INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

DECISION

Internal expenditure regulation of IUH

2025

Phone: (028) 38940390
Website: www.iuh.edu.vn
Email: dhcn@iuh.edu.vn

MINISTRY OF INDUSTRY AND TRADE
INDUSTRIAL UNIVERSITY
OF HO CHI MINH CITY
No. /QĐ-ĐHCN

SOCIALIST REPUBLIC OF VIET NAM
Independence - Freedom - Happiness

Ho Chi Minh City, February, 2025

DECISION

Promulgating internal expenditure regulation
of Industrial University of Ho Chi Minh City

THE PRESIDENT OF INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY

Pursuant to Decision No. 01/2005/QD-BCN dated January 10, 2005 of the Minister of Industry (currently the Ministry of Industry and Trade) stipulating the functions, duties, rights andorganizational structure of the Industrial University of Ho Chi Minh City;

Pursuant to Decree No. 60/2021/ND-CP dated June 21, 2021 of the Prime Minister regulating the financial autonomy mechanism of public service units;

Pursuant to Resolution No. 16/NQ-HDT dated September 15, 2023 of the School Council of Industrial University of Ho Chi Minh City on the promulgation of the Financial Management Regulations of the School;

Pursuant to the Resolution of the Conference of delegates of civil servants and employees of Industrial University of Ho Chi Minh City on February 21, 2024;

At the requests of the Chief of Office of Finance and Accounting, Chief of Human Resources and Administration and Chief of Office of Academic Affairs.

HEREBY DECIDES:

Article 1. Promulgated together with this Decision is the Internal Expenditure Regulation of the Industrial University of Ho ChiMinh City.

Article 2. The Internal Expenditure Regulation is the legal basis for implementing financial revenues and expenditures of the Industrial University of Ho Chi Minh City.

Article 3. The Decision takes effect from March 1, 2024 and supersedes previously issued documents. Units and individuals within the University are responsible for implementing this Decision.

Recipients:

- Cf. Article 3;
- Ministry of Industry and Trade (for reporting);
- Saved by: Human Resources & Admin., Office of Finance and Accounting.

PRESIDENT
Dr Phan Hong Hai
(Signed and sealed)

INTERNAL EXPENDITURE REGULATIONS
OF INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY

(Enclosed with Decision No. /QĐ-ĐHCN, 2025 of the President of Industrial University of Ho Chi Minh City)

Chapter 1

REVENUE SOURCES AND DISTRIBUTION

Article 1. Revenue sources

1. Revenues from the State budget:

- Funds for implementing specific tasks ordered by the State such as implementing scientific projects and topics at the State, ministerial, grassroots levels and other assigned scientific and technological tasks.

- Performing tasks ordered by competent State authorities (investigation, planning, survey, development of schemes, projects, and other tasks).

- Funds for performing immediate tasks assigned by competent authorities.

2. Revenues from tuition and fees:

- Revenues from training activities: tuition and fees

- Payment receivables from other professional activities.

3. Revenues from services and other revenues:

- Financial revenues from independently-accounting units operating in the University (if any);

- Revenues from legal loans from domestic and foreign organizations or individuals to serve the University's activities under the current provisions of law.

- Revenues from sponsorships, aids, supports, gifts and donations from domestic and foreign organizations and individuals: The concerned beneficiary is allowed to use the given funds according to the purpose previously determined with the sponsor after submitting the related expenditure estimates to the President for approval.

- Revenues from joint training programs inside and outside the University and international joint training programs.

- Revenues from short-term training.

- Revenues from scientific research and technology transfer activities.

- Revenues from sources contributing to building facilities.

- Revenues from sponsorship and aid sources.

- Revenues from students' dormitory fees, production activities, services, and job promotions.

- Revenues from investments with capital contribution to training cooperation.

- Revenues from loans from domestic and foreign credit institutions.

- Revenues from interest on capital contributions to joint ventures and associations (if any).

- Revenues from bank interests.

- Other revenues.

Article 2. Distribution of revenues

Annually, after fully accounting for expenses, taxes and other State budget payments (if any) in accordance with regulations, the surplus of revenue over regular expenses (if any) shall be used by the School in the following order:

- Setting up a Development Fund for non-business activities with a minimum of 25% of the surplus revenue;
- Setting up an Additional Income Fund;
- Setting up a Reward Fund and a Welfare Fund: Maximum 03 months of salary income;
- Setting up a Reserve Fund for Income Stability: Maximum 01 month of salary income (if the Development Fund for non-business activities has been fully set up);
- Setting up a Student Support Fund: Bank deposit interest, State funding (if any), cash sponsorship funds (if any) and Student Support Fund (the balance always ensures 8% of tuition revenue);
- Setting up a Science and Technology Fund (the balance always ensures 3% of tuition revenue);
- The remaining surplus revenue (if any) after setting up the funds as prescribed shall be added to the Development Fund for non-business activities.

Chapter 2

NORMS OF EXPENDITURES

Article 3. Standard expenditure levels for salaries, additional Income, allowances, and bonuses

1. Salary: Calculated according to the current regulations of the Government on salary scales applicable to public education staff.

- For teaching staff: (Salary coefficient + Position allowance coefficient) x Basic salary x 125% + Responsibility allowance + Seniority allowance.

- For lecturers of Marxism - Leninism, Ho Chi Minh Ideology: (Salary coefficient + Position allowance coefficient) x Basic salary x 145% + Responsibility allowance + Seniority allowance.

- For teaching assistants: Salary coefficient x Basic salary.

- For non-teaching administrative staff and non-teaching student consultation and support staff: (Salary coefficient + Position allowance coefficient) x Basic salary + Responsibility allowance.

- For healthcare staff in the University: (Salary coefficient + Position allowance coefficient) x Basic salary x 115% + Responsibility allowance (from the Health Insurance Fund).

- For civil servants and employees working under the probationary regime: Entitled to 85% of salary, additional income as prescribed in point b, clause 2, Article 3 of this Regulation.

- For casual laborers (including students); daily wages are calculated as follows:

- Doing heavy work: 300,000 VND/day;

- Doing office work: 200,000 VND/day;

- Civil servants and employees in the administrative block, due to unexpected or seasonal work demands, may work overtime (Saturday, Sunday, night and holidays of the year). Overtime work plans and timesheets must be approved by the President before payment can be made. Payment levels:

- For civil servants doing administrative work: 400,000 VND/day;

- For housekeeping staff, dormitory managers, security guards: 300,000 VND/day.

- For some specific jobs, the President shall consider and approve payment according to the actual work.

2. Additional Income: Only paid if the income-expenditure difference is greater than the Basic Salary Fund and is calculated on an annual basis.

a) Basis for additional income calculation: Based on salary coefficient, working time and work efficiency during the month, actual timesheets combined with fingerprint timekeeping, officials and employees are classified according to levels A, B, C, D based on the Regulations on additional income considerations issued by the University.

- Allocation of additional income is based on the performance ranked A, B, C, D as follows:

+ Officials and employees ranked A are entitled to 100% of the additional income;

+ Officials and employees ranked B are entitled to 80% of the additional income;

+ Officials and employees ranked C are entitled to 50% of the additional income;

+ Officials and employees ranked D are not entitled to additional income.

