



ADMISSIONS REGULATIONS FOR GRADUATE MEDICAL EDUCATION PROGRAMS

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REGULATIONS
For the Residency Program

(Issued in accordance with Decision No. 273/2025/QĐ-VUNI dated May 28, 2025)

CHAPTER I: GENERAL PROVISIONS

Article 1: Scope of Regulations and Subjects of Application

1. This regulation governs admissions to the Graduate Medical Education Program (hereinafter GME) at VinUniversity. It covers various aspects, including admission methods, eligible candidates, admissions criteria, admissions procedures, organization of selection/examinations, responsibilities and authorities of relevant entities, handling of violations of admissions regulations, reporting, archiving, and resolution of complaints and denunciations related to the recruitment process.

2. This regulation applies to VinUniversity, as well as individuals and units involved in the implementation of the GME Program enrollment.

Article 2: Admissions Method

The GME Program admission process involves a comprehensive assessment of candidate profiles, performance in the IFOM® CSE (International Foundations of Medicine® Clinical Sciences Exam, known as IFOM), and outcomes of interviews, utilizing a blended evaluation approach.

Article 3: Admissions Announcement Notice

The GME Program admission notice adheres to the overarching criteria outlined by the Ministry of Health/Ministry of Education and Training, in alignment with the relevant admission procedures for the GME Program at VinUniversity.

Article 4: Eligible Candidates

Candidates eligible to apply for the GME Program at VinUniversity include doctors who have completed a full-time program in general medical specialties at a recognized medical university, university of medicine and pharmacy, or accredited medical training institutions. Their year of graduation should align with the year of application at VinUniversity. These applicants must express a strong commitment to pursue the program and willingly submit an application for the examination. They are permitted to take the examination only once immediately after graduating from university.

For foreign applicants desiring to enroll in the GME Program at VinUniversity, they must satisfy the requirements outlined in Article 5 of the Regulation and must be officially recommended by the Ministry of Foreign Affairs of the Socialist Republic of Vietnam.

Article 5: Admissions Conditions

To be eligible to apply for the GME Program, students must fulfill the following conditions:

a) Hold a diploma in medicine from a recognized medical training institution in Vietnam, with an average final GPA of 7.0/10.0 or 2.8/4.0 or higher over six years of study. Applicants from medical schools outside of Vietnam must possess a diploma approved by the Department of Quality Management - Ministry of Education and Training.

b) Have graduated in the same year as the application year at VinUniversity.

c) Have no disciplinary actions beyond a warning throughout their university years and have not been suspended from studying (except for health reasons).

d) Possess sufficient health to serve in the healthcare sector in the long term, as stipulated in the Joint Circular of the Ministry of Health - Universities, Secondary Schools, and Enterprises No. 10/TT-LB dated August 18, 1989, and the guiding dispatch No. 2445/TS dated May 20, 1990, issued by the Ministry of Education and Training.

e) Certain disciplines may have specific health requirements that will be specified by the Training Institute.

Article 6: Admissions Process

The admissions process for the GME Program at VinUniversity comprises the following steps:

1. Applicants submit their applications through the online registration portal of VinUniversity.
2. The evaluation and approval of candidates' applications are based on criteria established by the GME Admissions Council, College of Health Sciences, and the GME Program at VinUniversity.
3. Qualified candidates will have the opportunity to sit for the IFOM® CSE - International Foundations of Medicine® Clinical Sciences Exam (referred to as IFOM), which is administered by VinUniversity and coordinated by the National Board of Medical Examiners (NBME) of the United States.
4. Candidates who meet the criteria will be invited to participate in an interview with the program leaderboard, core clinical faculty and other related professionals. The selection for the interview is based on the results of the application evaluation and the IFOM exam.
5. The final admission decisions for candidates are based on a comprehensive assessment, which includes the results of the application evaluation, the IFOM exam, the interview, and an overall evaluation by the GME Admissions Council.

