

No.: /QĐ-SIU

Ho Chi Minh City, February 28<sup>th</sup>, 2020

## DECISION

### Promulgating the Regulation on the management of international cooperation activities of the Saigon International University

#### THE CHANCELLOR OF THE SAIGON INTERNATIONAL UNIVERSITY

Pursuant to Decision no. 1273/QĐ-TTg dated September 24<sup>th</sup>, 2007 by the Prime Minister approving the establishment of the Saigon International University;

Pursuant to the 2007 “Organizational and Operational Charter of the Saigon International University” of the Saigon International University;

Pursuant to Decision no. 151/QĐ-SIU dated December 26<sup>th</sup>, 2018 by the Saigon International University regarding “Establishment of Divisions”;

Considering the actual growth and international cooperation of the Saigon International University,

#### HEREBY DECIDES THAT:

**Article 1.** Issued in conjunction with this Decision is the Regulation on the management of international cooperation activities of the Saigon International University.

**Article 2.** This decision is effective as of the date of signing, replacing the previous Decision no. 68/QĐ-SIU dated August 6<sup>th</sup>, 2015 promulgating on the management of international cooperation activities of the Saigon International University.

**Article 3.** Heads of divisions, senior and official staff members, employees of the University, and other relevant individuals, divisions shall implement this Decision./.

CHANCELLOR

**Recipients:**

- School Board (for notice);
- Relevant Schools and Offices;
- Archived at IC Office.

Tran Xuan Dinh



## REGULATION

### On the management of international cooperation activities of the Saigon International University

*(Issued in conjunction with Decision no. /QĐ-SIU dated February 28<sup>th</sup>,  
2020 by the Chancellor of the Saigon International University)*

## CHAPTER I

### GENERAL PROVISIONS

#### **Article 1. Scope and applicability**

1. This regulation applies to all partnerships and international cooperations (IC) under the management of the Saigon International University (SIU).

2. This regulation applies to the Office of Science and International Cooperation (IC Office), other Schools and Offices under SIU, collectively referred to as divisions henceforth, staff, students, and international partners of SIU.

#### **Article 2. Definitions**

1. Within this regulation, IC activities shall refer to all processes pertaining to the partnership between SIU's individual/group with an individual/group of foreign origin regarding the execution of the agreed commitments.

2. Incoming delegations are foreign delegations coming to SIU to visit/study/work.

#### **Article 3. General principles**

1. IC activities must be carried out with due process, with clear programs, goals, and content; must comply with Vietnam's laws and regulations, as well as international ones; must strictly follow the reporting and approval seeking process in accordance with the regulations by the Government and relevant authorities; must ensure the sovereignty, independence, and national security of Vietnam; must observe the standard codes of conduct and communication; shall implement standardization for receptionist service, event and conference organization in alignment with international conventions; shall computerize the management of international cooperation.

2. IC activities shall enhance the quality and efficiency of education and research and develop professional capacity and skills for staff and faculty; accept transferred technologies for education and research; mobilize resources and scholarships for students and researchers at every level; promote international integration, elevating the images of SIU, of the involved Offices and Schools; deepen the amity and cooperation between Vietnam and other countries. IC activities should effectively employ external resources (international organizations, professors, experts, intellectuals, as well as skilled

Vietnamese in diaspora), while efficiently utilize internal resources for implementation of international cooperation endeavors.

IC activities must ensure centralized, consistent leadership of SIU and robust collaborative effort between the divisions with clear allocation and assignment of tasks; promote accountability, creativity, and initiative of individuals and divisions; encourage inventive solutions and proposals; ensure synchronous and strict administration by management at all levels.

## **CHAPTER II**

### **PLANNING FOR INTERNATIONAL COOPERATION, INTERNATIONAL INTEGRATION, AND COORDINATION OF INTERNATIONAL COOPERATION ACTIVITIES**

#### **Article 6. Preparation of international cooperation plans**

1. Based on the University's development strategies, priorities, as well as the divisions' IC plans, the IC Office shall develop annual University International Cooperation plan to be submitted to the School Board (SB).

2. Based on their functions, duties, and needs for international cooperation, each division shall draft an annual International Cooperation Plan to be submitted to the IC Office between November 1<sup>st</sup> and 10<sup>th</sup> for compilation.