- The results of monthly rankings A, B, C, D are approved by the Additional Income Review

Council. The Office of Human Resources and Administration summarizes the ranking results and submit them to the President for approval.

b) Additional income level:

For officials and employees at the main campus, the additional income is calculated corresponding to the basic salary as follows:

+ For employees (facilities repair and maintenance department, power supplysystem, water supply and drainage system, cars and other machinery and equipment; driver; parking lot; security; cleaning staff, dormitorymanagement staff and other service staff) in the service sector:

(1) Salary coefficient from 1.00 to 1.51: 8,900,000 VND

(2) Salary coefficient from 1.52 to 2.26: 9,500,000 VND

(3) Salary coefficient from 2.27 to 2.66: 10,300,000 VND

(4) Salary coefficient from 2.67 to 3.30: 10,700,000 VND

(5) Salary coefficient from 3.31 to 3.98: 11,100,000 VND

(6) Salary coefficient of 3.99 or more: 11,700,000 VND

+ For officials holding the rank of lecturer (GV), specialist (CV) and equivalent:

(1) Salary coefficient from 1.99 to 2.26: 11,500,000 VND

(2) Salary coefficient from 2.27 to 2.66: 12,300,000 VND

(3) Salary coefficient from 2.67 to 3.30: 12,700,000 VND

(4) Salary coefficient from 3.31 to 3.98: 13,100,000 VND

(5) Salary coefficient from 3.99 to 4.80: 13,700,000 VND

(6) Salary coefficient from 4.81 to 5.70: 14,400,000 VND

(7) Salary coefficient of 5.71 or more: 14,800,000 VND

+ For teaching assistants: entitled to the first salary payment according to thecurrent salary coefficient and additional income consideration like regular lecturers with the additional income rate as follows:

(1) Salary level: 1/9. Salary coefficient: 2.34 (85%) and 2.34: 11,500,000 VND

(2) Salary level: 2/9. Salary coefficient: 2.67 (85%) and 2.67: 12,300,000 VN

(3) Salary level: 3/9. Salary coefficient: 3.00 (85%) and 3.00: 12,700,000 VND

c) For officials and employees at Quang Ngai Branch (PHQN), Thanh Hoa Branch (CSTH), the additional income is calculated as follows:

- Administrative staff (not lecturers): The increased income is equal to 80% of the additional income of office staff at the main campus.

- For employees (parking department, dormitory management staff, cleaning staff, drivers, security guards, electricity and water maintenance, machinery staff). The additional income is equal to 80% of the additional income of service employees at the main campus.

- Administrative officers (lecturer rank) and civil servants with lecturer rank: The additional income is equal to 80% of the additional income at the main campus (obliged to teach 100% of the standard hours as prescribed in Clause 2, Article 24 of the Regulations, standard hour reduction is applied for part-time management officials).

* For officials with lecturer rank whose teaching hours are under the prescribed standard teaching hour norm:

+ Achieving 80% or more of the standard hours, committed to make up teaching during the summer term (100% of the prescribed teaching hours): The additional incomeis equal to 80% of the additional income of the lecturer at the main campus. If the lecturer does not teach enough standard credit hours, the outstanding shall be deducted from the 2nd salary payment until all debt is paid off. The deduction for 01 outstanding contact hour is calculated based on the additional payment of 01 contact hour;

+ Achieving 50% to less than 80% of standard credit hours: not entitled to additional income; only receive a basic salary and the payment for the actual number of contact hours performed according to the rate specified in Article 7 of this Regulation;

+ Achieving less than 50% of standard hour norm: only receive 06 months of basic salary/year; the case shall be considered for staff streamlining.

* Allowances:

a) Seniority allowance: paid according to current State regulations.

b) Responsibility allowance: Officials can concurrently hold many different positions but areonly entitled to one responsibility allowance with the highest coefficient. Responsibility allowance is calculated as follows:

President	80,000,000 VND
Chairman of the School Council	60,000,000 VND
Vice President	40,000,000 VND
Secretary of the Party Committee	50,000,000 VND
Vice Secretary of the Party Committee	30,000,000 VND
Chief Accountant	30,000,000 VND
Chairman of the University Union	22,000,000 VND
Chief of Office/ Dean of faculty/institute/ Head of Center at the main campus)	18,000,000 VND - 30,000,000 VND
DiPresidents of Quang Ngai Branch, Thanh Hoa Establishment	80% x 15,000,000 VND
Secretary of the University Youth Union at the main campus	11,000,000 VND
Deputy DiPresident of Quang Ngai branch, Deputy DiPresident of Thanh Hoa Establishment	80% x 11,000,000 VND
Deputy head of Office/ Vice Dean of faculty/institute/ Deputy Head of Center at the main campus)	12,000,000 VND - 20,000,000 VND
Chief of Office/ Dean of faculty at Quang Ngai Branch, Thanh Hoa Establishment	80% x 9,000,000 VND
Deputy Head of Office /Vice Dean of Faculty at Quang Ngai Branch, Thanh Hoa Establishment	80% x 6,000,000 VND
The Chairman of the University 's Student Association (student in person)	2,000,000 VND
The Vice-chairman of the University's Student Association (lecturer in person)	1,500,000 VND
The Vice-chairman of the University's Student Association (student in person)	1,000,000 VND
Secretary of the Youth Union at Quang Ngai Branch, Thanh Hoa Establishment	4,000,000 VND
Head of Department (Training block)	6,000,000 VND - 8,000,000 VND
Treasurer at the main campus	4,000,000 VND
Team leader (Administrative block)	6,000,000 VND
Secretary of the Party Cell	3,000,000 VND
Member of the Standing Committee of the University's Trade Union	3,000,000 VND
Member of the Executive Committee of the University's Trade Union	2,000,000 VND
Deputy Secretary of the University Youth Union (lecturer in person)	3,000,000 VND
Deputy Secretary of the University Youth Union (student in person)	1,500,000 VND
Deputy Secretary of the Youth Union at Quang Ngai Branch, Thanh Hoa Establishment	500,000 VND
Member of the University Youth Union's Executive Committee and the Student Association	200,000 VND

Member of the Youth Union Executive Committee at Quang Ngai Branch, Thanh Hoa Establishment	100,000 VND
The Secretary of the Grassroots Youth Union at the main campus (lecturer in person)	2,000,000 VND
The Secretary of the Grassroots Youth Union at the main campus (student in person)	500,000 VND

c) Allowances for officials with academic titles and degrees:

Officials with academic titles, professorships (GS), associate professors (PGS), doctoral (TS), after completing their scientific tasks, are entitled to the following allowances:

- Doctor: 7,000,000 VND per month

- Associate professor: 8,000,000 VND per month

- Professor: 10,000,000 VND per month.

The scientific tasks of officials with academic titles, professorships, associate professors, anddoctorates are determined based on the results of scientific research tasks as follows:

- Scientific articles published in scientific journals under the category WoS/ Scopus;

- Articles published in the University's Science and Technology Magazine;

- Scientific and technological research topics/projects at school level or higher which have been accepted.

- Intellectual property products (patents, utility solutions, certificate of industrial design, circuit design, mainboard design, copyright) issued;

- Textbooks and learning materials approved;

- Book chapters published in books published by reputable international publishers (according to the discipline's list prescribed by the State Council for Professorships at the most recent time).

Certification of completion of scientific tasks is based on current regulations of the University. If an official holding professor, associate professor, or PhD degree does not complete the scientific tasks according to the regulations on allowances for academic titles and degrees, the University will recall the paid allowance.

d) Allowance for leaders on duty

- University Council Chairman: 10.000.000 VND/person/month;

- President: 10,000,000 VND/person/month;

- Vice President: 8,000,000 VND/person/month.

e) Additional support for the School Council and the Party Committee:

- Standing members of the School Council and members of the School Council representing the Ministry of Industry and Trade: 10,000,000 VND/month;

- Members of the School Council: 8,000,000 VND/month;

- Party Secretary: 6,000,000 VND/month;

- Deputy Party Secretary: 5,000,000 VND/month;

- Standing Committee of the Party Committee: 4,000,000 VND/month;

- Party Committee members: 2,000,000 VND/month.

f) Toxic allowances for officials and employees:

Pursuant to Circular No. 07/2005/TT-BNV dated January 5, 2005 of the Ministry of Home Affairs, lecturers from the following units: Faculty of Chemical Technology, Institute of Biotechnology and Food, Institute of Environmental Science, Engineering and Management who work in the laboratory, being exposed to toxic chemical environments (level 1) are entitled to a monthly allowance according to regulations as follows

+ Working 5 - 10 sessions/month in the laboratory: 100,000 VND/month.

+ Working 11 - 20 sessions/month in the laboratory: 200,000 VND/month.

+ Working 21 - 30 sessions/month in the laboratory: 300,000 VND/month.

g) Other allowances:

- Night duty allowance for dormitory management staff at the main campus: 30,000 VND/day.

- Night duty allowance for security guards at the main campus: 50,000 VND/day; a security guard is granted 03 sets of uniforms/year.

- Parking and cleaning staff are provided with 04 sets of uniforms/year.

- Uniforms for instructors of National Defense and Physical Education: provided according to the Prime Minister’s Decision No. 51/2012/QD-TTg dated November 16, 2012.

