hanoi Medical University. The first-time supervisor for Master degree students will be assigned as a co-supervisor. At any given time, one main supervisor or independent supervisor can only supervise up to 05 Master's and Resident students (including students enrolled in other academic institutions). Co-supervising 02 students is considered equivalent to independently supervising 01 student .

**2.7. Policy for priority:** according to the announcement of Hanoi Medical University on postgraduate studies application and examination in 2023.

**3. ADMISSION METHOD**

**3.1. Method:** Review of application, research proposal and interview

**3.2. Admission criteria:** Admission is based on the applicant's profile score, research proposal, and interview evaluating the candidate's competency**.**

**4. ADMISSION REQUIREMENTS:**

**4.1. Admission criteria:** Based on the admission criteria in Appendix 2, candidates eligible for admission must achieve a total score of ≥ 10.5 points for their profile score and research proposal evaluation. Specifically:

4.1.1. Score for part 1 (profile assessment score): The total profile score must be ≥ 5.5 points.

4.1.2. Score for Part 2 (research proposal evaluation score and candidate's competency): The total Score must be ≥ 5.0 points.

**4.2. Admission procedure:**

a) Candidates will be ranked based on the total scores of Part 1 and Part 2, from highest to lowest, until the quota for Master of Science in Public Health is filled.

b) In case of candidates having the same total scores, the priority order for admission will be determined as follows:

1. The candidate with a higher score in Part 1;
2. The candidate with higher scores in research articles and scientific research achievements.

c) If the quota for the Master of Science in Public Health Track is not filled, the remaining slots will be transferred to the Master of Applied Public Health Track.

d) Candidates who are not admitted to the Master of Science in Public Health Track are allowed to participate in the entrance exam for the Master of Applied Public Health Track if they have submitted a complete application and meet the requirements.

**5. APPLICATION DOCUMENTS:** according to the call for Master of Public Health- International Program Application – Academic Year 2023-2025

**6. ADMISSION TIMELINE:** according to the call for Master of Public Health- International Program Application – Academic Year 2023-2025

**II. ADMISSIONS PROCESS FOR MASTER OF APPLIED PUBLIC HEALTH TRACK**

**1. STUDY MODE AND INTAKE QUOTA:**

- Study Mode: Full-time study

- Duration of study: 18 months

- Intake quota: maximum of 10 students.

**2. PREREQUISITES FOR APPLICATION**

Applicants must have sufficient health conditions to study as regulated and currently not subject to criminal liability. Other conditions are as follows:

**2.1. Undergraduate degree:**

The completion or meeting the graduation requirements of an approved undergraduate degree in Public Health, Preventive Medicine, Medicine, Traditional Medicine, Pharmacology, Nutrition, Nursing-Midwifery, Odontology-Stomatology, Laboratory Technology, Health Management/Administration, Sport Medicine, Sociology, Anthropology, Economics, Education, Economic Statistics, Administration – Management, Psychology, Biology, Applied Biology, Environmental Science, Social Work, Resource Management, Environment and Veterinary Medicine;

**2.2. Supplementary coursework in public health:**

Complete 10 credits of supplementary course work in public health prior to the date of announcing shortlisted candidates for an oral examination.

**2.3. Work experience:**

Have at least one year of health-related work experience, for those with Bachelor’s degrees in Pharmacology, Nutrition, Nursing, Odontology-Stomatology, Laboratory Technology, Health Management/Administration, Sport Medicine, Sociology, Anthropology, Economics, Education, Economic Statistics, Administration – Management, Psychology, Biology, Applied Biology, Environmental Science, Social Work, Resource Management, Environment and Veterinary Medicine.

**2.4. English requirements:** Proof of English proficiency: IELTS scores of 5.5 or equivalent international certificates accepted by the Ministry of Education and Training (MOET). (Native English speakers and those obtaining a Degree of Bachelor in English are waived of this requirement).

**2.5.** **Policy for priority:** according to the announcement of Hanoi Medical University on postgraduate studies application and examination in 2023.

**3. ADMISSION METHOD**

**3.1. Method:** Review of application and interview

**3.2. Admission criteria:** Admission is based on the applicant's profile score and entrance exam interview evaluating the candidate's competency.

