

MINISTRY OF EDUCATION AND TRAINING

**HANOI UNIVERSITY OF
SCIENCE AND TECHNOLOGY**

No: 22/QĐ-ĐHBK-ĐT

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

Hanoi, October 19, 2018

DECISION

**on the promulgation of the Regulation on training organization and management
of Hanoi University of Science and Technology**

PRESIDENT OF HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Pursuant to the University Charter promulgated under the Prime Minister's Decision No. 70/2014/QĐ-TTg dated December 10, 2014 stipulating the responsibilities and rights of the President of the University;

Pursuant to the Regulation on organization and operation of Hanoi University of Science and Technology, promulgated under Decision No. 2138/QĐ-ĐHBK dated October 10, 2017 of the President of Hanoi University of Science and Technology;

At the request of the Head of Academic Affairs Office,

DOES HEREBY DECIDE:

Article 1. To promulgate the Regulation on Training Organization and Management of Hanoi University of Science and Technology.

Article 2. This decision takes effect from the academic year of 2018-2019. All previous provisions contrary to this Decision are annulled.

Article 3. Heads of units throughout the University shall be responsible for the implementation of this decision.

Recipients:

- As in Article 3;
- For record: Training

PP PRESIDENT

VICE PRESIDENT

(Signed and sealed)

Assoc. Prof. Tran Van Top

MINISTRY OF EDUCATION AND TRAINING
HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY

**REGULATION ON
TRAINING ORGANIZATION AND MANAGEMENT**

*(Promulgated together with the Decision No. 22/QĐ-ĐHBK-ĐT dated October 19, 2018 of President
of Hanoi University of Science and Technology)*

HANOI, OCTOBER 2018

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I- GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

1. This document regulates the organization, management of training and learner management of Hanoi University of Science and Technology on the basis of the terms of training activities in the Regulation on organization and operation of Hanoi University of Science and Technology¹, hereinafter referred to as the Regulation on Organization and Operation.

2. This document applies to all types of degree-granting training from bachelor's level to doctoral level and training for certification by Hanoi University of Science and Technology (hereinafter referred to as University or HUST).

Article 2. Interpretation and abbreviations

1. Full-time training means a form of training in full-time concentration courses at the University to carry out training programs at university level (full-time university), master's degree or doctoral degree according to the training regulations at the corresponding level promulgated by the Ministry of Education and Training.

2. Part-time training means a form of training according to classes or courses at the University or a joint training institution, in accordance with the requirements of learners in order to carry out the training program at the university level.

3. Training programs of the University include 3 groups: group of standard training programs (standard programs); group of international training programs; group of special and advanced training programs (ELITECH programs), in which:

a) The international joint training program (international training program) has the objectives and contents according to the program implemented by the foreign partner university, or jointly developed by the two parties; implementing the entire program at the University and awarded by the University; or carry out the entire program at the University and awarded the degree by the partner university; or a part of the program at the University, a part of the program abroad, and are awarded separate degrees by the two parties according to the regulations of each party.

b) ELITECH programs have higher training requirements and objectives than standard programs in terms of quality, professional competence, professional skills and foreign language skills of graduates; There are differences with standard programs in terms of training organization, learning program, teaching-learning language, physical-technical conditions and lecturers.

4. Training management information system means a technical tool to support the organization and management of training, including: professional software that is decentralized and decentralized to units and individuals of the University according to functions and tasks; Training portal at: <https://ctt-daotao.hust.edu.vn> and learning registration system according to learners' accounts.

5. Academic advisor means a lecturer with experience and mastery of the consulting profession assigned by the institute to advise, support, orient the learning process, train and exercise the rights and obligations of students.

6. Teaching assistants means doctoral students, students of a master of science program or excellent students in the final years of the University, contracted by the faculty or institute to do the job of supporting teaching activities, including: instructing exercises, discussion, practice, experiment,

¹ Regulations on organization and operation of Hanoi University of Science and Technology, issued under Decision No. 2138/QĐ-DHBK dated October 10, 2017 of the President of Hanoi University of Science and Technology.

practice; Marking the test; sub-instructing large assignments, projects, and theses (hereinafter referred to as teaching assistant activities).

7. Abbreviations:

- a) Ministry: Ministry of Education and Training
- b) School: training institute
- c) Faculty: general teaching faculty.

Article 3. Opening of training majors and training programs

1. The opening of a training major shall comply with the provisions of Article 30 of the Regulation on organization and operation and the following specific provisions:

a) The Institute develops a proposal to open a training major, consults with the Institute's Council, and the Academic Affairs Office receives the explanation of the project and submits it to the President for appraisal of the project.

b) The President convenes a meeting of the Science and Training Council to consult and make a decision to open a training major.

