

**PROCEDURE FOR MONITORING STUDENT'S AVERAGE GRADUATION  
TIME**

*(Issued under Decision No. 33 /QD-SIU, dated March 12, 2020)*

**I. OBJECTIVES:**

This process is implemented to guide the Training Department and related units to check, monitor and support graduates and plan for improvement in training.

**II. SCOPE OF APPLICATIONS:**

Applied to the Training Department, and related units of the school.

**III. REFERENCES:**

- Regulation on the training of full-time universities and colleges under the credit system promulgated together with Decision No. 43/2007/QD-BGDĐT dated August 15, 2007 of the Minister of Education and Training;
- Circular No. 57/2012/TT-BGDĐT dated December 27, 2012 of the Ministry of Education and Training on amending and supplementing a number of articles of the Regulation on full-time university and college training under the credit system issued together with Decision No. 43/2007/QD-BGDĐT dated August 15, 2007 of the Ministry of Education and Training;
- Regulations on university training according to the credit system issued together with Decision No. 47/QD-SIU dated May 10, 2019 of the Rector of Saigon International University.

**IV. CONTENT:**

<b>Department in charge</b>	<b>Implementation content</b>	<b>Documents, form</b>
Training Department	Developing a graduation internship plan and graduation thesis to submit to the Rector for	Graduation internship plan

	approval	and graduation thesis
Training Department, Faculty	Synthesizing and reviewing graduation requirements for senior students; making an announcement of opening additional classes with guaranteed courses.	Summary report of graduate students
Training Department, Faculty	Announcing the list of eligible students to graduate; students are not qualified to graduate for the faculty	Notice of review of graduation requirements
Training Department	Graduation Reviewing	Graduation Application
Training Department	Announcing the list of eligible students to graduate from the official batch (4 years on time)	Announcement
Training Department, Faculties	Continuing to monitor and support ungraduated students to meet the graduation requirements	
Training Department, Faculties	Adding the list of students who are not eligible to graduate to the upcoming batches of graduation consideration	Graduate profile
Training Department	Inputting the data on student graduation time	
Training Department	Making a synthesis of graduate student time data.	Statistical figures on students' average graduation time
Training Department	Making a comparison of graduate student data with the expected time.	Comparison table
Training Department	Reporting the monitoring results of the students' average time to graduate.	
Training Department	Sending the monitoring results of students' average	

	graduation time to relevant units	
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***Recipients:***

- Units;
- Archive: Clerical Office.

**CHANCELLOR**

**Dr. Tran Xuan Dinh**