

No. 206/QD-DHKTCN

Thai Nguyen, 30 November 2018

DECISION
on Issuing the Regulation on Student Affairs
for regular university training programs

THE RECTOR OF THAI NGUYEN UNIVERSITY OF TECHNOLOGY

Pursuant to Decree No. 31/CP dated 4th April 1994 of the Government on the establishment of Thai Nguyen University;

Pursuant to Circular No.8/2014 /TT-BGD & DT dated 20th March 2014 of the Minister of Education and Training promulgating the Regulation on organization and operation of regional universities and member higher education institutions;

Pursuant to Decision No. 2424 / QD-DHTN dated 22nd October 2015 of Thai Nguyen University Director promulgating Regulations on the duties and powers of Thai Nguyen University, member and higher education institutions and affiliated units;

Pursuant to Circular No. 10/2016 / TT-BGDĐT dated 5th April 2016 of the Minister of Education and Training promulgating the Regulation on student work for regular university training programs;

Pursuant to Decision No. 4492 / QD-DHTN dated November 15, 2016 of Thai Nguyen University Director promulgating the Regulation on Thai Nguyen University's student work for regular university training programs;

At request of Head of Student Affairs Department,

DECIDES:

Article 1. To issue with this Decision "Regulations on student work for regular university training programs at Thai Nguyen University of Technology".

Article 2. This Decision takes effect from the date of signing and replaces the regulations issued with Decision No. 62 /QD-DHKTCN on 15th July 2016.

Article 3. Heads of relevant units, officials, lecturers and full-time students are responsible for implementing this decision./.

RECTOR

Recipients:

- As Article 3;
- Archive: PB office, SA Dept.

Assoc. Prof. Nguyen Duy Cuong

Thai Nguyen, 30 November 2018

**REGULATIONS ON STUDENT WORK FOR REGULAR UNIVERSITY
TRAINING PROGRAMS AT THAI NGUYEN UNIVERSITY OF TECHNOLOGY**

*(Promulgated in conjunction with Decision No. 206/QĐ-DHKTCN dated 30th November
2018 of the Rector of Thai Nguyen University of Technology)*

Chapter I
GENERAL PROVISIONS

Article 1. Scope and field of application

1. This document regulates student work for regular university training programs including student duties and rights, reward and discipline, student work content, organizational system, student work management and implementation organization.

2. This regulation applies to full-time university students (regular, inter-college program) of Thai Nguyen University of Technology.

3. Students specified in this document are those who are studying full-time university training programs at Thai Nguyen University of Technology.

4. Students are the center of educational and training activities at the university. Here they are guaranteed the conditions to fully perform their duties and rights in the process of learning and training.

Article 2. Student work

1. Student work is one of the university's key tasks, including overall educational, propaganda, management, support and service activities for students to ensure the goals of university education.

2. Student work must strictly comply with the Communist Party's guidelines and policies, the State's policies and laws, the regulations of the Ministry of Education and Training, Thai Nguyen University and the college.

3. Student work must ensure democracy, objectivity, fairness, openness and transparency in issues related to students.

Chapter II
STUDENTS' TASKS AND RIGHTS

Article 3. Students' tasks

1. Abide by the guidelines of the Communist Party of Vietnam, the policies and laws of the State, the university regulations in general and the rules of Thai Nguyen University of Technology in specific.

2. Study and train according to the University's training programs and schedules; be proactive and active in learning, studying, creating and morality and lifestyle training.

3. Respect teachers, managers, officials and staff of the University; unite and help each other in the process of learning and practicing; well perform the cultural lifestyle in schools.
4. Preserve and protect the University's property; build up and promote its tradition.
5. Fully comply with the regulations on health examinations at the beginning, the end and during the course.
6. Pay tuition, health insurance and fees fully and on time.
7. Join social activities, public labor activities, and volunteer activities suitable with the students' capacity and health condition as prescribed by the University and local residence.
8. Participate in the full ranges of political lessons at the beginning and the end of the course, and at the beginning of the school year; extracurricular activities, and thematic talks and so on.
9. Comply with the duty to work for a limited time according to the State's mobilization when receiving scholarships and training expenses granted by the State or funded by foreign countries in accordance with the agreement with the State; otherwise, make a refund as prescribed by the Government.
10. Take part in preventive activities against negativity, cheating in learning and examination, and other activities; promptly report to the departments, functional divisions, director or competent authorities when detecting negative and cheating behaviors, or law and regulation offences of students, officers and lecturers.
11. Contribute to the work of security, traffic safety, prevention and fight against crime and social evils in the university, family and community.
12. Be responsible for stating true personal information when enrolling, supplementing and regularly updating required information on time. Keep regular contact with the head teacher via phone, email or other ways of communication.
13. Ask for permission and get approval from the Faculty Board in written form if a consecutive-three-day or more leave is needed.
14. Participate fully, seriously and responsibly in surveys asking for learners' opinions on various issues administered by the university.
15. Abide by and fully implement other related tasks according to the laws and rules of the Ministry of Education and Training, Thai Nguyen University and the school.