2. For the implementation of a new training program for an existing training discipline, the Institute organizes the Training Program Council to develop the subject curricula on the basis of the training program framework prescribed by the University, organize the professional group to develop detailed outline. The Academic Affairs Office receives the documents proposed by the institute, submits it to the President for appraisal, approval and promulgates the training program.

3. The part-time undergraduate training program has the same content as the training program of full-time university for the same industry. Particularly, the college-to-undergraduate training program and the sub-major program must have additional knowledge modules for learners who have graduated from other majors, developed by the Institute's Program Council.

4. Based on the Institute's proposal, the University organizes to build interdisciplinary training programs, international study programs and ELITECH programs.

Article 4. Management and modification of training programs

1. The training program is managed uniformly on the training management information system to ensure consistency and convenient access. The University manages the curriculum framework of all training disciplines and levels, the institute manages information and the detailed outline of the modules under the charge of the unit.

2. Adjustments to the training program framework related to teaching planning and assessment of student learning outcomes must be proposed by the institute and approved by the President to ensure compliance with general regulations, as follows:

a) Add or remove an area of application for the engineering portion of the program or a specialist orientation for the master's program;

b) Add or cancel courses in the program;

c) Change the program structure;

d) Change the number of credits of the course;

dd) Change the time distribution (theory, exercises, experiments) of the course;

e) Change the course code.

3. The adjustment of information and detailed outline of each course shall be decided by the institute in charge of the course and reported to the President through the Academic Affairs Office on the principle of ensuring professional quality and consistency, as follows:

- a) Adjust the content, form of teaching organization, form and weight of assessment of course results;
- b) Supplement and adjust the list of equivalent courses and replacement courses;
- c) Supplement and adjust the conditional course;
- d) Change course name.

4. The training program framework, detailed outline of the courses and all changes in the program shall be published on the training portal so that all relevant learners and lecturers know before applying. All adjustments and supplements in the program shall ensure the principle of not having an adverse effect on the learning outcomes that learners have achieved.

Article 5. Curriculum development and selection

1. Curriculum is the official teaching and learning document for a course or a group of subjects included in the training program. The curriculum content must be consistent with the detailed course outline and be able to serve students and learners for self-study. The curriculum must be published with ISBN code.

2. The language used to compile the curriculum is the language of instruction. For some courses in training programs taught in Vietnamese that do not have suitable textbooks, it is possible to choose to use English textbooks provided that learners are able to use them.

3. The requirements for the form and content of the curriculum and the funding to support the compilation, evaluation and publication of the textbooks are detailed in the Regulation on the publishing of textbooks and documents of the University².

4. Faculties and institutes are responsible for planning, organizing the compilation and evaluation of new textbooks, or evaluating and selecting existing textbooks for modules submitted to the President for publication decision, using the curriculum.

Article 6. Compilation and appraisal of lectures

1. Lecturers who go to class shall compile their own lectures in the form of lesson plans to serve teaching activities in class. The lectures are open documents for students of the University, lecturers must create favorable conditions for learners to access lectures in the learning process.

2. The content of the lecture must be consistent with the detailed outline of the course and the required curriculum for that course. The language used in the lecture is Vietnamese or a foreign language that students are able to absorb.

3. Faculties and institutes shall prescribe specific requirements on the form and specifications of lectures for the units' modules; The department is responsible for verifying the form, specifications and the content of the lectures of the lecturers who teach the subjects under the charge of the department.

4. The construction, management and use of electronic lectures in service of online teaching are specified in Article 28 of these regulations.

² Regulations on publishing textbooks and documents for training and research at Hanoi University of Science and Technology, promulgated under Decision No. 2309/QĐ-DHBK-NXB dated October 31, 2017 of the President of Hanoi University of Science and Technology.

Article 7. Making training plans

The training plan for the academic year is made according to the provisions of Article 34 of the Regulation on organization and operation and the following specific provisions:

1. The Academic Affairs Office develops the study plan chart of the academic year and makes a timetable for the modules of the undergraduate, master and doctoral programs using common classrooms throughout the university.
2. The Institute sets up a timetable for internships, projects, practices, and experiments using classrooms managed by the institute.

Article 8. Assigning and inviting lectures

1. Faculties, institutes are responsible for assigning teaching, guiding projects, internships, practices, experiments (collectively referred to as teaching assignment) for the courses taught by the management unit; or authorize the subjects in charge of teaching the course to perform. The invitation of visiting lecturers is made under the authorization of the President.

2. The assignment of teaching and the invitation of lecturers must comply with the principle of priority to ensure teaching quality and effective use of the unit's human resources, and at the same time ensure the exercise of rights and obligations of lecturers.

Article 9. Exam organization and marking of end-of-course exams

1. The Academic Affairs Office arranges the final exam schedule, except for the defense schedule for the internships, subject projects, graduation projects/dissertations, and graduation theses arranged by the faculty or institute according to the prescribed time frame specified in the academic year plan. The exam schedule and defense of the subject project must be evenly distributed throughout the exam for students who study according to the standard study plan. Faculties and institutes organize a general mid-term exam for each subject with a mid-term exam or authorize subjects to arrange separate exam schedules according to the Study Plan Chart.

