

MINISTRY OF EDUCATION AND TRAINING
THE SAIGON INTERNATIONAL
UNIVERSITY

No.:/QĐ-SIU

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Ho Chi Minh City, day..... month..... year

20.....

DECISION

**Promulgate the regulations on periodic information and reports of the
Saigon International University**

CHANCELLOR

OF THE SAIGON INTERNATIONAL UNIVERSITY

Pursuant to Decision No. 1273/QĐ-TTg dated September 24, 2007 of the Prime Minister on the establishment of the Saigon International University;

Pursuant to the Statute on organization and operation of the Saigon International University issued together with Decision No. 15/QĐ-SIU dated February 28, 2019 of the Chancellor of the Saigon International University;

Based on the powers and functions of the Chancellor;

DECIDES:

Article 1. Promulgate together with this Decision the regulations on completion of dossiers and documents; periodic information and reports of units affiliated to the Saigon International University.

Article 2. This decision takes effect from the date of signing.

Article 3. The School Board, Leaders of units, Leaders of faculties, relevant organizations and individuals are responsible for implementing this decision.

Recipients:

CHANCELLOR

- *As in Article 3;*

- *Archive:*

Tran Xuan Dinh

REGULATIONS

On periodic information and reports of the Saigon International University

*(Issued together with Decision No. /QĐ-SIU day..... month..... year..... of the
Chancellor of the Saigon International University)*

Article 1. Objective

1. The Regulations aim to ensure that the administration and supervision of the activities of the Saigon International University (hereinafter referred to as the University) are implemented smoothly, quickly and effectively.
2. The regulations aim at adjusting dossiers, documents and materials of the University so that they shall be implemented and stored in accordance with regulations on contents, time limit and coordination between units.
3. Promote the sense of responsibility and initiative of leading units/focal points and participating units and members to coordinate closely, rhythmically, creatively, scientifically and effectively.
4. Through the coordination of work among units in the University to create common understanding, attachment, sharing and solidarity; at the same time, ensure openness, transparency and democracy in all activities of the University.
5. In order for the University to effectively implement the regime of informing and reporting to superiors, the Chancellor shall stipulate the contents, time and regime of periodic informing and reporting of affiliated units.

Article 2. Scope and subjects of adjustment

1. This Regulation stipulates the principles, contents, responsibilities and working coordination relationships among units in the University's activities.
2. This Regulation applies to units, mass organizations, officials, staff and employees of the University when performing regular or irregular tasks within their executive and administrative functions.

3. This Regulation applies to periodic statistical reports (each semester and each academic year) and is applied to Departments, Centers and mass organizations, to collect statistical information according to the attached Appendix.

Article 3. Principles of implementation

1. Ensure the implementation of reporting information and the completion of the dossier are conducted in accordance with the list and the prescribed time limit.
2. Ensure timely, effective and punctual coordination, in accordance with the provisions of law and the University, in order to promote the strength and effectiveness of the administration and execution activities of the University.
3. Coordination must be suitable to the functions and tasks of each participating unit and individual and must not affect the professional activities of relevant units and individuals.
4. Ensure close, unified, complete, effective, economical coordination, promoting the initiative and creativity of each unit.
5. Coordinate quickly, ensure compliance with regulations on confidentiality (if any) as prescribed by law; internal regulations and statutes of the University and commitments signed with the University.
6. Ensure the completion of work, reports and statistics of work within the deadlines determined under this Regulation.
7. Tasks that fall within the scope of functions and duties of the unit or individual in charge shall be primarily handled by such unit or individual; Other units and individuals are responsible for participating in coordination upon request.

Article 4. Contents of reports and statistics

1. Units report their activities according to the Regulations on functions and duties of units at the Saigon International University
2. Reporting period and reporting duration:
 - a) The reporting and statistical period is a certain period of time stipulated that the reporting and statistical units must comply with the criteria in the reporting and statistical form;
 - b) The deadline for receiving reports is specified in the list of dossiers attached to this Regulation;
 - c) Periodic reports and statistics:

The reporting period is calculated on a monthly, semester or academic year basis and the reporting period;

d) Irregular reports and statistics:

Irregular reports and statistics are made to help the University collect information in case of emergency, in addition to the information collected and synthesized according to the regime of periodic reporting and statistics.