Article 4. Students' rights

1. Be admitted to the registered major if meeting all the admission requirements as prescribed by the Ministry of Education and Training and Thai University of Technology.
2. Be respected and treated equally, provided with sufficient information about the studying and training according to the regulations of the University, informed of the rules and regulations on training and practicing, and policies of the State and the University related to students.

3. Be answered and given solutions to all problems in learning, training and activities in and out of class.

4. Be supported and helped with the study in and out of class by teachers.

5. Be facilitated in learning, scientific research and training, including:

a) Use the library system, equipment and facilities for learning activities, scientific research, cultural activities, physical training and sports.

b) Participate in scientific research, competitions for excellent Students, Olympics, and scientific and technical creation.

c) Take healthcare and protection according to the current regulations of the State.

d) Apply for oversea study scholarships; take part in abroad internship activities; take further learning according to current regulations.

e) Join activities of the Communist Party of Vietnam, Ho Chi Minh Communist Youth Union, Vietnam Student Association; participate in the self-management organizations of the students, clubs, social activities inside and outside the school in accordance with the law, and positive cultural, artistic and sporting activities suitable to the school's training objectives.

f) Utilize the school's existing social work services (including consultative services of training, career, employment, health, psychology, and sponsor for students with special circumstances ...).

g) Make temporary suspension from school, put a momentary stop to the study, do learning at a slow or fast pace, learn two spontaneous majors and transfer to other universities according to the regulations of the Ministry of Education and Training and the School; have summer holidays, Tet holidays, and other holidays as prescribed.

6. Get benefits from regimes and policies, be considered for encouragement scholarships and scholarships funded by domestic and foreign organizations and individuals according to current regulations, gain fee reduction or exemption when using public services on transportation, entertainment, visits to museums, historical relics, or cultural works according to the State's regulations.

7. Directly or through the legal representative propose with the Director measures to make the school better, aspirations and complaints about issues related to the rights and legitimate interests.

8. Be considered for settlement inside or outside the campus based on current regulations of the Ministry of Education and Training, Thai Nguyen Provincial People's Committee, Thai Nguyen University and the school.

9. Be granted for graduation diplomas, academic and training transcripts, profiles and other relevant documents when students are eligible for graduation according to the school's training regulations.

10. Get benefits from the priority policy of the State to be recruited into state agencies if students graduate with excellent degrees and good training results and other policies according to the regulations on recruitment of staff and officials.

Article 5. Students' prohibited acts

1. Offending the teachers, officials, staff and other students' dignity and honor and threaten or harm their body.

2. Committing frauds in learning, testing, and examination such as: copying, bringing prohibited documents into the examination room, asking for raising grades, studying/taking exams/ doing the internship for other students; plagiarizing or hiring other people to write essays, projects and graduation thesis or participating in organizing and taking exams for other students or other cheating acts.

3. Smoking, drinking alcohol and beer on the campus or being drunk in class.

4. Gathering in crowds, demonstrating, suing unlawfully, participating in social evils or disturbing security and order inside and outside the campus.

5. Organizing or participating in racing or encouraging illegal racing.

6. Organizing or participating in gambling and prostitution.

7. Producing, trading, transporting, dispersing, storing, using or enticing other people to use weapons, explosives, narcotics, banned pharmaceutical products and chemicals; disseminating reactionary and depraved information or publications and other banned documents; organizing, participating in, and propagating superstitious activities, unpermitted religious activities and other ethical violations.

8. Establishing and participating in illegal political events; organizing or participating in collective activities, clubs and groups under the university's reputation without the permission.

9. Posting, commenting, sharing articles and images with violent and depraved information that violates national security to destroy the Government and University's policies or to distort, slander, and offend the reputation of the organization, honor and dignity of individuals on the Internet as well as in other media.

