

**CHECKLIST FOR APPLICATION OF EXECUTIVE DECISION FOR  
NEWLY ESTABLISHED COOPERATIVE TRAINING PROGRAM**

No	TYPES OF DOCUMENT	EXPLANATION	EQUIVALENT DOCUMENTS	NOTES	
1	Letter of Submission	Document indicates that both universities agree to apply for the implementation of the cooperative training program (M01/CTLK01)		Original copies (both in English and in Vietnamese) with signatures from Representatives of both Universities (Electronic signature is not acceptable). <i>(1) This Letter of Submission is prepared by HCM-IU Office of External and Public Relations and sent to HCM-IU's partner</i> <i>(2) Seperate letter of Submission is required for individual cooperative training program.</i>	M01/CTLK01
2	Memorandum of Agreement (MOA) between universities			<i>Whenever possible, MOA should be written and signed both in English and in Vietnamese</i>	

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3	Documentation to prove university legal status	Certified copy of university establishment (M04/CTLK01)	Act(s)/ Law(s)... indicates partners' legal status	Soft copy is acceptable	M04/CTLK01
4	Documentation to prove that HCM-IU's partner is eligible to establish cooperative training program with an international partner	Documentation to prove the establishment of the Major or Faculty or School related to cooperative program (M05/CTLK01)	Valid certificate of Accreditation for a program is also considered as an equivalent documentation to prove that program eligible to establish cooperative program with International partner		M05/CTLK01
5	<b>Valid certificate of Accreditation</b> for the program curriculum/ curricula	Certificate of accreditation of the cooperative training program (eg. Certificate from AACSB for Business program) (M06/CTLK01 and M07/CTLK01)	If the recognition/ accreditation certificate does not indicate the expiration duration of the certificate <i>as M06/CTLK01 and M07/CTLK01</i> , please provide additional documents showing relevant information		M06/CTLK01 and M07/CTLK01
		Certificate of accreditation of the partner's educational institutions			
		Documents proving the quality from competent agencies			
6	Resumes of the Representative of HCM-IU's partner to be responsible for the program			If there is a replacement in the future, HCM-IU shall be informed and provided the resume of the new Representative	

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7	Faculty members at HCM-IU's partner	A list of faculty members participating in program(s) delivery at HCM-IU's partner (M02/CTLK01)		Changes in the list of faculty members and their resumes should be updated to HCM-IU annually	M02/CTLK01
		Resumes of faculty members in the list			
8	Curriculum and syllabi of each subject delivered by HCM-IU's partner			Changes in the curriculum and syllabi should be updated to HCM-IU annually	
9	A copy of degree (or degree template) awarded				
10	Proposal of cooperative training program			The Proposal is prepared by HCM-IU Office of External and Public Relations (M03/CTLK01) and sent to HCM-IU's partner to review. The proposal will be signed by both universities.	M03/CTLK01