

MINISTRY OF EDUCATION &
TRAINING
SAIGON INTERNATIONAL
UNIVERSITY

No.: /QĐ-SIU

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Ho Chi Minh City, July 28th, 2016

DECISION

**Promulgating Regulation on managing student research in
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 University Education Law dated June 18th, 2012;

Pursuant to Circular no. 19/2012/TT-BGDĐT dated June 1st, 2012 by the Ministry of Education & Training promulgating the Regulation on Student Research 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 the International Cooperation Office,

HEREBY DECIDES THAT:

Article 1. Issued in conjunction with this Decision is the Regulation on Managing Student Research in the Saigon International University.

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

Article 3. The members of the International Cooperation Office, Head of the Finance – Human Resources Office, as well as heads and individuals of relevant divisions shall implement this Decision./.

Recipients:

- As Article 3 (for implementation);
- Board of Trustees;
- Archived: IC Office.

CHANCELLOR

Tran Xuan Dinh

REGULATION

On Managing Student Research in the Saigon International University

(Issued in conjunction with Decision no. 31/QĐ-SIU dated July 28th, 2016

by the Chancellor of the Saigon International University)

Chapter I

GENERAL PROVISIONS

Article 1. Scope and applicability

This document regulates all students' research activities within the Saigon International University (hereinafter referred to as University), including: students' development and execution of a research project; management of research activities; rights and responsibilities of the students participating in a research project and the instructor.

Article 2. Purposes of research

1. To elevate the quality of training, aiming for skilled labor, seeking for and nurturing talents of Vietnam.
2. To promote the student's proactivity, creativity, and research capacity, encouraging self-studying.
3. To establish new knowledge, contribute new products for the society.

Article 3. Requirements for student research

1. Appropriate for the student's capacity and wishes.
2. In line with the University's goals, academic content, and areas of specialty.
3. In line with the University's science-technology orientation.
4. Aiming for novel, creative, and scientifically significant results.

Article 4. Research activities

1. Research project should be in line with the student's concentrations or related areas of specialty that the student is capable of executing.
2. Students shall attend science conferences, workshops, seminars, academic

meeting, science-technology competitions; participate in science clubs, science-technology awards in Vietnam and abroad, as well as other collegiate activities pertaining to science.

3. Students shall participate in employing scientific-technological innovations in various fields: socio-economics, education and training, defense, etc.

4. Results of student research must be published.

Article 5. Budget for student research

Budget for students' research activities may come from the following sources:

1. State's Budget;
2. Sponsorship by domestic/international organizations, individuals;
3. A portion of the University's legal revenue;
4. Other legal sources.

Chapter II

DEVELOPMENT AND IMPLEMENTATION OF STUDENT RESEARCH PLAN

Article 6. Development of student research plan

1. Every year, based on the University's science-technology orientation and missions, as well as practical needs of the industry specializing in relevant areas of specialty, the University shall develop an appropriate student research plan.

2. Student research plan will be a part of the University's plan on science and technology and will include:

a) Establishing the list of research topics, assignment of such topics, their execution and review in accordance with Circular no. 19/2012/TT-BGDĐT dated June 1st, 2012 by the Ministry of Education & Training promulgating the Regulation on Student Research in Higher Education Institutions;

b) Organizing research conferences and other science-technology activities for students.

c) Encouraging participation in the "Vietnam's Young Talents in Science" and other science-technology competitions.

d) Coordinating the application of scientific-technological innovations in various fields: socio-economics, education and training, defense, etc.

e) Working on information pertaining to students' science-technology activities.

Article 7. List of research topics and their assignment and execution

1. The annual list of research topics shall be determined as follows:

a) Research topic proposal: based on the University's regulations, faculty researchers, and/or students may propose their research topics of interest to their respective School.

b) The Science and Academic Council of the School will then prepare a list of research topics for students.

c) A list compiling all topics must be completed by September every year.

d) The Chancellor then approves the School's list of research topics.

2. Outline approval

a) Based on the approved research topic, students shall prepare a detailed research outline. Such an outline must be completed by the due date as prescribed in the Annual Student Research Plan.

b) The University reviews all outlines submitted by students and officially assign the topics and instructors to respective student as appropriate.

3. Research conduct

a) Students shall conduct the research in accordance with the approved outline. The number of students participating in a project must not be more than five. One student shall be appointed the project author.

b) The project results shall be publicized in the final research report.

c) Timeframe for the project shall be specified in the Annual Student Research Plan.

Article 8. Review of student research at School level

1. The School's Science and Academic Council shall review and evaluate the student's research project. The criteria for evaluation must be based on the decision by the School's leadership, which is in line with the University's guideline on student research.

2. Considering the evaluation results, each School shall select outstanding project to enter the University-level research competition.

