

Ho Chi Minh City, August 3rd, 2015

No.: /QĐ-SIU

DECISION

**Promulgating Regulation on Partnership Selection of the Saigon
International University**

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

Pursuant to University Education Law dated June 18th, 2012;

Pursuant to Decree no. 73/2012/NĐ-CP dated September 26th, 2012 by the Prime Minister on foreign cooperation and investment in education;

Pursuant to Circular no. 34/2014/TT-BGDĐT dated October 15th, 2014 by the Ministry of Education & Training providing implementation guidelines for Decree no. 73/2012/NĐ-CP dated September 26th, 2012 by the Prime Minister on foreign cooperation and investment in education;

Pursuant to Circular no. 08/2014/TT-BGDĐT dated March 20th, 2014 by the Ministry of Education & Training promulgating the Regulations on organization and operation of regional universities and member universities;

Pursuant to Decision no. 76/2010/QĐ-TTg dated November 30th, 2010 by the Prime Minister on the organization and management of international conferences and seminars in Vietnam;

Pursuant to the Saigon International University's Regulations on Organization and Operation;

Considering the proposal by the Executive Manager of Accreditation, International Cooperation & Research (AICR),

HEREBY DECIDES THAT:

Article 1. Issued in conjunction with this Decision is the Regulation on Partnership Selection of the Saigon International University.

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

Article 3. The Executive Manager of Accreditation, International Cooperation & Research, the Executive Manager of Finance – Human Resources, as well as relevant heads of divisions and individuals shall implement this Decision./.

Recipients:

- As in Article 3 (for implementation);
- Board of Trustees;
- Archived at archive, AICR Office.

CHANCELLOR

Tran Xuan Dinh

Ho Chi Minh City, August 3rd, 2015

REGULATION

On partnership selection of the Saigon International University

(Issued in conjunction with Decision no. ... /QĐ-SIU

dated August 3rd, 2015 by the Chancellor of the Saigon International University)

CHAPTER I

GENERAL PROVISIONS

Article 1. Goals of the Regulation on Partnership Selection

1. The Regulation on Partnership Selection of the Saigon International University seeks to promote international cooperation, encouraging divisions and individuals within the University to proactively engage in international cooperation activities; to mobilize supports of foreign individuals and organizations to develop the University into a high-quality institute for education, research, and technology transfer, elevating the University's status on the international scale; to ensure every aspect of international cooperation is in alignment with legal regulations and national security concerns in the context of global integration.

2. The Regulation aims to clearly determine the authority, responsibility for each division, and the mechanism of inter-division cooperation regarding partnership selection for the Saigon International University (SIU).

Article 2. Scope and applicability

1. This document details the procedure of SIU's partnership selection.

2. It shall apply to the Schools, Offices, Departments, Centers under SIU; as well as lecturers, researchers, technicians working at SIU.

Article 3. Legal bases

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

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

3. University Education Law dated June 18th, 2012;

4. Decree no. 73/2012/NĐ-CP dated September 26th, 2012 by the Prime Minister on foreign cooperation and investment in education;

5. Circular no. 34/2014/TT-BGDĐT dated October 15th, 2014 by the Ministry of Education & Training providing implementation guidelines for Decree no. 73/2012/NĐ-CP dated September 26th, 2012 by the Prime Minister on foreign cooperation and investment in education;

6. Circular no. 08/2014/TT-BGDĐT dated March 20th, 2014 by the Ministry of Education & Training promulgating the Regulations on organization and operation of regional universities and member universities;

7. Decision no. 76/2010/QĐ-TTg dated November 30th, 2010 by the Prime Minister on the organization and management of international conferences and seminars in Vietnam;

8. The Saigon International University's Regulations on Organization and Operation.

CHAPTER II

GOALS, METHODS, CRITERIA, AND PROCEDURE CONCERNING PARTNERSHIP SELECTION

Article 4. Goals of partnership selection

1. To enhance the quality of education and research via exchanges of faculty members and research students, as well as international science conferences, etc. thereby bridging the gap in education standards between SIU and other institutions in the developed world.