*** Bonuses:**

h) Bonus on holidays:

- 04 holidays: (January 1, April 30, September 2, Lunar March 10), each day: 2,000,000 VND;

- 02 holidays (November 11, November 20): 4,000,000 VND;

- Vietnamese Doctor's Day (February 27) 500,000 VND;

- International Women's Day March 8: 500,000 VND;

- International Children's Day June 1, each child: 500,000 VND;

(children of officials, employees)

- Mid-Autumn Festival, each child (children of VC, workers): 500,000 VND;

- Day of War Invalids and Martyrs (July 27): 1,000,000 VND;

- Vietnamese Women's Day October 20: 500,000 VND;

- Establishment day of Vietnam People's Army’s Day (December 22): 500,000 VND.

Based on the financial situation, the University may award additional bonuses on the above holidays and other days higher than those set in this Regulation. For newly recruited officials, contract workers, and people with overdue abroad studies returning to work for less than 12 months, the bonus is calculated based on the number of working months, employees in this category working over 06 months are entitled to 100% of the bonus, under 06 months 50% of the bonus.

i) Lunar New Year bonus:

- The Lunar New Year bonus for each official and employee includes salary, additional income and other allowances based on salary (teacher incentives, teacher seniority, responsibilities, positions, academic titles) divided on average for 12 months, based on the University's financial situation each year and decided by the President.

- Lunar New Year bonus is only for officials and employees working under contracts of one year or more; No rewards for officials or employees who violate discipline at the level of reprimand or higher; officials and employees resign, quit their jobs, or transfer to another agency but working for less than 12 months in the calendar year.

- For special reasons such as unpaid leave or retirement leave according to the regime, the Lunar New Year bonus amount is calculated based on the actual number of months working at the University in the calendar year.

- In addition, based on the financial situation at the end of the year, the University can give additional bonuses (in addition to the Lunar New Year bonus) to officials and employees currently working at the University. The bonus level is decided by the President and the bonus is only given to officials and employees ranked at the level of task fulfilment or higher.

- For newly recruited officials and contract workers who have worked less than 12 months, the bonus level is equal to the total average salary, additional income and allowances divided by 12 and multiplied by the actual number of months worked in the calendar year.

j) Reward for individuals and groups for special achievements:

- Immediate rewards are given to officials and employees with special achievements contributing to the development of the University: Bonus levels range from 5,000,000 VND to 100,000,000 VND/person and are decided by the President.

- Ministerial -level certificate of merit for a group: 5.000.000 VND/group

- Outstanding teacher title: 12.000.000 VND/person

- People's teacher title: 20.000.000 VND/person

- Appointed Professor (first time): 50,000,000 VND/person;

- Appointed Associate Professor (first time): 20.000.000 VND/person

- Ministry-level emulation soldier title: 5,000,000 VND/person

- University-level emulation soldier title: 2,000,000 VND/person

- Ministerial-level merit and equivalent: 3,000,000 VND/person

- Certificate of Merit approved by the Prime Minister: 10,000,000VND/person

- Medal for the cause of education and the cause of industry and trade: 2,000,000 VND/person.

- Group's Certificate of Merit approved by the Prime Minister: 10,000,000 VND/group.

- Medals (all types) for individuals: 10,000,000 - 20,000,000VND/person

- Medals (all types) for groups: 15,000,000-30,000,000 VND/collective.

k) Rewards for students with great achievements:

- Rewarding good and excellent students: 1,000,000 VND-1,500,000 VND/student.

- Scientific research, innovation

* City level (or equivalent):

+ First Prize: 3.000.000 VND

+ Second Prize: 2.000.000 VND

+ Third Prize: 1.500.000 VND

+ Consolation Prize: 1.000.000 VNĐ

* National level:

+ First Prize: 5.000.000VNĐ

+ Second prize 3.000.000VNĐ

+ Third Prize: 2.500.000VNĐ

+ Consolation Prize: 1.500.000VNĐ

* International level:

+ First Prize: 10.000.000VNĐ

+ Second Prize: 7.000.000VNĐ

+ Third Prize: 5.000.000VNĐ

+ Consolation Prize: 3.000.000VNĐ

* Teachers who participate in training and guiding high-achieving students shall be rewarded at a level equal to 50% of the reward level of winning students.

l) Bonus for civil servants who complete the PhD program:

Civil servants who are sent by the University to study for a PhD in Vietnam, after graduating and receiving a PhD degree, will be rewarded by the University with 50,000,000 VND/person. For civil servants who study for a PhD in Vietnam on their own (not sent by the University), after graduating and receiving a PhD degree, they will be rewarded by the University with 100,000,000 VND/person.

Civil servants who study for a PhD abroad, after graduating and receiving a PhD degree and returning to work at the University, will be rewarded by the University with 120,000,000 VND/person.

m) Bonus for individuals and units outside the University who make many contributions to the University:

Every year, the University spends a budget from the Welfare Fund and the Reward Fund to reward a number of individuals and groups outside the University who have made contributions and helped the University to successfully complete its tasks. The reward level is decided by the President, but not more than 20,000,000 VND/person and not more than 150,000,000 VND/collective (including bonus money and study tours to learn from experience).

Article 4. Norms for expenses from training and refresher classes; admission fees and charges

1. Short-term training and refresher courses: Including professional training and refresher courses, skills refresher, etc. Fund allocation levels are as follows:

a) Training and retraining at the University (including onsite and online training): After deducting corporate income tax of 2% of total revenue, the remaining amount is distributed as follows:

- The University spends 30% of the revenue on:

+ Supplementing the University's budget: 20%

+ Management: 5%;

+ Other expenses: 5%.

- Faculties spend 70% of the revenue on:

+ Expenses for teachers' salaries, materials, supplies, and stationery: 60%;

+ Management: 5%;

+ Spending on training activities of the faculty: 5%.

b) Training and refresher courses outside the University (not using the University's facilities): Following tax deduction according to regulations, the remaining amount is allocated as follows: The University keeps 20%, faculties recieve 80% to pay teachers' salaries, purchase supplies, stationery, photocopy documents, management fees and other expenses.

2. Foreign language and information technology certificate classes

a) Provided at the main campus

- Tuition, foreign language and computer certification exam fees, after deducting corporate income tax of 2% of the total revenue, minus depreciation costs of facilities and equipment, electricity bill of 30%; 50,000 VND/student (cost for printing blank certificates and 10,000 VND/certificate paid to the Diploma and Certificate Council); the remaining amount is allocated as follows: 50% for the University, of which 10% is for general management; 50% for the Center for Foreign Languages& Informatics to spend on management, teacher salaries, organizing exams, printing of test papers and other activities of the unit.

- Foreign language placement test at the beginning of the course: The University will pay for the entire exam (no fee is charged on test-takers).

b) For facilities and branches of the school

- Tuition, exam fees for foreign language and information technology certificates: After deducting corporate income tax of 2% of the total revenue, deducting depreciation costs for facilities, equipment and electricity which is 30% of the total revenue; 50,000 VND/student (cost for printing blank certificates and 10,000 VND/certificate paid to the Diploma and Certificate Council); the remaining amount is allocated as follows: 50% for the University, of which 10% is for general management; 50% for the Branch/Establishment to pay for management fees, teacher salaries, exam organization and other expenses, the remaining amount is spent on operations at the Branch/Establishment.

- Foreign language placement test at the beginning of the course: The University will pay for the entire exam (no fee is charged on test-takers).

3. Test preparation classes, graduate admission

-After deducting corporate income tax of 2% from the total revenue, the salary for employed teachers is 200,000 VND/period; out of the remaining amount: 15% goes to the classroom management division, 15% to the training unit, and 70% adds to the University's revenue.

-The University allocates 1,000,000 VND/postgraduate student (for recruited Vietnamese students) to the concerned faculty/institute to carry out the unit's postgraduate student recruitment (not applied to students who are the University staff).

4. Domestic and international link classes

For classes of domestic and international joint programs, after deducting corporate income tax of 2%, payments to partners (according to the signed contract), teacher salaries, textbook expenses, and service materials fees are deducted, teaching services of the total revenue, the remainder is allocated as follows:

+ 70% for the University budget;

+ 15% for general management expenses including: The Board of Presidents, Office of Academic Affairs, Institute of International and Postgraduate Education, Office of Science Management and International Affairs, Office of Finance and Accounting, and Office of Human Resources and Administration;

+ 15% for supporting management and enhancement of training activities of concerned faculties/institutes.