10. Participating in multi-level sales, distributing and spreading untrue information about individuals and collectives on personal websites, facebook as well as other media.

11. Organizing or participating in unprofessed organizations or associations that have not been licensed by law.

Chapter III

REWARD AND DISCIPLINE

Article 6. Contents and forms of rewarding

1. Commend and reward regularly and timely to individuals and collectives of students who deserve. Specifically:

a) Winning prizes in Olympic competitions in subjects, scientific research competitions, technical, academic, cultural competitions or sports competitions.

b) Effectively contributing to the Party, Youth Union, Students' Union, volunteer activities, and the maintenance of the order, security and activities in class, faculty, dormitory, society, culture, arts and sports.

c) Implementing the movement "All people protect national security, ensure security and order on campus, prevent crimes, social evils, bravely save victims and prevent corruption".

d) Other special achievements.

The content, form and level of regular rewards are prescribed by the Rector of the University of Technology.

2. Commend and reward periodically and thoroughly to students and collectives of students at the end of the school year or of the course. Specifically:

a) For individuals:

- Individual titles: Very good or excellent.

- Rating criteria:

+ A very good student title: Grade point average (GPA) from 3.2 to less than 3.6 (total scale of 4.0) with good training grade and above.

+ An excellent student title: Grade point average (GPA) from 3.6 (scale of 4) with higher and excellent training grade.

- Personal titles are saved in student management records.

- Do not reward students who have been disciplined or have grade point (GPA) below the average in that school year.

b) For students' classes:

- Class titles: Progressive class and excellent class.

- Criteria of progressive class title:

+ 80% of students achieve the title of very good students or higher.

+ There are individuals who are qualified as very good students.

+ There is no individual ranked poor learning or poor training, disciplined from warning level or more.

+ All the members of the class are united, helping each other in learning, training, organizing many emulation activities and actively responding to the emulation movement in the school.

- Criteria of excellent class title:

The class meets the standards of progressive class, has 10% of students achieving the title of very good student or higher and has student(s) with excellent student title.

Article 7. Order and procedures for reward

1. At the beginning of the school year, students and classes register emulation titles for each individual and class.

2. Procedures for rewarding:

a) Based on the achievements in learning and training of students, the class proposes a list of individuals and class along with their achievements certified by the head teacher and then to be considered and approved by the Faculty Board.

b) Faculties and departments under university organize meetings to choose deserved individuals and classes and ask for the approval of the commendation and disciplinary committee.

c) Based on the proposal of the faculty, the commendation and disciplinary committee considers and give a proposal to the Rector of Thai Nguyen University of Technology to admit the titles for individuals and classes.

Article 8. Contents and forms of discipline

1. Depending on the nature, extent and consequences of the violations, students who commit can be reminded, criticized or get one of the following disciplinary forms:

a) Reprimand: applied to students who violate for first time with little seriousness.

b) Caution: applied to students who have been reprimanded and have recommitted or students who get regular violations or violate for first time with extreme seriousness.

c) Termed suspension of study: applied to students who are in a period of warning while still violating disciplines or seriously committing acts that students are not allowed to do. As a result, these students are suspended sentenced. For each specific case, the Rector of Thai Nguyen University of Technology, based on the current regulations, will determine the length of study suspension at the following levels: suspension of one semester, suspension of one academic year or according to the time the student is suspended sentenced.

d) Forced withdrawal from university: applied to students who are in the period of suspension but continue to commit disciplinary violations or commit violations for the first time but causing serious influences on university and society or students who are sent to prison.

2. The disciplinary forms of a warning or more must be recorded in the student management record and notified to the student's family. In case the student is suspended from study for a certain period of time or forced to quit university, the university sends a notice to the locality and the student's family to coordinate in management and education.

3. Violation details and disciplinary handling frameworks shall comply with the provisions of the Appendix attached to this Regulation.

Article 9. Procedure, formality and disciplinary consideration dossiers

1. Procedure for disciplinary consideration:

a) Students violating disciplines must make self-criticism, state the penalty themselves and comply with it. In case the student does not make the self-criticism, the Committee will still meet to handle on the basis of collected evidence.

b) The head teacher presides over the meeting with the whole class, analyzes and proposes disciplinary formality to the faculty or the university's division.

c) The faculty or the division under university considers the situation and proposes to the Student Commendation and Discipline Committee to deal with the student who violates disciplines.

d) The Student Commendation and Discipline Committee who organize the meeting to consider discipline measurements include members of the University Board, students' class representatives and students who commit violation. If the students committing violations are absent without appropriate reasons and their self-criticism reports, the meetings will still be conducted. Those students are considered to commit one more violation which is a lack of disciplinary awareness.

