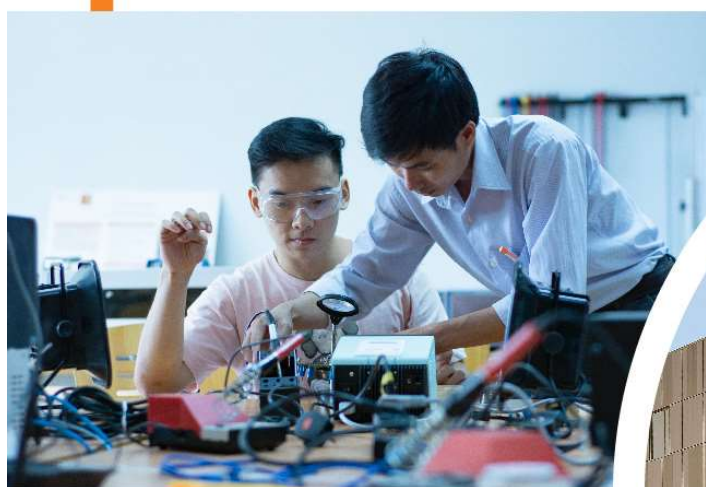


# INFORMATION PACK

*For Lecturer Candidates*



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Welcome to the Vietnamese-German University!

The Vietnamese-German University (VGU) is a Vietnamese state university. The foundation of VGU in 2008 was based on a close cooperation between the Federal Republic of Germany and the Socialist Republic of Vietnam. Being a joint effort of Vietnamese and German higher education institutions, VGU follows German based faculty recruitment practices. These practices ensure that the evaluation and selection follow a merit-based, transparent and fair procedure.

This information pack provides you with an overview of the faculty recruitment procedure, working conditions, employment benefits and other related matters, e.g. working visa, accommodation, and transportation in Vietnam.

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## 1. About VGU

### A New Campus for VGU

The new campus of the Vietnamese-German University (VGU) is planned to be Vietnam's most modern campus in terms of design, but also in terms of its facilities that will create an ideal learning and working environment for students, lecturers and staff alike. Covering a total area of 50 hectares, the new campus will be located 40km from Ho Chi Minh City, in the new urban area of My Phuoc, Thoi Hoa Commune, Ben Cat District in Binh Duong Province.

The construction of the campus is divided into two phases. In Phase 1, the campus will be established for a maximum capacity of 5,000 students and prepared for its planned relocation in 2022.

In Phase 2, the campus will be completed to serve its maximum capacity of 12,000 students.





## Facts and Figures

- Founded in 2008 as a research-oriented Vietnamese State University
- Following the model of German higher education
- Academic profile is focused on engineering areas, information technology, natural sciences and economics
- Offering Bachelor, Master's programs and PhD, jointly run by VGU and German partner universities
- Total number of staff by June 2021 is 173
- Total number of students by 2021: 1,900
- Diversity: students from 19 nations
- Total number of scholarships granted for academic year 2019/2020: over 500
- Total value of scholarships for academic year 2019/2020: over USD 1,000,000
- Percentage of teaching load offered by professors (flying faculty) from German partner universities: 20% up to 80% / study program
- German partner universities: 36
- Existing technical laboratories: 18
- Existing Computer laboratories: 6
- Ongoing scientific research projects: 24
- Ongoing science-industry projects collaborated with private sector: 4
- Scientific article publication in international journals in 2020: 69
- Scientific papers presented at workshops and conferences in 2020: 32
- Existing student clubs: 18
- The New Campus: 135,000 m<sup>2</sup> floor on 50 ha with investment of 200 million USD
- Laboratories in New Campus: 71 technical laboratories and workshops
- Computer laboratories in the New Campus: 14

## VISION OF 2030 AND FURTHER

VGU becomes a top research university in Asia

5,000 students by 2030

12,000 students by 2040

## 2. Why work at VGU?

### Our Mission

Vietnamese-German University (VGU) is a public Vietnamese university developed in close partnership with Germany, which is based on the principles of academic freedom, unity of teaching and research and institutional autonomy. VGU is committed to excellence in research and teaching in the fields of smart engineering, information technology as well as business and economics relevant for both local and global sustainable development. Our graduates are trained to combine rigorous theoretical knowledge with critical thinking skills to creatively solve problems and ultimately are well prepared to assume leadership in the next generation of scientists, engineers and managers. As an acknowledged research university with a distinctive profile, VGU is a driver for the economic, social and environmental development of Vietnam.