5. The revenue from university entrance examination fees and the sale of university admission application forms is allocated as follows:

30% supplements the University's budget.

70% is used for management, application collection; data entry, verification, data processing, system operation, and admission; distributed by the Department of Training.

Article 5. Norms for expenses from final graduation tuition fees

1. Postgraduate tuition fees (master, doctor)

Tuition for PhD graduation: 15,000,000 VND /PhD. Master's degree tuition fee: 6,000,000 VND/student used to cover fees of management, thesis defense council, graduation review council, graduation ceremony, etc., distributed as follows:

a) The University spends 20% of the amount on the following expenses:

- Steering Committee and Graduation Council: 15% (Institute of International and Postgraduate Education prepares a plan and submits it to the President for approval)

- Institute of International and Postgraduate Education: 5%; (If the postgraduation program is opened at Quang Ngai Branch or Thanh Hoa Establishment, the 5% amount is paid to the Board of DiPresidents and academic affairs staff of these locations)

- Concerned faculties and institutes providing postgraduate courses: 80% spent on the following items:

- Management expense: 5%

- Expenses for inviting reviewers, expenses for the Thesis Defense Council, expenses for graduation ceremonies and other expenses for professional work: 75% (expense details are stipulated in Clause 5, Article 9 of this Regulation).

2. Undergraduate tuition fees (graduation consideration): Expenses based on the number of students paying for the course of graduation thesis.

Graduation fees for undergraduates: 1,000,000 VND/student. This revenue is allocated as follows:

- Cost of managing and washing graduation uniforms: 15,000 VND/student paid to the Office of Services;

- The remainder is allocated as follows:

a) Graduation Council and related functional departments: 20%

- At the main campus

+ Steering Committee: 5% (The Office of Academic Affairs prepares an allocation plan and submits it to the President for approval);

+ Examination and Graduation Council: 6% (The Office of Academic Affairs prepares an allocation plan and submits it to the President for approval);

+ The Office of Academic Affairs, Office of Human Resources and Administration, Office of Finance & Accounting, Office of Student Affairs, Office of Facilities Management, Office of Testing and Quality Assurance, Center of System Management: 9% (with each unit receiving 1.3%).

- At Quang Ngai Branch and Thanh Hoa Establishment

+ Leaders of Quang Ngai Branch and Thanh Hoa Establishment: 2%;

+ Examination and Graduation Council (establishment-level): 6% (DiPresident of the Branch/ Establishment makes allocation plans);

+ Expenses for related activities at Quang Ngai Branch and Thanh Hoa Establishment: 6%.

+ Department of Academic Affairs and Student Affairs, General Department: 6% (3% for each department).

b) Related faculties/Institutes at the main campus and the branch/establishment: 80%

The amount is particularly allocated as follows: payment for the guidance and grading of graduation theses, graduation project defense council, stationery, payment for closing ceremonies, degree awards and related training activities at the faculty/ institute (details are in Clause 4, Article 9 of this Regulation).

Note: The amount of funding the University allocates to related units is calculated based on the number of students who register and pay for graduation courses (including students who fail the course) but the amount is only calculated once for students under consideration of subsequent graduations.

Article 6. Expenditure norms for making test papers, examination invigilation, and test paper marking

1. Making test papers

- Making test papers for midterm and final exams is the task of lecturers and the Office of Testing and Quality Assurance.

- Introducing postgraduate entrance exam questions: 500,000 VND/set of test questions (other education levels no longer admit applicants using the entrance exam method). If the multiple-choice examination is provided by the Office of Testing and Quality Assurance, the expenditure norm shall not be applied.

- Selecting exam questions and reviewing entrance exam test papers: Lecturers who participate in choosing exam questions and reviewing entrance exam test papers are paid 1,200,000 VND/person per session and are provided 200,000 VND/person/day for food and beverages.

2. Invigilating midterm and final exams

Mid-term and final exam invigilation is the teacher's duty assigned by the dean of the faculty/institute. The teacher must report his/her invigilation in advance to be included in teaching hours according to the Regulations on teachers' working regime. Examination invigilation for each teacher must be at least 45 periods/school year. Each period (invigilation session) is converted into 2/3 of the standard teaching hour. All the periods are included in the standard teaching hours.

- Exam invigilation service for courses of National Defense and Physical Education is not converted into standard teaching hour.

- Postgraduate-level final exam invigilators mobilized from staff of faculties/institutes in the University are paid 100,000 VND/person/period.

3. Invigilating the entrance exam and the admission committee

a) Postgraduate admission:

Admissions Council:

- Chairman of the Admission Council: 2,000,000 VND/person/exam session;

- Vice Chairman of the Admission Council: 1,500,000 VND/person/exam session;

- Member of the Admission Council: 1,000,000 VND/person/exam session.

- Members of the Admission Council who concurrently hold 2 or more head positions are entitled to additional amount of 1,000,000 VND/person/exam session;

- Chief of exam site: 1,000,000 VND/person/exam session;

- Vice chief of exam site: 800,000 VND/person/exam session;

- Heads of committees under the Admission Council: 800,000 VND/round; vice heads of committees under the Admissions Council: 600,000 VND/round; members not on the list of regular members of the Admissions Council: 500,000 VND/round;

- Secretary, supervisor, and exam invigilator at exam sites: 400,000 VND/person/day;

- Medical staff, service staff, security guards: 500,000 VND/person/exam session;

- Beverage fees of the Invigilator Board: 50,000 VND/person/day;

- Police: 500,000 VND/person/exam session.

b) Undergraduate admission

- Admissions council:

+ Chairman of the Admission Council: 3,000,000 VND/council;

+ Vice Chairman of the Admission Council: 2,500,000 VND/council;

+ Member of the Admission Council: 2,000,000 VND/council;

+ Member of council committees: 1,000,000 VND/council;

+ Members of the Admission Council concurrently hold 2 positions; head of committee or of higher position receives an additional amount of 2,000,000 VND/council; members of committees receive an additional amount of 1,000,000 VND/council.

- Examination council:

+ Chairman of Council: 2,000,000 VND/person/exam session;

+ Vice Chairman of Council: 1,500,000 VND/person/exam session;

+ Council members: 1,000,000 VND/person/exam session;

+ Council members cum head of the committee are entitled to an additional amount of 800,000 VND/person/exam session;

+ Head of the exam site: 1,000,000 VND/person/ exam session (if a member of the Exam Council acting as the head of the exam site is entitled to an additional amount 500,000 VND/person/exam session);

+ Vice head of the exam site: 800,000 VND/person/exam session;

+ Heads of committees under the Examination council: 800,000 VND/person/exam session; vice heads of committees under the Examination council: 600,000 VND/person/exam session; committee members: 500,000 VND/person/ exam session;

+ Secretaries of the University-level Exam Council: 800,000 VND/person/exam session; secretaries and supervisors for on-site exam councils: 600,000 VND/person/exam session;

+ Invigilators (the University staff): 500,000 VND/person/exam session. External invigilators are paid as agreed;

+ Service and security staff: 400,000 VND/person/exam session;

+ Police for exam security: 500,000 VND/person/exam session.

4. Admission and marking

a) Postgraduate admission

- Discipline-specific subcommittee for doctoral admission (applied for one candidate): Head of subcommittee: 600,000 VND/candidate; subcommittee member: 400,000 VND/candidate; reviewer: 600,000 VND/candidate; secretary: 600,000 VND/candidate.

- Discipline-specific subcommittee for master admission (applied for one candidate): Head of subcommittee: 300,000 VND/candidate; subcommittee member: 400,000 VND/candidate.

- The secretariat committee in charge of master and Ph.D. candidate applications (applied for one candidate): Head of committee: 200,000 VND/person; member: 150,000 VND/person.

b) Test-paper marking support (applied to credit-based courses)

Regarding financial support for marking test papers of credit-based courses ((not applicable to courses of Physical Education, National Defense and Security Education, graduation thesis, and internship), the University pays a fixed rate of 5,000 VND/student based on the student list titled "Learning Results" tabulated at the end of the course. Concerned faculties/institutes proactively carry out payment procedures for lecturers after the whole Learning Result Summary Sheet is completed and submitted to the Office of Academic Affairs.

