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Erasmus+ Programme  
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# **Appointment of members of the Scientific Committee**

of

**“MONitoring Trends In Vietnamese graduates’ Employment”  
Project (MOTIVE)**

*and*

***National Centre for Graduates’ Tracking***

**MOTIVE PROJECT**

**No. 609781-EPP-1-2019-1-IT-EPPKA2-CBHE-SP**

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Having regard to Erasmus+ project “Monitoring Trends in Vietnamese Graduates’ Tracking” (MOTIVE), reference n. 609781-EPP-1-2019-1-IT-EPPKA2-CBHE-SP, co-funded by the Erasmus+ Programme of the European Union,

Having regard to Work Package 6, Vietnamese National Centre for Graduates’ Tracking, that aims at set up in Vietnam the first National Centre for Graduate Tracking.

Whereas:

- i) The strategy for sustainability of the MOTIVE Project initiative, which requires the establishment of the procedures for the operation of the Vietnamese Centre for Graduates Tracking, the appointment the Scientific Committee shall be laid down, specifying in particular:
  - ✓ the centre structure, management, functions and team;
  - ✓ the condition to join the Centre for new universities;
  - ✓ future source of financing and functioning;
  - ✓ the number of members in the Scientific Committee;
  - ✓ the procedure for reimbursing the expenses of members of the Scientific Committee;
  - ✓ the manner in which tasks and requests for scientific and operational opinions are assigned to the Scientific Committee and working group, including tasks and requests addressing multisector issues;
  - ✓ the possibility of external experts being included in the Working Groups;
  - ✓ the possibility of observers being invited to meetings of the Scientific Committee and the Scientific Panels;
  - ✓ the possibility of organising public events and dissemination activities.
- ii) the Centre will support the governance of the higher education system in the country by running students and graduates surveys thus monitoring the Vietnamese graduates’ university-labour market transition as well as the employment situation of the graduates in the labour market. The Centre will have as main tool for running surveys a unique students/graduates database, the extended VOYAGE platform, whose pilot has been created within 561656 project and that is enlarged to newcomer universities under MOTIVE project;
- iii) during the three year of project implementation the Centre will be located at Hanoi University, already hosting the VOYAGE platform (<https://voyage.hanu.vn/>) as hub of the university data network;
- iv) the value added of the project also stays in the creation of a database of stakeholders at disposal of the Centre to be contacted for advices and for taking part to periodic consultation for tuning up graduate/students tracking surveys;
- v) the National Centre for graduates tracking will host a working paper series, created within MOTIVE project, for allowing new graduates, researchers, experts in the field of higher education, graduates studies, labour market and international cooperation to make their work visible;
- vi) the main mission of the Centre is to publish surveys (especially on graduates tracking), promotion of research activities, networking;
- vii) the Centre will use the students database (VOYAGE platform) as main repository of students’ data for graduates tracking release.

THE MOTIVE PROJECT QUALITY COMMITTEE SET UP THE  
SCIENTIFIC COMMITTEE

**Article 1 Appointment of members of the Scientific Committee**

1. Members of the first Scientific Committee shall be appointed by the Consortium, acting upon a proposal from the Motive Project coordinator and Vietnamese National coordinator, following the efficiency of their involvement in the implementation of activities planned,

2. Members of the Scientific Committee shall be appointed for a three year term of office that may be renewed.

The Quality Committee nominee the following scientific committee:

Name, surname	Position in the organization	Organization	Position in the Scientific Committee
Mr. Chu Anh Tiep	Professor	Vietnam National University of Agriculture	Chair
Mrs. Dang Thi Phuong Thao	Professor, Director of Italian language and culture and International Mobility Center	Hanoi University	Vice-chair
Mr. Bui Tien Dung	Principal Official, Department of Political Education and Students Affair	Ministry of Education and Training	Member
Ms. Hoang Thu Thuy	Vice Director and Student supervisor - Italian language and culture and International Mobility Center	Hanoi University	Member
Mr. Nguyen Hoang Duong	Vice Director of IT Center	Hanoi University	Member
Mr. Dorel Manitiu	Project Manager, International Relation Office	AlmaLaurea Interuniversity Consortium	Member

**Article 2 Delegation of responsibilities**

1. The members of the Scientific Committee are appointed in a personal capacity. They shall therefore not delegate their responsibilities to another member;

2. If the Chair is not in a position to fulfil his/her function, he/she may be replaced by one of the Vice Chairs or, failing that, by another member in common accord of the members.

**Article 3 Number of members in the Scientific Committee**

1. The number of members of a Scientific Committee should be sufficient to fulfil its mandate, ranging from 4 (minimum) to 8 members (maximum) depending on the workload planned for the relevant term of office and the expertise needed.

2.The Scientific Committee shall elect from among their members a Chair and Vice-Chair. The terms of office of the Chair and Vice-Chair shall be three years.

3.The Chair shall be elected, Subject to a unanimous decision by the Scientific Committee

4.One Vice-Chair shall be elected following a procedure identical to that of the Chair. The Vice-Chair shall be elected separately. The name of the Chair and Vice-Chairs shall be recorded in the minutes of the meeting and shall be made public. If the office of Chair falls vacant, the Vice-Chairs shall replace him or her until later elections.

#### **Article 4 Dismissal and replacement of members**

A member of the Scientific Committee may be dismissed by the other members, on a proposal of the Chair or Vice-Chair, for not contributing effectively to the work of the Scientific Committee or for actions which are conflicting with Centre interest

#### **Article 5 Planning of meetings, documentation and time limits**

1.The Scientific Committee shall establish a schedule of their meetings for the forthcoming calendar year.

2.The draft agendas of the meetings of the Scientific Committee shall be drawn up by the Chair or Vice-Chair. The draft agenda shall be circulated to its members.

3.The Scientific Committee shall take account of the comments received during the consultations with stakeholders.

4.The decisions and conclusion of the Scientific Committee needs to be included in the minutes of the meeting.

5.The Scientific Committee shall adopt their opinions at their plenary meetings. A quorum of at least two thirds of the members of the Scientific Committee shall have to be present in order to be able to adopt opinions validly.

6.The Scientific Committee shall adopt opinions by majority of their members.

#### **Article 6 Independence**

Members of the Scientific Committee, as well as external experts shall comply with independence policy and rules on declarations of interest.

#### **Article 7 Confidentiality**

1. Members of Scientific Committee as well as external experts and hearing experts participating in their Working Groups, or acting as observers, shall not divulge to third parties information specifically identified by the scientific committee as 'restricted' or 'confidential'.

2. Members of the Scientific Committee as well as external experts and hearing experts participating in their Working Groups, or acting as observers, shall declare that they will comply with the rules of confidentiality.

3. Members of the Scientific Committee and external experts participating in their Working Groups, or acting as observers, shall be required, even after their duties have ceased, not to disclose information of the kind covered by the obligation of professional secrecy.