### Our Vision

Vietnamese-German University (VGU) aims to become a leading research university in Asia and the first choice for students and academics in the fields of smart engineering, information technology, business and economics in Vietnam by 2030. In close collaboration with universities worldwide, VGU will contribute to the advancement of science and technology. Being responsible leaders and experts, our graduates will shape the global society sustainably.

### Our Values

#### Excellence in research and teaching

We are committed to strive for the highest standards of quality in research, teaching and services provided.

#### Academic freedom and integrity

As an autonomous institution, we respect the principles of academic freedom. Faculty act with academic integrity and comply with rules of good scientific practice.

#### Creative learning environment

We see faculty and staff as facilitators for students' learning processes rather than as supervisors. A stimulating learning environment is triggered by intellectual curiosity and opportunities for collaborative research-based learning.

#### Diversity

As part of the global academic community, we respect diversity and strive for inclusion in order to foster exchange of experience and opinions as well as encourage international cooperation.

### Sustainability

We care for our fellow students, colleagues, and their families. We are committed to the Sustainable Development Goals (SDG) and act accordingly.

### Honesty and transparency

We pursue individual and shared goals honestly and assure transparency regarding intentions, strategies and outcomes of our work.

## 3. Faculty recruitment process



### Application screening

All applicants are subject to initial review for pre-selection by the Selection and Nomination Committee (SNC). Applications, which meet all of the basic eligibility criteria and the job requirements might be contacted by the Lecturer Recruitment and Development Officer (LRDO) for further clarification, especially with respects to their motivation for joining VGU. This step is followed by Assessment Sessions and Interviews.

### Assessment sessions and interviews

Pre-selected applicants are invited to a *Preliminary interview* with VGU's President before participating in an *Assessment session* and *interview* to demonstrate his/her knowledge, skills and competencies to the SNC. The SNC often involves seven members: Faculty Dean, one Academic Director, one Academic Coordinator, one Professor from a partner university of VGU, one Lecturer of VGU, one Industry Representative, and one Student Representative from the relevant study programme.

The Assessment session is comprised of 3 parts, namely (1) a 30-minute trial lecture, (2) a 30-minute presentation on his/her research(s) and (3) a 20-minute presentation on his/her teaching concepts and research strategies.

In the interview, the candidate and the SNC can discuss open questions.

Please note that the trial lecture and presentations will be carefully evaluated. In terms of lecturing, the evaluation criteria include, for example, structure, clarity, presentation skills, and quality of content, use of media, performance, interaction with students, time management etc.

With respect to research, candidates are expected to demonstrate their research expertise (in part 2) and plans of their research program upon joining VGU (in part 3).

### **Job offer**

A successful candidate, who is nominated by the SNC, will receive a job offer letter from VGU.

## **4. Working conditions**

### **Work permit**

By law, a non-Vietnamese citizen must hold a work visa/permit to legally work in Vietnam. VGU supports selected candidates with visa and work permit application process.

### **The academic year**

The academic year at VGU is divided into two semesters, i.e. winter semester and summer semester. The winter semester starts on the first Monday after Sept. 15, marking the beginning of an academic year. The summer semester officially starts on the second Monday after the first day of Vietnamese traditional new year, TET, but not before week 7 of the respective calendar year.

### **Office hours and working hours**

VGU follows the standard 40-hour work week or 8-hour work-day from Monday to Friday. Work hours at VGU are from 8:00 to 16:30, incl. a 30-minute lunch break.

At VGU, a lecturer teaches maximum 8 *academic hours* per week. The remaining hours of a 40-hour work week are dedicated for research, student advising, teaching related tasks, as well as related administrative responsibilities.

During university sessions, full-time faculty are required to be present at least 3 to 4 days per work week for teaching and teaching related tasks, student advising, or collaborative research, and other responsibilities.

### **Faculty evaluation**

In order to timely recognise outstanding performance in research and teaching, a faculty evaluation is carried out annually at VGU. The criteria for evaluation of faculty focus on teaching and research activities. Student evaluation of teaching and program also affects the final evaluation results. A promotion to an academic management position is granted only in recognition of merit and competence and must be approved by the President of VGU.

### **Tenured appointment**



After the initial two-year contract and pending performance evaluation, a full-time faculty can be granted tenure at VGU.

## 5. University facilities

### Campus

The VGU interim campus with well-equipped classrooms and state-of-the-art laboratories provides excellent conditions for learning, teaching, and research. All classrooms are equipped with projectors and screens, and built-in access to video conferencing facilities. Additionally, VGU's learning facility in Ho Chi Minh City (HCMC) makes it convenient for master students, who live and work in the city, to follow courses in their part-time study programmes. VGU expects to move to the new campus by 2022.