CHAPTER II: ORGANIZATION OF GME ADMISSIONS COUNCIL

Article 7: Establishment, Powers, and Responsibilities of the GME Admissions Council

1. Formation of the GME Admissions Council:
 - a) The Provost of VinUniversity shall make the decision to establish the GME Admissions Council to oversee all matters related to admissions.
 - b) Composition of the GME Admissions Council:
 - Council Chairman: Provost or an authorized representative.
 - Vice Chairman: A member of VinUniversity appointed by the Council Chairman.
 - Members: Head/Deputy Head of the Planning and Academic Administration Department, Director of GME Programs, and lecturers/staff appointed by the Council Chairman.
 - c) Individuals with relatives (spouse, children, siblings, etc.) participating in the entrance exam are prohibited from participating in the GME Admissions Council and Supporting Committees for the GME Program.
2. Powers and Responsibilities of the GME Admissions Council:
 - a) Organize the implementation of regulations in accordance with the GME Admissions Regulations.
 - b) Decide on the establishment of support structures for the GME Admissions Council, including the Secretariat, Inspection Committee, Exam Organizing Committee, and Proctorial Committee. These committees will operate under the direct supervision of the GME Admissions Council Chairman.

c) Make decisions and assume responsibility for all activities related to admissions as stipulated in this Regulation.

- Organize the review of application documents.
- Plan and conduct the GME entrance exam in collaboration with the National Board of Medical Examiners (NBME).
- Plan and conduct interview rounds.
- Determine the ranking list, candidates, and admission list.

Article 8: Organization, Powers, and Responsibilities of the Secretariat

1. Members of the Secretariat consist of:

- a) The committee head, who is a permanent member of the GME Admissions Council.
- b) Members: Lecturers/staff of VinUniversity proposed by the Secretariat Head and submitted to the GME Admissions Council Chairman for approval.

2. Rights and Responsibilities of the Secretariat:

- a) Communicate and manage notifications to candidates.
- b) Manage all documents and admission records.
- c) Handle documents related to entrance exams.

Article 9: Organization, Powers, and Responsibilities of the Inspection Committee

1. Composition of the Inspection Committee includes:

- a) The committee head is a member of the GME Admissions Council.
- b) Members: Lecturers/staff of VinUniversity.

2. Rights and Responsibilities of the Inspection Committee:

- a) Supervise the implementation of regulations regarding the admission of resident doctors.
- b) Prepare meeting minutes with relevant parties throughout the entire enrollment process.
- c) Document any violations of admission regulations and report them to the GME Admissions Council Chairman.

Article 10: Organization, Rights, and Responsibilities of the Exam Organizing Committee

1. Composition of the Exam Organizing Committee:

- a) The committee head, who is a member of the GME Admissions Council.
- b) Members: Lecturers/staff of VinUniversity and qualified officials proposed by the Head of the Exam Organizing Committee, subject to approval by the GME Admissions Council Chairman.
- c) The Exam Organizing Committee includes coordinators/administrators, police, security personnel, and medical staff. The number of committee members will be determined by the Head of the Exam Organizing Committee based on the number of candidates and submitted for approval by the GME Admissions Council Chairman.

2. Rights and Responsibilities of the Exam Organizing Committee Head:

- a) Select officials who possess qualities such as discipline, a strong sense of responsibility, honesty, attention to detail, confidentiality, and no personal relationships (spouse, children, siblings, etc.) with candidates sitting the exam. Proposed officials must be submitted to the GME Admissions Council Chairman for approval.