2. To give faculty members and students the opportunities to study, research abroad at the partnered universities.

3. To participate in international education projects concerning lecturer's professional development, curriculum development, higher education administration reform, etc.

4. To develop joint programs with international institutions that ensure both quality and affordability with regards to Vietnamese students.

Article 5. Methods of partnership selection

1. By contacting international universities, education organizations, and research institutes.

2. By introductions by cultural-educational exchange agencies under an embassy or consulate in Vietnam.

3. By introductions by individuals working in the education sector both in Vietnam and abroad.

4. By having the Offices, Schools, Centers of SIU actively locate, seek for partnership opportunities.

5. By partner with institutions from various areas:

+ South East Asia (Thailand, Malaysia, the Philippines, Laos, etc.)

+ East Asia (Japan, South Korea, etc.)

+ European countries (France, Russia, etc.)

+ American countries (the U.S., Canada, etc.)

Article 6. Criteria for partnership selection

- Universities that have been nationally or internationally accredited.

- Universities with programs that align with the University's orientation and interest.

- University that shares the University's goals pertaining to cooperation and expansion in international education and research, as well as readiness in sharing experience regarding higher education training and administration, etc.

Article 7. Procedure of partnership selection

Step 1: Introducing the University and gathering information about the partnering institution

- The Office of Accreditation, International Cooperation & Research (AICR) exchanges information with the partnering institution via emails, focusing on introducing SIU (attaching a link to the website) and showing interest in cooperation.

- AICR communicates and reminds other divisions to discuss and prepare the details of cooperation.

Step 2: Assessment of the partnering institution

- Based on the information received, AICR office employs partner assessment criteria developed by SIU to assess the partnering institution to determine their alignment with established criteria.

- Assessment results, as well as partnering institution's alignment with partnership criteria, will be disseminated via joint meeting between the AICR leadership and the leaders of other Schools, Offices.

- If the partnering institution meets the criteria, Step 3 will follow. Otherwise, the process shall be halted.

Step 3: Detailed discussion about the key points in cooperation

- AICR Office discusses key points in cooperation with the partnering institution among relevant divisions.

- AICR Office sends an email with agreed key points to the partnering institution.

- AICR Office discusses with the partnering institution to reach an agreement on details of cooperation.

Step 4: Discussion about the terms and conditions in memorandum of understanding (MOU)

- AICR Office sends the partnering institution an email detailing the terms and conditions of the MOU to be discussed.

- AICR Office agrees with the partnering institution on the terms and conditions of the MOU.

Step 5: Signing of MOU

- A representative of the University's School Board and a representative of the partnering institution shall meet at SIU to sign the MOU.

- AICR Office organizes a MOU Signing Ceremony.

Step 6: Discussion and signing of memorandum of agreement (MOA)

- AICR Office continues to exchange emails with the partnering institution, detailing the specifications within the MOU.

- AICR Office agrees with the partnering institution on formalizing the specifications to make an MOA.

A representative of the University's School Board and a representative of the partnering institution shall meet at SIU or at the partnering institution to sign the MOA.

Article 8. Partner review process

1. Once every 06 months from the date of signing the MOU, AICR Office shall proceed to review the progress of MOU implementation. Should the progress align with the target, implementation is continued. Should the progress fail to meet 50% of the target, AICR Office will issue a written notice to the partnering institution detailing yet-to-be-completed activities in accordance with the MOU or specifying any necessary adjustments, amendments to the MOU in alignment with the actual situation.

2. Once every 12 months from the date of signing the MOU, AICR Office shall proceed to review the progress of MOU implementation. Should the progress meet 50% of the target or more, implementation is continued. Additionally, a document will also be sent to the partnering institution specifying any necessary adjustments, amendments to the MOU in alignment with the actual situation or notifying the renewal of the soon-to-expire MOU (if any). Should the progress fail to meet 50% of the target, AICR Office will issue a written notice to the partnering institution detailing yet-to-be-completed activities in accordance with the MOU or specifying any necessary adjustments, amendments to the MOU in alignment with the actual situation. In case no target in the MOU has been reached, AICR Office will issue a written request to the partnering institution for discontinuation of partnership./.

CHANCELLOR

Tran Xuan Dinh