3. Method of sending reports

a) Statistical reports are stored at the unit and sent in 2 forms: in paper and via the electronic reporting system to the Department of Administration & Student Services to summarize and report to the School Board;

b) A paper written report must be signed by the head of the reporting unit to facilitate the examination, comparison and processing of data. An electronic written report can be presented in one of two forms: a PDF format of a paper document or an electronic file authenticated by the digital signature of the head of the reporting unit.

Article 5. Organization of implementation

1. Reporting and statistical units are responsible for:

a) Comply with conducting the report fully, accurately, on time and in accordance with the contents of information prescribed in the reporting and statistical regime and take responsibility for the reporting contents;

b) Check and re-supply the reports and information related to reports and statistics at the request of the reporting data compiling unit.

2. Reporting and statistical compilers are responsible for:

a) Synthesize statistical information according to the prescribed forms;

b) Request reporting units to inspect and re-supply reports and information related to reports and statistics when necessary.

Article 6. Responsibilities of units

1. The presiding units are primarily responsible for the entire process of job handling, and are responsible for transferring relevant dossiers and documents to the coordinating unit. The presiding unit, based on the specific requirements and status of the job such as express, urgent (required), periodical, regularly (if notes are needed), etc. to request units to coordinate to complete the assigned task.

2. For regular and periodic jobs with specific procedures or regulations on time and content, the presiding unit and coordinating unit must comply with the promulgated procedures and regulations. In case the prescribed time limit expires but the written response from the coordinating unit has not been received, the unit in charge of the work shall report to the Chancellor.
3. Units must be obliged to perform the assigned tasks on time and ensure the quality and efficiency.
4. For issues not within the functions of the presiding unit or exceed the ability to solve or for other objective reasons affecting the performance of the assigned tasks, the head of the presiding unit must report and consult the Chancellor.

Article 7. Handling violations

The university requires leaders of responsible units to strictly implement these regulations and complete the dossiers, documents and materials according to the attached Appendix. Individuals and groups that violate this Regulation, depending on the extent of severity, will be considered and disciplined according to current regulations and be responsible before the School Board and the School Council.

Article 8. Terms of enforcement

1. Units shall coordinate in implementing, urging, inspecting and supervising the execution and coordination among functional departments and units of the University and are obliged to periodically or irregularly report on the implementation of this Regulation to the Chancellor.
2. Leaders of the units are responsible for disseminating this Regulation to all officers, lecturers, staffs and employees in the unit in order to obtain information and perform their work effectively.
3. In the course of implementation, this Regulation may be amended and adjusted in accordance with the reality of the University.
4. This regulation takes effect from the date of signing of the promulgation.

APPENDIX

LIST OF PERIODIC & IRREGULAR REPORTING REGIMES

1. Department of Administration & Student Services

| No. | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|-----|--|----------------------------------|------------|---------|---------------------|---------|----------|------|-------|---|--|----------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| 1 | School Year Plan of Administration & Student Services Department | x | x | x | | | | x | | September | | Periodic |

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| 2 | Plan for upgrading, maintaining and repairing facilities, equipment, information technology, and information technology infrastructure | x | x | x | | | | x | | September | | Periodic |
| 3 | Report on the assessment of the use of facilities, equipment, information technology equipment and facility investment plan | x | x | x | | | | x | | September | | Periodic |
| 4 | School year summary report | x | x | x | | | | x | | August | | Periodic |
| 5 | Asset Inventory Plan | x | x | x | | | | x | | September | | Periodic |
| 6 | Minute of asset inventory | x | | | | | | x | | September | | Periodic |
| 7 | Progress meeting minutes of the Administration & Student Services Department | x | x | | x | | | | | | | Periodic |

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| 8 | Report on the assessment of environmental investment effectiveness, health, safety and accessibility of people with special needs | x | x | x | | | | x | | September | | Periodic |
| 9 | Minute of periodic self-inspection of fire protection system | | x | | x | | | | | | | Periodic |
| 10 | Plan for organizing fire prevention and firefighting drills | x | x | x | | | | x | | December | | Periodic |
| 11 | Labour Union School Year Plan | x | x | x | | | | x | | September | | Periodic |
| 12 | Report on summarizing Labour Union activities | x | | | | | | x | | August | | Periodic |
| 13 | Employee Conference | x | | | | | | x | | November | | Periodic |