2. Faculties and institutes are responsible for organizing the implementation, or authorizing the subjects to perform the stages of making exam questions, examining exams and marking exams.

a) Exam questions and answers must be compiled according to the uniform form prescribed by the faculty and institute. The exam must assess the output standards of the course. The issue of exam questions and marks must be objective and fair for all students studying the same course. The same exam classes, the same batch use the same exam questions; Different test classes or batches use separate exam questions, but they must ensure that the exam questions have the same amount of knowledge and difficulty level.

b) Faculties and institutes promulgate specific Regulation on the process of organizing the examination and marking the final exam in the form of written exam or computer-based exam for strict and uniform implementation within the unit. Each exam team must have at least one qualified lecturer on duty to promptly solve problems related to exam content. The arrangement of examination officer must ensure that one officer shall supervise a maximum of 40 students in the same exam room. Exam documents issued to students must follow the University-wide form.

c) The final exam in the form of questions and answers, including grading of the course project and practice, must be conducted by two lecturers. Scores of the oral exam must be announced immediately after each exam session when the two lecturers have agreed. In case of disagreement, the lecturers submit the examination to the department head (or dean/dean) for decision.

3. For the subjects that are assigned and marked by the subject, the lecturer enters the scores of the exams assigned by the subject to the score management system from that lecturer's account. Faculty

and institutes organize the entry of scores of the modules that have directly organized the examination and marking of general examinations in the unit. The deadline for completing the exam marking and entering scores is 15 days after the test date.

4. Faculty, institute or subject that has entered the scores shall be responsible for handling the score review and complaint within 10 days from the end of the time limit for entering grades. After the above time limit, the correction of grades on the score management system will be done by the Academic Affairs Office, based on the request of the faculty or institute, together with necessary proofs.

5. The transcript must follow a form that is generally agreed upon by the entire university and shall be handed over by the faculty or institute to the training management function room after the review period expires. The storage of exams, transcripts and other documents related to the final exam is detailed in Article 34 of this Regulation.

Article 10. Organization of short-term training courses

The organization of enrollment and training of short-term courses shall comply with the provisions of Article 35 of the Regulation on organization and operation and the following specific provisions:

1. The training program of the course is organized by an institute with an appropriate field of expertise.

2. For professional courses certified by the institute: the institute directly signs a training contract, organizes enrollment, organizes teaching, evaluates and recognizes results and issues certificates as authorized by the President.

3. For professional and skill refresher courses certified by the University, the Training Institute continuously manages the overall program, enrollment, and teaching organization as assigned by the President.

Article 11. Management and issuance of diplomas and certificates

Organization, management and issuance of diplomas and certificates (hereinafter referred to as diplomas and certificates); Management of diplomas and certificates printing, organization of issuing diplomas and certificates originals and diplomas and certificates copies shall comply with the Regulation on management of tapes and certificates of the University.³

³ Regulations on management of diplomas and certificates of Hanoi University of Science and Technology, promulgated under Decision No. 07A/QD-DHBK-DTDH dated January 17, 2018 of the President of Hanoi University of Science and Technology.

II- ORGANIZATION OF FULL-TIME UNDERGRADUATE TRAINING

Article 12. Organization of study registration and opening classes

1. The Academic Affairs Office organizes and guides students to register for study on the online learning registration system according to the time frame specified in the academic year plan. The Institute organizes counseling, monitors the status of course registration, class registration of students and coordinates with the Academic Affairs Office to promptly solve students' problems.

2. The Academic Affairs Office receives requests and handles exceptional student registration cases (late registration, registration exceeding the maximum class size, ...) for courses in the Physics knowledge block. Political science, National defense-security education, Physical education. The Institute accepts requests and handles exceptions for registration of courses under the institute's charge.

3. For courses with class time, the minimum number of students registered to open a class is 40 for the general foundation course of many disciplines, 30 for the core course of the industry, and 20 for the specialized course of the training major (referred to as the specialized course). For exceptional cases, the Academic Affairs Office shall coordinate with the institute to resolve in the following order:

a) Consider opening classes for majors or ELITECH programs with few students to create maximum conditions for students to study according to the standard study plan.

b) Consider opening a specialized course with between 5 and 19 students enrolled at the student's request, applying the prescribed tuition fee coefficient.

c) Consider opening classes for less than 10 students who re-register for specialized courses in the form of projects, theses, and essays to replace class time.

3. For hours of practice, experiment, and concentrated practice at the University, the institute arranges a group, class from 10 to 20 students (with one supervisor), except for special cases that must be agreed with Academic Affairs Office.

4. The list of opening classes, registered students and timetables of all classes (including practice hours, experiments, and internships) must be fully updated on the Training Portal.