3. The content of the IC plans may include:

- a. Cooperation agreements to be signed;
- b. Currently implemented or coming IC projects of the division;
- c. IC plans;
- d. Expected outgoing delegations: for studying, working abroad, or for attending international conferences, seminars;
- e. Expected incoming delegations: for studying, working, exchange, giving lectures, or attending conferences, workshops, or IC programs or projects headed by the University or the division;
- f. International conferences and workshops jointly organized on the University's premise by the division and the IC Office.

4. Should any IC activity detailed in Section 3 Article 5 arise without planned, a supplementary report of such event must be submitted to the IC Office.

#### **Article 7. Mobilization and development of international cooperation, international integration, and coordination of international cooperation activities**

1. The IC Office shall be a hub tasked with exploring, expanding, and reinforcing international cooperations in multiple fields; with mobilizing investments and developing IC plans for the University; playing the role of IC hub for SIU. The Office is also in charge of developing plans for international integration, coordinating the divisions in the negotiation process toward cooperation agreement; assisting other divisions in coordinating and organizing bilateral and multilateral international cooperation activities.

2. The divisions shall proactively explore and expand their scope of international sponsor; develop cooperation plans, as well as programs, projects concerning each division's area of specialization, obtaining the support from the Office to deepen the international cooperation for expertise and technologies.

**Article 8. Establishment and development of international cooperation network**

1. The IC Office shall be a hub tasked with establishing and developing international cooperation network with the IC representatives from the divisions.

2. The IC Office shall manage, provide guidance on the practice of international cooperation for all members in the network.

### **CHAPTER III**

#### **SIGNING AND IMPLEMENTATION OF INTERNATIONAL COOPERATION AGREEMENTS**

**Article 9. Preparation of international cooperation agreements**

1. For any international cooperation agreements made with the Saigon International University, the IC Office must cooperate with relevant divisions to determine the content of agreement to be submitted to the Chancellor;

2. For any international cooperation agreements made with a specific division: the division shall prepare an agreement in full to be submitted to the University leadership for approval via the IC Office, whose duty is to verify it. Without the IC Office's verification, the division responsible for drafting such document shall be fully accountable for any incident arising from its implementation. The University leadership will not give approval signature for any document lacking the verification signature by the IC Office.

**Article 10. Negotiation and signing**

1. The content of the negotiation process shall be documented in writing;

2. Should any intricacy arise, the responsible division shall actively discuss with the IC Office to conduct research and propose appropriate suggestions. The IC Office submits such suggestions to the University leadership for review and final decision;

3. Based on the agreed terms and conditions, the IC Office shall draft the finalized agreement content to be submitted to the University leadership for approval. Once the content is approved, the IC Office will prepare for the coming signing ceremony;

4. For any international cooperation agreement between a division and a foreign partner, the responsible division must, after the negotiation process, cooperate with the IC Office to report to the University leadership the agreed terms and conditions and ask for permission to sign. Upon receiving such permission, the responsible division shall refer to the IC Office for preparations for the signing ceremony to conduct one by themselves;

5. The document to be signed must be made into a copy and forwarded to the IC Office and relevant divisions for coordinated implementation and management.

**Article 11. Agreement implementation**

1. The IC Office cooperates with relevant divisions to monitor the implementation of

the signed agreement.

2. The responsible division shall add the progress and results of implementation to the annual International Cooperation Plan to be submitted to the IC Office and relevant divisions. The IC Office will compile the reports to submit to the authorities regarding these outcomes.

3. The reports should be regularly updated with confirmation by the head of division.

4. Should any problem arise during implementation, the responsible division should immediately refer to the IC Office and the University leadership for possible solutions.

## **CHAPTER IV**

### **INTERNATIONAL GUESTS RECEPTION**

#### **Article 12. Reception by University leaders**

1. The IC Office shall play an intermediary role between the incoming international guests / delegations and the University leadership.

2. Any document pertaining to reception of international guests made by responsible division must be submitted to the IC Office at least 07 days before the guest's arrival. The IC Office shall consult the University leadership of the incoming guests to obtain approval and final decision. Any guest wishing to work with the University must forward summary of their plan, with the responsible division's comment in attachment. After the review and approval process, the IC Office shall communicate the final decision to the responsible division for implementation.

The proposal for incoming delegation must specify:

- Members of the delegation and their respective position/occupation;
- Purposes, content of cooperation, and relevant programs;
- Time of reception;
- Other suggestions.

