

REGULATION

CLASS MANAGEMENT AT THE HO CHI MINH UNIVERSITY OF BANKING

(Issued together with Decision No. 1224/QĐ-ĐHNH dated July 14, 2021 of the Rector of Banking University of Ho Chi Minh City)

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

This Regulation regulates the management of classes in graduate programs, including: Master's and PhD students at Banking University of Ho Chi Minh City.

Subjects of management in this Regulation include: Master students, Research students (*hereinafter referred to as learners*).

Article 2. Postgraduate class management

Graduate class manager is a title appointed by the Rector to perform the task of advising and supporting learners in learning and research (*hereinafter referred to as QLL for short*).

A QLL can be in charge of one or more classes.

Article 3. Standards of graduate class management

The QLL is selected from the faculty, staff of the Graduate School or another unit of the University if the Graduate School is not sufficient and must meet the following criteria:

1. Well observe the lines and policies of the Party and the laws of the State; have good political and moral qualities; enthusiasm and responsibility in work; comply with the management of the Board of Directors, the leadership of the faculty and the specialized units according to their functions.

2. Knowledge and understanding of the field of management; have a scientific working method; have the ability to manage, operate, consult and communicate effectively.

3. Having skills to perform office work, fluently using computer and in case of management foreign learners must know foreign languages.

4. Have a serious and exemplary living style in lifestyle and in relationships and behavior with learners.

Chapter II

DUTIES AND POWERS OF GRADUATE ADMINISTRATION

Article 4. Duties of graduate class managers

The QLL has the following duties:

1. Studying the Regulations of the Ministry of Education and Training, of the Rector on Postgraduate training, training programs of the majors with classes in which they are QLL; research and master the goals of graduate education; mastering training contents, programs and methods; documents related to study, research, ... to be able to advise and support learners in the process of studying and researching at the University.

2. Understand the functions and tasks of units related to learners to guide learners to deal with the right channel, the right job, and the right audience.

3. Keep the list of learners of the class assigned to be QLL; guide learners to build their own study plans on the basis of the courses organized by the University to teach each semester. Implement class organization, including: electing class staff, dividing groups, groups, ...

4. Advise learners to build and well implement the school's study plan.

5. Coordinate with relevant units to register classrooms and halls to organize classes according to the assigned schedule or for activities and meetings for the class in charge.

6. Coordinating with relevant units in guiding and supporting learners to implement the school's rules and regulations; organizing movements and extra-curricular activities; participate in scientific research and other mass and social activities of learners.

7. Monitor the progress, learning results of learners, summarize the learning results of learners with the class assigned as QLL.

8. Receive requests from learners during their study and research at the University and submit them to the Graduate School's leadership for timely

handling. In case of delay or loss of records, affecting the interests of learners, QLL must take full responsibility.

9. Regular or irregular class meetings as prescribed in Article 7 of this Regulation.

10. Attend the meeting of the Council for consideration of commendation and discipline for students in the class in charge to contribute ideas, propose appropriate forms of reward or discipline.

11. Attend all meetings of the School related to learners of the class in charge; attend meetings, training on QLL work.

12. Make periodic or extraordinary reports as prescribed.

Article 5. Powers of graduate class administrators

1. QLL has the right through the Graduate School to request relevant units to provide necessary information to serve the management of the class in the class in charge.

2. Request the class staff to hold regular or unexpected class meetings; request the class staff periodically or irregularly to report the status of the class in order to take measures to give suggestions and direct all aspects of class activities in a timely manner.

3. Participate in discussions and propose ideas at meetings of councils at all levels related to students in the class in charge.

4. Enjoy the benefits according to the internal financial regulations of the University (if any).

Chapter III

ORGANIZATION OF IMPLEMENTATION OF THE MANAGEMENT OF THE POSTGRADUATE GRADUATE

Article 6. Organization of graduate class management team

1. The QLL team is arranged immediately after the learners enroll and are assigned to the activity classes.

2. Lecturers and officials are assigned to perform QLL tasks for the class in charge during the time students study and research at the University. In case of adjustment or replacement of QLL, the Graduate School is responsible for submitting to the Rector for decision and notifying relevant units in the University.

