

DECISION

On promulgating the Regulation on the policy of science publication support for undergraduate and graduate students

THE CHANCELLOR OF THE SAIGON INTERNATIONAL UNIVERSITY

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

Pursuant to Decree elaborating and providing guidelines for a number of articles of law on amendments to Law on Higher Education no. 99/2019/ND-CP dated December 30th, 2019 by the Prime Minister;

Pursuant to Circular no. 26/2021/TT-BGDĐT dated September 17th, 2021 by the Ministry of Education and Training on scientific research activities of students in higher education institutions;

Pursuant to Decision no. 70/2014/QĐ-TTg dated December 10th, 2014 by the Prime Minister promulgating the University Charter;

Considering the proposal by the Head of Science – Technology;

HEREBY DECIDES THAT:

Article 1. Issued in conjunction with this Decision is the Regulation on the Policy of Science Publication Support for Undergraduate and Graduate Students at the Saigon International University.

Article 2. This Decision is effective as of the date of signing.

Article 3. Heads of the Office of Science – Technology, Office of Finance – Human Resources, as well as leaders and members of relevant divisions shall implement this Decision./.

Recipients:

- As of Article 3 (for implementation);
- Board of Trustees;
- Archived at Sci-Tech Office

CHANCELLOR

Dr. Tran Xuan Dinh

REGULATION

On the policy of science publication support for undergraduate and graduate students

(Issued in conjunction with *Decision no. 70/QĐ-SIU dated March 10th, 2022*
by the Chancellor of the Saigon International University)

Article 1. Scope of application, purposes, requirements

1. This document is to stipulate financial support for undergraduate (US) and graduate students (GS) at the Saigon International University (SIU) regarding their science publication; on calculation regarding their study results; and on commendation for US and GS with good publication.

2. This document is to encourage US and GS at SIU to conduct research and publish the results.

Article 2. Financial support for science publication

Financial support for science publication may come from:

1. Sponsorship and incentive by the Group of Asian International Education;
2. A portion of the University's legal revenue;
3. Mobilizing other resources.

Article 3. Grant for science publication and subsequent commendation

- US and GS whose article gets published on reputed science publication during their official study at SIU will be financially supported in accordance with the following table. The prerequisite condition is that US/GS is an author of said article.

No.	Types of article	Bonus	Proof
1	Published on ISI (SSCI, SCI, SCIE, AHCI), or certified Scopus Q1 and A, A* by ABDC qualification	For main author: 80 mil. VND/article For co-author: 20 mil. VND/article	- Article (online and print versions)
2	Published on ISI (SSCI, SCI, SCIE, AHCI), or certified Scopus Q2 and B by ABDC qualification	For main author: 70 mil. VND/article For co-author: 20 mil. VND/article	- Cover & Index of the Conference Proceedings
3	Published on ISI (SSCI, SCI, SCIE, AHCI), or certified Scopus Q3 – Q4 and C by ABDC qualification	For main author: 60 mil. VND/article For co-author: 15 mil. VND/article	or the website address where the

4	Published on Scopus (searchable on http://www.scopus.com)	For main author: 50 mil. VND/article For co-author: 10 mil. VND/article	article is published Only articles published on a reputable website may be considered proof
5	An article in proceeding of an international conference published as a book chapter or a journal article with ISSN or ISBN code		
6	Published in an international journal (with ISSN code) that is not any of the cases listed in 2.1, 2.2, 2.3, 2.4 above The research author was recognized to have completed the project and such work is approved and financially supported.	For main author: 5 mil. VND/article For co-author: 1,5 mil. VND/article	
7	Published in a Vietnamese journals within the list of journals approved by the State Council for Professorship:		
	- Journal classified as 01 point	For main author: 5 mil. VND/article For co-author: 1.5 mil. VND/article	
	- Journal classified as 0,75 point	For main author: 3 mil. VND/article For co-author: 1 mil. VND/article	
	- Journal classified as 0,5 point or lower	For main author: 2 mil. VND/article For co-author: 750,000 VND/article	
8	Article on a journal with ISSN code but not included in the aforementioned list. The research author was recognized to have completed the project and such work is approved and financially supported.	For main author: 2 mil. VND/article For co-author: 750,000 VND/article	

Article 4: Conditions for grant

1. Conditions for achieving a grant

- The article must specify the Saigon International University.

Example of a qualified English article may be (the same applies to Vietnamese article):

Title: Advanced ML method in ...

