

## REGULATIONS

### Academic advising

*(Issued together with Decision No. /QD-SIU dated \_\_\_\_\_, 2016  
of the Principal of The Saigon International University)*

#### Chapter I

### GENERAL REGULATIONS

#### **Article 1. The scope and subject of application**

1. This document stipulates the working regime for full-time lecturers assigned to work as academic advisors for regular students, trained under the credit system. It includes responsibilities and authority, working time and content; benefits, rewards, and discipline; responsibilities of support units.

2. This document applies to lecturers assigned to work as academic advisors, units, and individuals related to academic advising of The Saigon International University.

#### **Article 2. Purpose**

1. Perform the task of lecturers in accordance with regulations of the Ministry of Education and Training and of The Saigon International University.

2. Support the Department in guiding and advising students to identify and achieve learning goals; monitoring the situation of the class/groups of students, and promptly proposing solutions to arising problems during the training process.

3. Be one of the foundations for the annual evaluation and ranking of lecturers.

#### **Article 3. Requirements for academic advisors**

1. Academic advisor is a lecturer who has passed the probationary period and meets the following criteria:

a) Have good ethical quality, communication skills, and appropriate expertise;

b) Master training objectives and programs; understand the regulations on training under the credit system; learning methods, scientific research, and activities of students in accordance with credit training;

c) Understand the regimes, policies, and regulations for students; understand the functions and duties of the school units to guide students through contact when necessary.

2. Student counseling of academic advisors must adhere to the following principles:
  - a) Show fairness and clarity and put the goals and interests of students first;
  - b) Be friendly, dedicated, and exemplary in relations and behavior with students;
  - c) The consulting contents must be honest, accurate, and not contrary to current laws, statutes, and regulations;
  - d) Only guide and advise within the scope of functions, tasks, and authority and take personal responsibility for the consulting contents.

## **Chapter II**

### **RESPONSIBILITIES AND AUTHORITY OF ACADEMIC ADVISORS**

#### **Article 4. Responsibilities of academic advisors**

1. Help students master the educational orientation of the school, the goals and contents of the training program, and the regulations and procedures related to learning and scientific research activities at the school.
2. Help students make study plans that are appropriate to their ability; master active learning methods, scientific research skills, and ways of acquiring the necessary competencies to integrate into the working environment upon graduation.
3. Manage time effectively, maintain a counseling schedule, and spend enough time to advise students; combine many methods of meeting and exchanging with students or classes/groups of students to achieve effectiveness.
4. Guide students to contact functional units in the school when needed and contact outside organizations related to learning, internship/experience, and scientific research.
5. Encourage students to participate in appropriate academic and extracurricular activities.
6. Implement a periodical or irregular reporting regime for the class/group of students in charge.

#### **Article 5. Authority of academic advisors**

1. Request the Department and related units to provide documents and necessary information for reference, serving the work of academic advising.
2. Request the class leaders to periodically and irregularly report on the situation of all aspects of the class in order to take measures to guide and advise the activities of students in time; propose recognition/resignation of the class leaders.
3. Propose rewards and disciplinary measures; participate in discussions, propose ideas at meetings of the school/Department related to students, classes/groups in charge.

4. Sign the application for registration/withdrawal of courses.
5. Organize a meeting of the course they are in charge of in order to carry out their assigned responsibilities.

### **Chapter III**

## **WORKING TIME AND CONTENT**

#### **Article 6. Working time**

1. Each week, lecturers (assigned as academic advisors) arrange a stable schedule of at least one session (03 working hours) to meet students at the Department office or the office of student affairs about the contents specified in Clause 1, Article 7 of this Regulation.
2. Work with the class leaders once a month, and hold meetings with the class/group they are in charge of at least 03 times (at the beginning, middle, and end of the semester) on the contents specified in Clause 2, Article 7 of this Regulation.
3. In addition to regular meetings, irregular meetings can be held with the Class Personnel Committee or with the class/group to solve arising problems or due to the needs of the faculty or school.

#### **Article 7. Working content**

1. For students
  - a) Freshmen:
    - Disseminate the school's educational philosophy, vision, mission, and core values.
    - Disseminate the goals and contents of the curriculum for registered students: general goals, specific competencies that can be achieved after completing the program; job placement after graduation; personal conditions/qualities to study well in the program; a brief description of the modules in the curriculum.
    - Disseminate discipline regulations, student affairs, and training regulations according to the credit system; regulations on final exams; regulations on the conditions for foreign language competency, information technology, and soft skills that students need to achieve upon graduation; regulations on the evaluation of teaching activities; other regulations related to learning and other activities while studying at the school.
    - Counsel students on how to develop a study plan for the entire course; guide students to register for courses each semester, adjust the study plan to suit their capacity, situations, and meet the program's requirements.
    - Counsel students on study methods and integrating into university life; make use of resources for learning; scholarship schemes and how to find scholarship sources.

b) Sophomore:

- Discuss academic results and counsel on improving grades, taking courses beyond requirement, retaking courses, and studying 2 programs; select compulsory, elective, and out-of-program courses.
- Guide students through scientific research skills, information gathering, and processing skills, selecting topics/projects, registering to do research topics/projects, and participating in academic competitions that are suitable to their competency and career orientation.
- Guide students on selecting and registering for a practical internship.
- Counsel students on professional training, participating in extracurricular/hands-on/real-life activities; participating in short courses to improve professional integration capacity.