- b) Organize and oversee all logistical aspects of the entrance exam.
 - c) Handle urgent and exceptional situations related to exam questions during the entrance exam.
3. Rights and Responsibilities of Exam Organizing Committee Members:
- a) Responsibilities of the Coordinator/Administrator of the Exam Organizing Committee:
 - Punctually and regularly be present in the exam area to fulfill assigned tasks.
 - Prepare and complete all administrative tasks required for the organization of the entrance exam.
 - Conduct exam room procedures, including checking candidates' identification documents and items brought into the exam room, distributing exam papers, and guiding candidates to their assigned seats.
 - Supervise candidates during restroom breaks and religious ceremonies (if applicable) during the exam.
 - Submit a report to the NBME according to regulations at the end of the exam.
 - b) Responsibilities of Security Guards and Police (and Military Forces, if applicable):
 - Maintain order and security in assigned areas and refrain from operating in other areas.
 - Prevent unauthorized individuals from entering the exam area or approaching the exam room.
 - Promptly report any incidents occurring during the exam to the Exam Organizing Committee Head for appropriate action.
 - Escort and safeguard the security of exam questions and papers.
 - c) Responsibilities of Medical Staff:
 - Be present throughout the exam at the designated location specified by the GME Admissions Council to handle medical issues that may arise among candidates.
 - Respond immediately and provide necessary medical treatment or transfer candidates to the emergency hospital in cases of unusual health problems, as announced by the Exam Organizing Committee Head.

Article 11: Organization, Rights, and Responsibilities of the Proctorial Committee

- 1. Composition of the Proctorial Committee:
 - a) The committee head, who is a member of the GME Admissions Council.
 - b) Members: Lecturers/staff of VinUniversity and qualified officials proposed by the Head of the Examination Organizing Committee, subject to approval by the GME Admissions Council Chairman.
- 2. Rights and Responsibilities of the Head of the Proctorial Committee:
 - a) Select teachers/officers who exhibit qualities such as discipline, a strong sense of responsibility, honesty, attention to detail, confidentiality, and no personal relationships (spouse, children, siblings) with the candidates taking the exam. Proposed officials must be submitted to the GME Admissions Council Chairman for approval.
 - b) Organize and oversee all proctoring activities for the entrance exam.
 - c) Make decisions to handle urgent and exceptional situations that may arise during the exam.
- 3. Powers and Responsibilities of Exam Invigilators in the Exam Room:

- a) Supervise candidates in the exam room in accordance with regulations set forth by the Ministry of Health, Ministry of Education and Training, and the National Board of Medical Examiners (NBME).
 - b) Handle unusual situations in the exam room in accordance with regulations.
 - c) Collect exam materials following the procedures provided and ensure the confidentiality of the exam.
 - d) Report all relevant issues to the Head of the Examination Organizing Committee.
4. Powers and Responsibilities of Exam Invigilators Outside the Exam Room:
- a) Monitor candidates' activities in the exam room from an observation angle outside and notify the exam invigilator in the exam room to address any abnormalities, if observed.
 - b) Monitor candidates' activities outside the exam room.
 - c) Handle unusual situations outside the exam room in accordance with regulations.
 - d) Report all relevant issues to the Head of the Examination Committee.

CHAPTER III: ADMISSIONS ORGANIZATION

Section 1: ONLINE APPLICATION PROCESS

Article 12: Online Application and Application Appraisal Process

1. Online application documents should include the following information:
 - a) Selection of the desired study program.
 - b) Personal information about the candidate.
 - c) Academic information of the applicant, including the name of the medical school attended, school year, final grades, academic and research achievements, etc.
 - d) Essays.
 - e) Information on extracurricular activities.
 - f) Letter of recommendation(s) from faculty.
 - g) Supporting documents.
2. Application appraisal process:
 - a) Members appointed by the GME Admissions Council Chairman participate in the application appraisal process based on the criteria approved in conjunction with the professional opinions of the College of Health Sciences and the GME Program.
 - b) The Secretariat submits the list of qualified and unsatisfactory candidates to the GME Admissions Council Chairman for approval.
 - c) Candidates will receive a notification letter regarding the results of their application appraisal, and qualified candidates will be invited to register for the IFOM exam.

Section 2: ADMISSION EXAM

Article 13: Regulations on Registration to Participate in the Entrance Exam for Residency Candidates

1. Candidates who receive invitations to take the IFOM® Clinical Sciences Exam (IFOM® CSE) must register for the exam using the standard form and pay the application and exam fees as per the regulations.
2. The GME Admissions Council of VinUniversity compiles the list of candidates who have completed the exam registration and submits it to the NBME at the specified time determined by the NBME.