Article 9. Review of student research at University level

1. The University shall establish a Review Council to evaluate and give feedbacks to the research project entering the University-level competition.

2. Evaluation process will focus on:

a) Literature review and rationale.

b) Research objectives.

c) Research methods.

d) Main text.

e) Socio-economic, educational, national defense impacts.

f) Report format and presentation.

g) Bonuses (for publication of research results on specialized journal in Vietnam and abroad).

3. Qualification

a) The Review Council shall grade each student's research project with one of the five qualifications: excellent, great, good, passed và failed.

b) Each member should grade each part of the evaluation form independently. Based on the final average of all grades given by present reviewer, on the scale of 100 points, the research may be qualified as: excellent (90 points or above); great (from 80 points to below 90 points); good (from 70 points to below 80 points); passed (from 50 points to below 70 points); and failed (below 50 points).

c) Qualification shall be specified in the minute of council meeting for evaluation of student's research project.

Article 10. Organization of student research conference

1. The University shall organize student research conference to:

a) Finalize and assess the students' research activities.

b) Report on the results conducted by the students at every School.

c) Publish the research results and confer respective awards for winning projects at each level.

2. Student research conference shall take place on June 15th every year.

3. The University also organizes other opportunities for student research, such as: science conferences, academic seminars, creativity competitions, science club meetings.

Article 11. "Vietnam's Young Talents in Science" and other competitions

1. The University selects some of the qualified research projects at University-level to enter “Vietnam’s Young Talents in Science” in accordance with the rules of the criteria and requirements set out by the Ministry of Education and Training.

2. The University also selects some of the qualified projects at University-level to enter other external competitions.

3. The University must plan for nurturing and providing assistance to students entering other science competitions.

4. Students winning any of the aforementioned competitions will be considered for scholarship conferred by the University.

Article 12. Application of scientific-technological innovations in practice

1. The University facilitates the application of student’s innovations into various fields should the results of their research project be qualified as “excellent”.

2. The authors of research projects at all levels must facilitate the application of students’ scientific-technological innovations to practice.

Article 13. Information pertaining to students’ science-technology activities

The University shall coordinate the gathering, processing, archiving, and disseminating of information pertaining to students’ science-technology activities, including:

1. Publication of journals, science notices on student research.

2. Management and archive of students’ research topics within the library – information system of the University.

3. Publication of students’ research results on the University’s online portal, as well as via other media, in accordance with current regulations.

Chapter III

MANAGEMENT OF STUDENTS’ RESEARCH ACTIVITIES

Article 14. Content of management

1. Developing and executing annual plans for student research.

2. Mobilizing financial support for student research.

3. Commending and awarding management, faculty, students with outstanding achievements in student research.

4. Periodically finalizing, assessing the results of student research; completing

the annual reports, 5-year reports, and irregular reports on student research to be submitted to direct superior, as well as the Ministry of Education and Training.

Article 15. Functions and responsibilities of the International Cooperation Office

1. To assist the Chancellor in guiding, managing the students' research activities.
2. To cooperate with and coordinate other offices, schools, and divisions to execute the plans for student research.

Chapter IV

RIGHTS AND RESPONSIBILITIES OF STUDENTS CONDUCTING RESEARCH AND ADVISORS

Article 16. Rights and responsibilities of students conducting research

1. Responsibilities
 - a) Conducting the research project and its application to practice in accordance with the University's science-technology plan.
 - b) Attending science conferences, workshops, seminars, as well as other science-technology activities within the University.
 - c) Ensuring academic integrity in research activities, strictly complying with the current regulations on science-technology activities.
2. Rights
 - a) To participate in one research topic every academic year.
 - b) To be allowed to use equipment readily provided by the University to conduct research in strict compliance with the current regulation on the use and management of the University's assets.
 - c) To publish their research results on proceedings, journals, science notices, as well as other media.
 - d) To obtain intellectual property protection for their research results and publication in accordance with the University's Regulation on Intellectual Property.
 - e) To be considered for scholarships, merit titles, and commendations for outstanding research achievements.

Article 17. Rights and responsibilities of advisors

1. Faculty members and researchers must advise students how to conduct their

research and be responsible for the research topics assigned to the students they advise.

2. Each advisor may advise at most two research projects concurrently.

3. Faculty and researcher taking on the role of advisor may be prioritized in the consideration for commendation should the research project they are involved in attain “excellent” qualification or get applied in practice.

Article 18. Commendation and punishment

1. Students, advisors, and other individuals, organizations with outstanding research achievements will be commended in accordance with current regulations.

2. Individuals, organizations committing a breach of any regulation pertaining to student research shall be, depending on the nature and scope of their breach, disciplined accordingly as per current regulations./.

CHANCELLOR

Tran Xuan Dinh