Article 13. Guidance and grading of university graduation schemes and theses

1. Based on the list of students eligible to receive graduation projects or university graduation theses (hereinafter referred to as thesis) in the semester, the institute organizes for students to register their topic-oriented aspirations and on the basis of that department assigns supervisors to guide.

2. Based on the results achieved during the student's test, the supervisor writes comments, gives instructions and recommends students to have the thesis defended. The notes on the student's graduation project/thesis must be prepared according to the uniform standards of the whole university. The Institute, the department assigns a lecturer who is the reviewer to write comments and give feedback points. The supervisor's comments and the reviewer's comments must be archived with the thesis explanatory book.

3. After the thesis is approved by the supervisor and the reviewer, the students will be presented to the thesis assessment committee. The Institute establishes a Council of 3 to 5 members, in which the chairman and secretary are the permanent lecturers of the University and are not the supervisors. The board may have a member who is an off-campus officer, but at least have a full-time university degree in the same discipline. The time limit for completing the work of entering thesis points into the point management system is 7 days after the date of these defense.

Article 14. Graduation recognition and awarding of university degrees

1. After the deadline for students to register for graduation according to the academic year plan, the Academic Affairs Office shall make a list of students eligible to graduate and submit it to the President for approval; the graduates are chaired by the President or vice-President authorized by the President, and the deans are members.

2. Based on the proposal of the Academic Affairs Office and the Graduation Council, the President shall sign a decision on recognition of graduation and granting degrees to students who are eligible for graduation.

3. The process of considering graduation and granting degrees to students must be completed within 2 months from the time the student registers to graduate and meets graduation requirements. In the meantime, the institute is responsible for printing and issuing Provisional Certificates of Graduation to students who are eligible to graduate from the university.

III- ORGANIZATION OF PART-TIME UNDERGRADUATE TRAINING

Article 15. Training organization at the University

1. Based on the training situation and enrollment results, the Institute of Training continuously prepares teaching plans, timetables and exam schedules for the modules of the training program of the part-time system with the time spent studying in class on weekday evenings and two weekends. Faculties and institutes transfer teaching assignment data to the Training Institute for continuous coordination.

2. Organization of guidance and assessment of test scores; Consideration for recognition of graduation from the part-time system shall be carried out according to the provisions of Articles 13 and 14 of this Regulation, except for the work of summarizing and classifying academic results, making a list of students eligible to graduate for implementation by the Training Institute.

Article 16. Organization of training at affiliated establishments

1. The Training Institute continuously organizes surveys of domestic training institutions to assess the degree of satisfaction of the requirements on training association prescribed by the Ministry; drafting a cooperation agreement; establish a joint training contract and submit it to the President for signing after the enrollment results are available; integrated with affiliated institutions to ensure teaching and learning conditions; organize the inspection and supervision of the teaching and learning process at the affiliated institutions.

2. The implementation of training at the affiliated establishments shall comply with the provisions of Article 15 of this Regulation.

3. At the end of the course, the Training Institute continuously organizes the liquidation of the training contract according to the signed terms; archive and preserve training association records and professional documents on physical education system training within the time limit specified in Article 34 of this Regulation.

IV- ORGANIZATION OF MASTER AND DOCTORAL TRAINING

Article 17. Organization of study registration for students and graduate students

1. The Academic Affairs Office organizes and guides students of master's and doctoral programs to register for study according to the schedule in the academic year plan; Coordinate with the institute to solve problems in the registration process.

2. PhD students who register for additional courses under any program (undergraduate, master's degree) will study according to the course class of that program. For the courses under the doctoral training program, they are taught in class if the class size is 5 or more PhD students. In case of less than 5 PhD students, the course is conducted in the form of tutorials, projects, thesis or essays to replace class time.

3. For courses in a master's program taught in class, the minimum class size is 20 students. For exceptional cases, the Academic Affairs Office receives the student's application and coordinates with the institute to resolve it in the direction of creating favorable conditions for students to study according to the standard study plan, specifically as follows:

a) Consider opening a specialized course with 5 to 19 students registered and applying the prescribed tuition fee coefficient, in which priority is given to the courses under the research-oriented training program.

b) Consider opening classes for less than 5 students to re-register for a specialized course in the form of a project, thesis or topical essay to replace class time.

4. The list of opening classes, registered students and timetables of all classes must be fully updated on the training portal.

Article 18. Organization of guidance and assessment of master's theses

1. In the first semester of the course, the institute proposes a list of prospective master's thesis topics for the course, publishes the list together with the name of the scientific supervisor for students to choose from. The Institute makes a list of official assignments after the subject and the supervisor approve the detailed research outline of the student's thesis. The Academic Affairs Office will base on the list to submit to the President to sign the decision to assign the topic.

2. When the student has completed all the modules in the prescribed training program, met the foreign language output standards and based on the research results during the student's thesis, the supervisor will write comments and recommended for students to be defended before the thesis review committee. Thesis notes must be prepared according to the uniform standard of the whole University.