**4. ADMISSION REQUIREMENTS:**

**4.1. Admission criteria:** Based on the admission criteria in Appendix 3, candidates eligible for admission must achieve a total score of ≥ 10.0 points for their profile score and entrance exam interview score. Specifically:

4.1.1. Score for part 1 (profile assessment score): The total profile score must be ≥ 3.0 points.

4.1.2. Score for Part 2 (entrance exam interview score): The total Score must be ≥ 7.0 points.

4.2. Admission procedure:

a) Candidates will be ranked based on the total scores of Part 1 and Part 2, from highest to lowest, until the quota for Master of Applied Public Health track is filled.

b) In case of candidates having the same total scores, the priority order for admission will be determined as follows:

1. The candidate with a higher score in Part 2;

2. The candidate with higher scores in answering questions related to specialization

**5. APPLICATION DOCUMENTS:** according to the call for Master of Public Health- International Program Application – Academic Year 2023-2025

**6. ADMISSION TIMELINE:** according to the call for Master of Public Health- International Program Application – Academic Year 2023-2025

For more information on the Master of Public Health International Program or the supplementary course work in public health, please contact:

**Coordination Office for the Master of Public Health International Program**

School of Preventive Medicine and Public Health - Hanoi Medical University

Address : 01 Ton That Tung, Dong Da, Hanoi, Vietnam

Phone : +84 945298166

Email (main) : sdhyhdp@hmu.edu.vn

Email (cc to) : trangptt@hmu.edu.vn

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| --- | --- |
|  | **Hanoi, April 2023****RECTOR OF HANOI MEDICAL UNIVERSITY****Nguyen Huu Tu** |

**APPENDIX 1**

**GUIDELINES ON THE CONTENT AND FORMAT OF RESEARCH PROPOSAL FOR ADMISSION TO MASTER OF SCIENCE IN PUBLIC HEALTH**

**1. Requirements for Master thesis proposal content**

The research proposal for admission to the Master of Science in Public Health is a detailed draft of the candidate's scientific research plan, and is a mandatory requirement to assess the research ability and feasibility of the topic. Based on the research proposal, the Admission Board can evaluate the candidate's ability to pose and solve academic or technological problems, as well as the candidate's research capability and innovation.

**2. Requirements for structure and formats:**

**2.1. Structure of the research proposal for admission to the Master of Science in Public Health**

a) Introduction, research questions, and research objectives: The research question should be highlighted based on clear evidence. The introduction should state the scientific significance, practical significance, novelty of the research, and research objectives.

b) Literature review: The structure of the literature review should align with the research objectives, demonstrating the candidate's ability to summarize and synthesize relevant literature and other studies. The literature review should not include content from classical textbooks.

c) Subjects and research methodology including the following subsections:

* Selection criteria and exclusion criteria for research subjects
* Study site and duration
* Study design
* Sample size and sampling method
* Research variables/indicators
* Data collection methods/tools
* Intervention techniques used in the research
* Research process (clearly stating the timing of data collection and interventions)
* Potential sources of error and control measures
* Expected methods of data analysis
* Research ethics

d) Expected research outcomes: Present at least 3 blank tables related to the characteristics of research subjects and research objectives, with each objective having at least 1 table. The blank tables should demonstrate the statistical methods to be used.

e) Expected discussion

f) Expected conclusion (optional)

g) References

h) Appendices

Appendix 1: Research implementation plan

Appendix 2: Budget estimation for the research project (if applicable)

Appendix 3: Data collection tools (if applicable)

**2.2. Presentation Format**

 a) The outline includes the following sections:

* Cover pages with general information including: training institution, candidate's full name, research proposal title, major, training code, potential supervisors.

+ Outer cover page

+ The supplemental cover page

* Table of contents.
* List of abbreviations (if any).
* List of tables, charts, diagrams, and illustrations.
* Introduction & Research objectives (page numbering starts with Arabic numerals: 1, 2, 3, ...).
* Chapter 1: Literature review.
* Chapter 2: Subjects and research methods.
* Chapter 3: Expected results.
* Chapter 4: Expected discussion.
* Expected Conclusion (optional).
* References.
* Appendices (if any).

b) Regarding detailed formatting

The research proposal must be presented clearly, logically, neatly, without erasures, and illustrations should not be repeated multiple times to extend the length of the proposal. The research proposal must be paginated, with numbered tables, charts, and graphs.

**- Document drafting**: Use Unicode encoding, Times New Roman font size 13 or equivalent, normal character spacing without compression or stretching of space between characters; line spacing set at 1.5 lines; top margin of 3.5cm; bottom margin of 2.0cm; left margin of 3.5cm; right margin of 2.0cm. Page numbers centered at the top of each page, starting from Introduction section, in Arabic numerals (1, 2, 3...).