2. The disciplinary consideration dossiers include:

a) Self-criticism report (if any).

b) Minutes of the class' meeting to consider students with violations.

c) Minutes of the faculty or division under the university.

d) Relevant documents.

Article 10. Termination of disciplinary decisions

1. For students who are subjected to reprimand: after 03 months from the date of the disciplinary decision, if the student does not offend again or there is no violation to the extent that he must be disciplined, then certainly comes to the termination of the disciplinary decisions and students get their rights again.

2. For students who are subjected to disciplinary warning: after 06 months from the date of the disciplinary decision, if the student does not get recidivist or commit violations to the extent that he/she must be disciplined, then certainly comes to the termination of disciplinary decisions and students get their rights again.

3. In case of suspension of study for a definite time: upon the expiry of the suspension period, the student must get a certificate of the locality (commune, ward or town) of residence on the good observance of the obligation for local citizens, certification of the competent authority on the completion of the suspended sentence for higher education institutions to consider and accept for further study if eligible.

4. To decide the discipline measurement, the authorities must have a clause stating the period of disciplinary, from the time when the disciplinary decision is issued to its expiry date as prescribed.

Article 11. Organizational structure and duties of the Student Commendation and Discipline Committee

1. Structure of the Student Commendation and Discipline Committee:

- a) Chairman of the Committee: Rector or Vice Rector of TNUT.
- b) Permanent Committee: Head of the Student Affairs Department.
- c) Commissioners: Representatives of relevant faculties and departments, Ho Chi Minh Communist Youth Union and Student Association of the university.

The committee may invite representatives of students (class president, class Youth Union secretary), head teacher, and academic advisor. These components are allowed to express their opinions and propose the level of reward or discipline but are not entitled to vote.

2. The Rector makes decisions to set up, specify the functions, tasks, organization and operation of the Student Commendation and Discipline Committee.

3. Duties of the Student Emulation, Commendation and Discipline Committee:

a) The Student Emulation, commendation and disciplinary committee is an advisory organization to help the university's rector to implement emulation, reward and discipline measurements and submit to the direct guidance of the Rector.

b) Based on the current regulations, on the basis of the proposal of the department, the unit in charge of student work, the Emulation, Commendation and Discipline Committee conduct the review of excellent individuals and groups, propose the Rector to reward or propose to higher levels for reward as well as consider and recommend the Rector to make decisions regarding disciplinary violations.

c) The Student Emulation, Commendation and Discipline Committee hold one meeting every one semester. When necessary, the Committee may hold extraordinary sessions.

Article 12. Right to complain about reward and disciplinary

Individuals and groups of students who find commendation and disciplinary forms inappropriate have the right to appeal to functional departments or Rector of TNUT. If these are reviewed by the university but still are dissatisfactory, these individuals and groups can send a complaint to the competent authorities in accordance with the laws.

CHAPTER IV

THE CONTENT OF STUDENT WORK

Article 13. Organization of educational and propaganda activities

1. Educating political thought

a) Educate and propagate to students to firmly grasp and strictly comply with the Communist Party's policies and guidelines, formulate political bravery, love their country, be alert and critique the distortions and actions against the Party and the State.

b) Coordinate with Ho Chi Minh Communist Youth Union, Student Association and other relevant socio-political organizations in students' training activities. Create an environment for students to strive to be considered and admitted to the Party.

2. Educating morality and lifestyle

a) Educate and propagate students the good moral values and traditions of the Vietnamese nation, the common moral standards of the society and professional ethics so that they know how to criticize behaviors that are not in line with ethical standards.

b) Orientate and educate students towards healthy, civilized and progressive lifestyles in conformity with Vietnamese national cultural identity along with establishing the sense of responsibility of individual students to the collective and the community.

3. Educating and disseminating law

a) Educate and propagate students to raise their awareness and sense of law compliance, a habit of living and working under the law.

b) Legal education contents for students focus on rules and regulations on learning and training, law on crime and social evils prevention and traffic order and other relevant laws.