Nguyen van A¹

The Saigon International University

(Please specify the laboratory name first, before the University name. Other organizations to be credited must follow the Saigon International University)

- Any articles which have received grant from the conference or by conducting the project are still eligible for this grant.

2. Maximum grant received by authoring US/GS: specified in Article 3

Article 5. Procedure and documentation for consideration of financial support

Forms of profile consideration:

Types of student	Responsible division	Procedure and necessary documentation
Under-graduate	Student's respective School	<p>1. Candidates meeting all conditions for grant should submit their grant-requesting documentation by May or October every year. Their profile should include: Request for research grant (using Appendix 1 form); Research outline (using Appendix 3 form) with signatures by the advisor(s) and School Dean.</p> <p>2. The Office of Science – Technology (STO) receives the profiles, performs preliminary check, and prepares a list of eligible candidates.</p> <p>3. A council is established to consider the appropriate grant for the listed candidates who are qualified for such grant. The list of candidates eligible for grant is submitted to the Chancellor for final decision and announcement by the STO.</p> <p>4. US in the approved list of candidates signs a research agreement with the Dean of their School (using Appendix 4 form).</p> <p>5. US reports on the research results as per the signed agreement at the end of the semester and receives the research grant by the time the</p>

		agreement with their respective School concludes (using Appendix 5 form).
Graduate	Graduate School	<p>1. Candidates meeting all conditions for grant should submit their grant-requesting documentation by May or October every year. Their profile should include: Request for research grant (using Appendix 2 form); Research outline (using Appendix 3 form) with signatures by the advisor(s) and Graduate School Dean.</p> <p>2. The STO receives the profiles, performs preliminary check, and prepares a list of eligible candidates.</p> <p>3. A council is established to consider the appropriate grant for the listed candidates who are qualified for such grant. The list of candidates eligible for grant is submitted to the Chancellor for final decision and announcement by the STO.</p> <p>4. GS in the approved list of candidates signs a research agreement with the Dean of their School (using Appendix 4 form).</p> <p>5. US reports on the research results as per the signed agreement at the end of the semester and receives the research grant by the time the agreement with the Graduate School concludes (using Appendix 5 form).</p>

Article 6. Council for Grant Determination

1. The Council for Grant Determination shall be established following the Chancellor’s decision and tasked with assisting the Chancellor to determine the grant for each eligible project in accordance with the content of this Regulation.

2. The Council shall consist of:

a) Chair: Chair of Council of Science & Academic Affairs.

b) Permanent member: Head of STO.

c) Other members: representatives from Office of Academic Affairs, Office of Student Affairs, Office of Finance & Human Resources, and from other relevant divisions within the University.

Article 7. Implementation

This Regulation is effective as of the date of signing. Relevant regulations previously applied that go against the content of this Regulation shall be considered nullified going forwards.

CHANCELLOR

Dr. Tran Xuan Dinh

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Appendix 1.
Request form
for UG

REQUEST FOR RESEARCH GRANT

Respectfully addressed to: Saigon International University

I am: Date of birth:

Currently an undergraduate student of Course <...>, Major <...>.

In the last academic year, I have been the main author of the articles with ISI/Scopus certification as follows: <Please list key information about: name of author(s), article's title, journal's title, page, year of publication, and code>

I am planning to conduct a research project titled: <Project title within the scope of graduation thesis>, under the advisory instruction of <Name of Advisors>, from Program/Laboratory: <Name of Program/Laboratory>, <Name of Institution>.

I have learned that the University has a financial support program for students to conduct research or to be a research assistant to the advisor to complete graduation thesis. I would humbly submit this form to the Chancellor of the Saigon International University requesting for a research grant during my time studying/conducting research project at the University. I hereby commit to fully comply with the University's current regulations and policies.

Respectfully yours.

HCMC, date _____ 2022

Requester

<Signature and full name>

Institution
(Research
Institute/University)

Confirmation by
advisor(s)

Undergraduate student shall attach the following documents to this request:

- *Research outline confirmed by the advisor;*
- *Copies of the certified articles.*

APPENDIX

(Issued in conjunction of Decision no. 70/QĐ-SIU dated March 10th, 2022 by the Chancellor of the Saigon International University)

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

REQUEST FOR RESEARCH GRANT

Respectfully addressed to: Saigon International University

I am: Date of birth:

Currently a graduate student Year <...> successfully admitted to the Master’s program of <Name of Program>, <Name of Major> via application.