3. Candidates are responsible for providing all necessary information and paying the prescribed fees to the GME Admissions Council of VinUniversity in a timely manner. Upon receiving the exam registration information, the GME Admissions Council must verify and ensure its accuracy. Any changes or omissions must be promptly addressed before the test date.

4. At least 5 (five) days prior to the exam date, the GME Admissions Council must send the exam notification to the candidates.

Article 14: Regulations on Exam Time and Exam Rooms

1. Regulations on Exam Time: The IFOM exam will be held on a single day. The specific exam schedule will be determined by the Chairman of the GME Admissions Council.

2. Regulations on Exam Rooms:

a) Prior to the exam day, the GME Admissions Council must prepare the exam location and ensure all necessary documents are in order.

b) The exam rooms must comply with the requirements set forth by the National Board of Medical Examiners (NBME), Ministry of Education and Training/Ministry of Health. The Chairman of the GME Admissions Council will assign exam proctors to ensure that each exam room has two exam proctors, with one proctor responsible for no more than 25 candidates in an exam session.

Article 15: Entrance Exam Questions

1. The Chairman of the GME Admissions Council is responsible for selecting the international organization to compile the entrance exam questions.

2. The National Board of Medical Examiners (NBME) has been chosen as the organization to collaborate with VinUniversity in organizing the entrance exam for the Graduate Medical Education program using the IFOM® CSE exam. The exam time and number of candidates participating in the exam are registered with NBME, and VinUniversity receives the corresponding exam code, which is only valid during the registration period.

3. Exam Format: The IFOM® CSE exam is conducted online in real-time, controlled by online exam software, following NBME's security procedures, and supervised by relevant functional units according to regulations. The exam has a duration of 240 minutes, divided into two parts, with a 15-minute break at the end of part one. Any additional breaks requested by candidates during the test will not be counted as compensatory time afterward.

4. Exam Content: The exam consists of 160 multiple-choice questions that synthesize clinical knowledge based on criteria published by the NBME. The number and content of questions are the same for all candidates, but the order in which questions appear may vary from test to test.

Article 16: Organization of Entrance Exam Supervision

1. At least 3 (three) working days before the exam date, the Secretariat must finalize the list of candidates participating in the exam and the list of exam rooms.

2. On the exam day, the Head of the Exam Organizing Committee assigns officials to distribute exam cards to candidates, guide candidates to the exam room, and check for errors in candidates' personal information.

3. Any errors and corrections will be recorded and reported to the GME Admissions Council and NBME for necessary adjustments.

4. Inside the exam room, exam invigilators must fulfill all obligations as prescribed in this regulation.

5. The university collaborates closely with local police and legal authorities to implement robust measures that safeguard the examination process, ensuring fairness, transparency, and adherence to ethical standards. The local police and the Ministry of Health representatives will be officially informed and invited to the IFOM exam.

Article 17: Responsibilities of Candidates in the Entrance Exam

1. Candidates must arrive at the test location at least 15 minutes before the scheduled exam time to complete the exam procedures:

a) Present a valid form of identification (e.g., Citizen ID/ID card, passport, etc.) and receive their exam card.

b) Enter the exam room and assigned seating area and listen to the exam regulations.

c) If there are any errors in personal information such as full name, middle name, date of birth, subject, priority area, exam subject, or exam major, candidates must report to the GME Admissions Council for timely adjustments. In case of losing the exam card or other necessary documents, candidates must report and make a commitment to the Head of the Exam Organizing Committee for consideration.

2. Candidates who arrive more than 15 minutes late after the scheduled exam time will not be allowed to participate in the exam.