3. The Academic Affairs Office prepares the thesis defense according to the schedule of the academic year plan. The Institute establishes a Thesis Evaluation Council consisting of 5 people (chairman, secretary, 2 reviewers and 1 council member), of which at least 2 members work in different units outside the University and at least one of them is the thesis reviewer. Each member of the council is only allowed to hold one position on the board. Science supervisors are not members of the committee. The Institute shall pay for the Master's Thesis Evaluation Council from the unit budget according to the spending level specified in the University's internal spending regulations.

Article 19. Organization of guidance and evaluation of doctoral theses

1. The Academic Affairs Office, based on the successful list of researchers submits it to the President for signing the decision to assign the doctoral thesis topic (LATS) and to recognize the scientific supervisors.

2. The training institute or research institute (hereinafter referred to as the researcher management unit) directly organizes or authorizes the department to organize for the PhD student to make a report

on research results every 6 months and present it in advance. The Academic Affairs Office receives and summarizes periodic reports to monitor, supervise and promptly handle changes in the course of the PhD thesis. Based on the proposal of the research management unit, the Academic Affairs Office made the procedures and documents and submitted to the President for signing the decision to establish a sub-committee to mark the PhD topics.

3. Based on the results of the thesis work of the PhD student who has completed additional courses (if any), the doctoral course, the overview essay, the doctoral thesis and the recommendation of the guiding team, The research management unit directly organizes or authorizes the department to organize scientific seminars to improve the scientific quality of the thesis and draw conclusions about the thesis's responsiveness to defense at the grassroots level. The seminar can be held a number of times with the participants being lecturers of the subject, representatives of the research management unit and reputable scientists in the subject's field of expertise inside and outside the University.

4. On the basis of the minutes of the scientific conference mentioned in clause 3 of this article and the list of members of the grassroots LATS evaluation council (hereinafter referred to as the grassroots council) prepared by the institute, the ministry For the proposed subject, the Academic Affairs Office completes the grassroots thesis defense file, submits it to the President for a decision to establish a grassroots council, and presides over the organization for the PhD student to defend the grassroots thesis.

5. Based on the minutes of the grassroots council, the Department of Training organizes to collect independent criticism according to the process and procedures specified in the Regulation on doctoral training; complete the University-level thesis defense file and submit it to the President to sign the decision to establish the University-level LATS evaluation council; preside over organizing the thesis defense for PhD students; make expenditures for grassroots and University level LATS evaluation boards according to the spending levels specified in the University's Internal Expenditure Regulations.

Article 20. Graduation recognition and awarding of master's and doctoral degrees

1. Based on the request of the Academic Affairs Office, the President signs a decision to grant a master's degree to students who fully meet the graduation conditions. The process of considering graduation and granting a master's degree must be completed within 2 months from the time the student successfully defends the thesis and fully meets the graduation conditions according to the Master's Training Regulations. During the procedure for granting a degree, the student is granted a certificate by the Academic Affairs Office of having completed the master's program.

2. For a PhD student who has successfully defended his doctoral thesis at the university level with a thesis that meets the requirements of the Ministry's appraisal or is not subject to appraisal, the President will make a decision to recognize the degree and grant the PhD degree to the PhD student after consulting with the Science and Training Council. The process of considering graduation and awarding a doctoral degree must be completed within 3 months from the time the researcher successfully defends the doctoral thesis at the university level and fully meets the graduation conditions according to the Regulation on doctoral training.

V- ORGANIZATION OF TEACHING ASSISTANCE AND ACADEMIC CONSULTANCY

Article 21. Conditions for performing teaching assistant activities

1. A course in a training program may have a teaching assistant if it belongs to the following subject groups:

a) The course belongs to the general knowledge block of a group of disciplines; the common basic course of an industry or group of disciplines;

b) The course has a theoretical class size of over 80 students and the duration of teaching exercises, group discussions in class, large exercises or group practice/experiments;

c) The course is taught in a combination of classroom teaching and online teaching; study project, including graduation project/thesis.

2. The use of teaching assistants must ensure the following principles:

a) Effectively exploit teaching resources and contribute to improving training quality, and at the same time create conditions for teaching assistants to consolidate knowledge and work skills and earn more income from teaching assistant jobs.

b) Faculty, institute decides the number of teaching assistants for each course based on the proposal of the department in charge of teaching that course.

c) For a teaching assistant, the total number of hours of teaching assistant activities must not exceed 120 hours in a main semester and a maximum of 20 hours in a week.

Article 22. Principles of selection of teaching assistants

1. The selection of teaching assistants must be based on the candidate's professional capacity, pedagogical skills, language ability and ethical qualities.

2. Research fellows and students of a master of science program are selected to be teaching assistants for a module in the undergraduate training program that the graduate student or graduate student has studied, students have graduated from university with good and good grades of the University and transferred to a master of science program.