Note: For courses with multiple markers, the allocation of this financial support will be decided by dean of faculty/institute; the faculty/ institute makes the final summary sheet according to the list of teachers under its management; the financial support for visiting lecturers from other offices or departments who act as test paper markers shall be summarized by the faculty/institute as well.

c) Marking appeals

Students submit the filled-in appeal form at the faculty/institute and pay the fee directly at the Office of Finance and Accounting:

- Appeal fee for undergraduate entrance exam test paper: 50,000 VND/subject;

- Appeal fee for undergraduate mid-term and final test papers: 50,000 VND/subject;

- Appeal fee for postgraduate entrance exam test paper: 100,000 VND/subject;

Note: After the test paper has been appealed, if the appeal score is increased, the University shall refund the appeal fee to the student.

Article 7. Norms for extra teaching hours payment to full-time lecturers, payment for visiting lecturers and leading domestic and foreign lecturers

1. Norms for extra teaching hours payment to qualified full-time teachers:

- Master: 130,000 VND/standard teaching hour;
- Doctor, main lecturer (class II): 150,000 VND/standard teaching hour;
- Associate professor, senior lecturer (class I): 180,000 VND/standard teaching hour;
- Professor: 230,000 VND/standard teaching hour.

2. Norms for payment to visiting lecturers teaching at all training levels:

a) Teaching at doctoral level:

- Doctor, main lecturer (class II): 330,000 VND/standard teaching hour;
- Associate professor, senior lecturer (class I): 380,000 VND/standard teaching hour;
- Professor: 450,000 VND/standard teaching hour.

b) Teaching at master's level

- Doctor, main lecturer (class II): 230,000 VND/standard teaching hour;
- Associate professor, senior lecturer (class I); 280,000 VND/standard teaching hour;
- Professor: 330,000 VND/standard teaching hour.

c) Teaching at the undergraduate level

- Bachelor: 120,000 VND/standard teaching hour;
- Master: 140,000 VND/standard teaching hour;
- Doctor, main lecturer (class II): 160,000 VND/standard teaching hour,
- Associate Professor, senior lecturer (class I 200,000 VND/standard teaching hour;
- Professor: 250,000 VND/standard teaching hour.

3. Norms for salary payment to leading lecturers and foreign experts:

Based on the urgent needs of a particular discipline and a particular field of study, the President can decide on a higher salary than the prescribed level for visiting lecturers and good experts. The specific payments are as follows:

- If teaching as a visiting lecturer: The payment per contact hour may be 2 times higher than the actual payment according to regulations

- If working seasonally (03 months-01 year): Total salary and additional income can be up to 50,000,000 VND/month/person

For domestic experts (not working as teachers) who meet the following criteria: managers at the middle level or higher, experts in specialized fields working at enterprises with a minimum qualifications of bachelor engineering degree, the specific payment for each contact hour is as follows:

+ Engineering or bachelor's degree: 140,000 VND - 170,000 VND/contact hour (based on the middle- or high-level management framework);

+ Master's degree: 180,000 VND - 220,000 VND/contact hour (according to the middle-high level Management framework).

+ Doctoral degree: 250,000 VND - 300,000 VND/ contact hour (according to the middle-high level Management framework).

Note: *The University can support expenditures regarding flight tickets, meals, and accommodation fees for visiting lecturers based on rate decided by the President if the visiting lecturer is a domestic or foreign expert.*

Article 8. Remuneration and attraction regime for highly qualified officials and lecturers working at the University

- Officials with a Master's degree working at the University are entitled to financial support of 100,000,000 VND/person.

- Officials with the rank of Associate Professor working at the University are entitled to financial support of 200,000,000 VND/person.

- Officials with the title of Professor working at the school are supported by 350,000,000 VND/person.

- All above-mentioned subjects must commit to serving at the University for at least 5 years. If they quit their job before the committed deadline, they must refund the entire amount of financial support to the University.

Article 9. Norms for expenditures on conferences, seminars, trainings, promulgation of regulations, councils, and graduation instructions

1. Scientific seminar at the faculty/institute level: The plan for seminar organization must be approved by the President. Specific expenditures in terms of financial support are as follows:

- Financial support for conference organization: 5,000,000 VND/session/organizer;

- Financial support for conference reports: 500,000 VND/report (approved by the Board of Presidents).

2. Seminars and scientific training at the University level

- Financial support for conference reports only: 1,000,000 VND-3,000,000 VND/report (depending on the reporter’s academic title, degree, and job position to be approved by the Board of Presidents);

- Financial support for organizing conferences and seminars (including meals): 400,000 VND/person on average;

- Financial support for other special cases shall be applied according to the plan approved by the President.

3. Drafting regulations, rules and reports

- Financial support for committees in charge of drafting, making, and updating rules, regulations, and reports whose scope is applied to the entire school: head of committee receives 2,000,000 VND/person; deputy head 1,500,000 VND/person; committee member 1,000,000 VND/person (with the expenditure plan approved by the Board of Presidents)

- Financial support for other special cases shall be applied according to the plan approved by the President.

4. University-level Scientific and Training Council (at the grassroot level)

- Expenditure for University-level scientific and educational council meetings:

+ Chairman: 1,000,000 VND/session;

+ Vice chairman: 700,000 VND/person/session (if any);

+ Reviewer: 500,000 VND /topic/evaluation (two evaluations per topic) (applied to topics with funding ≥ 20 million VND) (if necessary);

+ Scientific council secretary: 700,000 VND/person/session;

+ Council member: 500,000 VND/person/session;

+ Administrative secretary: 300,000 VND /person/session (if any).

- Expenditure for Subcommittee-level scientific and educational council meetings:

+ Chairman: 800,000 VND/person/session;

+ Reviewer: 500,000 VND/topic/evaluation (two evaluations per topic) (if any, applied to topics with funding ≥ 20 million VND);

+ Secretary: 300,000 VND/person/session;

+ Council member: 500,000 VND/person/session.

- Expenses for the meeting of the School-level Scientific Research Student Award Council:

+ Chair: 800,000 VND/person/meeting;

+ Reviewer: 600,000 VND/topic/time (two reviews/topic);

+ Secretary: 300,000 VND/person/meeting;

+ Council member: 400,000 VND/person/meeting.

- Expenses for the meeting of the School-level Scientific Research Topic Acceptance Council:

+ Chair: 1,000,000 VND/person/meeting;

+ Reviewer: 700,000 VND/person/meeting (02 reviewers);

+ Secretary: 300,000 VND/person/meeting;

+ Member: 500,000 VND/person/meeting.

- Other special cases shall comply with the approved Plan of the President.

5. Defense council for proposal, theses, dissertations, and graduation theses

a) Postgraduate Level:

Concerned faculty/institute cover the expenditures and transfer receipts to the Office of Finance and Accounting according to the following rates:

- Expenditure for proposal review council, overview essay, doctoral thesis (paid with the University's budget).

+ Expenses for the Council to review outlines, overview essays, and doctoral theses (each Council has 01 PhD student defending): Chair: 700,000 VND/Council; Member: 500,000 VND/Council; Secretary: 700,000 VND/Council.

+ Expenses for the Council to review master's outlines (03 Council members, each Council has 01 student defending): Chair: 500,000 VND/Council; Member: 300,000 VND/Council; Secretary: 500,000 VND/Council.

+ Expenses for the Council to evaluate theses, dissertations, and graduation projects/schemes (only from the source of students paying graduation fees).

+ Expenses for the Council to evaluate doctoral dissertations: Chair: 1,500,000 VND/dissertation; Member: 1,000,000 VND/dissertation; Reviewer: 1,500,000 VND/dissertation; Secretary: 1,200,000 VND/dissertation.

+ Expenses for the Council to evaluate master's theses and graduation projects/schemes: Chair: 700,000 VND/thesis; Member: 500,000 VND/thesis; Reviewer: 700,000 VND/thesis; Secretary: 700,000 VND/thesis.

b) University level:

Expenditure on the university graduation thesis defense council: chairperson: 300,000 VND/council, other members 250,000 VND/person/council (paid with revenues from students' graduation fees).

Article 10. Norms for expenditure on production, business and service activities

1. Parking activities

- At the main campus: The total revenue is subject to tax deduction according to regulations, the remaining amount (100 %) is sent to the University;

- Quang Ngai Branch, Thanh Hoa Establishment: The total revenue is subject to tax deduction according to regulations, 50% of the remaining amount is sent to the University, and the other 50% to the fund of the branch/establishment.

