

DECISION

On promulgating Regulations on work regime for lecturing staff

THE CHANCELLOR OF THE SAIGON INTERNATIONAL UNIVERSITY

Pursuant to Decision number 43/2007/QD-BGDDT dated August 15th, 2007 by the Ministry of Education and Training, promulgates Regulations of full-time university and college training under the Credit system;

Pursuant to Circular number 47/2014/TT-BGDDT by the Ministry of Education and Training on regulations of work regime for lecturing staff;

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

Pursuant to Decision number 1273/QD-TTg dated September 24th, 2017 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 powers and duties of the Chancellor,

DECIDES:

Article 1: To issue with this Decision the Regulations on the work regime for The Saigon International University lecturing staff.

Article 2: This Decision takes effect after its signing. All previous documents with contents contrary to this regulation are annulled.

Article 3: The School Board, Heads of Departments, Heads of Faculties, affiliated units, related organizations and individuals are responsible for the implementation of this decision./.

Recipients:

- As Article 3;
- Archive: Clerical Office.

CHANCELLOR

DECISION

On Regulations of work regime for lecturing staff

(Issue with Decision No.59/QD-SIU dated June 11th, 2020 by the Chancellor of The Saigon International University)

Article 1. Scope of regulation and subjects of application

This document stipulates the work regime for lecturing staff who teach at The Saigon International University, including duties of lecturing staff; regulations on working time, and standard hours for teaching and scientific research.

Article 2. Aims

1. To set the basis for the school's management, including lecturing staff's task assignment, workload allocation, and quality and efficiency improvement.
2. To set the basis for lecturing staff's lesson planning, researching, studying and self-developing expertise.
3. To set the basis for the school's annual assessment and classification of lecturing staff and to ensure the publicity, fairness and democracy in the implementation of policies, rights and obligations of lecturing staff.

Article 3. Duties of lecturing staff

1. Duties of lecturing staff shall comply with the provisions of the Joint Circular No. 36/2014/TTLT-BGDDT-BNV dated November 28th, 2014 by the Minister of Education and Training and Minister of Internal Affairs on codes and standards for professional titles of lecturing staff in higher education institutions.
2. Lecturing staff with the title of Associate Professor and Professor, besides the tasks specified in Clause 1, shall also perform the ones as prescribed in Decision No.174/2008/QD-TTg dated December 31st, 2008 by the Prime Minister on Regulations on standards and procedures for appointment and dismissal of professors and associate professors; Decision 20/2012/QD-TTg dated April 27th, 2012 by the Prime Minister on the amendments to Regulations on standards and procedures for appointment and dismissal of

professors and associate professors promulgated with Decision No.174/2008/QD-TTg dated December 31st, 2008 by the Prime Minister.

Article 4. Regulations on working time

1. Period for researching, self-developing and other tasks at school shall be at least 03 (three) hours per week determined according to the school year.
2. The teaching time of a lecturer in a school year is 240 periods per year.
3. Internship guiding, thesis advising, and internship report grading for around 7 students per year.

Article 5. Regulations on Formal-scheduled teaching time and the conversion into Formal scheduled teaching time

1. Regulations on Formal scheduled teaching time
 - a. Formal-scheduled teaching time (hereinafter referred to as formal teaching time) is the unit of time converted to perform an equivalent job for a direct university-level theory class on a credit system before, while and after class.
 - b. The quota of the formal teaching time of a lecturer in one school year is **240 formal periods**.
2. The conversion into formal-scheduled teaching time
Lecturer's duties converted into standard time include:
 - Classroom teaching (theories, practice and seminars);
 - In-class tutorial on assignments and discussion organization;
 - Tutorial work on experiments in laboratories, computer labs, workshops, etc.;
 - Other assigned tasks.

Article 6. Regulations on scientific research

1. Lecturing staff shall carry out scientific research tasks as prescribed.
2. The assignment and implementation of research tasks shall be appropriate to the school's conditions, scientific potential, operational and technology development orientation, and lecturing staff's ability. Every year, the Chancellor assigns the Department of Accreditation, International Cooperation and Scientific Research to be the focal point in signing contracts to assign scientific research tasks to the lecturing staff of each unit.
3. Every year, lecturing staff shall complete assigned scientific research tasks corresponding to their current title or position. The results are evaluated through scientific research products according to current regulations of SIU on scientific research.
4. For lecturing staff who do not complete scientific research tasks as prescribed, the school will base on specific extent and conditions to consider and evaluate the results of task performance in the school year, rankings, and thus process appropriate related policies.