3. Upon entering the exam room, candidates must comply with the following regulations:

a) Present their admission card to the exam invigilator before each exam.

b) Only bring one pen into the exam room.

c) Prohibited items inside the exam room include carbon paper, scratch paper, erasing pens, unauthorized documents, weapons, explosives, inflammables, beer, alcohol, mobile phones, recording and transmitting devices, communication devices, recording devices, and any other unauthorized items. Smoking is not allowed in the exam room.

d) Before taking the test, you must write down your full registration number on the scratch paper and you must ask both exam invigilators to sign the scratch paper.

e) Any fraudulent behavior is strictly prohibited.

f) If candidates have questions, they should ask questions briefly and openly. Must maintain order and silence in the exam room. In case of unusual illness, it must be reported to the Head of the Examination Organizing Committee and medical staff to check and make appropriate decisions.

g) When the exam time is up, you must stop taking the exam, press the submit button and do not touch the equipment involved in taking the exam (keyboard, computer mouse or related tools).

Article 18. Report on the end of the exam

The Head of the Exam Organizing Committee completes the exam end report and sends the report to the GME Admissions Council and NBME when the exam ends as required.

Article 19. Exam marking process

The exam marking process is regulated and implemented entirely by NBME with a guarantee of security and accuracy according to international standards. The exam results will be sent back to VinUniversity by NBME when the exam marking process is completed.

Section 3: INTERVIEW ORGANIZATION PROCESS

Article 20. Regulations on invitation to interview

1. The threshold score of the IFOM entrance exam is decided based on the results and comparison with the international student group. The cutoff score is one of the factors that helps the GME Admissions Council decide on the list of candidates invited for interview.

2. The GME Admissions Council arranges candidates according to admission results from high to low based on the cutoff score and other factors including first choice selection program, maximum quota for each GME Program and results. As a result of the application review, qualified candidates will be officially invited for an interview.

3. Wait list: if any candidate on the official list refuses, based on the results list, a candidate on the list with results close to the official candidates will be given an interview spot.

Article 21. Regulations on organizing admission interviews

1. Interview process

a) Applicants will participate in at least two interviews: one between the candidate and the program director corresponding to their application, the remaining interviews with clinical instructors in the program.

b) Each interview will take about 20-30 minutes.

c) Candidate information such as personal information, academics, extracurriculars, letters of recommendation, will be provided to the interviewer before the interview takes place. There is no communication between the interviewers about the candidate before the interview takes place.

2. Interview score

a) The aggregate interview score is the average score of the interviews.

b) The purpose of the interview is to evaluate the candidate's suitability for the program for which the candidate is applying. The program director will chair the meeting with the interviewers to make the final decision.

Section 4: RECOMMENDATION AND ADMISSIONS CONSIDERATION

Article 22. Regulations on candidate classification benchmarks

1. The final overall score for each candidate applying for the Graduate Medical Education Program is adjusted on the following scores: admission application evaluation score, IFOM exam score, interview score.

2. Criteria used to classify candidates are based on final scores and independent evaluation from program leadership. An official admission offer list and a wait list will be created. These lists are approved by the Chairman of the GME Admissions Council.

3. Program leaders contact candidates on the admission list to notify and provide a sample sponsorship contract between the candidate and VinUniversity affiliated with the practical training hospital.

4. Candidates who are notified of admission will have time to consider before responding to their decision. If the candidate does not accept the offer, the next waitlisted candidate will be offered until the quota is filled.

Article 23: Recognition of Matriculation and Admission

1. The Admissions Department will send admission results to candidates and provide guidance on admission procedures.

2. The Provost will approve the list and decide to recognize successful students, reporting to the Ministry of Health according to regulations.

3. The Planning and Academic Administration Department, Student Affairs Management Department, and GME Program will coordinate to organize admissions work.

CHAPTER IV: INSPECTION, HANDLING OF VIOLATIONS, RESOLUTION OF COMPLAINTS, AND DENUNCIATIONS

Article 24: Inspection and Examination of Enrollment Work

1. The Provost will issue an inspection decision and establish an enrollment inspection team when necessary.

2. The order and procedures for organizing inspections will follow the provisions of the law on inspection and the instructions of the Ministry of Health, Ministry of Education and Training, and VinUniversity's own regulations.

3. Individuals with relatives applying during the year are not allowed to participate in the work of the Inspection and Examination Team.