2. Training Department

| No | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|----|--|----------------------------------|------------|---------|---------------------|---------|----------|------|------------------|---|--|----------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| 1 | Review and adjust training programs, output standards, course outlines, teaching programs, training program descriptions | x | x | x | | | | | 2 years/1 time | | | Periodic |
| 2 | Strategic plan of training by phase | x | x | x | | | | | 2.5 years/1 time | | | Periodic |

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| 3 | Medium-term training plan for the period of 2 years – 3 years | x | x | x | | | | | 2-3 years/1 time | | | Periodic |
| 4 | Promulgate regulations on governing the training activities | x | x | x | | | | x | | | Training effectiveness management | Periodic |
| 5 | Review current regulations | x | | | | | | x | 2 years/1 time | | | Periodic |
| 6 | School year plan for training activities | x | x | x | | | | x | | September | Recommended by school year | Periodic |
| 7 | School year report on training activities | x | x | x | | | | x | | August | Summary by school year | Periodic |
| 8 | Ministry of Education Annual Statistical Report | x | x | | | | | x | According to the requirements of Ministry of Education & | | | According to the time prescribed by the Ministry of Education |

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| | | | | | | | | | Training | | | |
| 9 | Reports according to the work of the Ministry of Education | x | | | | | | | According to the requirements of Ministry of Education & Training | | | As directed by the School Board |
| 10 | Report to the Ministry of Education on employment situation | x | x | x | | | | x | According to the requirements of Ministry of Education & | December | | Periodic |

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| | | | | | | | | | Training | | | |
| 11 | Emulation Report | x | | | | | x | x | According to the requirements of Emulation Grades | August | | Periodic |
| 12 | Compare graduate employment rates of all training programs with rates predicted in the academic year plan among years and among training programs | x | x | x | | | | x | According to the requirements of Ministry of Education & Training | December | Testing & Quality Assurance Department provides data | |

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| 13 | Comparison of stakeholder satisfaction with the quality of graduates of all training programs against rates predicted in the school year plan among academic years and among training programs | x | x | x | | | | x | | December | Testing & Quality Assurance Department provides data | |
| 14 | Meeting of training departments and faculties (minutes) | x | | | | x | | x | | June | | |
| 15 | Graduation statistics | x | | | | | x | | | December | | |
| 16 | Compare the graduation rates of all programs, with the rates predicted in the academic year plan; among academic years; among training programs | x | | | | | x | | | December | | |
| 17 | Compare the average student graduation time against the time predicted in the school year plan; among academic years; among training programs | x | | | | | | x | | December | | |

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| 1 | Annual Enrollment Plan | x | x | x | | | | x | | December | Enrollment activities | Periodic |
| 2 | Annual Civic Week Plan | x | x | x | | | | x | | September | Civic activities for students | Periodic |
| 3 | New Student Survey Plan | x | x | x | | | | x | | September | Enrollment Activity Survey | Periodic |
| 4 | Annual enrollment review meeting plan | x | x | x | | | | x | | November | Summarize the enrollment and set out enrollment strategies for the new school year | Periodic |
| 5 | Annual enrollment report | x | x | x | | | | x | | November | Summary of enrollment and survey statistics | Periodic |
| 6 | Decision on the annual establishment of Admissions Committee | x | x | x | | | | x | | February | For Enrollment activity | Periodic |
| 7 | Decision on the annual establishment of internal | x | x | x | | | | x | | February | For Enrollment activity | Periodic |

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| | inspection committee | | | | | | | | | | | |
| 8 | Decision on the annual establishment of admission secretariat | x | x | x | | | | x | | February | For Enrollment activity | Periodic |
| 9 | Annual enrollment scheme | x | x | x | | | | x | | March | For Enrollment activity | Periodic |
| 10 | Annual Enrollment Notice | x | x | x | | | | x | | March | For Enrollment activity | Periodic |
| 11 | Annual enrollment report according to regulations of the Ministry of Education & Training | x | x | x | | | | x | | December | Report to the regulator | Periodically according to the work of the Ministry of Education & Training; |
| 12 | Annual operation plan of the Admissions & Student Affairs Department | x | x | x | | | | x | | September | Expected work content for the year of the department | Periodic |
| 13 | Annual plan of the club's | x | x | x | | | | x | | September | Expected work content | Periodic |