2. Publishing house's activities

The publisher is divided into two parts:

- Administrative and non-business department: The staff receive salary and additional income similarly to University officials and administrative staff (according to the Internal Expenditure Regulations).

- Production-service department: The University implements a collection mechanism, in which the publisher pays salaries, bonuses, and other payments based on self-balancing revenues and expenditures from production-service activities. Financial receipts and expenditures are carried out according to State regulations and are inspected and supervised by the Office of Finance and Accounting, periodically twice a year. Electricity bills are paid according to galvanometer readings.

3. Production, business, and other service activities of the University's functional units

- Implemented according to the principle of covering expenses with revenues, self-accounting, self-payment of salaries to related officials and employees, payments of monthly electricity bills and premises use to the University. Electricity bills are paid according to galvanometer readings; payments for premise use and facilities depreciation is 50,000 VND/m2/month. For off-campus units, payment is according to the contract agreed upon by both parties.

- As for economic contracts (other than training contracts of units in the University that use legal entities but do not use the University's facilities): revenues are subject to deduction of value-added tax and corporate income tax according to State regulations, 10% of the remaining amount is paid to the University Fund as supplements, and the other 90% of the remaining amount are used by units in the University for their operation.

Article 11. Norms for expenditures on scientific research and technology transfer activities

The University encourages individuals and functional units to participate in scientific research and technology transfer activities. In addition to scientific topics serving teaching and learning, the University encourages staff and lecturers to participate in scientific discoveries and applied and promising topics.

1. Scientific and technological topics and projects at the state, ministerial level, and equivalents

a) The University collects a management fee equal to 5% of the total estimated budget for implementing science and technology tasks, but not exceeding 300,000,000 VND. The collected amount of 5% is allocated as follows:

- The University receives 60%, of which 20% is spent on management, and the remaining 40% is supplemented to the University budget.

- The Office of Science Management and International Affairs receives 40%, of which 30% is spent on management, and the remaining 10% on stationery.

b) The individuals carrying out the project must pay all expenses for the acceptance councils, equal to the minimum expenses for the Science and Training Council specified in Clause 3, Article 9 of the Regulations.

2. Science and technology topics and projects at the University level (grassroots level)

- Each year, the school spends 3% of total tuition revenue on science and technology activities, including science and technology topics and projects. The norms for total expenditure on science and technology topics and projects depend on the number of registered topics and are approved annually by the Science and Training Council.

- Funding for the Councils from the stage of preliminary approval of topic and project explanations (subcommittee level), topic approval (University level), and topic acceptance (University level) is all paid by the University. This funding is not included in the project implementation budget. Expenditure norms for each council are specified in Clause 3, Article 9 of the Regulations.

3. Rewards for scientific works

- Rewards are offered to lecturers whose outstanding scientific research is recognized by the University, maximum bonus 150.000.000 VND/scientific works. The Office of Science Management and International Affairs and reviewed by the Science and Training Council and approved by the President.

- The University offers rewards to graduate students who, during their official study period at the University, have scientific articles published in international journals in the WoS/Scopus category, with his or her full name given as the lead author and the name of the Industrial University of Ho Chi Minh City in the publication. The bonus corresponds to 100% of the course tuition.

- The University offers rewards to graduate students who during their official study period at the University, have scientific articles published in international journals under the WoS/Scopus category, with his or her full name given as the lead author and the name of the Industrial University of Ho Chi Minh City in the publication. The award consideration is applied to articles that exceed the quantity requirements compared to the University's

regulations on admission and training for doctoral degrees; Reward level is 30,000,000 VND/article.

- Graduate students or PhD students studying at the University are funded to carry out research projects at the university level. Articles that are products of the project will not be used to consider tuition fee exemption or academic achievement rewards. Graduate students and PhD students who are affiliated with more than one institution, including Industrial University of Ho Chi Minh City and other institutions as regulated by the sending institution, in scientific articles that are eligible for academic achievement rewards from the University, the reward level will be divided proportionally according to the number of affiliated institutions.

- Lecturers with scientific publications that are scientific articles (original research article, short report or letter, review article, case study, and research methodology or method article) published in scientific journals with ISSN, full-text articles published in conference proceedings with ISBN, book chapters published in books by reputable international publishers (according to the list of the discipline stipulated by the State Professor Title Council at the nearest time), intellectual property rights converted into research hours exceeding the norms compared to the University's regulations on working regime for lecturers, are calculated as extra based on the number of exceeded hours. Norm: 60,000 VND/standard hour. Specifically as follows:

List of scientific and technological publications	**Research hours according to Decision 2788/QD-DHCN (hours)**	**Conversion coefficient into standard teaching hours**	**Converted standard teaching hours (Standard hours)**	**Additional payment level (VND)**
Scientific articles and international book chapters				
Articles classified as SCIE, SSCI, A&HCI, Scopus, ranking Q1	1.000	1,25	1.250	75.000.000
Articles classified as SCIE, SSCI, A&HCI, Scopus, ranking Q2	1.000	0,90	900	54.000.000
Articles classified as SCIE, SSCI, A&HCI, Scopus, ranking Q3	1.000	0,80	800	54.000.000
Articles classified as SCIE, SSCI, A&HCI, Scopus, ranking Q4	800	0,60	480	28.800.000
Articles classified as SCIE, SSCI, A&HCI, Scopus, non-ranking	700	0,60	420	25.200.000
Proceedings of Scientific and Technical Conferences indexed in Scopus	700	0,30	210	12.600.000

Articles classified ESCI, CPCI	800	0,25	200	12.000.000
Articles from other international journals with ISSN codes	700	0,05	35	2.100.000
Articles published in Journal of Science and Technology Articles (IUH)	650	0,15	97,5	5.850.000
Articles from other domestic journals	600	0,05	30	1.800.000
Full-text articles in other proceedings of international scientific conferences with ISSN codes	650	0,15	97,5	5.850.000
Full-text articles in proceedings of domestic scientific conferences	600	0,05	30	1.800.000
International book chapters	500	0,85	425	25.500.000
Intellectual property				
Monopoly international patent	800	1,00	800	28.800.000
Monopoly domestic patent	600	1,00	600	25.200.000
Monopoly utility solution patent	400	0,90	360	21.600.000
Circuit board and industrial design	400	0,225	90	5.400.000
Certificate of copyright registration	50	1,80	90	5.400.000

Encouragement policy for female authors: A multiplier factor of 1.2 for additional remuneration. Publications in journals posted in WoS/Scopus shall only be eligible for additional remuneration if the publication appears in the Scopus or Web of Science databases and the information is posted on the Research Gate portal. The identification of journal lists as well as journal rankings shall be the responsibility of the Office of Science Management and International Affairs.

The main author of publications must be the University officials, and shall only be listed under Industrial University of Ho Chi Minh, strictly prohibited from co-affiliation with other institutions. Special cases require approval from Board of Presidents. Lecturers who violate this regulation will be disciplined according to the university's current regulations.

- The sharing ratio of extra payment for authors participating in published works will be implemented in the University's regulations on managing scientific and technological activities;

- Scientific works that have been funded will only be counted for the completion of scientific research tasks, and will not be paid for extra scientific research hours;

- Scientific works, after completion and with full evidence, must be declared on the system software to be confirmed and calculated hours in that academic year. Cases of not entering or late entry after the end of the academic year will not be counted hours but only to update data for the Scientific Profile.

- Intellectual property assets shall be considered for rewards by the University when the owner is the Industrial University of Ho Chi Minh City, and the author's name is that of a university official (VC) within the institution. Simultaneously, inventions and useful solutions must obtain commercialization confirmation from an enterprise, and upon product market release, it shall carry the University's brand alongside the enterprise's trademark.

- Standard hours of scientific and technology research are converted from research and technology publications into standard teaching hours, with a ratio of 3 research and technology standard hours equivalent to 1 standard teaching hour. In case the lecturer makes up for missing teaching standards or vice versa.

4. Coursebook compilation

The coursebook is a scholarly product of either a collective effort or an individual official, aimed at serving the teaching duties of lecturers and the learning process of students. Payment modes for the tasks of coursebook compilation, review, publication, and distribution are based on the current regulations of the University.