4. Educating skills: Life skills, career skills, employment skills, etc.

5. Physical education

a) Educate and guide students in terms of techniques and methods of training along with organizing physical training and sports activities for students to participate in according to the regulations of the Ministry of Education and Training.

b) Disseminate, propagate and raise students' awareness about eating and drinking to ensure nutrition, food safety and hygiene without abusing alcohol, beer, using stimulants and addictive substances; provide students with knowledge and skills of health care, disease prevention, disease, injury...; organize and implement activities of the Health Station in the school according to the regulations of the Ministry of Education and Training.

6. Aesthetic education

a) Educate knowledge and skills for students to love and feel the beauty in nature, social life and art.

b) Form aesthetic judgment and evaluation capacity, proper aesthetic tastes and ideals, artistic creativity, desire and ability to convey the beauty into the life of learning, labor and behavior. Students should have a critical attitude towards the bad and the inaesthetic in souls, behaviors, appearance, costumes...

Article 14. Student management

1. Administrative tasks

a) Organize to enroll new students, arranging students into classes, appoint students to interim class staff (monitor, deputy monitor), make student cards, library cards, and manage and grant student diplomas and certificates.

b) Aggregate statistics, data and management and keeping records as well as solve administrative tasks related to students.

2. Commendation and discipline

a) Monitoring and evaluating learning consciousness; assessing of students' training results; classifying students at the end of each semester, school year, and course according to the Regulation of the Ministry of Education and Training and school regulations.

b) Launching and organizing emulation movements among students; evaluating, voting and commentating the collective and individual students with high achievements in learning and training; organizing scientific researches, product creation for students, Olympic competitions for different subjects, young talent creation competitions and other learning encouragement activities.

c) Guiding, inspecting and supervising the implementation of regulations on learning and training students.

d) Advising, monitoring and summarizing the disciplinary punishment of violating students according to regulations.

3. Work related to boarding and non-resident students

Organizing the implementation of the contents and measures of boarding and non-resident tasks according to the regulations of the Ministry of Education and Training.

Organizing students to stay in boarding houses and guiding procedures and decisions for non-residents under the school's boarding and non-resident student management regulations.

4. The work of ensuring school security and order

a) Promulgating rules and regulations, developing plans, and organizing the inspection and supervision of the implementation of the guiding documents and legal documents of the Party and the State on the work of security, social order and safety, crime and social evils prevention among students. Coordinating with local police to implement measures to ensure security and order of schools.

b) Building a healthy educational environment, ensuring safety for students' learning and training activities. Monitoring and grasping students' ideological and behavioral changes in order to have orientation and education; coordinating to prevent inciting and enticing students to participate in activities against the Party and the State or social evils, illegally evangelizing and illegal acts; coordinating the handling of security, school order and student-related cases in and out of school.

5. Regimes and policies for students

a) Propagating, guiding, monitoring, synthesizing and solving the State's policies and regulations related to students according to regulations.

b) Creating conditions to help disabled, policy-based students, students from ethnic minorities and remote areas and students with difficult circumstances.

Article 15. Student supports and consultancy services

1. Learning Consultancy

Giving advice and supporting students to form their learning plans and methods in accordance with their own goals and capacities, providing students with information on training

programs, and guiding them to get access to resources (of academy, finance, technology...) to increase their capacities and learning efficiency.

2. Careers guidance and employment consultancy

a) Giving career guidance and employment consultancy according to the regulations of the Ministry of Education and Training.

b) Faculties and divisions under university are responsible for introducing and giving information on majors offered, job opportunities after graduating from university, give advice on learning methods, contents and features of majors offered and the State's laws and policies relevant.

c) Faculties and divisions under university are responsible for organizing orientation clubs, outdoor activities, extracurricular activities, exchange information with employers to help students gain practical knowledge and essential careers and soft skills to raise their job opportunities to adapt and join the working environment after graduating.

d) The university provides a two-way career information system between the university and employers involving the university's capacity to provide employees and employers' demand to recommend jobs for students as well as help employers select suitable men for their companies.

e) The university organizes and participates in exchanges, seminars, conferences and fairs of employment and skill development.

f) The university coordinates with the functional agencies and centers in organizing short - term training courses to equip students with necessary skills like basic skills in finding jobs before they graduate.

g) The university coordinates with organizations, individuals and employers in renovating and editing programs, contents, training modes to meet the high demands of the society.

h) Faculties, departments and centers are assigned to coordinate to investigate and evaluate the demand for employees of the majors offered, and get feedbacks from employers on the quality and ability to meet employer's requirement of graduated students.

i) Faculties, departments and centers are assigned to coordinate to do surveys on graduate students every 6 months, and 12 months.

k) Faculties, departments and centers are assigned to coordinate to contact and coordinate with former students, organizations and individuals in activities involving internship, practice, careers guidance, employment consultancy and other issues in order to help students.

l) The university's units are supposed to coordinate closely with organizations of Youth Union, Student Affair and other organizations to organize activities involving careers guidance and employment consultancy.