### Laboratories

VGU's laboratories are among the leading ones, readily available for learning and research activities at all areas of interest of both academics and students.

No.	Laboratory
1	Laboratories for Water Technology and Environmental Engineering
2	Laboratories for Logistics, Supply Chain and Traffic Engineering
3	Laboratories for Civil Engineering
4	Laboratories for Architecture
5	Laboratories for Advanced Manufacturing and Productivity
6	Laboratories for Electrical & Computational Engineering
7	Laboratories for Mechatronics and Sensor Systems Technology

### Bus service

VGU's shuttle buses carry staff and students from HCMC to VGU and back every working day.

## 6. Research and networking support

Being a research-oriented university, VGU creates a supportive working environment for academics to pursue their research interests in any fields and to strengthen their research competences and networking.

At VGU, three key research groups have been established, i.e.: Manufacturing Technology and Sustainable Manufacturing, Sustainable Development and Transportation as well as Information Technology and Computer Science.

No.	Research Directions
1	Water Environment and Adaptation to Climate Change
2	Transport and Sustainable Urban Development
3	Computational Engineering
4	Manufacturing Technology and Sustainable Manufacturing
5	Information Technology and Computer Science
6	Computer Vision and Image Processing
7	Mechatronics and Sensor Systems Technology
8	Economics and management

VGU faculty members also have the opportunities to expand research contacts through the network of VGU's consortium which includes 36 German universities. Additionally, VGU's relations with industrial partners and German agencies facilitate funding opportunities for research and joint-research projects.

The *VGU Research Fund* (VGU-RF) is dedicated to encouraging research initiatives and scientific researches for all academics and students. The VGU-RF finances VGU-level projects, with a funding budget for each project varying from less than VND 50,000,000 to maximum VND 350,000,000, depending on the scope, objective and anticipated output of each project/activity. Access to the National Foundation for Science and Technology Development (NAFOSTED) funded projects is made available to faculty members, as well as access to projects funded by the Ministry of Education and Training (MoET). The funding for these national-level projects may range between VND 500,000,000 to VND 1,000,000,000. In addition, the Department of Sciences and Technology also funds provincial-level projects with a budget from VND 1,000,000,000. VGU's Research Management Department provides administrative support for Principle Investigators (PI) to go through the project application and implementation process. Based on the request proposal and the submitted proofs, VGU will partially or fully offer financial support for attending conferences/workshops. The number of conferences/workshops are financially supported by VGU for respective academic staff per year as follows:

(1) Prof, Assoc. Prof., senior lecturer: total fund is no more than VND 40,000,000/year.

(2) lecturer: total fund is no more than VND 35,000,000/year.

VGU has established doctoral training programs in the field of engineering since 2018. So the lecturers have an opportunity to be Ph.D. supervisors.

## 7. Employment benefits

### Remuneration

Fresh PhD holders with less than 2 years of teaching experience can expect a salary starting from E13 III.

Candidates with proven outstanding research and teaching records through two external evaluations may expect a salary starting from P1.

**Performance at the assessment session is a factor to define the final pay group that the candidate is entitled to.**

Please note that in Vietnam the awarding of Professor or Associated Professor title requires an approval by the State Professorship Committee. At the moment of the information pack, VGU does not have the authority to reward Professor and Associated Professor titles.

Table: Gross salary/ month (version 2019)

Pay group		Years of experience					
		Entry level	> 1 yr	> 3 yrs	> 6 yrs	> 10 yrs	> 15 yrs
		I	II	III	IV	V	VI
Professor	P3	74,887,400	79,372,300	87,314,000	94,302,100	99,964,100	103,957,300
Assoc. Professor	P2	54,429,700	57,692,800	63,459,100	68,540,000	72,652,400	75,557,900
Senior Lecturer	P1	39,559,500	41,928,600	46,130,400	49,810,700	52,805,600	54,921,400
Lecturer	E14	37,309,600	39,544,600	43,493,100	46,979,700	49,795,800	51,792,400
Junior Lecturer	E13	30,768,500	32,601,200	35,864,300	38,740,000	41,064,400	42,703,400

**13th month salary**

All VGU full-time faculty receive a 13th month salary, which is paid at the end of a calendar year. If an employee has worked for less than twelve months in a calendar year, payment of the 13th month salary will be calculated on a pro-rata basis.

All salary payments are made in Vietnamese currency, i.e. Vietnam Dong (VND).