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| | executive board | | | | | | | | | | during the year of the clubs | |
| 14 | Annual club activity plan | x | x | x | | | | x | | September | Contents of each club's activities | Periodic |
| 15 | Annual report on the Summary the club's activities | x | x | x | | | | x | | September | Summary of club activities | Periodic |

4. Testing & Quality Assurance Department

| NO. | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|----------|--|----------------------------------|------------|---------|---------------------|---------|----------|------|-------|---|--|----------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| I | Quality Assurance | | | | | | | | | | | |
| 1 | Assignment on the construction, monitoring and review of the quality assurance | x | x | x | | | | x | | Beginning of the school year | | Periodic |

| NO. | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|-----|---|----------------------------------|------------|---------|---------------------|---------|----------|------|-------|---|--|----------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| | system inside the Saigon International University | | | | | | | | | | | |
| 2 | Report on benchmarking and comparison activities of the Saigon International University | x | x | x | | | x | | | At the end of each semester | | Periodic |
| 3 | Quality assurance plan of the Saigon International University in the academic year | x | x | x | | | | x | | Beginning of the school year | | Periodic |
| 4 | Medium-term quality assurance strategic plan of the Saigon International University | x | x | x | | | | x | | Beginning of the school year | | Periodic |
| 5 | Strategic plan for quality assurance of the Saigon International | x | x | x | | | | x | | Beginning of the school year | | Periodic |

| NO. | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|-----|--|----------------------------------|------------|---------|---------------------|---------|----------|------|-------|---|--|----------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| | University in the 5-year period | | | | | | | | | | | |
| 6 | Annual, medium-term and 5-year period quality assurance strategic plan report | x | x | x | | | | x | | End of school year | | Periodic |
| 7 | Annual quality assurance summary report | x | x | x | | | | x | | End of school year | | Periodic |
| 8 | Report on fostering quality assurance capacity for staff | x | x | x | | | | x | | End of school year | | Periodic |
| 9 | Report on the administration of quality assurance information system management software | x | x | x | | | | x | | End of school year | | Periodic |

| NO. | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|-----|---|----------------------------------|------------|---------|---------------------|---------|----------|------|-------|---|--|----------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| 10 | Comparison table of annual targets and implementation results on quality assurance of the Saigon International University | x | x | x | | | | x | | End of school year | | Periodic |
| 11 | Comparison table of annual quality assurance results | x | x | x | | | | x | | End of school year | | Periodic |
| 12 | Meeting minutes of the Testing & Quality Assurance Department | x | | | x | | | | | At the end of each month | | Periodic |
| 13 | Employment Position Scheme (Construction Announcement – Decision) | x | x | x | | | x | | | End of June | | Periodic |
| 14 | Report on the results of document review on Testing & quality assurance | x | x | x | | | x | | | End of June | | Periodic |

| NO. | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|-----------|---|----------------------------------|------------|---------|---------------------|---------|----------|------|-------|---|--|-------------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| 15 | Report on reviewing and proposing quality assurance activities for the school year | x | | | | | | x | | End of school year | | Periodic |
| 16 | Plan to improve and enhance the quality of education for the school year/each stage | x | x | x | | | | x | | Beginning of the school year | | As directed |
| 17 | Periodic assessment report on quality assurance | x | | | | | x | | | June, December | | Periodic |
| 18 | Report on reviewing and proposing quality assurance activities for the school year | x | | | | | | x | | End of school year | | Periodic |
| II | Quality Assurance | | | | | | | | | | | |
| 19 | Report on self-assessment of the | x | x | x | | | | | | End of school year | | As directed |

| NO. | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|-----------|--|----------------------------------|------------|---------|---------------------|---------|----------|------|-------|---|--|----------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| 23 | Report on the plan and results of the survey on feedback of the stakeholders of the Saigon International University: Employers Alumni Final year students Student Officials, Lecturers, Employees | x | x | x | | | x | | | | At the end of each semester | Periodic |
| IV | Testing | | | | | | | | | | | |
| 24 | Report on making papers for the final exam | x | | | | | x | | | | At the end of each semester | Periodic |

