

Decision No. 39/QD-SIU

Ho Chi Minh City, May, 04th, 2020

DECISION

On promulgating the Statute on recruitment, labor contracts, teaching contracts, collaboration agreements, apprenticeship/probationary employment and appointment contracts of The Saigon International University updated from May 2020

THE CHANCELLOR

OF THE SAIGON INTERNATIONAL UNIVERSITY

Pursuant to the University Charter as per Decision No. 70/2014/QD-TTg dated December 10th, 2014 by the Prime Minister;

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

Pursuant to Law on Amendments to the Law on Higher Education dated November 19th, 2018;

Pursuant to the Statute on Organization and Operation of The Saigon International University,

DECIDES:

Article 1. To promulgate this Decision with the Statute on promulgating the Statute on recruitment, labor contracts, teaching contracts, collaboration agreements, apprenticeship/probationary employment and appointment contracts of The Saigon International University updated from May 2020.

Article 2. This Decision takes effect from its signing. The School Board and Heads of units are responsible for implementing this Decision./.

Recipients:

- As Article 2;
- Archive: Clerical Office

CHANCELLOR

Dr. Tran Xuan Dinh

**STATUTE
ON RECRUITMENT, LABOR CONTRACTS, TEACHING
CONTRACTS, COLLABORATION AGREEMENTS,
APPRENTICESHIP/PROBATIONARY EMPLOYMENT AND
APPOINTMENT CONTRACTS**

*(Promulgated with Decision No. 39/QĐ-SIU dated May, 04th, 2020 by the
Chancellor of The Saigon International University)*

Article 1. Scope and subject of application

This Statute applies to the recruitment, the signing of labor contracts, teaching contracts, collaboration agreements, apprenticeship/probationary employment and appointment contracts of The Saigon International University.

Article 2. Term explanation

1. “Recruitment” is the selection of people with qualities, qualifications and capabilities to meet the standards and requirements of The Saigon International University.
2. “Labor contracts, teaching contracts, collaboration agreements, apprenticeship/probationary employment and appointment contracts” are written agreements between the recruited person and The Saigon International University regarding job positions, salary, benefits, working conditions, rights and obligations of each party, agreements that are not stated in the contract but belong to the Internal Rules - Regulations/ Labor Regulations/ Labor Agreements/Commands of the School Board President – Board Members in charge of Organization and Development – the School Board – Heads of departments.
Labor contracts and teaching contracts include definite-term contracts and indefinite-term contracts as prescribed by the State.
3. “Apprenticeship/probation policies” are the policies relevant to the process in which the recruited person gets used to the working environment and the practicing of jobs associated with the appointed professional title prescribed in the labor contract and teaching contract.
4. “Direct employer” is The Saigon International University and its affiliated units.
5. Other related terms in this Statute is defined and explained according to corresponding law provisions.

Article 3. Recruitment principles

1. Democracy, publicity, transparency, fairness, objectivity and legalization shall be guaranteed during the recruitment process.
2. Competition, considering the specified priority subjects, shall be guaranteed.

3. The right to submit applications shall be open to all Vietnamese and foreign citizens who fulfill the specified conditions and criteria.