c) Third and fourth-year students:

- Discuss learning outcomes and their implications for undergraduate, postgraduate programs and career paths students want to pursue.
- Counsel students on improving grades, accumulating credits according to the graduate schedule, and choosing the right major.
- Discuss and guide students through the selection and registration of internship places; through selecting graduation topics/projects or alternative graduate modules.
- Instruct students to prepare documents and graduation requirements, noting the total number of accumulated credits, cumulative GPA, and output certificates/certifications as prescribed.
- Discuss the requirements of organizations/enterprises for graduates' competency, orientate students and introduce job services for them.
- Disseminate regulations on course evaluation and curriculum evaluation.

d) For students who are disabled, impoverished, or disadvantaged: priority should be given to regularly contacting, encouraging, or requesting the school/Department to take measures to help students overcome difficulties to complete the set study plan.

2. For classes/groups of students

a) The meeting at the beginning of the semester:

- Announce the list of class leaders appointed by the school (for the first year) or organize a class meeting to select the class leaders. Assign specific tasks to the class leaders and clarify the working relationship between the academic advisor and the class.
- Develop and disseminate the semester's work.
- Guide students through how to search and access information about regulations and statutes related to students; disseminate new and adjusted contents in current regulations (if any).

- Disseminate things to keep in mind about learning methods and scientific research methods of students in class.
  - Disseminate other tasks required by the management of the school/Department related to the class.
- b) The meeting in the middle of the semester:
- Keep track of students' learning and scientific research activities. Disseminate the contents related to the semester exams and evaluate the teaching activities of the lecturers.
  - Disseminate other tasks required by the management of the school/Department related to the class.
- c) The meeting at the end of the semester:
- Summarize the contents done during the semester; organize the evaluation of the training results of the students in the class according to the regulations of the school.
  - Disseminate new and adjusted contents in current regulations.
  - Examine emulation and reward according to regulations.
  - Disseminate other tasks required by the management of the school/Department related to the class.

## **Chapter IV**

### **BENEFITS, REWARDS, AND DISCIPLINE**

#### **Article 8. Benefits**

1. Lecturers working as academic advisors are entitled to benefits according to current regulations on the working regime of The Saigon International University.
2. Lecturers gain other benefits according to the specific regulations of the Department/subject (if any).

#### **Article 9. Rewards and discipline**

1. The completion of academic advising is one of the criteria for annual emulation and reward.
2. Academic advisors who fail to fulfill their duties will be disciplined according to the regulations of the school.

## **Chapter V**

### **RESPONSIBILITIES OF SUPPORT UNITS**

#### **Article 10. Responsibilities of the Department**

1. The Dean of the Department is responsible for managing, monitoring, and evaluating academic advising managed by the Department.
2. Select and appoint lecturers who are qualified in Article 3 of this Regulation.
3. Annually, the Dean of the Department strengthens the academic advisor team, supports the implementation of the school's academic advisors, reports to the principal (through the Office of Training) the list of lecturers participating in the academic advising at the beginning of each semester or when there are adjustments or additions.
4. Academic advisors are assigned by classes/groups of students belonging to a major and specialization.
5. At the end of each semester, the Department writes a summary report on the unit's academic advising and at the same time proposes to reward excellent academic advisors to the principal through the Office of Training.

### **Article 11. Responsibilities of Line Departments**

#### 1. The Office of Training:

- a) On the basis of the list of academic advisors assigned by the Departments according to the classes/groups of students, the Office of Training consults the Principal to issue a decision to recognize the list of lecturers in charge of academic advisors at the beginning of each academic year.
- b) Prepare documents and references on academic advising for the academic advisors and Departments.
- c) Send decisions when handling student problems such as warning of academic results, expulsion, suspension, disciplinary warning, school transfers, reservation of learning results, etc., for academic advisors to keep track.
- d) Provide students' learning results for each semester for the academic advisors to use when it is necessary to notify the student's family or warn and support the student in the learning process.
- e) Provide, train, and answer information on statutes and regulations related to training activities, curriculum, course registration, and student learning results at the request of the academic advisor.
- f) Provide academic advisors with an account to access the portal system to monitor the learning results of the assigned class.

#### 2. The Office of Student Affairs

- a) Provide the list of classes by major/specialization for the Department, serving as a basis for assigning academic advisors.
- b) Provide, train, and answer information related to student training regulations as requested by academic advisors.

c) Provide information about scholarship policies and other student support policies for academic advisors.

3. Other offices:

Based on their functions and tasks, the offices provide relevant texts and documents in order to support the work of supporting students through the teaching staff in charge of academic advisors.

## **Chapter VI**

### **TERMS AND CONDITIONS**

#### **Article 12. Effect**

1. This regulation takes effect from the date of signing.

2. In the course of implementation, if there are any arising problems or difficulties, individuals and units shall report to the Principal (through the Office of Training) for reasonable adjustment and supplementation.

#### **Article 13. Responsibility for implementation**

Deans of Departments, all lecturers, and relevant units are responsible for the implementation of this regulation./.

**PRINCIPAL**