**- Subheadings:** Subheadings in the proposal should be presented and numbered as groups of digits, with a maximum of four digits, with the first digit indicating the chapter (e.g. 4.1.2.1 refers to subheading 1 in group subheading 2 of section 1 in chapter 4).

**- Tables, figures, equations:** Numbering of tables, figures, and equations must be associated with the chapter; for example, Figure 3.4 means the fourth figure in Chapter 3. Any graphs, tables taken from other sources must be fully cited, for example "Source: Ministry of Health - 2019". The sources cited must be accurately listed in the Reference List. The title of the table is written above the table; the title of the figure, diagram, or chart is written below the figure, diagram, or chart.

**- Abbreviations:** Limit the use of abbreviations in the Outline. Only abbreviate words, phrases, or terms that are used frequently in the Outline or are commonly known. If abbreviations are used extensively in the Outline, a list of abbreviations must be provided.

**- References and citations:** Citations should be in the order of appearance in the content of the paper, not by author name and year. References should be numbered and formatted according to AMA guidelines (following the referencing guidelines of the Journal of Medical Research, Hanoi Medical University, ). For Vietnamese authors, the full name and surname should be provided.

Example:

1. Nguyen Kim Son, Pham Van Hung, Nguyen Bao Son, and the colleagues. A gene mutation encoding EGFR in lung cancer. Journal of medical research. In 2010; 3: 30-37.

2. Huang W, Lee SL, Lu LX. Mechanistic approaches to predicting oral drug absorption. AAPS J. 2009; 11 (2): 217-224.

(Details at link <https://libguides.usc.edu/c.php?g=1029472&p=8076397>).

**- Appendix:** Questionnaire, checklist, research records, standard procedure (SOP) for the study, consent form ...

**OUTER COVER PAGE FORM FOR**

**MASTER OF SCIENCE IN PUBLIC HEALTH**

**(size 210 x 297 mm)**

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| --- |
| **MINISTRY OF EDUCATION AND TRAINING MINISTRY OF HEALTH HANOI MEDICAL UNIVERSITY** |
| **Logo_HMU.jpg** |
|  |
| **APPLICANT ‘S FULL NAME** |
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| **RESEARCH PROPOSAL TITLE** |
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| MASTER OF SCIENCE IN PUBLIC HEALTH PROPOSAL  |
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|  |
| **Hanoi – Year** |

**SUPPLEMENTAL COVER FORM**

**MINISTRY OF EDUCATION AND TRAINING MINISTRY OF HEALTH HANOI MEDICAL UNIVERSITY**

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**APPLICANT’S FULL NAME**

RESEARCH PROPOSAL TITLE

 Major: Public Health

 Code: 8720701

MASTER OF SCIENCE IN PUBLIC HEALTH PROPOSAL

PROSPECTIVE SUPERVISORS:

**Hanoi - 2023**

**Appendix 2:**

**CRITERIA FOR ASSESSMENT OF APPLICATIONS FOR MASTER OF SCIENCE IN PUBLIC HEALTH PROGRAM - YEAR 2023**

Evaluation scale: consists of 2 parts

**Part 1. Evaluation of applicant’s documents according to the following scale: Minimum Score≥ 5.5**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Evaluated content** | **Point** | **Score** |
| **1** | **Result of university degree** | Undergraduate | GPA | Listed majors | High Distinction | 3 |  |
| Distinction | 2 |
| Good | 1 |
| Average/ Average good | 0.5 |
| **2** | **English proficiency** | IELTS: Over 7.0, mother tongue or equivalent certificates | 2 |  |
| IELTS: 6.5 – 7.0, official language or equivalent certificates | 1.5 |  |
| IELTS: 5.5 – 6.0 or equivalent certificates | 1 |  |
| **3** | **Related professional experience** | From 24 months in health-related work experience | 2 |  |
| From 12-24 months in health-related work experience | 1.5 |
| From 6-12 months in health-related work experience | 1 |
| Just graduated from university and worked for less than 6 months. | 0.5 |  |
| **4** | **Independent/Main/ Co supervisor** | Within 60 months, being an author of an article listed in Web of Science/Scopus. | 2 |  |
| Within 60 months, not having published an article listed in Web of Science/Scopus but meeting the criteria for being a main/independent/co-supervisor. | 1 |  |
| **5** | **Experience & achievements in scientific research Within 36 months up to the time of application.** | Published articles. | In journals listed in Web of Science/Scopus/ ISI database. | As the first author (number of papers x point). | 2 |  |
| Co-authors (number of papers x point). | 1.5 |
| in national scientific journals credited by the Vietnam State Council for Professorship at the time of publication | As the first author (number of papers x point). | 1.5 |
| Co-authors (number of papers x point). | 1 |
| Other journals | As the first author (number of papers x point). | 0.5 |
| Co-authors (number of papers x point). | 0.25 |
| Research projects (already completed and accepted for evaluation). | Research projects funded by the State /Ministry/ City (number of projects x point) | Participant | 2 |
| Research projects funded by the institution/base (number of projects x point). | Principal investigator | 2 |
| Secretary  | 1.5 |
| Participant | 1 |
| Scientific research achievements | Certificate of commendation for scientific research achievements at the Ministry/City level | 2 |
| Certificate of commendation for scientific research achievements at the University/Hospital level. | 1 |
| **Total Score for Part 1 (no maximum score).** |  |  |