3. For any guests coming to the University upon a direct invitation from the responsible division that has been approved by the SB, such an invitation must be submitted to the University leadership via the IC Office and must not be directly forwarded. Only the IC Office shall reserve the right to give verification signature and submit to the University leadership any invitation for international guests. The Saigon International University leadership may only give the approval signature to the invitation once it has been verified by the IC Office.

#### **Article 13. Reception by division leaders**

1. The responsible division shall report to the IC Office of the incoming delegation. The IC Office, in turns, report to the Chancellor and communicate the permission to proceed back to the responsible division. The division leader may only welcome international delegation upon approval by the Chancellor or Deputy Chancellor (authorized by the Chancellor with a written letter of attorney) and involvement of the IC Office. Any international guest reception without report and approval by the University is not allowed.

Division leader conducting such a breach will bear full responsibility before the Chancellor and relevant authorities for security concerns as well as any arising issues.

2. The responsible division shall prepare for the reception and be accountable to the University leadership for the topics to be discussed.

3. The responsible division must request for permission and guidance from the University leadership in the following circumstances:

a. The topics to be discussed involve or concern new State's policies, plans or such topics are politically charged.

b. The topics to be discussed are beyond the division's area of specialization and involve other divisions.

4. The responsible division shall prepare neat, clean rooms for reception. There must be at least two of the University personnel present during reception, with one being a secretary to record the content of discussion. An interpreter may also be called on if necessary. After the meeting, the responsible division must report to the SB the discussion content and strategies for future cooperation.

5. University personnel must not welcome international guests as an individual. For any instance of international guest reception without report and approval by the University, the leader of the responsible division will bear full responsibility before the Chancellor and the laws for security concerns as well as any arising issues.

## **CHAPTER V**

### **RECEPTION AND MANAGEMENT OF INCOMING DELEGATION**

#### **Article 14. Reception of delegations comprising Ministers of foreign countries or equivalents**

1. The IC Office shall be a hub tasked with welcoming high-profile international delegations.

2. The IC Office cooperates with relevant divisions to:

a. Develop programs and plans to welcome international delegations;

b. Cooperate with and coordinate the relevant divisions to complete the reports on reception activities and results.

#### **Article 15. Regulations regarding the incoming delegations working on projects and professional activities**

1. For any delegation of experts coming to the University to work on education projects, programs, or to attend conferences or workshops approved by SIU, as well as delegation coming to discuss specialized topics or to seek cooperation opportunities, the reception division shall take a written request from such experts to submit to the IC Office at least 04 weeks before the arrival date. The division must also report on the topics to be discussed, time and venue of arrival, as well as relevant costs pertaining to budget and entry to Vietnam. Such an entry must abide by the International Cooperation Procedure attached to this regulation.

2. All invitations for experts to work with the University must first be approved by the IC Office before being submitted to the University leaders for approval signature.

**Article 16. Management of incoming delegation working on projects and professional activities**

1. Before welcoming any delegation, the responsible divisions shall have detailed plans, manage the delegation's activities, and ensure national security as well as delegation's safety.

2. When escorting the delegation to other institutions or localities for work-related reasons, especially politically sensitive venues, a detailed plan of operation and activities must be approved in writing of the province-level People's Committee on site and all regulations at such venue must be observed.

3. The responsible division to welcome the delegation of international experts shall manage the professional activities of such delegation, facilitating efficient operation, as well as ensuring appropriate work rights and regulations involving the delegation.

4. All international guests must come to Vietnam via a valid visa approved by the University leadership as well as the State of Vietnam. Individuals or divisions failing to comply with the regulations on report of incoming delegation shall bear full responsibility before the SB and the laws for any issues involving the guests.

## **CHAPTER VI**

### **ORGANIZATION AND MANAGEMENT OF OUTGOING DELEGATION**

**Article 17. Outgoing delegation headed by a member of University leadership**

The IC Office shall cooperate with and coordinate the relevant divisions to prepare the cooperation content, program, budget (working with the Office of Finance – Human Resources) for the trip, organize the trip, complete relevant procedures beforehand. Divisions and individuals tasked with specific duties for the trip shall complete such duties and report in writing to the Chancellor via the IC Office.

**Article 18. Outgoing delegation comprising individuals or groups without the involvement of the University leadership**

1. Group or individual wishing to go on business, academic trip abroad must submit relevant documents, invitations, and requests with written approval by their respective division leader to the General Office and the IC Office for compilation (as a notice and basis for later reports) to complete necessary procedures before the trip.