3. Students from the fourth year level with a cumulative grade point average (CPA) of 3.0 or higher can be selected to be a teaching assistant for a subject they have studied and passed the exam with A or A+ grades, priority given to excellent students of ELITECH programs.

Article 23. Tasks and rights of teaching assistants

1. Teaching assistants have the duty to carry out quality, effectively and in accordance with regulations the teaching activities required by the detailed program and the course teaching plan under the guidance of the lecturer in charge of the course with the following specific tasks:

a) Exercise instruction: prepare solutions for the exercises at the request of the lecturer, go to class to guide students to do the exercises and correct the students' work; guide discussion: prepare discussion content for topics at the request of lecturers and guide students to discuss in class.

b) Guide practice, experiment, practice: participate in the preparation of equipment, tools and materials for practice, experiment, practice; try it yourself and then guide students to perform exercises, experiments and exercises according to the requirements of the module.

c) Sub-instructing major assignments, projects, and theses: in charge of guiding and evaluating students to perform the contents of major assignments, course projects, graduation projects/theses assignment of the supervisor in charge.

d) Support lecturers in assigning exercises, monitoring, guiding, discussing, answering and evaluating students' learning process on the online learning management system for the subjects taught according to the mixed method.

dd) Assist lecturers in marking mid-term exams, end-of-course exams, inputting scores for lecturers to censor and sign scores.

2. Teaching assistants are guaranteed the right as a lecturer during class time to carry out teaching activities, to participate in professional activities in the subject. Teaching assistants are priority students when considering scholarships to support learning.

3. Teaching assistants are entitled to the allowance regime, based on the agreed quota of each semester stated in the signed teaching assistant contract and the quality of the work performed.

Article 24. Organization of teaching assistant work

1. Faculties and institutes plan to use teaching assistants each semester, based on the proposal of the subject in charge of teaching the module and the conditions for implementing the teaching assistant regime specified in Article 21 of this Regulation. The Academic Affairs Office receives the plans of the faculties and institutes; synthesizes into a university-wide general plan; organizes the general supervision and evaluation of the effectiveness of the teaching assistant work of the units.

2. Faculties, institutes shall notify and organize the selection of teaching assistants according to the criteria specified in Article 22 of this Regulation; perform work contracts and sign teaching assistant contracts.

3. At the end of each semester, the faculty and institute shall base themselves on the results of work performance according to the teaching assistant contract reported by the lecturer in charge of the course to carry out procedures for liquidation of the teaching assistant contract and payment of allowances from the company's budget.

Article 25. Tasks and rights of academic advisors

1. The academic advisor has the task of advising and assisting learners in developing learning plans and methods suitable to their individual learning goals and capacity; guide learners on how to access the resources serving learners of the University with the following specific tasks:

a) Guide learners to access information on the training portal about the program, standard study schedule and regulations, regulations and notices on training of the University; using the online consulting system on training regulations.

b) Consult and guide the implementation of training regulations and regulations; develop plans that match their ability and effective learning methods through convenient information channels such as social networks, email or face-to-face discussions in weekly meetings with learners.

c) Guide learners to access, register and use the system of financial facilities to serve learners in the University (library, dormitory, health care, information system, policies and regimes, scholarship regime, w.).

2. Academic advisors are entitled to service hours (PV) for consulting work according to the level prescribed by the institute. Academic advisors perform effectively, and the quality of work will be prioritized when considering exam titles, prizes.

3. Academic advisors are trained in consulting skills according to the training programs and plans of the University and the Institute, and are provided with sufficient data and professional documents.

4. The academic advisor has the right to request functional units to promptly solve difficulties and problems of learners in the learning process.

Article 26. Organization of consulting work

1. The Institute establishes an Academic Advisory Board, the head of which is the director or deputy director in charge of training. The Academic Advisory Board is responsible for assisting the director in organizing and coordinating counseling activities for students under the management institute; research and propose methods and conditions for effective consulting work; planning and implementing training for academic advisors within the institute.

2. The Institute decides the number of academic advisors based on the number of students managed by the Institute and the actual situation of training; organize the selection and assignment of lecturers

and work relationships with each individual; organize the inspection and assessment of the completion of tasks of the academic advisor in the unit.

3. The Student Affairs Office shall assume the prime responsibility for, and coordinate with the Academic Affairs Office in, assisting the institutes in developing a set of study consulting professional documents; organizing professional training courses, conferences to exchange experiences on study counseling; provide necessary information for consulting activities; organize the general supervision and evaluation of the effectiveness of academic counseling in the whole university.

VI- ORGANIZATION OF TEACHING BY COMPLEX METHOD

Article 27. Objectives and conditions for implementation

1. Blended Learning is a method of transmitting knowledge content to learners by a combination of face-to-face teaching in the classroom and an online digital environment. The goal of blended teaching is to improve the quality and effectiveness of student learning through the flexibility and convenience of online teaching, while maintaining the advantages of traditional teaching in the classroom.

