

Number:17/QĐ-SIU

Ho Chi Minh City, February 28, 2015

DECISION
On promulgating the enrollment and admission monitoring process of
The Saigon International University

RECTOR OF THE SAIGON INTERNATIONAL UNIVERSITY

Pursuant to Decision No. 1273/QĐ-TTg dated September 24, 2007 of the Prime Minister on the establishment of The Saigon International University;

Pursuant to Circular No. 03/2015/TT-BGDĐT dated February 26, 2015 of the Ministry of Education and Training on the promulgation of the statutes on admission to formal universities and colleges;

Pursuant to Official Letter 2015/BGDĐT-KTKDCLGD dated April 25, 2015 on guiding the organization of enrollment of regular universities and colleges in 2015;

Pursuant to Notification No. 116/TB-BGDĐT dated March 09, 2015 of the Minister of Ministry of Education and Training on the announcement of enrollment quotas for postgraduate, university, college and professional secondary education in 2015, along with enrollment quotas in 2015 of The Saigon International University;

At the request of the Manager of Accreditation, International Cooperation & Science Research Faculty,

DECIDE:

Article 1. Promulgate the process of monitoring the enrollment and admission of The Saigon International University in 2015 (Attached contents).

Article 2. The units under the management of the University are responsible for strictly following the Enrollment and Admission Supervision Process of The Saigon International University.

Article 3. This decision comes into effect from the date of signing.

Article 4. Leaders of Departments and Faculties and relevant individuals are responsible for implementing this Decision.

Receivers:

- *School Board*

- *As Article 4 (implement)*

- *Store: Documentation, Accreditation, International Cooperation & Science Research Faculty*

Ho Chi Minh City, February 28, 2015

PROCESS

of Enrollment and Admission Monitoring in 2015

*(Promulgated along with Decision no. 17/QD-SIU, February 28, 2015 of
the Principal of The Saigon International University)*

Pursuant to Decision No. 1273/QD-TTg dated September 24, 2007 of the Prime Minister on the establishment of The Saigon International University;

Pursuant to Circular No. 03/2015/TT-BGDĐT dated February 26, 2015 of the Ministry of Education and Training on the promulgation of the statutes on admission to formal universities and colleges;

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Pursuant to Notification No. 116/TB-BGDĐT dated March 09, 2015 of the Minister of Ministry of Education and Training on the announcement of enrollment quotas for postgraduate, university, college and professional secondary education in 2015, along with enrollment quotas in 2015 of The Saigon International University;

The Saigon International University has developed a process for monitoring enrollment and admission for the academic year 2015, including the following contents:

1. Admission methods

The Saigon International University does not organize entrance exams, only admissions. The school implements 2 methods of admission as follows:

- Admission is based on the results of the national high school exam.
- Admission toward high school graduates is based on high school academic results.

2. Admission criteria

Admission is based on the following criteria:

- a) Candidates take the national high school examination at clusters organized by the University;
- b) Exam results meet the entrance quality assurance criteria regulated by The Ministry of Education and Training;
- c) Priority policies in admission according to current regulations by subjects and regions;
- d) Candidates submit applications and fees for admission in accordance with the current Admission Regulations of the Ministry of Education and Training.

e) Based on the determined enrollment quotas, candidates' exam results and priority policies, the University considers admission to the University's training disciplines.

3. Admission quotas

The school spends 250 seats for students admitted with the results of regular university and college exams according to the general exam of the Ministry of Education and Training. 350 seats for those admitted with high school results.

4. Admission process and application documents of candidates

4.1 For candidates taking the general exam of the Ministry of Education and Training in the National High School Examination for the regular system, apply for admission to the school.

a) The application for admission includes the Certificate of exam results (original) and 01 stamped, self-addressed envelope which clearly states the candidate's contact phone number.

b) Within the time allotted, candidates submit the application dossiers and application fee by postal courier or priority delivery or submit it directly at the school.

c) Candidates' dossiers and fees are equally valid for admission whether submitted by postal courier or priority delivery service or in person at the University within the time allotted.

d) If the candidate is not admitted or wishes to withdraw the submitted registration dossier, the candidate is entitled to withdraw the registration dossier.

4.2. For high school graduates applying for admission to the school based on the high school records

The process and records are as follows:

a) Step 1

Candidates receive the application form at the University or download it from the website of the university (www.siu.edu.vn). Fill out the form.

b) Step 2

Candidates submit their application for admission by post or in person at the University's Admissions Office, which is recorded in the Register Book based on the postmark or date of submission in person. The dossier includes:

- Application form.

- A notarized copy of the high school diploma or a copy of the provisional high school graduation certificate.

- Notarized copies of school records.

- Copies of TOEFL iBT or IELTS results (For English-taught programs).

c) Step 3

At the end of the application period, the Admissions Committee considers admission according to the above criteria. Make a decision to recognize the list of successful candidates.

d) Step 4

Successful candidates are notified to the school for admission procedures.

5. Admission Consideration Time

5.1 The admission time for using the results of the university and college general examinations of the Ministry of Education and Training.

Follow the current Statute.

5.2 Admission time for using high school results

- Application and admission batch 1:

+ Candidates submit applications for admission: from 01/7 to before 25/7/2015.

+ Admission and announcement of matriculation results: from 26/7 to 31/7/2015.

- Application and admission batch 2:

+ Candidates submit applications for admission: from 01/8 to before 25/8/2015.

+ Admission and announcement of matriculation results: from 26/8 to 31/8/2015.

6. Mechanism for monitoring and reporting enrollment

6.1 Monitoring and evaluation of performance results

- The Admissions Department implements the issued admission process, ensuring 100% compliance with the criteria for selecting learners, ensuring the regulations of the Ministry of Education and Training.

- Departments support and coordinate to strictly follow the steps and criteria for selecting learners.

- The Internal Inspection Board supervises the implementation of this process by the Admissions Department and makes timely reports if errors, or non-compliance with the above admission process and conditions are detected.

6.2 Report on performance results

- The Admissions Department reports the synthesized results of enrollment to the School Board of the University according to annual regulations.

- Timely report enrollment data according to the time regulations of the Ministry of Education and Training.

- The Internal Examination Board is responsible for reporting the results of the enrollment inspection of the Admissions Department and has a detailed report to the School Board at the end of the enrollment period.

- The Internal Examination Board is responsible for monitoring and concluding the annual enrollment process for the School Board to handle, monitor and check in time./.

Ho Chi Minh City, February 28, 2015

ANNOUNCEMENT

**About promulgating the Process of Monitoring Enrollment and Admission
in 2015**

To: Units belonging to The Saigon International University

In order to promptly capture accurate information about the enrollment organization and the performance of functions and tasks of organizations and individuals participating in the enrollment and admission work of The Saigon International University.

Proactively prevent negativity, detect, handle, or recommend to handle mishandling (if any); contribute to ensuring that the enrollment of the University is serious and in accordance with the Regulations promulgated by the Ministry of Education and Training.

Now, the School Board of the Saigon International University informs the University's affiliated units and relevant individuals to know and properly implement the Process of Monitoring Enrollment and Admission in 2015 (attached contents).

Every year, based on the Admission Regulations, the Documents guiding the enrollment organization of the Ministry of Education and Training, the Department of Accreditation, International Cooperation & Scientific Research updates the contents and detailed processes and submits them to the School Board for decision.

In order for the enrollment and admission process in 2015 of the Saigon International University to take place in accordance with regulations, the School Board requests relevant organizations and individuals to strictly implement this notice.

Respect./.