2. The General Office prepares a decision approving of the delegation's outgoing trip and manage such delegation in accordance with the laws.

3. Students participating in exchange programs will have necessary procedures completed for by the IC Office in cooperation with the Office of Administration & Student Affairs.



## **CHAPTER VII**

### **REGULATION ON INTERNATIONAL COOPERATION ACTIVITIES**

#### **Article 19. Receptionist**

1. Receptionist's clothes must be appropriate for welcoming international delegation, considering the type of delegation and the activities to be conducted.

2. Based on the level of cooperation and its nature, the IC Office may suggest an appropriate gift for each of the international guest within the given budgetary limit established by the Ministry of Finance.

3. Correspondence involving information, documentation, data in connection with the education sector's guidelines and policies or nationally classified information, must strictly comply with the State's regulations on documentation archive and confidentiality.

#### **Article 20. Organizing an international conference or seminar**

The organization of an international workshop, conference, seminar must comply with the State's regulations on organizing an international conference or seminar in Vietnam, or Decision no. 76/2010/QĐ-TTg dated November 30<sup>th</sup>, 2010 by the Prime Minister on organization and management of international conferences and seminars in Vietnam, together with regulations on reception and management of the incoming delegation as detailed in Chapter V of this Regulation.

## **CHAPTER VIII**

### **COMMENDATION AND PUNISHMENT**

#### **Article 21. Commendation for international partners**

1. Foreign individuals with significant contributions to the Saigon International University's development shall be considered for a commemorative medal; for conferment of honorary professorial title in accordance with SIU's regulations.

2. Based on the achievements of the deserving expert meeting the criteria for commendation, the responsible division shall submit a proposal with a curriculum vitae and summary of achievements in attachment to the IC Office to be forwarded to the University leadership and the University Science Council for deliberation. Upon approval, the responsible division cooperates with the IC Office to conduct the commendation process.

#### **Article 22. Commendation for individuals conducting IC activities**

1. The University will consider giving appropriate commendation to groups and/or individuals with outstanding achievements and contributions in IC activities.

2. Based on the annual evaluation criteria for IC activities, responsible divisions shall consider, evaluate any groups and/or individuals with outstanding achievements and contributions in the division's IC activities. Commendation will then be issued by the responsible division or by the Chancellor via proposal.

3. The University conducts annual summary of IC activities carried out within the year to draw experience, develop next year's plans, issue decisions commending groups and/or individuals with outstanding achievements and contributions in IC.

### **Article 23. Punishment and disciplinary action**

1. Any division, individual late to submit report twice a year and submitting 15 days later than due date will not be entitled to commendation in that year.

2. Any division, individual failing to adhere to this regulations regarding guest reception and procedures pertaining to incoming and outgoing delegation will not be entitled to commendation in that year and bear disciplinary action for their tardiness and its consequences in accordance with relevant laws and regulations.

### **Article 24. Reporting**

1. Each division shall report to the IC Office on their IC activities every 6 month, on June 30<sup>th</sup> and December 30<sup>th</sup> every year.

2. For divisions allowed to welcome international delegation by themselves as per Section 2 Article 11 of this Regulation, an after-meeting report detailing reception and discussed matters must be submitted to the IC Office and the SB for supervision.

3. At most 10 days after the outgoing delegation has returned as planned, the delegation representative must file a report on the trip results, getting the delegation head's signature, and submitting the signed report to the General Office and the IC Office.

4. Within 10 working days of the outgoing delegation's return to Vietnam, depending on specific circumstances, the delegation head is responsible for forwarding any documentation gifted, awarded, or provided by the foreign partners to relevant divisions for appropriate common utilization.

5. If necessary, the IC Office may cooperate with the responsible division to request the University leadership to organize a meeting to report the trip results.

6. Report format: Reports must be sent to the IC Office in both hard copy and soft copy via email.

## **CHAPTER VIII IMPLEMENTATION**

### **Article 25. Consultation, management, and conduct of international cooperation activities**

The IC Office is the hub tasked with consulting, coordinating, managing, and conducting all international cooperations with other countries, with individuals and organizations abroad, accountable to SIU Chancellor for conducting all IC activities in line with the State's regulations and diplomatic practices.