5. Student scientific research award

- University-level Euréka (Student): First Prize: 2,000,000 VND; Second prize: 1,500,000 VND; Third prize: 1,000,000 VND; Consolation prize: 300,000 VND.

- Lecturers participating in training and supervising Euréka-winning students are entitled to an award of 500,000 VND per winning topic and a certificate of merit granted by the University.

6. Student startup fund

Annually, the University sets aside 2,000,000,000 VND from the Student Support Fund to establish a Startup Fund. This fund is designated for student loans to support viable projects approved by the Appraisal Council. Each startup project may receive a loan ranging from 50,000,000 VND to 200,000,000 VND. Under exceptional circumstances, loans of up to 500,000,000 VND may be granted, contingent upon the student providing a family guarantee and the project demonstrating significant feasibility.

Article 12. Norms for expenditures on business trips

University-assigned officials on business trips receive funding as follows:

- Accommodation: maximum 900,000 VND/night for two people of the same sex; if there is only 01 person, maximum 700,000 VND/night. Expenditures for members of the Board of Presidents: a maximum of 1,200,000 VND/night for two people of the same sex; if there is only 01 person, a maximum of 1,000,000 VND/night (hotel accommodations located in Class I Urban Areas).

- Accommodation payment can be made in contract form (in case there is no receipt):

- Traveling on business trips to districts, cities in centrally run municipalities, and Class I urban areas within the province is subject to a contract rate of 450,000 VND/day/person.

- Traveling on business trips to districts, towns within centrally run cities, and other towns and cities within the province is subject to a rate of 350,000 VND/day/person.

- Traveling on business trips to other regions is subject to a fixed rate of 300,000 VND/day/person.

- Transportation expenses shall only be covered for train or car fare. In the event of air travel, prior approval from the President is required, and travel must be booked in low-cost economy class.

- Business trip allowance: trips on business outside of province (city) are subject to a rate of 200.000 VND/day;

- Officials from the branch / establishment who are sent to work at the University or work at the other establishment/ branch, are entitled to reimbursement of return tickets (by train and/or car). In case of taking a flight, they must have permission from the President and have to take economy-class plane ticket.

- Lecturers from the main campus who come to teach at Quang Ngai Branch, Thanh Hoa Establishment are entitled to reimbursement of low-cost return plane tickets depending on the current situation. The University pays 1.000.000 VND for transportation from the campus to airport and from airport to Quang Ngai Branch, Thanh Hoa Establishment and vice versa (The University does not arrange shuttle bus service);

- Lecturers from Quang Ngai Branch, Thanh Hoa Establishment who come to teach at the main campus are entitled to 2.000.000 VND/lecturer as transportation fee support of (including travel expenses both to and back from the branch/establishment and the main campus, two-way payment for coach/train travel from stations to the University).

- Lecturers from the main campus traveling to the branch/establishment to teach are entitled to an allowance of 100.000 VND/day, from the starting day to the finishing day of the class assigned.

- Business trips to provinces for admission counseling: if the plane ticket is cheaper or equal to coach or train tickets, officials are entitled to air fare allowance (under the President's approval).

Article 13: Norms for expenditures on phone service, beverages, stationery, electricity, running water and transportation

1. Phone use

- The President's phone use is paid based on real-time situation.

- Vice-President is paid 800.000 VND/person/month for mobile phone use.

- DiPresident of Branch/ Establishment, Chief of Office of Academic Affairs, Chief of Office of Human Resources and Administration, Chief of Office of Finance and Accounting, Chief of Office of Planning and Investment, Head of the Institute of International and Postgraduate Education, Chief of Office of Scientific Management and International Affairs: 500.000 VND/ month for mobile phone use

- Hotlines for information reception and handling: 500.000 VND/ month

- Each functional unit is entitled to a desktop phone use paid by contract terms of 500.000 VND/ month. The Office of Finance and Accounting shall make payment for the desktop phone service based on the phone bill; the unit shall return the overcharged payment to the University in case of excessive phone bills.

2. Beverages, stationery, electricity, running water, means of transportation

- Drinking water: A contract rate for drinking water payment is applied for the University's functional units: 50.000 VND/person

- Stationery: A contract rate for stationery payment is applied for administration units (functional office and center) and training units without students: 50.000 VND/person. Units make the monthly stationery list and send it to Office of Planning and Investment for summary; the overall plan is sent to the President for approval.

- Stationery for the Office of Youth Union at the main campus: 500.000 VND/month.

- Office supplies for departments under the University: 500,000 VND/ month.

- Use of electricity and running water: Air conditioning is on from 9:00 a.m. to 4:30 p.m.; public lighting is turned on from 6:00 p.m. to 5:00 a.m., lights and fans in classrooms, laboratories, and workshops can only be used during class and working hours, and must be checked and turned off by the cleaning staff after each teaching session; operation of the power generator during a power outage requires the President's approval; in case the President is absent and cannot be contacted, the approval of the Vice-President in charge of internal affairs or the regular Vice-President is required; contract terms are applied to electricity and water use in the dormitory according to the regulations;

- Transportation: The Board of Rectos register vehicles for official business trips; chief and vice-chiefs of the functional unit. Party Committee Secretary, Youth Union Secretary, and Trade Union Chairperson are allowed to use vehicles for long-distance business trips; other cases require approval of the Board of Presidents. Office of Human Resources and Administration must obtain the President's approval before the arrangement of vehicles for business trips outside the city.

- Regarding the branch/ establishment and main campus: the norms for use of electricity, running water, transportation, office supplies, and drinking water are separately budgeted, as tabulated in Table 1. The unit that exceeds the allocated budget will have the excess amount added to the salary fund for calculating expenditures on to human resources.

Table 1: Norms for expenditures on electricity, drinking water, office supplies, and means of transportation at the branch and establishment

NORMS FOR EXPENDITURES ON ELECTRICITY, DRINKING WATER, OFFICE SUPPLIES, AND MEANS OF TRANSPORT AT THE BRANCH & ESTABLISHMENT

(expressed in 000 dong)

Specifics	Quang Ngai	Thanh Hoa
Electricity	50,000/month	50,000/month
Internet	5,000/month	5,000/month
Newspapers and magazines	4,000/quarter	4,000/quarter
Stationery:		
General Department	300/unit	300/unit
Office of Lecturers and Student affairs	400/unit	400/unit
Library	200/unit	200/unit
Cleaning supplies and tools	3,000/month	3,000/month
Drinking water	50/person/month	50/person/month
Gasoline for daily transport (excluding buses to pick up officials for business trips and student admission work)	200 liters/month	200 liters/month

Article 14. Norms for expenditure on guest reception

1. International guest reception

- The expenses for hosting foreign guests shall not exceed 700,000 VND/person (including meals).

- The expenses for hosting guests at international conferences shall not exceed 500,000 VND/person (including meals).

2. Welcoming domestic guests

- VIP guests: 600,000 VND/person (including meals).

- Economy guests: 300,000 VND/person (including meals).

- Teabreak at conferences, seminars, and receptions: 30,000 VND/person

- The number of participants in guest hosting must be approved by the President before being eligible for payment.

3. Welcoming guests at the branch an establishment

The branch/ establishment is entitled to using its operational budget for payments of this category. In cases of University-level guests, the University's budget is used, with prior approval from the President.

Article 15. Norms for expenditures on materials, and chemicals for practical classes in the technology field

- Average expenditure per student: 180,000 VND - 240,000 VND per year. At the beginning of the academic year, Dean of faculty/institute plans the teaching schedule of practical subjects, sends the schedule to the Office of Planning and Investment for the annual plan, and uses it as a basis for procurement.

- If a training unit needs more practical sessions with higher expense, it will mobilize from other sources or seek additional contributions from students. If student contributions are mobilized, educational units or instructors should not collect money directly but encourage students to contribute by themselves and work together in groups on research projects or practical sessions.

- Faculties/institutes must maintain a record of materials and chemical input and output for each practical session to serve as a basis for proposing procurement plans for the following month.

Article 16. Norms for expenditures on Party activities

Based on Decision No. 99-QD/TW issued on May 30, 2012, by the Central Party Committee, which stipulated that: If the ratio of Party members to the total number of officials and employees in the base Party cell is 25% or higher, the expenditure for Party activities is calculated at 0.6% (point six percent) of the unit’s actual salary fund.

