

Decision No.: 75/QD-SIU

Ho Chi Minh City, July 11th, 2019

DECISION

On promulgating Regulations on scientific research for lecturing staff of The Saigon International University

THE CHANCELLOR OF THE SAIGON INTERNATIONAL UNIVERSITY

Pursuant to the University Charter under 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 the Statute on the organization and operation of The Saigon International University;

Pursuant to the Regulations on the work regime for lecturing staff of The Saigon International University,

DECIDES:

Article 1. To issue with this Decision the Regulations on scientific research for lecturing staff of The Saigon International University.

Article 2. This Decision takes effect after its signing. The School Board and School's unit heads are responsible for the implementation of this decision./.

Recipients:

- As Article 2;
- Archive: Clerical Office.

CHANCELLOR

Dr. Tran Xuan Dinh

DECISION

Regulations on scientific research for lecturing staff of The Saigon International University

(Issued with Decision No.75/QD-SIU dated July 11th,2019 by the Chancellor of The Saigon International University)

Chapter I

GENERAL PROVISION

Article 1. Scope of regulation and subjects of application

1. This Decision stipulates scientific research activities for lecturing staff, including scientific research activities, annual quotas of scientific research and regulations on the number of hours for scientific research of each activity.
2. This Decision applies to contractual lecturers of The Saigon International University (hereinafter referred to as SIU).

Article 2. General provision on scientific research

1. Quotas of scientific research for lecturers in a school year:
 - 144 hours for scientific research per year (12 hours/month x 12 months);
 - 12 articles on SIU REVIEW Website per year;
 - 1 article in ISSN national or international journals per year.
2. Lecturers working at management units and officers who are not lecturers are not bound by the quotas of scientific research. However, if these individuals take part in any research activity, this provision also applies, except for the articles related to the quotas of scientific research.

Article 3. Scientific research activities

1. Lecturers shall preside over and be a part of scientific research projects, including recommending, writing narration, taking part in, selecting, presiding over projects, leading research groups and other members, and transferring research results. Considering the

management level and funding sources for research, scientific research projects are divided as follows:

- National-level research projects: State-level projects, State-level independent projects, Protocol-based projects, and projects sponsored by the NAFOSTED Foundation.
 - Ministerial-level and equivalent research projects
 - + Ministerial-level research projects: managed by the Ministry of Education and Training, Ministry of Science and Technology and others (in this document, referred to as the ministerial level); research tasks and projects are launched by the Ministries;
 - + Branch projects of the State-level Science and Technology programs or branch projects under State-level projects;
 - + Projects of the Ministerial-level Science and Technology programs;
 - + Projects of bilateral cooperation managed by the Ministry of Education and Training: co-sponsored projects by the Ministry of Education and Training and research organizations or overseas universities;
 - + Contractual research projects with localities (provincial-level) financed by the State budget;
 - + Projects sponsored by research organizations or overseas universities, multinational companies, domestic corporations or other units (not financed by the State budget): registered and recognized as equivalent Ministerial projects by the Ministry of Education and Training, or registered and recognized as equivalent Institutional-level projects;
 - + School-level projects approved by the Chancellor of SIU, including junior studies, regional junior studies, and case studies.
2. Scientific research results are published in the following forms:
- Scientific articles published in domestic and foreign specialized journals: articles published in local and international ISSN journals;
 - Scientific articles approved at domestic and foreign scientific conferences: discussions at scientific conferences published in ISSN or ISBN Proceedings;
 - Books for training purposes, including monographs, references, study guides, and case studies for teaching purposes: registered and category approved by the Chancellor of SIU; tested and published, brought into teaching and research;
 - Monographs and coursebooks:
 - + A coursebook is a complete document for teachers and learners in teaching, learning and research; have the content consistent with the current curriculum and course outline;
 - + A monograph is a scientific work describing the author's in-depth and relatively comprehensive research findings of a specialized scientific issue, which is relevant to the specialization and is used to teach undergraduates and graduates. If the monographs are written based on the results of scientific research projects that have

been accepted, no appraisal is required. If a monograph is wanted to be counted in scientific research activities according to this Decision, but is not written based on the results of a scientific research project, appraisal by SIU is required.

+ References: are documents written in the form of collections of lectures, translated documents and reference materials for training; appraised and approved as teaching materials by SIU;

+ Study guides: are assignment guides, practice handbooks, sample workbooks, professional reference handbooks, etc.; appraised and approved as teaching materials by the school's Science Board;

- Other scientific activities of SIU include activities of reports on scientific symposiums at the Faculty level, guiding students in scientific research which get awarded prizes at school, city, ministerial and national levels; training and guiding SIU students and athletes to compete and win prizes at all levels.

Chapter II

BONUS LEVELS FOR SCIENTIFIC RESEARCH ACTIVITIES

Regulations on bonus levels for scientific research activities and proof of scientific research declarations.