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| 1 | Science and Technology Development Strategy and International Cooperation for the period 2017-2025 | x | x | x | | | | | 7-9 years/1 time | 6 months from the end of the previous strategy period. Example (June 2016) | Periodic |
| 2 | Review and adjust the strategy for scientific and technological development and International cooperation in the period of 2017-2025 | x | x | x | | | | | 3.5 – 4.5 years/1 time or every 1-2 years | In the middle of the strategy period (Example: 2020) or immediately after the year in which there is a major change to the strategy | Periodic |
| 3 | Medium-term plan on science, technology and | x | x | x | | | | | 3.5 – 4.5 years/1 time | Mid-Strategy Period | Periodic |

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| | international cooperation for the period of 2 years – 3 years | | | | | | | | | (Example 2020) | | |
| 4 | Promulgate regulations governing science, technology and international cooperation activities | x | x | x | | | | | x | Yearly | Effective management of scientific research and international cooperation | Periodic - Enclosed with the document list |
| 5 | Review the current regulations | x | | | | | | | x | Yearly | | Periodic |
| 6 | School year plan on science, technology and international cooperation activities | x | x | x | | | | | x | Yearly | Recommended by school year | Periodic |
| 7 | Academic year report on science, technology and international | x | x | x | | | | | x | Yearly | Summary by school year | Periodic |

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| | cooperation activities | | | | | | | | | | | |
| 8 | Preliminary and summary report of the semester on science, technology and international cooperation activities | x | x | x | | | | | | Semester | Summary by main semester | Periodic |
| 9 | Plan for implementation of science, technology and international cooperation activities | x | x | x | x | x | | | | Based on the school year plan | | Under the direction of the School Board |
| 10 | Report on science, technology and international cooperation activities | x | x | x | x | x | | | | Based on the implementation plan | | Under the direction of the School Board |
| 11 | Report on evaluation of the management work | x | | | x | | | | | Monthly | | Periodic |

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| | of the Department (briefing) | | | | | | | | | | | |
| 12 | Irregular report on science, technology and international cooperation, advising the School Board and drafted according to the request of the Ministry of Education and Training; | x | | | | | | x | Ministry of Education & Training Requirements | Unscheduled/Periodic reporting to the Ministry | | Under the direction of the School Board |
| 13 | Program inspection Report and MOET | x | | x | | | | x | | According to the academic year inspection plan of the Testing & Quality Assurance Department | | Under the direction of the Accreditation Council |

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| 14 | Ministerial/municipal research report, ISI, Scopus, cooperation under MOU | x | | | | | | | | | According to the progress/plan of science and technology registration | Under the direction of the School Board |
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6. Finance & Human Resources Department

| NO. | REPORT NAME | Report Recipients | | | Reporting Frequency | | | | | | Content description Under Jurisdiction | Notes |
|-----|---|----------------------------------|------------|---------|---------------------|---------|----------|------|-------|---|--|----------|
| | | Board of Directors, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | | |
| 1 | Meeting minutes of the Finance Department | | | | x | | | | | | Periodic on the 15 th every month | Periodic |

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| 2 | Decision on promulgation of Internal Expenditure Regulations | x | x | x | | | | x | | 15/9/2020 | | As directed |
| 3 | Decision on promulgating the Statute on Employee Reward | x | x | x | | | | x | | 15/9/2020 | | As directed |
| 4 | Medium-term personnel plan | x | x | x | | | | | 3 years/ time | 15/9/2020 | | Periodic |
| 5 | Announcement of HR strategic plan and medium-term personnel plan | | x | x | | | | | 3 years/ time | 15/9/2020 | | Periodic |
| 6 | Assessment report on Human resource needs | x | x | x | | | | x | | 15/9/2020 | Summary by school year | Periodic |
| 7 | Annual plan for training and fostering staff, teachers and employees | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 8 | Announcement of annual plan for | | x | x | | | | x | | 15/9/2020 | | Periodic |

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| | training and fostering staff, teachers and employees | | | | | | | | | | | |
| 9 | Summary table of opinions on the criteria for evaluating job performance in the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 10 | Annual Finance & Human Resources Department plan | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 11 | Academic Year Recruitment Summary | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 12 | Summary table of evaluation results of staff, teachers and employees of the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 13 | Announcement of evaluation results of staff, teachers and employees of the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |

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| 14 | Plan for assessment and classification of employees in the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 15 | Evaluation form of staff, teachers and employees in the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 16 | Summary report of the school year and orientation of tasks for the next school year of the Department of Finance & Human Resources | | x | x | | | | x | | 20/9/2020 | | Periodic |
| 17 | Minutes of annual emulation consideration meeting | | x | x | | | | x | | 15/12/2020 | | Periodic |
| 18 | Labour Conference | x | x | x | | | | x | | 15/12/2020 | | Periodic |
| 19 | Decisions on the emulation and reward of staff, teachers and | x | x | x | | | | x | | 15/9/2020 | | As directed |

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| | employees in the school year | | | | | | | | | | | |
| 20 | List of officials appointed for the academic year 2019 - 2020 | x | x | x | | | | x | | 15/9/2020 | | As directed |
| 21 | List of staff, teachers and employees participating in domestic training and fostering courses 1. List of staff, teachers and employees participating in postgraduate studies; 2. List of staff, teachers and employees attending the seminar | x | x | x | | | | x | | 15/9/2020 | | As directed |
| 22 | List of staff, teachers and employees participating in training and fostering | x | x | x | | | | x | | 15/9/2020 | | As directed |

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| | courses abroad in the school year | | | | | | | | | | | |
| 23 | List of staff, teachers and employees participating in postgraduate study in the academic year | x | x | x | | | | x | | 15/9/2020 | | As directed |
| 24 | Statistics of collective commendation for the school year | x | x | x | | | | x | | 15/9/2020 | | As directed |
| 25 | Statistics on decisions to send staff, teachers and employees to participate in postgraduate study in the school year | x | x | x | | | | x | | 15/9/2020 | | As directed |
| 26 | Individual commendation statistics in the school year | x | x | x | | | | x | | 15/9/2020 | | As directed |
| 27 | List of staff, teachers and employees who | x | x | x | | | | x | | 15/9/2020 | | As directed |

| | | | | | | | | | | | | |
|----|--|--|---|---|--|--|--|---|--|-----------|--|----------|
| | have won emulation and commendation titles in the school year | | | | | | | | | | | |
| 28 | Plan for implementation of human resource planning in the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 29 | School Year Recruitment Plan | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 30 | Registration table of training needs of the units in the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 31 | Summary table of registration of training and fostering needs in the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 32 | Statistical table of teaching staff in the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |

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|----|--|---|---|---|--|--|--|---|--------------------|-----------|--|----------------------|
| 33 | Compare personnel salaries between medium-term plans to produce actual salary index | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 34 | HR strategic plan | x | x | x | | | | | 5 years/ 1 time | 15/9/2025 | | As directed |
| 35 | Decisions on sending staff, teachers and employees to participate in domestic training and fostering courses | | x | x | | | | | x | 15/9/2020 | | When the need arises |
| 36 | Decisions on sending staff, teachers and employees to participate in training and fostering courses abroad | | x | x | | | | | x | 15/9/2020 | | When the need arises |
| 37 | Decision on the recruitment and invitation of lecturers in the school year | x | x | x | | | | | x | 15/9/2020 | | When the need arises |

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| 38 | Decision on promulgating the list of human resource planning in the school year | x | x | x | | | | x | | 15/9/2020 | | Periodic |
| 39 | Announcement of the list of officials in the planning of the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 40 | Announcement of plan for implementation of human resource planning in the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 41 | Budget summary table for the training and fostering in the period of 5 years | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |
| 42 | Budget summary table for investment expenditures of information technology and | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |

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| | infrastructure in the period of 5 years | | | | | | | | | | | |
| 43 | Budget summary table for learner support for the 5-year period | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |
| 44 | Summary of revenue sources for the 5-year period | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |
| 45 | Budget summary table of investment funds for facilities and equipment for the period of 5 years | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |
| 46 | Budget summary table for inspection work for the 5-year period | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |
| 47 | General statistics on library book funding for the period of 5 years | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |
| 48 | Decision + regulations on the | x | x | x | | | | x | | 15/9/2020 | | Under the |

