

**DECISION**

**promulgating of the supervising procedure on the implementation of the  
Training, Scientific Research and Community Service policies**

**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;*

*At the request of the Office of Academic Affairs;*

**DECIDES:**

**Article 1.** Approving and promulgating with this Decision supervising procedure on the implementation of the Training, Scientific Research and Community Service policies

**Article 2.** This Decision takes effect from the date of signing for promulgation.

**Article 3.** Leaders of the Office of Academic Affairs, Office of International Cooperation and Scientific Research, Office of Admissions and other units of the University are responsible for the implementation of this Decision./.

***Recipients:***

**CHANCELLOR**

*- As in Article 3;*

*- Archive: Admin .*

## **REGULATION**

### **the supervising procedure on the implementation of the Training, Scientific Research and Community Service policies**

#### **I. OBJECTIVE**

This procedure aims to provide instruction on the order and content of coordination among units of the Saigon International University in supervising the implementation of policies on training, scientific research and community service. The policies on training, scientific research and community service include regulations and guiding documents for the implementation of training activities, learner management, regimes on training, scientific research, and community service.

#### **II. SUBJECT OF APPLICATION**

All units under the management of the Saigon International University.

#### **III. DETAILED PROCEDURE**

##### **1. Procedure**

The supervision on the implementation of policies on training, scientific research, and community service is the supervision on the implementation and the reporting on the implementation of the regulations and guiding documents on training, scientific research and community service of related units throughout the University.

The supervision results of the units, along with the opinions of the stakeholders, are the basis for the University to organize and adjust the policies related to the above areas.

OFFICE/SCHOOL	OFFICE OF ACADEMIC AFFAIRS, OFFICE OF SCIENCE AND INTERNATIONAL COOPERATION AND OFFICE OF ADMISSION	SCHOOL BOARD	BOARD OF TRUSTEES
<p style="text-align: center;">↓</p> <div data-bbox="76 904 432 1211" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2. Organize the implementation of training, scientific research and community service activities and self-supervision regimes</div> <div data-bbox="76 1323 432 1473" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">3. Make annual reports within the assigned authority</div> <div data-bbox="76 1518 432 1621" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">4. Collect opinions from constituencies</div> <div data-bbox="76 1715 432 1818" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">5. Review and make adjustment</div> <p style="text-align: center;">↓</p>	<p style="text-align: center;">↓</p> <div data-bbox="459 904 815 1211" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">2. Organize the implementation of training, scientific research and community service activities and self-supervision regimes</div> <div data-bbox="459 1323 815 1426" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">3. Make annual reports (University)</div> <div data-bbox="459 1518 815 1621" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">4. Collect opinions from constituencies</div> <div data-bbox="459 1715 815 1818" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">5. Review and make adjustment</div> <p style="text-align: center;">↓</p>	<div data-bbox="842 555 1155 801" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">1. Issue resolutions, guiding documents on training, scientific research and community service activities</div> <p style="text-align: center;">↓</p> <div data-bbox="842 1827 1155 2042" style="border: 1px solid black; padding: 5px;">6. Issue resolutions, guiding documents on training, scientific research and community service</div>	<div data-bbox="1182 539 1501 748" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">1. Issue resolutions on training, scientific research and community service activities</div> <p style="text-align: center;">↓</p> <div data-bbox="1182 1827 1501 2042" style="border: 1px solid black; padding: 5px;">7. Issue resolutions on training, scientific research and community service activities</div>

## **2. Procedure description**

### **2.1. The Board of Trustees**

The Board of Trustees is responsible for issuing resolutions requesting the School Board to organize the development, implementation and suspension of the implementation of policies on training, scientific research, and community service.

The Board of Trustees has the authority to sign and promulgate regulations on training, scientific research and community service.

### **2.2. The School Board**

The School Board is responsible for promulgating regulations and guiding documents on training, scientific research and community service.

The School Board has the authority to implement or suspend the overall supervision.

### **2.3. Offices/Schools**

Offices/Schools act as the focal point for implementing policies on training, scientific research, and community service related to the functions and tasks of their units. On the basis of the implementation policy, the self-supervision regimes follow the policy standards.

Offices/Schools are responsible for collecting opinions of constituencies, together with the annual summary report on implementation and sending it to the Office of Academic Affairs, the Office of Science and International Cooperation and the Office of Admission to be used as a basis for proposing adjustments to policies on training, scientific research, and community service.

### **2.4. The Office of Academic Affairs, Office of Science and International Cooperation and Office of Admission**

The Office of Academic Affairs is the focal point for drafting and implementing training policies. The Office of Science and International Cooperation is the focal point for drafting and implementing policies on scientific research. The Office of Admission is the focal point for drafting and implementing community service policies. All units implement their self-supervision mechanisms according to the

policies.

Every year, the focal units shall coordinate with relevant units to review the implementation of policies and issues arising in the implementation process according to the scope of authority. The input for review is opinions of lecturers, learners and related units. All units summarize the implementation and all arising issues in their annual report.

The focal units are responsible for proposing solutions and submitting them to the School Board or handling issues within its authority. Issues that need policy adjustment shall be summarized and enclosed with opinions of constituencies (collected every 3 years), proposals of the Offices/Schools (stated in their annual report) and serve as the basis for proposing adjustments to the policies on training, scientific research and community service./.

***Recipients.***

- *School Board;*
- *Units;*
- *Archive: Admin.*