

## DECISION

### On the promulgation of the Regulation on the organization and operation of Student Psychology Consultancy Team

#### 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 duties and powers of the University President;

Pursuant to the Decision No. 1924/QĐ-TTg dated October 6, 2016 of the Prime Minister approving the project on autonomy of the operation mechanism of Hanoi University of Science and Technology;

Pursuant to Decision No. 272/ĐHBK-TCCB dated January 22, 2019 on the issuance of Regulations on mission, objectives and tasks of units;

At the request of the Head of Student Affairs Office,

#### DECIDES:

**Article 1.** To promulgate the Regulation on the organization and operation of the Student Psychology Consultancy Team under the Student Affairs Office.

**Article 2.** This Decision takes effect on the date of its signing.

**Article 3.** Heads of Student Affairs Office and relevant units are responsible for the implementation of this decision.

#### **Recipients:**

- As Article 3;
- Archives at Administrative Office, Student Affairs Office

**PRESIDENT**

*(Signed and sealed)*

**VICE PRESIDENT**

Assoc. Prof. Tran Van Top

**REGULATION**  
**On the organization and operation of Student Psychology Consultancy Team**

**CHAPTER I: GENERAL PROVISIONS**

**Article 1. Legal status**

1. Student psychology consultancy team is a part of Student Affairs Office. The Head of Student Affairs Office is responsible to the President for all activities of the Student Psychology Consultancy Team.

2. Student Psychology Consultancy Team

- Vietnamese name: “Tổ tư vấn tâm lý sinh viên, trường Đại học Bách khoa Hà Nội” (Student Psychology Consultancy Team, Hanoi University of Science and Technology)
- Email: [ssu@hust.edu.vn](mailto:ssu@hust.edu.vn)

**CHAPTER II. FUNCTIONS AND MISSIONS**

**Article 2. Functions**

Student psychology consultancy team has the function of organizing and implementing a number of counseling, support and intervention activities (when necessary) for students who are facing psychological difficulties in study and life in order to find appropriate solutions and minimize possible negative impacts; contributing to building a safe, healthy and friendly educational environment.

**Article 3. Missions**

1. Student counseling support

▪ Consulting, educating skills, cultural behavior measures and building a safe, healthy and friendly educational environment.

▪ Providing educational counseling in order to enhance the students’ability to cope and solve problems arising in the current relationship of family, teachers, friends and other social relationships.

▪ Providing psychological counseling for students with difficulties needing support, intervention and timely resolution. Introducing and supporting to bring students to facilities, specialists for psychological treatment for cases of psychological disorders beyond the consulting capacity of the University.

▪ Providing psychological counseling for age, sex, family and reproductive health in accordance with age.

2. Counsel academic staff and other staff

- Counsel academic staff and other staff on issues stemming from interactions with students, especially those regarding psychological aspects
  - Organize conferences, forums about developmental psychology
3. Organize activities to connect with students, especially those involving teamwork.
  4. Survey learners related affairs to advise the University leaders on policies to support students and develop their capabilities

### **CHAPTER III. OPERATION OF THE CONSULTANCY TEAM**

#### **Article 4. Principles of the Consultancy Team**

1. Head of Student Affairs Office co-approves the organization, regulations, and work plans of the Team.
2. The Consultancy Team assists in handling financial matters and other financial relations in compliance with the State financial regulations and the Statute on Internal Expenditure of The University.
3. Cooperate fully with other offices and organizations in the University to organize students support activities effectively.

### **CHAPTER IV. ORGANIZATION AND PERSONNEL**

#### **Article 5. Organization**

1. The Team has an Executive Board including individuals assigned by the leaders of Student Affairs Office
2. The collaborators, experts recruited by the Executive Board on the principles of voluntary participation and compatible capabilities to the operation requirements of the Consultancy Team.

#### **Article 6. Duties of the Executive Board**

1. The Executive Board has the duties to facilitate and take responsibilities for the activities of the Team.
2. The Executive Board organizes periodical professional meetings.
3. The Executive Board proposes and implements the recruitment of experts and collaborators.

#### **Article 7. Responsibilities of collaborators and psychology experts**

1. Psychology experts have the responsibilities to commit to professional ethics, ensuring confidentiality principles, respecting differences, individual autonomy, and ensuring the rights of students and cadres in need (clients), while keeping professional relationships and exercising consultancy within professional capability boundaries.
2. Collaborators are expected to be enthusiastic, attentive to the needs of the clients. Collaborators are supposed to support the clients to the limits of their capacity.

#### **Article 8. Regimes**

1. To comply with the University regulations

2. Collaborators are entitled to attend conferences, workshops, and trainings organized by competent units to develop professional and operational capacity in consultancy

## **CHAPTER V. IMPLEMENTATION PROVISIONS**

### **Article 9. Implementation Provisions**

1. This regulation consists of 5 chapters and 9 articles, takes effect on the date of its signing.

2. During the implementation of this Regulation, a number of articles may be adjusted and supplemented to suit the actual situation. The amendments and supplements shall be proposed by the Head of Student Affairs Office to the Board of Presidency.

**PP. PRESIDENT**  
*(signed and sealed)*  
**VICE PRESIDENT**  
Assoc. Prof. Tran Van Top