3. The Rector approves the recognition of the QLL list on the basis of the proposal of the Dean of Graduate School.

Article 7. Time and content of working with learners

1. QLL's class schedule is part of the University's official professional plan, developed by the Graduate School.

2. QLL periodically works with the class staff once a month; periodically hold meetings with the class in charge at least once/semester to conduct activities with the class on the contents according to the regulations of the School.

3. Class meetings must be recorded in minutes and kept in the Graduate School. Specific content as follows:

a) Key meeting:

- Disseminate study plans and training regulations; the Regulations of the School;
- Guide learners on how to learn, access information about regulations and regulations related to learners, update personal information into the training management software system;
- Electing the class staff committee, assigning specific tasks to the class staff committee; clearly define the relationship between QLL - Class Personnel Committee and class members;
- Introduction to the organizational structure, functions and tasks of the Graduate School and other units in the University related to learners.

b) First meeting with the following contents:

- Developing and disseminating the semester's work plan;
- Disseminate new contents adjusted in current regulations and regulations;
- Consulting, exchanging with learners learning methods and scientific research;
- Process and record students' comments to the University, report to the leadership of the Graduate School, report to the Board of Directors;
- Communicating the University's guiding ideas to graduate classes on academic work.

c) In addition to the above 02 regular meetings, QLL participates in ad hoc meetings to work with the class staff or organize class meetings to deal with work at the request of the School or according to the specific work of the class in charge.

4. QLL reports in writing to the leadership of the Graduate School for monitoring, summarizing and submitting to the Rector.

Article 8. Responsibilities of relevant units

1. *Graduate School*

a) On the basis of the number of experts of the Graduate School currently available and requirements and practical conditions at the University, advise the Management Board of the list of QLL according to the standards specified in Article 4 of this Regulation.

b) Notify the list of QLL approved by the Principal to relevant units.

c) Develop the work plan and content of QLL.

d) Organize professional training sessions for QLL staff.

e) Directly provide guidance on non-academic issues for QLL staff.

f) Monitor the implementation of QLL's class schedule.

g) Consulting, receiving proposals from relevant units, combined with practical results of managing the implementation of the plan and the content of the QLL's work, to propose the University to praise and reward those who perform outstandingly. mission identity; Criticize and remind QLLs who do not complete their tasks.

H) Organize to collect feedback from learners about QLL to promptly report to the Management Board for handling and learning from experience.

2. *Information Technology Management Department*

a) Guidance on information technology in the use of Training Management software for QLL staff.

b) Coordinate with Graduate School in managing learners on Training Management software.

c) Perform other support work related to information technology when requested by the Graduate School.

3. *Other related entities*

Coordinate work according to each content and specific requirements at the request of the Graduate School.

Chapter IV

RECOMMENDATION AND DISCIPLINE FOR CLASS MANAGERS

Article 9. Commendation

1. The level of completion of QLL tasks is considered as one of the criteria for emulation and commendation for lecturers and public employees every year.
2. QLL successfully completed the tasks proposed to be rewarded according to the emulation and commendation regulations of the University.

Article 10. Discipline

1. QLL's failure to complete the task will be deducted points according to the current Regulation on assessing the level of task completion for civil servants, public employees and employees and is the basis for evaluating and ranking the level of task completion.
2. Depending on the severity and nature of the violation, it will be considered and disciplined according to the provisions of the law and the University.

Chapter V

TERMS ENFORCEMENT

Article 11. Effectivity

1. This Regulation takes effect from the date of signing.
2. The previous regulations and regulations contrary to this Regulation are no longer effective.

Article 12. Competence to amend, supplement, amend and promulgate Regulations

1. Annually, the Faculty of Graduate Studies organizes to review and evaluate the implementation process, supplement and amend regulations on graduate class management to suit the actual conditions of the University. and submit to the Principal for decision.
2. The Rector decides to adjust, supplement, amend and promulgate the "Regulation on management of postgraduate classes at Banking University of Ho Chi Minh City".