Article 7. The management of teaching and scientific research activities

1. Faculties and institutes are responsible for managing the workloads and teaching quality of each lecturer under the management of the unit and, simultaneously, part-time lecturing staff assigned to professional activities at the unit.
2. Every July, the school decides to assign part-time lecturing staff to faculties and institutes according to their voluntary registration, their specific role and responsibilities, and with the approval of the Heads of the training units.
3. Lecturing staff shall declare all the teaching workloads at formal universities, scientific research workload and other activities (except the directly paid workloads).
4. A lecturer's formal scheduled teaching hours shall be appropriately allotted. If a lecturer does not meet the quota of annual formal scheduled teaching time, the Head of the unit is responsible for arranging and allocating other tasks (such as teaching extra subjects) to that lecturer so that the prescribed quota will be met. The schedules of each Faculty, Department, and lecturer shall be sent to the units with management function.

Article 8. Other activities

- Preparing and delivering curricula and course materials; monitoring and grading students' theses;
- Administering students, managing classes and academic counseling;
- Completing and managing students' scores; completing grade books and forms of regulations on teaching modules;
- Self-learning and professional development;
- Planning, designing and assessing Faculty's curriculum, selecting and applying pedagogic methods, and evaluating students' progress and work in accordance with the output standards;
- Supervising and self-assessing work quality;
- Complying with the procedure, schedule and progress in building the assigned test bank questions.
- Securing the test bank questions during and after compilation.
- Implementing tests and assessments toward students' processes and results.
- Participating in collective community work, political activities and associated outreach duties, etc. appointed by the school, faculty or department.

Article 9. Methods of determining excessive formal-scheduled time quotas

1. A lecturer's completed formal-scheduled time in a school year is the total of formal-scheduled hours the lecturer has completed in an academic year, including lessons (theoretical and practical) and tutorial work on projects, graduate theses and dissertations, experiments, internships, etc.

2. A lecturer's excessive formal-scheduled hours are calculated by adding his or her completed formal-scheduled hours and reduced hours (if any) and then subtracting them by the quota of formal-scheduled hours.
3. A lecturer's excessive formal-scheduled hours of a subject are calculated by subtracting the quota of formal-scheduled hours of the subject in a school year from his or her completed formal-scheduled hours.
4. A lecturer's excessive formal-scheduled hours only count when the total formal-scheduled hours meet or exceed the quota.
5. A lecturer who has his or her quotas of teaching, scientific research and professional activities exceeded shall be entitled to equivalent benefits according to the Regulation on internal expenditures or specifically reviewed and decided by the Chancellor.

Article 10. Payment responsibility for excessive formal-scheduled hours

1. Responsibilities of lecturers, professional groups, faculties, institutes
 - Lecturers shall send the class declaration form to the faculty/institute academic office no later than 1 week (05 working days) after the end of each subject/module.
 - Heads of faculties shall direct academic staff to summarize the teaching hours of lecturers, each subject and the whole unit in each semester and the whole school year of each training system as prescribed.
2. Responsibilities of line departments
 - a. The Finance and Human Resources Department is responsible for checking, appraising, and certifying the formal-scheduled hours and reduced hours of the school's lecturers.
 - b. Training Department is responsible for presiding over, in coordination with the Departments of Testing and Quality Assurance and other units, the implementation of the working regime for the school's lecturers; for guiding in detail the declaration and summarization of teaching hours of lecturers and units (steps, forms, schedule...); for checking, certifying lecturers' classes; summarizing excessive formal-scheduled hours of the school and submit to the Chancellor for approval.
 - c. The Department of Accreditation, International Cooperation & Scientific Research is responsible for guiding and checking the implementation of the progress of scientific research tasks; brief appraisal and confirmation of scientific research results for lecturers of the university.
 - d. The Finance and Human Resources Department is responsible for advising the Chancellor on plans, cost norms and payments for excessive formal-scheduled hours of lecturers no later than 20 days after receiving the summary of results of excessive formal-scheduled hours from the Training Department.
3. If the faculties do not declare the excessive formal-scheduled hours as prescribed, payments shall not be made; heads of the unit and related individuals shall be reviewed and evaluated for their level of task completion during the school year.

Article 11. Execution clause

1. This Decision takes effect on the date of its signing.
2. Heads of Departments, Faculties, related centers, units and individuals under the Saigon International University have the responsibility to coordinate, organize and implement these Regulations.
3. In special cases, the Chancellor and Members of the Board of Directors in charge of Operation and Development shall review and issue specific guiding documents.
4. During the implementation, if any problems arise, the units may register a formal appeal to the Finance and Human Resources Department to summarize, report and advise the Chancellor and Members of the Board of Directors in charge of Operation and Development on timely amendments./.

CHANCELLOR

Dr. Tran Xuan Dinh