### **Article 26. Allocation of responsibility to relevant divisions**

Heads of division are responsible for communicating to all staff members to ensure strict implementation of the Regulation on Management of International Cooperation Activities at their division and to cooperate with the IC Office to conduct IC activities within their functions and responsibilities. For specific:

1. Office of Finance – Human Resources: cooperates with the IC Office to manage outgoing delegation, propose staff members to go on an overseas business/ academic trip;

reports to the SB on the activities of outgoing delegations every 6 months; compile resources for IC activities of the University and divisions. The IC Office cooperates with the Office of Finance – Human Resources to monitor, evaluate, and oversee the IC projects and programs.

2. Office of Administration and Student Services: cooperates with the IC Office to conduct receptionist, diplomatic duties for international guest welcoming event and international conferences, workshops, seminars held at SIU; cooperates with the IC Office to arrange venue for meeting, international conferences, workshops, seminars with appropriate facility every time international guests coming to work with the SB and divisions within the University.

3. Office of Academic Affairs: cooperates with the IC Office to plan and schedule for classes within the undergraduate joint programs; assists the IC Office in planning and scheduling for classes within the graduate joint programs.

4. Office of Admissions and Student Affairs: cooperates with the IC Office regarding entry to Vietnam, temporary residence registration for foreign students during their study at the University; cooperates with the IC Office to complete the necessary procedures, allowing Vietnamese students to participate in exchange opportunities with foreign partners.

5. Office of International Cooperation: selects, conducts, and reviews all research activities required by IC projects and programs.

6. All the Schools cooperate with the IC Office to select faculty and students to participate in exchange opportunities, professional and extracurricular activities with foreign partners.

#### **Article 27. Implementation**

During implementation, should any problems arise, the division must promptly report to the IC Office for them to compile and forward to the Chancellor for deliberation and final decision./.

**CHANCELLOR**

**Tran Xuan Dinh**

*Form no. 1- HTQT- visa*

MINISTRY OF EDUCATION & TRAINING  
THE SAIGON INTERNATIONAL  
UNIVERSITY

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

Division:

*Ho Chi Minh City, date*

**To: Office of International Cooperation**

We are requesting the Office of International Cooperation to handle Vietnam entry procedures for the following international guests:

No.	Full name	DOB	Nationality	Passport no.	Occupation
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To come to work with

(once or ... times) from ..... to (If there are multiple arrivals,  
please specify the reasons and attach the cooperation plans for each arrival to VN.)

Goals:

Activities to be conducted:

Reception division:

Visa to be delivered at (proposed):

**HEAD OF DIVISION**

Form no. 2- HTQT- Report on international guests coming for business trip

MINISTRY OF EDUCATION & TRAINING

**SOCIALIST REPUBLIC OF VIETNAM**

**SAIGON INTERNATIONAL  
UNIVERSITY**

**Independence – Freedom – Happiness**

Re.: International guests on business trip

*Ho Chi Minh City, date*

To:           - The School Board;  
               - Office of International Cooperation

We are seeking approval from the School Board of welcoming the delegation of: .....  
..... to come to the University on their business trips as follows:

1. Delegation information

-Name of delegation:

-Delegation Head:

-Number of members:

2. Expected time and venue of cooperation work:

3. Topics to be discussed:

The responsible division should specify the agreed topics to be discussed and possible content of the meeting, as well as future orientations.

4. Proposal to work with the School Board: (please specify whether the welcoming committee includes University leaders or the members of division only)

5. Proposal for entry to Vietnam: (please specify whether a visa must be obtained in advance or not, if yes, please attach the CV, passport, photos, and work agenda of the visa applicant)

Meeting Secretary

Head of Division

Meeting Host

Form no. 3 –HTQT- Report on Cooperation Results

MINISTRY OF EDUCATION & TRAINING  
SAIGON INTERNATIONAL  
UNIVERSITY

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

Re.: Cooperation Results

*Ho Chi Minh City, date*

To:               - The School Board;  
                      - Office of International Cooperation

Report on Cooperation Work with the Delegation

Division:

Hereby reports to the School Board the results of working with ... as follows:

1. Information:

- Meeting host:

- Meeting secretary:

- Other members:

2. Time and venue:

3. Key points:

The responsible division(s) should specify the key points of the meeting, the conclusions and results, as well as future orientation for development.

Meeting Secretary

Head of Division

Meeting Host