3. Psychological counseling and healthcare

a) Giving advice and helping students if they have psycho-social problems; organizing consultancy and healthcare services to help and give necessary treatments if students suffer from physical and mental impacts.

b) Organizing course-beginning and periodical health examinations for students; recommending and implementing health insurance laws among students; giving first and emergency aid, medical examination and treatment to students.

c) Facilitating students with exercise and sports training as well as organizing exercise and sports activities for them.

4. Financial supports

a) Coordinating with organizations and generous individuals to raise and manage scholar funds and granting scholarships to outstanding students and students from poor families.

b) Instructing students with financial difficulties to fulfill essential procedures at the university to be certified so that they are loaned from their local authorities.

5. Special supports

Implementing the social work service at the university and assisting students of disability, priority and extreme condition.

6. Management and Organization of student services

Providing students with services, such as the Internet, telephones, canteens, parking, playgrounds, training yards...

Article 16. Application of information technology in student work

Applying information technology and communication in the management of student profiles. Developing and managing databases of fields related to students and student work according to the regulations of the Ministry of Education and Training, Thai Nguyen University and the University.

Article 17. Alumni work

Building alumni network, developing and effectively exploiting resources, feedback from alumni to serve training, scientific research, construction and development of the University.

Chapter V

ORGANIZATION AND MANAGEMENT SYSTEM

Article 18. Organization and management system of student work

The organization and management system of student work of the university consist of the University Board, the Student workroom, the Faculty Boards and divisions/departments under the university, student work assistants, lecturers and student classes, the organizations and university staff.

Based on the charter of the university and the current regulations, the rector prescribes the tasks and decentralizes the management of student work to the units, ensuring the effective implementation of this work.

Article 19. The University Management Board

1. Direct and organize the management of student work activities. Arrange resources to ensure good implementation of the contents of student work.

2. Develop plans and organize the implementation of guidelines of the Party, policies and laws of the State, regulations of the Ministry of Education and Training, branches and localities to ensure fairness, justice, publicity, transparency and democracy in student work, enabling students to fully exercise their rights and duties.

3. Direct the organization of the "Student-Activities Week" at the beginning of the course, the beginning of the first year and the end of the course under the guidance of the Ministry of Education and Training; periodically organize dialogues with students to provide necessary information for students, grasp their minds, aspirations and promptly solve questions and legitimate needs of students.

4. Ensure conditions for effective promotion of the role of Ho Chi Minh Communist Youth Union organization and Vietnam Student Association in student work; attach importance to the education of political ideology, morality and lifestyle for students.

5. Decide the participation of students with a representative nature of the university when mobilized by localities, levels, sectors or other organizations.

Article 20. Student work room

Based on the charter of the university, the rector prescribes the functions and tasks of the units in the student work management system, in which the student work room is the focal point, helping the Board of Rectors to implement the content of student work as stipulated in Chapter III of this regulation. (Functions and tasks of the units can be found in specific issued documents of the University).

Article 21. Specialized faculties (divisions under the university)

1. Organize the management system of students in faculties (divisions under the university), including: the Faculty Board or Head/Deputy Head of divisions under the University, Student Assistants, Head teachers - Academic Advisors and the Student Board.

2. The Faculty Board/ Head and Deputy Head of the division under the university have to take responsibility for:

a) Assigning the members of faculty/ division under the university to work as the head teacher - academic advisor, appointing the Student Board (first year), organizing the election of the Student Board (for the following years), monitoring the situation of learning and training of students at faculty/division through periodic reports of the head teacher - academic advisor .

b) Performing the assessment of the students' training results at the faculty level each semester, each university year and the whole course.

c) Performing administrative tasks under the authority of the faculty (division under the university).

d) Organizing activities of learning, training, scientific research, academic, art and sports clubs, extracurricular activities, or volunteer for community with the help of the Youth Union, Faculty Students Association.

e) Reviewing commendation, discipline and complaints of students to propose the University Management Board.

f) The student work at the Faculty/ division under the University according to the assignment and decentralization of the Rector. The results of completing the student management work of the Faculty/ division under the University are evaluated through the key contents such as the study and training results of students every semester and every year, results of participation in Party organizations, authorities, unions, results of participation in extracurricular activities, social work programs, public labor, volunteering ... especially the rate of students continuing to study. If the number of students being forced to drop out of university exceeds 3% of the total, the Faculty/ division under the University Board is considered not to have completed the university year mission.