**Part 2. Evaluation of research proposal and candidate's capacity: Minimum total Score≥ 5.0**

**2.1. Evaluation of research proposal content: Maximum 03 points, scoring with increments of 0.1.**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Evaluated content** | **Maximum Score** | **Score** |
| 1 | Scientific and practical significance: Novelty in the research topic or addressing a specific existing issue in the field/industry in a scientific and rational manner. | **0.5** |  |
| 2 | Clear and feasible introduction, research questions, and objectives. | **1.0** |  |
| 3 | Rigorous scientific research methods. | **1.0** |  |
| 4 | Feasibility of the research topic (availability of funding sources, research infrastructure, scientific supervisors, etc.). | **0.5** |  |
| **Maximum total Score of part 2.1** | **3.0** |  |

**2.2. The evaluation of the candidate's competence is based on the presentation of the research proposal and answering questions, with a maximum score of 07 points. Scores can be given in increments of 0.1.**

|  |  |  |  |
| --- | --- | --- | --- |
| **TT** | **Evaluated content** | **Maximum Score** | **Score** |
| 1 | The candidate's competence is evaluated based on their ability to grasp the presented issues, confidence, and other relevant factors. | **1.0** |  |
| 2 | The slides of the report are in accordance with the regulations, presented fluently, and the presentation time does not exceed 10 minutes (deduct 0.1 point for each minute exceeding the time limit) | **1.0** |  |
| 3 | Answering questions from committee members well (5 questions, with a maximum score of 1.0 point for each answer). | **5.0** |  |
| **The maximum Score of part 2.2** | **7.0** |  |

*Note: If participating in the evaluation committee, prospective supervisors should not ask questions or Score.*

**Appendix 3:**

**CRITERIA FOR ASSESSMENT OF APPLICATIONS FOR MASTER OF APPLIED PUBLIC HEALTH PROGRAM - YEAR 2023**

Evaluation scale: consists of 2 parts

**Part 1. Evaluation of applicant’s documents according to the following scale: Minimum Score≥ 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Evaluated content** | **Point** | **Score** |
| **1** | **Result of university degree** | Undergraduate | GPA | Listed majors | High Distinction | 3 |  |
| Distinction | 2 |
| Good | 1 |
| Average/ Average good | 0.5 |
| **2** | **English proficiency** | IELTS: Over 7.0, mother tongue or equivalent certificates | 2 |  |
| IELTS: 6.5 – 7.0, official language or equivalent certificates | 1.5 |  |
| IELTS: 5.5 – 6.0 or equivalent certificates | 1 |  |
| **3** | **Related professional experience** | From 24 months in health-related work experience | 2 |  |
| From 12-24 months in health-related work experience | 1.5 |
| From 6-12 months in health-related work experience | 1 |
| Just graduated from university and worked for less than 6 months. | 0.5 |

 **Part 2: The evaluation of the candidate's competence is based on the entrance exam interview and answering questions, with a maximum score of 14 points. Scores can be given in increments of 0.1. The total Score must be ≥ 7.0 points**.

|  |  |  |  |
| --- | --- | --- | --- |
| **TT** | **Evaluated content** | **Maximum Score** | **Score** |
| 1 | English fluency | **1.0** |  |
| 2 | Introduction on: professional capacity, work experience in public health/relevant areas. | **2.0** |  |
| 3 | Introduction on: Interest in Master of Public Health Program and reasons for scholarship application | **1.0** |  |
| 4 | Answering questions from committee members well (5 questions, with a maximum score of 2.0 points for each answer). Notes: Questions related to two subjects including Environmental Health Sciences – Environmental Health, and Health Organization and Management | **10.0** |  |
| **The maximum Score of part 2** | **14.0** |  |