I graduated from <Name of University for undergraduate study>, Major <Name of Undergraduate Major/Program> with the final GPA of ...

During my undergraduate study, I have published and authored a number of articles with ISI/Scopus certification as follows:

- <Please list key information about: name of author(s), article’s title, journal’s title, page, year of publication>

I am planning to conduct the research project of: <Project title within the scope of graduation thesis>, under the advisory instruction of <Name of advisors>, from Program/Laboratory: <Name of Program/Laboratory>, <Name of Institution>.

I have learned that the University has a financial support program for students to conduct research or to be a research assistant to the advisor to complete graduation thesis. I would humbly submit this form to the Chancellor of the Saigon International University requesting for a research grant during my time studying/conducting research project at the University. I hereby commit to fully comply with the University’s current regulations and policies.

Respectfully yours.

HCMC, date _____ 2022

Requester

<Signature and full name>

Institution
(Research
Institute/University)

Confirmation by
advisor(s)

Graduate student shall attach the following documents to this request:

- *Undergraduate degree and transcript (copies);*
- *Research outline confirmed by the advisor;*
- *Copies of the certified articles.*

RESEARCH OUTLINE

Student's name:

Advisor's name:

Project title:

Major:

Program (if any):

Division:

Guideline for writing research outline

Research outline should be clear, concise, and follow the format below:

1. Research questions

(state the reasons why this research topic/approach was chosen)

2. Research content

2.1 Objectives

2.2 Main content

2.3 Research methods (theoretical, simulation, experiment, etc.)

2.4 Theoretical and practical significance

2.5 Plan and missions for each semester, academic year

(detailed research plan)

2.6 Expectations

(specify the article will be published in which report/proceeding/journal, etc.)

2.7 Budget estimate

3. Reference (specify only those available at the time of writing outline)

AGREEMENT
To execute research project
No.

Pursuant to Decision no. ... dated ... by the Chancellor of the Saigon International regarding research grant for students;

Pursuant to the Organizational and Operational Protocol of the Saigon International University promulgated by the Board of Trustees in document no. ...

Considering the needs of research conducted by specialized institutions and students;

Today, <date>, at the Saigon International University, we are:

Party A's representative (Project-Assigning Party): Dean of ..., Saigon International University.

Party B's representative (Project-Executing Party): <Full name>, student of Course ..., Saigon International University.

After discussion, both parties agree to sign the Research Project Agreement with the following terms and conditions:

1. Main provisions:

1.1 Party A orders Party B to execute the project with the following specifications:

- Please specify the research content
- Please specify the expected research results

1.2 Party B executes the project from ... to ...

1.3 The product/result marking the conclusion to this Agreement shall be a scientific report meeting the established expectations.

2. Grant

Party A shall grant Party B a total sum of:

In writing:

3. Method of payment:

The total grant will be delivered in full via bank transfer at the time of Agreement conclusion as specified in Section 1.3.

Both parties shall fully perform the aforementioned obligations without changing any of its content.

Should there be any issue arising during the implementation of this Agreement, both parties shall discuss to reach an appropriate conclusion.

This Agreement is effective as of the date of signing. It is made into 03 copies with equal validity: Party A keeps 02 and Party B keeps 01.

PARTY B'S REPRESENTATIVE

PARTY A'S REPRESENTATIVE

MINUTE OF AGREEMENT CONCLUSION
Regarding research project execution

Pursuant to Agreement no. between the institution of ... and Mr./Mrs. ... signed on <date> regarding the execution of research project as previously agreed.

Today, date ..., at ..., we are:

Party A's representative (**Project-Assigning Party**) : Dean of ..., Saigon International University.

Party B's representative (**Project-Executing Party**): <Full name>, student of Course ..., Saigon International University.

Both parties have proceeded to conclude the Agreement as follows:

Article 1: Party B has finished:

- The research missions as detailed in the Agreement.
- All required products including the article whose results have been thoroughly assessed by their respective institution.

Article 2: Party A shall settle with/transfer to Party B a total sum of:

In writing:

Article 3: Both parties have agreed to review and conclude this Agreement. This Minute of Agreement Conclusion is made into 03 copies with equal validity: Party A keeps 02 and Party B keeps 01.

PARTY B'S REPRESENTATIVE

PARTY A'S REPRESENTATIVE