The bonus level for each scientific research activity and specific proof requirements are as follows:

No.	Scientific research activities	Bonus levels	Proofs
1	The implementation of scientific research projects (if the activities prescribed in Section 1 are registered and completed at the Scientific Research and International Cooperation Department of SIU, proof declaration is not required).		
1.1.	Completing a State-level project	Lead author: 80 million VND / project Second author: 20 million VND / project	<ul style="list-style-type: none"> - Scientific proof report of the project/case used for teaching. - Acceptance certificate: projects rated from average or above. - Contract liquidation record.
1.2.	Completing a Nafosted project	Lead author: 60 million VND / project Second author: 15 million VND / project	
1.3.	Completing a Ministerial-level and equivalent project	Lead author: 50 million VND / project Second author: 10 million VND / project	
1.4.	Completing a School-level project	Lead author: 20 million VND / project Second author: 4 million VND / project	

No.	Scientific research activities	Bonus levels	Proofs
1.5.	Completing a School-level key project ¹	Lead author: 30 million VND / project Second author: 5 million VND / project	
1.6.	A lecturer's award-winning scientific research project	Lead author: 1 million VND / project Second author: 500,000 VND / project	- The Decision of the award organizers.
1.7.	Scientific research guide for students who won the School's awards ²	Author: 500,000 VND / project	- The Confirmation of the winning project from the award organizers.
1.8.	Scientific research guide for students who won the City/Ministry awards ³	Lead author: 1 million VND / project Second author: 500,000 VND / project	
2	The publication of research results		
2.1.	An article in ISI journals (SSCI, SCI, SCIE, AHCI), Scopus Q1, or ABCD with A or A* rankings.	Lead author: 80 million VND / article Second author: 20 million VND / article	- Articles in journals (online or printed). - The cover and index of the Conference Proceedings or the website address of the article
2.2.	An article in ISI journals (SSCI, SCI, SCIE, AHCI), Scopus Q2, or ABCD with a B ranking.	Lead author: 70 million VND / article Second author: 20 million VND / article	
2.3.	An article in ISI journals (SSCI, SCI, SCIE, AHCI), Scopus Q3-Q4, or ABCD with a C ranking.	Lead author: 60 million VND / article Second author: 15 million VND / article	
2.4.	An article in Scopus journals (search https://www.scopus.com)	Lead author: 50 million VND / article Second author: 10 million VND / article	

¹ A School-level key project to solve scientific and technological tasks in line with the focus of the university and the units in an academic year, and urgently ordered by the Leaders.

² If the project gets several awards in one year, only the bonus level equivalent to the highest award is given.

No.	Scientific research activities	Bonus levels	Proofs
2.5.	An article on Conferences published in the International Scientific Proceedings and released by scientific publishers, in the form of book chapters or scientific articles with ISSN or ISBN.	Lead author: 5 million VND / article Second author: 1.5 million VND / article	
2.6.	An article in international journals (with ISSN) that is not up to the standard of sections 2.1, 2.2, 2.3, and 2.4 above.		
2.7.	<p>Domestic journals on the list accepted by the State Council for Professor Titles:</p> <ul style="list-style-type: none"> - Journals with a score of 01 or higher - Journals with a score of 0.75 - Journals with a score of 0.5 - Journals with a score of 0.25 	<p>Lead author: 5 million VND / article Second author: 1.5 million VND / article</p> <p>Lead author: 3 million VND / article Second author: 1 million VND / article</p> <p>Lead author: 2 million VND / article Second author: 750,000 VND / article</p> <p>Lead author: 1 million VND / article Second author: 500,000 VND / article</p>	
2.8.	An article in journals that are not on the list accepted by the State Council for Professor Titles	Lead author: 2 million VND / article Second author: 750,000 VND / article	

Speeches at scientific conferences			
No.	Scientific research activities	Bonus levels	Proofs
2.9.	- An article in the Proceedings of Domestic Conferences (higher education level) fully published on the website (with ISSN or ISBN) of the educational institute organizing the conference	Lead author: 2 million VND / article Second author: 750,000 VND / article	- The cover and index of the Conference Proceedings or the website address of the article
	- Without publishing proceedings but having a speech summarized on the website of the educational institute organizing the conference	Lead author: 1 million VND / article Second author: 500,000 VND / article	- The website address of the article
	A speech of a lecturer at a school-level Scientific Conference	Lead author: 1 million VND / article Second author: 500,000 VND / article	- The confirmation of the President of the Science Board - The Proceedings of the school-level conference
The publishing of training books, including coursebooks, monographs, references, study guides, and guidebooks on the fields of training and research of SIU			
2.10.	- Coursebooks and monographs	Lead author: 20 million VND / document Second author: 4 million VND / document	- Registration document requesting the appraisal - Prints of the documents - Acceptance certificate of the Professional Appraisal Board

			established by SIU
No.	Scientific research activities	Bonus levels	Proofs
	- References	Lead author: 12 million VND / document Second author: 2 million VND / document	- Registered and approved by SIU
	- Study guides, and guidebooks	Lead author: 10 million VND / document Second author: 1.5 million VND / document	- Approved by the School's Science Board

CHANCELLOR

Dr. Tran Xuan Dinh