Article 25: Handling of Admission Officers Who Violate Regulations

1. Individuals participating in the recruitment process who violate regulations (discovered while on duty or after the entrance exam), if there is sufficient evidence, will be reprimanded and disciplined according to the current General Internal Regulations of the University, depending on the severity of the violation.

Article 26: Handling of Exam Candidates Who Violate Regulations

Candidates who violate the regulations will have a record made, and depending on the severity, will face disciplinary action in the following forms:

1. Warning

a) First violation: copying someone else's work, allowing it to be copied, or providing or receiving unauthorized information about the exam content.

b) Continuing to take the test or correcting the answer after being notified that the test time is over.

c) Candidates found with professional documents in the examination room will have a record drawn up describing the incident, and the signed record will be sent to NBME along with any recovered documents/notes from the candidate.

2. Suspension of exams for candidates who commit one of the following errors:

a) Disruptive action affecting the test-taking conditions of other candidates despite a warning.

- b) Continuing to violate the regulations after being warned once during that exam period.
- c) Being found with documents, mobile phones, recording devices, or transmitting information after the exam questions have been announced.
- d) Revealing exam questions or receiving solutions from outside the exam room.
- e) Acting aggressively or threatening officials or other candidates during the exam.

The form of exam suspension is documented by the Exam Officer, who collects evidence, and the Head of the Exam Organizing Committee makes the decision. Candidates suspended from the exam must leave the exam room and be informed of any additional disciplinary actions based on the violation's severity. All violations will be reported to the GME Admissions Council for further review and action.

3. Candidates who commit severe violations will be prosecuted according to Vietnamese law.

- a) Falsifying documents or diplomas.
- b) Enlisting someone else to take the exam on one's behalf or to complete the exam in any manner.
- c) Engaging in actions intended to disrupt the exam, including assaulting officials or other candidates.

The decision regarding disciplinary action is made by the Chairman of the GME Admissions Council. The candidate's disciplinary action must be communicated to the candidate. If the candidate declines to sign the record, the two exam officials will sign the record. In the event of disagreement between the exam supervisor and the Head of the Exam Organizing Committee on how to address the matter, the opinions of both sides should be documented in the minutes for reporting to the Chairman of the GME Admissions Council for a decision.

Article 27: Resolution of Complaints and Denunciations Related to Enrollment Work

1. Throughout the enrollment period, the GME Admissions Council will serve as the primary focal point for receiving and addressing complaints and reports from students or individuals associated with the enrollment procedure. The Chairman of the GME Admissions Council will determine the procedures and steps for handling grievances in accordance with the University regulations.

2. At the end of enrollment, the Provost will receive and resolve complaints and denunciations from citizens related to enrollment in accordance with the current regulations of the University.

CHAPTER V: REPORTING AND STORAGE

Article 28: Report

1. The Admissions Department collaborates with the GME Program to present enrollment plans and announcements to the GME Admissions Council for approval; also provides regular updates on the progress and relevant data during the implementation period.

2. The Admissions Department, in coordination with the GME Program, reports enrollment results to the Provost and the Ministry of Health as required.

Article 29: Storage

1. All entrance exams, after grading, are securely stored by NBME. The results of the exams sent back by NBME and the accompanying exam minutes are preserved and stored by VinUniversity throughout the training course. At the end of the training course, the Chairman of the GME Admissions Council will decide to establish a Cancellation Review Council.

2. Other documents related to enrollment must be preserved and stored according to the provisions of the Archives Law and the regulations on the preservation period of professional documents of the education sector and the University.

CHAPTER VI: EFFECTIVENESS

Article 30: Implementation Effect

1. This regulation takes effect from the date of signing.
2. Throughout the implementation process, should any issues requiring supplementation or modification be identified, individuals and units are encouraged to report to the Provost (via the Admissions Department) for evaluation and decision. A periodic review, amendment, and supplementation of this regulation may take place annually, based on the conditions and enrollment practices of the respective academic year.



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