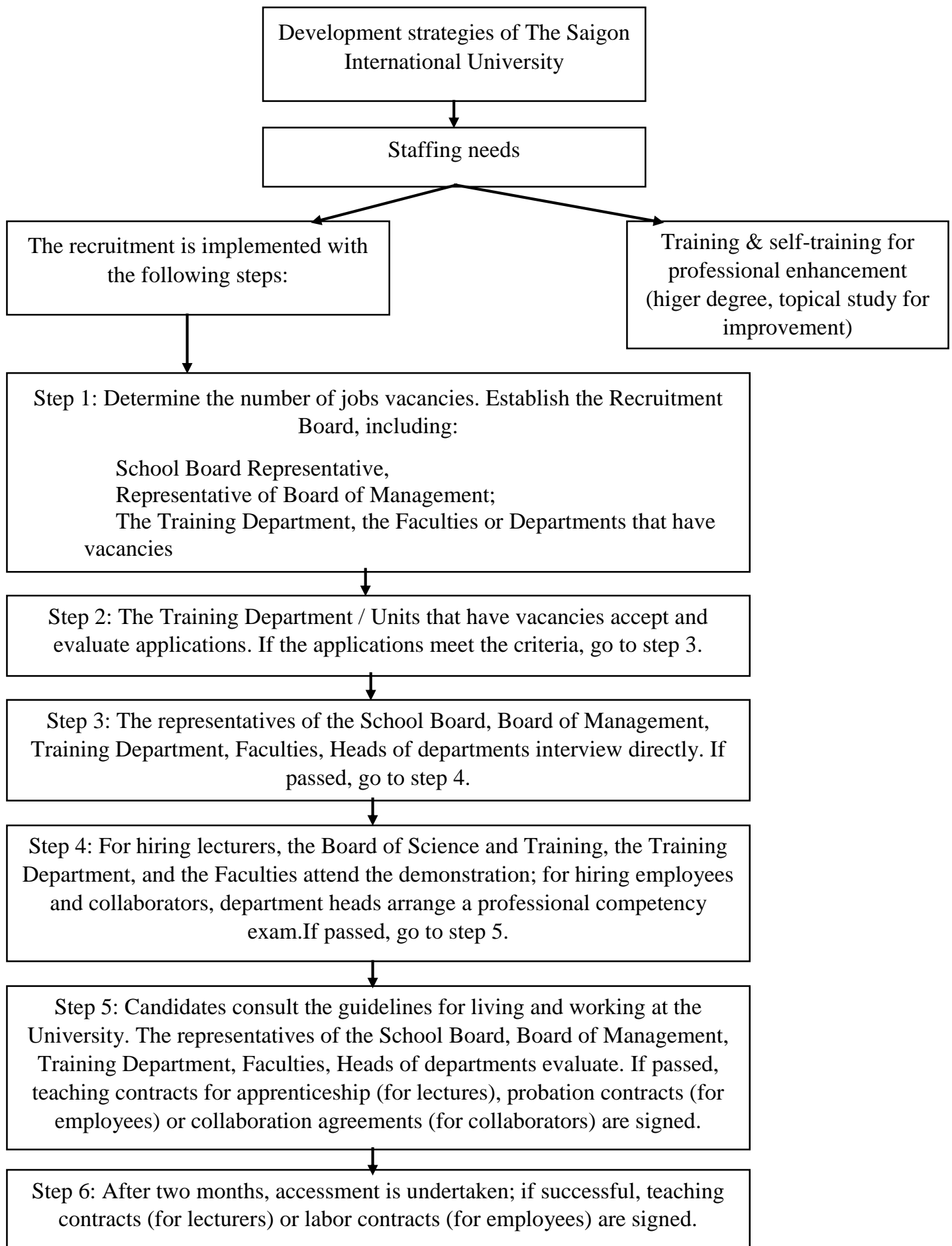
Article 4. Reasons for recruitment

1. The recruitment is based on the staffing needs, the number of job vacancies, the professional title standards, the salary budget of The Saigon International University and the General Meeting of Shareholders Resolutions (if any).
2. The School Board and Heads of departments, with their functions and duties, shall be responsible for determining the workload, the size of the workforce, and particular job vacancies and shall report to the Board of Directors for approval as the reasons for recruitment.

Article 5. Recruitment Board

1. The members of the Recruitment Board are selected by the School Board President, including the members mentioned in the recruitment process below.
2. The Recruitment Board, based on the collective principle and the principles of majority rule, shall exercise its duties and powers as follows:
 - Organizing exams and tests for recruitment, test making, demonstration observing;
 - Dealing with complaints and denunciations related to the University's recruitment.

Article 6. Recruitment process



Article 7. Lecturer appointment

A. Requirements to be appointed right after recruitment

1. Lecturers must have clear identities, ethical qualities, good health, and qualifications and skills to meet the standards of the Amended Higher Education Law and the Saigon International University Statute.
2. Lecturers must have graduated with a major relevant to the subject assigned at the university.
3. Lecturers must be assessed as meeting the formal teaching criteria by the recruitment board.

B. Requirements to be retrained for inheritance

1. Lecturers must have clear identities, ethical qualities, good health, and qualifications and skills to meet the standards of the Amended Higher Education Law and the Saigon International University Statute.
2. Lecturers must be chosen to be inheritors who will be retrained for formal teaching by the Recruitment Board.

C. Inheritor appointment

- Inheriting lecturers shall register their specialized subjects with the Faculties.
- Inheriting lecturers shall do research projects on their specialized subjects.
- The Faculties shall appoint highly qualified lecturers to mentor inheriting lecturers.
- Inheriting lecturers shall observe and assist highly qualified lecturers.
- Inheriting lecturers shall register for demonstration. The Faculties observe to assess. In 01 academic year, inheriting lecturers shall retrain their profession and skills for formal teaching. After 01 academic year, if the inheriting lecturers fail to satisfy the training criteria, they will be considered for contract liquidation or job transfer.

Article 8. Enforcement effect

This Statute takes effect from its signing.

The School Board, Board of management, Heads of departments and units affiliated to The Saigon International University are responsible for implementing this Statute.

During implementation, appropriate changes may be made depending on the current circumstances.

CHANCELLOR

Dr. Tran Xuan Dinh