Article 22. Student assistant of the faculty (division under the university)

The students who assist the faculty (subordinate divisions) are responsible for helping the leaders of the faculty and the divisions as well as the student work.

Article 23. Head teacher - Academic advisor

1. The head teacher is the title given to serve the training and management of students. In the credit-based training system, the head teacher can concurrently carry out the task of the academic advisor depending on the assignment of the faculty board and the division leaders. The tasks of the head teacher/academic advisor are the duty of the faculty or the division under the university. The heads of the faculty directly assign tasks to their staff to perform as a part of the required work volume.

2. Head teachers/academic advisors are selected from officials who have experience in teaching and working at the university, according to the criteria prescribed in the Regulation on class management and academic consultancy of the university.

3. The list of the head teachers/academic advisors of each faculty is selected by the Faculty Board and submitted to the Rector for decision every year.

When there is a change of head teacher/academic advisor, it also follows the procedure given above.

4. The Faculty Board and division leaders under the university assign a leader who is in charge of student work to monitor and direct the work of all head teachers/academic advisors. The results of head teachers/academic advisors are one of the criteria to consider emulation at the end of the school year for faculties and individuals.

5. The responsibilities of the head teachers/academic advisors are specified in the Regulations on class management and academic consultancy of the university.

Article 24. Student Class and activity class

1. The student class includes students in the same major, and the same course. The student class which is maintained stably throughout the course is the place for the university to organize and manage to perform the tasks of learning, training, mass activities, social activities, emulation, reward and discipline.

2. The activity class is organized from one or a number of student classes and is established at the beginning of each school year to organize and manage the implementation of the tasks of learning, training and mass activities, emulation, commendation, discipline and social activities.

3. The Class Board includes:

a) The monitor and vice monitors are elected by the students in the class, the Dean of the Faculty (Head, Deputy Head of the university) proposes, and the Rector makes a recognition decision. The term of the student affairs committee lasts during each school year.

b) The duties of The Class Board

- Organize the tasks of learning, training, activities of living, life and social activities according to the plans of the university, faculties, departments;

- Urge students in class to strictly abide by rules and regulations on learning and training. Construct self-management in class;

- Organize and encourage students who have difficulties in learning and practicing. On behalf of students of the class they contact the teachers and propose the Faculty, division and school administrators to solve problems related to students' duties and rights;

- Closely and regularly coordinate with Ho Chi Minh Communist Youth Union organization and Vietnam Student Association in class activities;

- Report fully and accurately the situation of learning and training according to the semester, the school year and the unexpected things of the class to the department or unit in charge of student work.

c) Benefits of the Class Board

Priority is given to practice points and other regimes as prescribed by the university.

d) The structure of the Class Board, the specific tasks of the monitor, the vice monitor in charge of learning, the vice monitor in charge of life, and the standards of the Class Board are reviewed by the faculty/division board.

Article 25: Course class

1. A course class is composed of students who register for a course. A course class, which is organized along the academic timeframe of a course, serves as a place for the university to supervise, manage students' performance and regulation compliance.

2. Management board of a course class is appointed by the course instructor. Members of the management board are responsible for reporting the regulation compliance situations to the course instructor.

Article 26: Cooperation

The University directs the administrative departments and faculties to cooperate actively and closely with organizations of unions, student's families, relevant local authorities for proper implementation of student affairs.

Article 27: Mode of reporting

1. At the end of each academic year, the University organizes the final review meeting to assess student affairs and submit reports to Thai Nguyen University and Ministry of Education and Training.

2. The University takes the responsibility to promptly report students-related incidents to Thai Nguyen University and Ministry of Education and Training and management authorities.

Article 28: Inspection, supervision, commendation and discipline

1. The University is authorized to direct and organize the inspection of student affairs.

2. Units and individuals with records of achievements in the student affairs will be commended as per regulations.

3. Individuals violating student affairs, regulations, depending on the level of violation, will be considered for discipline as per regulations.