2. Necessary elements for implementing combined teaching for a module in the training program include:

a) Electronic lectures of a number of knowledge contents in the detailed course outline and teaching scenarios in a combination method;

b) Learning management system (abbreviated English-LMS) to organize, manage and deploy online teaching activities; learning content management system (abbreviated English name-LCMS) to manage, store and provide electronic learning materials for learners.

c) Lecturers and teaching assistants are responsible for teaching, guiding, checking and supervising the learning process; technical staff to administer LMS and LCMS systems.

Article 28. Organization of development and management of electronic lectures

1. The University guides the basic design process; supporting audio and video recording devices and specialized software to build electronic lectures. Faculties and institutes propose plans and organize the development of e-lectures for the units' divisions, aiming at the goal that each module in the curriculum has e-learning; The subject determines the content to be converted to online teaching for the subjects taught by the department in charge and assigns lecturers to develop and update electronic lectures.

2. For a module taught by the combined method, online teaching activities replace at least 30% to 70% of the content of knowledge taught in traditional classes, giving priority to easy-to-understand content, The part of knowledge that students can learn by themselves correctly to reach the cognitive level "Remember" and "Understand" according to Bloom's thinking scale.

3. Electronic lectures must be appraised before teaching. The department prepares documents to evaluate electronic lectures, including: Electronic lectures (in the form of video files), detailed course outlines built in accordance with the combined teaching method, supplementary electronic learning materials and multiple choice/test question banks (if any); The Academic Affairs Office organizes a professional council to evaluate the specifications and quality of the lecture content. The verified electronic lectures are stored on the University's LCMS system managed by the Information Network Center.

4. E-lectures designed for landscape universities can be used in higher education of physical culture.

Article 29. Organization of teaching by combination method

1. In the first 4 weeks of the semester, the faculty and institute propose a list of expected courses that will organize online teaching meetings for the next semester, and send it to the Academic Affairs Office as a basis for scheduling and detailed instructions for learners before registering for study.

2. The Information Network Center ensures the technical conditions for conducting online classes on the basis of the list of courses and the implementation plan developed by the Academic Affairs Office; operate the LMS system according to the scheduled time of the semester.

VII- MANAGEMENT OF LEARNERS

Article 30. Collection and management of learner data

1. Learner data includes basic personal information; necessary proof of academic performance before entering the University; results of entrance exams and entrance examinations; learning results, training and changes in the training process at the University; other personal information about family circumstances, health and physical characteristics, priority areas of policies and regimes, characteristics of the Party, mass organizations and social work activities, awards and commendations, discipline of learners. Learner data is collected, aggregated from admission records and updated in the learning process of learners.

2. Learner data is stored permanently in the form of paper documents or electronic documents. The University considers the digitization of student data as the optimal solution to help store, retrieve, share and search information conveniently. Any unit assigned to manage data is also responsible for preserving documents, digitizing and updating data, specifically as follows:

a) The Academic Affairs Office manages all training data at university, master and doctoral levels (learning results of learners, graduation data...); data management for students who are masters and PhD students.

b) Student Affairs Office manages the data of students who are regular university students, including foreign students. The Training Institute continuously manages part-time university student data.

3. The Institute is provided with student data in the form of electronic documents (in case of necessity, lawful copies can be used) to serve the management of learners of the Institute.

Article 31. Settlement of administrative procedures for learners

1. The Academic Affairs Office provides detailed instructions on the training portal on the process, representation and procedures for handling student requests in the following cases: voluntary withdrawal; temporary absence from University; short-term study abroad; extension of the study period; return to University after a study break; change universities, change majors, change training systems; requirements for certification, certification, document authentication, diplomas and certificates; issue referrals, issue and re-issue student and student cards and a number of other requests to handle administrative procedures within the management jurisdiction of the University.

2. Units (functional departments, faculties, institutes) are responsible for handling administrative procedures for learners within the scope of tasks assigned by the President on the principle of: properly and promptly handling legal requests of learners, creating the most favorable conditions for learners to exercise their rights and obligations.

Article 32. Supervision of learners' learning and training process

1. The Academic Affairs Office divides the students of the Full-time University into classes by course, major, and schedule after admission, and transfers class list data to the management institute. The Institute assigns lecturers to be in charge of class management to support, monitor and supervise

the learning process and evaluate the training results of each student during the academic year. Lecturers are charged service hours (PV) for class management work at the rate set by the institute.

2. The Institute assigns the subject of student management, the PhD student conducts theses and thesis in the department to create a close connection in research, academic exchange and professional activities.