| | | | | | | | | | | | | |
|----|---|---|---|---|--|--|--|--|--------------------|-----------|--|-------------------------------|
| | preparation of revenue and expenditure estimates | | | | | | | | | | | direction of the School Board |
| 49 | Strategic Financial Plan of the Saigon International University | x | x | x | | | | | 7 years/ 1 time | 15/9/2025 | | Periodic |
| 50 | Medium-term financial plan of the Saigon International University | x | x | x | | | | | 3 years/ 1 time | 15/9/2020 | | Periodic |
| 51 | Announcement on the strategic financial plan of the Saigon International University | x | x | x | | | | | 7 years/ 1 time | 15/9/2025 | | Periodic |
| 52 | Announcement on the medium-term financial plan of the Saigon International University | x | x | x | | | | | 3 years/ 1 time | 15/9/2020 | | Periodic |

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| 54 | Summary of funding needs by the Office of Administration & Student Services, Admissions and Student Affairs for investments in the environment, health, safety and accessibility of people with special needs Special of the Saigon International University | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |
| 55 | Summary table of annual financial needs of the Saigon International School units | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 56 | Meeting minutes on results and financial indicators of the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |

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| 57 | Report on financial results of the Saigon International University | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 58 | Comparison table of annual financial results against defined targets in the academic year of the Saigon International University | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 60 | Document determining the competitiveness index of the Saigon International University | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 61 | Comparison table of annual market results and indicators against the targets determined in the academic year of the | | x | x | | | | x | | 15/9/2020 | | Periodic |

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| | Saigon International University | | | | | | | | | | | |
| 62 | Statistical table of funding for investment in equipment and facilities for training, scientific research and community service activities for the period of 5 years | | x | x | | | | | 5 years/ 1 time | 15/9/2020 | | Periodic |
| 63 | Summary of the annual revenue and expenditure structure of the Saigon International University | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 64 | Annual assessment report on financial investment efficiency of the Saigon International University | | x | x | | | | x | | 15/9/2020 | | Periodic |

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|----|--|---|---|---|--|--|--|---|--|-----------|--|---|
| 65 | Meeting minutes on the market results and indicators of the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 66 | Meeting minutes on financial results and indicators of the school year | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 67 | Reports on investment, health, and investment in accessibility to learners | | x | x | | | | x | | 15/9/2020 | | Periodic |
| 68 | The annual financial plan of the Saigon International University for the academic year | x | x | x | | | | x | | 30/9/2020 | | Under the direction of the School Board |
| 69 | Announcement of financial plan for the academic year of the Saigon International | | x | x | | | | x | | 30/9/2020 | | Under the direction of the |

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| | University to the units | | | | | | | | | | | School Board |
| 70 | Decision on annual funding for scientific research | x | x | x | | | | x | | 30/9/2020 | | Under the direction of the School Board |
| 71 | Statistical table of revenue sources of the Saigon University for the period of 5 years | | x | x | | | | | 5 years/ 1 time | 15/12/2020 | | Periodic |
| 72 | Comparison table of financial indicators of the strategic plan for each stage | | x | x | | | | | 7 years/ 1 time | 15/12/2020 | | Periodic |
| 73 | Comparison table of market indicators of strategic plan for each stage | | x | x | | | | | 7 years/ 1 time | 15/12/2020 | | Periodic |
| 74 | Comparison table of financial results and | | x | x | | | | x | | 15/12/2020 | | Periodic |

| | | | | | | | | | | | | |
|----|--|--|---|---|--|--|--|---|--------------------|------------|--|----------|
| | indicators among years by period | | | | | | | | | | | |
| 75 | Comparison table of results and market indicators of the Saigon International University with universities in Ho Chi Minh City | | x | x | | | | | 5 years/ 1 time | 15/12/2020 | | Periodic |
| 76 | Comparison table of results and market indicators among years by period | | x | x | | | | | 5 years/ 1 time | 15/12/2020 | | Periodic |
| 77 | Annual budget statistics for activities of the Saigon International University | | x | x | | | | | 5 years/ 1 time | 15/12/2020 | | Periodic |
| 78 | Comparison table of annual budget for scientific research activities compared to the plan of the | | x | x | | | | x | | 15/12/2020 | | Periodic |