### **Leave and holidays**

In accordance with the Vietnam Labour Law, faculty at VGU observe 10 public holidays. In addition, VGU offers 12 days' annual leave and three days' sick leave per annum. Sick leave lasting more than a three-day period requires a verification by a physician and/or health care service provider.

Maternity leave, family medical leave and other leave forms are granted to employees in accordance with the Vietnam Labour law.

### **Professional development**

At VGU, faculty can find learning and training opportunities to further develop their skills and competencies. There are several courses on teaching and learning strategy, student assessment, program design and quality assurance for teaching and learning provided by internal or external experts.

The following specific courses have been offered so far:

- Teaching for Quality Learning
- Developing, managing and assessing intended learning outcomes of degree program
- Development of a Teaching and Learning Philosophy
- Principles of Good Scientific Practice
- Development of a Research Strategy
- Developing and Operating Internal Quality Assurance System at universities
- Introduction into Institutional Accreditation
- Training accreditors for accreditation of higher education
- Quality Assurance at VGU – How to establish a Systemic Approach to Quality Management.

Other activities are organized to develop professional and teaching skills for teaching staff at VGU such as conferences, workshops, seminars, training on subject matters, individual or collaborative research on a topic of professional interest and technology transfer. These academic events are the most important tools to update teaching staff's knowledge of subjects in light of

recent advances in the area and to exchange information and expertise among teaching staff, academics and industrialists.

## 8. Insurance

VGU offers health insurance to all employees. The current insurance carrier (in 2021) is PVI Insurance. VGU staff is also entitled to a basic annual health check-up paid by VGU.

In accordance to Vietnam Labour Law, all Vietnamese employees at VGU are entitled to unemployment insurance.

## 9. Life in Vietnam

### Living costs

The overall costs of living in Vietnam are relatively lower than those in developed countries. Therefore, it is easy to enjoy high living standards while still saving money.

Costs of living in Vietnam per month	
Rent + Bills	\$200 - \$1,000
Transportation (renting a motorbike plus gas)	\$60
Grocery	\$50 - \$200
Leisure: eating out, drinking (going out and/or eating out at least once a week)	\$100
Mobile phone bill	\$5
Gym membership/Fitness	\$20
<b>Total</b>	<b>\$535 - \$1,535</b>

### Food and Drinks

Vietnamese local food is well-known for its delicious taste, nutrition, and reasonable price (\$1-\$6 for a meal). A wide variety of international cuisines is also offered in numerous restaurants, especially in large cities. Besides, the popularity of Buddhism makes it possible to find vegetarian dishes in any region.

Some top Vietnamese dishes according to the CNN include: phở, chả cá, bánh xèo, cao lầu, rau muống, nem rán/chả giò, gỏi cuốn and bún bò huế.

### Culture



A mixture of Eastern and Western cultures can be experienced throughout Vietnam. Modern cinemas, opera houses, art galleries, and a growing live music scene are popular entertainment options.

### Language

English is the official language at VGU. In the centre of Ho Chi Minh City, many locals can communicate in English and/or other foreign languages. Vietnamese courses are offered free of charge for employees at VGU.

### Transportation

There are several means of transportation in Vietnam. Common choices for daily commutation are motorcycles, cars, taxis, and buses. Planes, boats, and trains are also cheap methods to travel around the country.

Transportation costs in Vietnam	
Grab bike, xe ôm	\$0.5/km for the first 2km and \$0.15/km later on
Grab car, taxi (per km)	\$0.5 - \$0.6
One way flight	\$33 - \$72
One way train	\$9 - \$55
Scooter hire (per day)	\$4 - \$6

The VGU's daily shuttle buses pick up employees at Hồ Con Rùa and along the way to campus.

### Accommodation

Accommodation options such as houses and apartments at affordable prices are plenty in both Hồ Chí Minh City and Bình Dương.

Monthly rent for types of accommodation in Vietnam	
Shared apartment	\$200-\$350
Serviced apartment	\$400-\$600
Studio apartment	\$400-\$600
Own apartment	\$450-\$1,000
House	\$800

### Healthcare services

While public hospitals are still over-crowded, private healthcare establishments are of high standard. Private health insurance, therefore, is recommended for a healthy life in Vietnam. Best private hospitals for expats in Hồ Chí Minh City include: Franco-Vietnamese Hospital, FV Saigon Clinic, Vinmec Saigon International Clinic, Family Medical Practice, and Columbia Asia International Hospital - Private Hospital.

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Visit our website at: <https://vgu.edu.vn/>

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