3. The Academic Affairs Office receives and manages overseas students studying at the University to obtain degrees, certificates and certificates of the University (Agreement overseas students, self-sufficient overseas students, other scholarship students) according to the following regulations in the Regulation on management of foreigners studying in Vietnam⁴; monitor and evaluate the learning process of overseas students; comply with the reporting regime to the Ministry of Education and Training according to regulations.

VIII- MANAGEMENT, STORAGE OF PROFESSIONAL DOCUMENTS

Article 33. General provisions on archival work

1. The originals, originals or legal copies (in case the originals and originals are no longer available) of professional documents in the training work of the University in the form of paper documents or electronic documents must be managed and stored in the following groups of documents:

a) A group of general documents on the formulation, promulgation and modification of programs and textbooks; application file for opening a new training branch; dossiers on joint training organizations;

b) Group of documents on exam, course examination; grading datasheets, theses, theses; application for recognition of university, master, and doctorate graduation;

c) Group of documents on diplomas and certificates.

2. Document preservation period is the necessary time to keep documents from the year the job ends and includes the following two levels:

a) Perpetual preservation: documents of this level are kept until the document self-destructs and cannot be restored;

b) Term preservation: documents of this level are kept for a period calculated by a specific number of years or a certain period of time, as specified in Article 34 of this Regulation.

3. For documents whose preservation period has expired, the university or institute shall establish a council to review, evaluate and determine the value of documents for destruction according to regulations or to extend the preservation period.

Article 34. Document preservation period and implementation position⁵

List of documents	Duration	Implemented by
<i>1. General documents</i>		
a) Documents for formulation, appraisal and issuance of training programs	Permanent	Academic Affairs Office

⁴ Regulations on management of foreigners studying in Vietnam, issued according to Circular No. 03/2014/TT-BGDĐT dated February 25, 2014 of the Ministry of Education and Training.

⁵ Pursuant to the Circular No. 27/2016/TT-BGDĐT dated December 30, 2016 of the Minister of Education and Training promulgating the Regulation on preservation period of professional documents of the Education sector.

b) Documents for compilation, appraisal and approval of textbooks	Permanent	
c) Documents to open training majors, training programs	Permanent	
d) Documents of training association at home and abroad	Permanent	
<i>2. Documents on undergraduate training (full-time, part-time)</i>		
a) End-of-course exam; Internship report; course project explanations	End of course	Institute or department
b) Process score sheet; Scoreboard for the final exam (according to the exam class)	10 years after graduation	Academic Affairs Office/School of Continuing Education
c) Graduation project/dissertation (satisfactory)	20 years	TQB library
d) Decision on recognition of graduation and grant of university degrees with graduation list	Permanent	Academic Affairs Office
d) Full transcript of the graduate	Permanent	
<i>3. Documents on Master's Training</i>		
a) End-of-course exam, project presentation, essay, seminar report	5 years after graduation	Institute or department
b) Other documents related to the final exam	5 years after graduation	
c) Transcripts of each course including course scores, final exam scores, and course grades	10 years after graduation	Academic Affairs Office
d) Decision on recognition of graduation and grant of master's degrees; graduation list; Dossier for recognition of graduation and master's degree	Permanent	
d) Full transcript of the graduate	Permanent	
e) Master's thesis evaluation dossier	30 years	
g) Documents for assessment and handling of results of appraisal of master's thesis (in case of denunciation)	30 years	
h) Master's thesis		
+ Satisfied or above by the evaluation board	30 years	TQB library
+ Unsatisfactory	5 years	Institute or department

k) Other documents related to graduation consideration	5 years	Academic Affairs Office
<i>4. Documents on Doctoral Training</i>		
a) General essay; doctoral topics; doctoral course exam; 6 month researcher results report	2 years after graduation	Academic Affairs Office
b) Documents evidencing changes in the training process	Permanent	
c) Facility level protection records	Permanent	
d) Confidential review file	Permanent	
d) University-level protection records	Permanent	
e) University-level defense thesis (evaluated as satisfactory or above)	Permanent	TQB library, national library
g) Decision on recognition of graduation and grant of Doctoral degree	Permanent	Academic Affairs Office
<i>5. Documents about diplomas and certificates</i>		
a) Documents for editing diploma content	Permanent	Academic Affairs Office
b) Documents of printing, granting of diplomas and certificates	Permanent	
c) Original book of granting bachelor's, master's and doctoral degrees; the book of granting copies of diplomas from the original book	Permanent	
d) Original book of certification; book issue copy of certificate from original book	Permanent	

IX- IMPLEMENTATION PROVISIONS

Article 35. Validity

This regulation applies from the academic year of 2018-2019. All previous provisions contrary to this Regulation are annulled.

Article 36. Implementation arrangements

The President directs the units in the University based on the provisions of this Regulation to implement. Heads of faculties and institutes shall develop and issue internal regulations mentioned in this Regulation for implementation.

PP PRESIDENT

VICE PRESIDENT

(Signed and sealed)

Assoc. Prof. Tran Van Top