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|----|---|--|---|---|--|--|--|---|--------------------|------------|--|----------|
| | Saigon International University | | | | | | | | | | | |
| 79 | Comparison table of annual budget for scientific research activities of the Saigon International University among years | | x | x | | | | x | | 15/12/2020 | | Periodic |
| 80 | Tuition fee comparison table of the Saigon International University with other universities in Ho Chi Minh City | | x | x | | | | x | | 15/12/2020 | | Periodic |
| 81 | Summary table of investment funds for scientific research activities | | x | x | | | | | 5 years/ 1 time | 15/12/2020 | | Periodic |

7. Administration

| NO. | Report Recipients | Reporting Frequency | Notes |
|-----|-------------------|---------------------|-------|
|-----|-------------------|---------------------|-------|

| | REPORT NAME | Board of Director, School Board | Department | Faculty | Month | Quarter | 6 months | Year | Other | Deadline for submission to the Testing & Quality Assurance Department | Content description Under Jurisdiction | |
|---|---|--|-------------------|----------------|--------------|----------------|-----------------|-------------|--------------|--|--|---------------------|
| 1 | Statute on organization and operation (Decision - Announcemen) | x | x | x | | | | | | | | 1 School Board term |
| 2 | Vision, Mission, and Educational Philosophy (Plan – Survey – Report – Summary – Meeting Minute – Decision – Announcement) | x | | | | | | | | | | 1 School Board term |

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|----|---|---|--|--|--|--|--|--|--|--------------------|--|-------------------|
| 7 | Plan for reviewing and evaluating the organizational structure | x | | | | | | | | End of school year | | Periodic annually |
| 8 | Report on the review and evaluation of organizational structure | x | | | | | | | | End of school year | | Periodic annually |
| 9 | Plan for reviewing and evaluating the management document system | x | | | | | | | | End of school year | | Periodic annually |
| 10 | Report on the review and evaluation of the management document system | x | | | | | | | | End of school year | | Periodic annually |

| | | | | | | | | | | | | |
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| | International University | | | | | | | | | | | |
| 16 | Report of the Supervisory Board | x | | | | | | | | September every year | | Periodic Annual |
| 17 | Announcement on the proposal of the main main performance indicators and main striving indicators of the Saigon International University | x | | | | | | | | May every year | | Periodic Annual |
| 18 | Summary of the proposals of units for the main main performance indicators and main striving | x | | | | | | | | Mid-May | | Periodic annually |

| | | | | | | | | | | | | |
|----|---|---|--|--|--|--|--|--|--|---------------|--|-----------------|
| | International University | | | | | | | | | | | |
| 21 | Comparison table of annual targets and performance results of the Saigon International University | x | | | | | | | | | | Periodic Annual |
| 22 | Comparison table of the results on the implementation of the medium-term plan 2017-2020 | x | | | | | | | | February 2021 | | |
| | Medium-term plan report 2017-2020 | x | | | | | | | | February 2021 | | |

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|----|--|---|---|---|--|--|--|--|--|---------------------|--|-------------------------------------|
| 23 | Medium-term plan 2021 - 2025 | x | | | | | | | | January 2021 | | |
| 24 | Medium-term plan report 2021-2025 | | | | | | | | | January 2026 | | |
| 25 | Comparison table of annual targets and performance results of Departments and Faculties of the Saigon International University | x | x | x | | | | | | | | Faculties and departments submitted |
| 26 | Meeting minutes of the Board of Directors | x | | | | | | | | February and August | | Periodic Annual |
| 27 | Board resolutions | x | | | | | | | | February and August | | Periodic Annual |

| | | | | | | | | | | | | |
|----|---|---|---|---|--|--|--|--|--|------|--|---------------------|
| 32 | Guiding document on policy development of the Saigon International University | x | | | | | | | | | | 1 School Board term |
| 33 | Strategic Plan 2026-2034 (establishment of Steering Committee - announcement of draft - Minutes of meeting - Decision - Notice) | x | x | x | | | | | | | | 1 School Board term |
| 34 | Action Plan of the Saigon International | | | | | | | | | 2025 | | |

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|----|---|---|---|---|--|--|--|--|--|------|--|-------|
| | University 2026-2034 Enclosed with the Strategic Plan of the Saigon International University | | | | | | | | | | | |
| 35 | Strategic Plan Report 2017- 2025 | x | x | x | | | | | | 2026 | | Stage |