Article 29: Implementation

This regulation consists of five chapters in which there are 29 articles. During the implementation process, the Rector of Thai Nguyen University of Technology will base on the reality to consider and make decisions on modification and supplementation of the content or issue guidelines complying with regulatory requirements.

APPENDIX

Some infringing content and disciplinary framework for students

Issued in conjunction with the Decision No. 06 IQD-DHKTCN dated 11/11/2018 of the Rector of Thai Nguyen University Technology

Order	Infringing content	The number of violations and handling				Note
		Reprimanding	Warning	Suspending for a limited time	Stopping school	
1	2	3	4	5	6	7
1. Late for class and practice; unexcused absences or excessive absences.						Handling based on training regulations
2. Make noises, do private things in class, practice time and self-studying time						Lecturers handle according to training regulations
3. Don not respect teachers and staff.			1st	2nd	3rd	depending on the level, handle from reprimanding to forcing to leave university
4. Participate in class to replace other students or have others' replacement.			1st	2nd	3rd	depending on the level, handle from reprimanding to forcing to leave university
5. Take a test or an exam in place of other students and vice versa, ask others to do or copy assignments, projects, graduation thesis				1st	2nd	Applying for the whole course.
6. Appeal students to take exams, do assignments					1st	depending on the level, it may be handled according to the

and graduation thesis for other people.						law.
7. Bring materials into the examination room, take the exam out to ask people to do it, throw documents into the examination room, draw on the exam questions, give up the exam without good reasons and other cheating forms.						handling based on regulations on examination and lowering 1 level compared to disciplinary forms test regulations
8. Deliberately pay late, or don't pay tuition fees and medical insurance according to the school's regulations without proper reasons.						depending on the level, handle from reprimanding to forcing to leave university
9. Damage properties in dormitories, and other school properties						depending on the level, handle from reprimanding to forcing to leave university and compensating for the damage
10. Drink beer or wine in class, get drunk when going to class		1st	2nd	3rd	4th	
11. Smoke cigarettes in class, meeting room, laboratory and non-smoking areas						For the third time, handle from reprimanding to warning
12. Gamble in any form.		1st	2nd	3rd	4th	depending on the level, it may be handled by

						authorities according to the law.
13. Store, circulate, access and use depraved cultural products, or participating in superstitious activities, illegal religious activities		1st	2nd	3rd	4th	if seriously, it will be handled by authorities according to the law.
14. trade, transport, store and entice other people to use drugs					1st	Assign to authorities to handle based on the law.
15. Use drugs.						handle based on current regulations on students using drugs
16. Harbor prostitution					1st	Assign to authorities to handle based on the law.

17	Prostitution					People who commit prostitution will be punished by the law.
18	Steal property, conceal, sell property being stolen					People who commit stealing will be punished according to a level of offence: from being warned to being forced to leave university. If serious, he/she will be given to be punished as prescribed by the law.
19	Conceal, purchase weapons, explosives and forbidden goods as prescribed by the law				The first time	Given to authorities to be punished by the law.
20	Let bad people into the university and the			The first time	The second time	From being warned to being forced to leave the university according to the level of offence.

	dormitory causing bad effects to the security in the university					
21	Fight, organize or participate in fighting		The first time	The second time	The third time	If serious, the person will be given to authorities to be punished according to the law.
22	Incite others to demonstrate, or write illegal leaflets and posters			The first time	The second time	If serious, the person will be given to the authorities to be punished according to the law.
23	Participate in demonstration, illegal gathering, and complaining. Participate in self-proclaimed organizations and illegal groups					If serious, the person will be given to authorities to be punished according to the law
24	Organize propaganda and encourage others to join illegal self-proclaimed organizations and groups		The first time	The second time	The third time	If serious, the person will be given to authorities to be punished according to the law
25	Upload, comment, and share posts as well as images with vulgar, violent, debauched content, violating national security, against the Communist Party, Government, slandering prestige of					From being warned to being forced to leave the university according to a level of offence. If serious, the person will be given to the authorities to be punished according to the law

	organizations, offending other people's dignity on the Internet					
26	Disturb and offend dignity and privacy of the others					From being warned to being forced to leave the university according to level of offence. If serious, he/she will be given to be punished as prescribed by the law.
27	Offend regulations of transportation					From being warned to being forced to leave the university according to level of offence.
28	Other offences					According to a level of offence, the person will be warned, criticized, decreased practicing mark or be reprimanded or forced to leave the university