Article 17. Norms of expenditure on mourning, wedding, aid for difficulties, maternity, illness, and retirement

1. Mourning and aid for difficulties (payment by the Trade Union Fund):

- Family members (father, mother, spouse, or child) eligible for mourning assistance: entitled to 2,000,000 VND, a funeral wreath, and gifts worth a maximum of 1,000,000 VND, and three days off

- Officials and employees receive 2,000,000 VND when they get married. Other cases are eligible for aid only if they are genuinely in difficult circumstances, with a minimum aid of 2,000,000 VND and a maximum of 5,000,000 VND.

2. Maternity, illness, and retirement:

- Officials and employees on sick leave, maternity leave, or retirement enjoy benefits according to the State regulation but do not receive additional monthly income. For those working under a labor contract, sick leave is limited to 3 months; if they are unable to work after 3 months due to health reasons, the University will terminate the contract.

- Employees with 20 years or more of service at the University, who suffer from a severe and incurable illness, as determined by a doctor, are entitled to full salary and additional income for a maximum of 6 months if they need to stay at home or be hospitalized for treatment. Employees in this category with 15 years to 19 years of service are entitled to 05 months; 10 to 14 years of service to 04 months; 05 years to 09 years of service 03 months; 02 to 04 years of service to 02 months (payment from the Welfare Fund).

- In the event of the sudden death of the official or employee in service, a one-time assistance of 10,000,000 VND is granted, and an additional 10,000,000 VND is provided from the Retirement fund for those with over 20 years of service. Alternatively, a subsidy of 500,000 VND per year is granted for those with less than 20 years of service, along with funeral expenses as per the regulations of the Social Insurance Law.

- Retired officials and employees with 20 years or more of service receive a pension of 12,000,000 VND from the retirement fund, and an additional annual subsidy of 200,000 VND for each year of service at the institution. For those with less than 20 years of service, a subsidy of 500,000 VND per year is granted based on the number of years served.

- Pregnant officials and employees are entitled to maternity leave according to state regulations.

- A deduction of 20,000 VND per person is made from the monthly income of officials and employees, contributed to the Retirement fund to support retired officials and employees according to the stipulated regulations.

Article 18. Norms for expenditures of Trade Union Fund and on Nguyen Duc Canh Scholarship.

1. Trade Union Fund

- Collecting 2% of the University's salary fund and 1% from the contributions of union members; a contribution of 1.3% is forwarded to the higher-level trade union, and the University's trade union retains 1.7% for various activities:

- Organization of grassroots Trade Union Congress, Departmental Trade Union Congress, including expenses for decoration, materials, training of delegates attending conferences, and refreshments, etc.

- Visits, celebrations, condolences, and support for officials and employees having difficult circumstances.

- Cultural, artistic, physical education, sports, women's activities, charity movements, etc.

- Collaboration with the University to organize educational trips for exemplary union members, both domestically and internationally. Each year, 80 slots are selected:

+ 30 slots for international trips, with a standard budget of 17,000,000 VND per slot.

+ 50 slots for domestic trips, with a standard budget of 10,000,000 VND per slot.

The University supports 80%, and the Trade Union supports 20%.

2. Nguyen Duc Canh Scholarship Fund

- An amount of 10,000 VND per person is deducted from the monthly income of officials and employees and contributed to the Trade Union Fund. This fund is used to award annual prizes to the children of officials and employees who have achieved excellent academic and behavioral performance.

Article 19. Norms for expenditures on activities of youth organizations

- Cultural, artistic, physical education, and sports activities within the school are organized by the Trade Union and the Ho Chi Minh Communist Youth Union. The funding for these activities, related to officials and employees, is provided by the Trade Union Fund. The budget for the Youth Union's activities is allocated from the University's fund, with an annual budget proposal approved by the President for the branches and establishment.

- Specific budget allocations for the activities of the Ho Chi Minh Communist Youth Union are as follows:

+ Main campus: 800,000,000 VND per year.

+ Quang Ngai Branch, Thanh Hoa Establishment: 80,000,000 VND per year. If insufficient, the Quang Ngai Branch, Thanh Hoa Establishment may draw from the Support fund of the branch/ establishment (decided by the diPresident of the branch).

Article 20. Health Examination Expenses for Officials and Employees

Annually, the University organizes health examinations for all officials and employees. The time, location, and method of organizing health examinations are coordinated between the University and the Trade Union. The health examination plan must be announced one month in advance for all officials and employees to participate. The health examination costs, based on actual needs each year, are covered by the University.

Article 21. Norms for expenditures on other Activities

- Exhibition at the beginning of the academic year: 3,000,000 VND per unit.

- Support for enrollment activities: printing of flyers, posters, advertisements, meals, and transportation for officers and teachers involved in enrollment activities between provinces and high schools.

+ Main campus: The Training Department plans and submits to the school principal for approval.

+ Quang Ngai Branch, Thanh Hoa Establishment: DiPresidents of the branch/ establishment makes a plan and submit to the University's President for approval, with a maximum amount of 100,000,000 VND per session.

- Support for external relations and communication activities: up to 5% of the Welfare and Rewards Fund. The annual amount is determined by the University's President based on the actual situation.

- Expenses for Party Congress, Trade Union Congress, and Employees' Conference: an average of 500,000 VND per person per day (including lunch).

- Management expenses for various degrees and certificates:

+ Main campus: faculties, institutes, and centers receives 10,000 VND per degree or certificate; the Institute of International and Postgraduate Education receives 10,000 VND per degree or certificate; the Office of Academic Affairs, Office of Humans Resource and Administration, Office of Finance and Accounting each receives 10,000 VND per degree or certificate.

+ Branch and establishment: Each related faculty receives 10,000 VND per degree; the Office of Student Support & Student Affairs, Office of General Affairs receive 10,000 VND per degree.

+ National Defense and Security Education Certificate: The National Defense Education and Physical Education Center receives 5,000 VND per certificate; the Office of Academic Affairs, Office of Human Resources and Administration, Office of Finance and Accounting each receives 5,000 VND per certificate.

- Expenses on enterprise contact support for student internships of the related faculty/institute are a lump sum of 100,000 VND per student for external relations, transportation, and internship site coordination.

- Annually, the University provides support to training units to organize experiential learning activities, with a standardized budget of 2,000,000 VND per person (for full-time lecturers) at the end of each academic year. Office of Humans Resource and Administration, based on the plans of the units, reviews personnel and issues decisions to allocate funds (units without plans for experiential learning activities will not receive this funding). The plan submission period is from May 15 to May 31. The unit head is responsible for receiving funds and implementing activities by the regulations of the state and the school.

Article 22. Regulations on procurement procedures, major repairs of equipment, and materials

1. Procurement and repair plans

- For the procurement and repair of equipment, materials, and goods, units must develop plans for the entire year (fiscal year) and send to the President for approval.

- The annual planning period: From October 15th to October 30th (the previous year), units submit plans to the Office of Planning and Investment. From November 1st to November 15th, the Board of Presidents approve the plans for each unit.

- Based on the annual plan, units create detailed monthly plans. The deadline for submitting monthly plans is from the 5th to the 15th of the previous month.

2. Organize procurement and repair tenders

Depending on the nature and value of each equipment or material package, procurement and repair can be carried out through various forms: direct procurement, quotation selection, competitive bidding, and open bidding. Tendering must be carried out according to the current regulations of the State, following the correct procedures and sequence. Office of Planning and Investment is responsible for implementing the procurement and repair process under regulations.

Article 23. Regulations on the use and allocation of revenue and expenses in subordinate units of the school

- In principle, the revenue sources of subordinate units, as allocated by the University, aim to support the units in carrying out their professional and managerial activities proactively, promptly, and timely. Therefore, the heads of units must take responsibility for reasonable revenue and expense allocation, ensuring transparency and compliance with the financial and accounting regulations of the University and relevant authorities.

- Annually, the heads of units must submit written reports on their revenue and expense plans to the School, with deadline no later than January 30th of the following year.

Chapter 3

LECURER SUPPORT REGIME AND POLICIES

Article 24. Working hour conversion coefficient for management officials holding multiple position and teacher-ranked officials in the administrative sectors

a) General regulations for standard teaching hours

- For civil servants (with lecturer rank) working in the administrative block, if they are lecturers, they must teach at least 1/3 of the standard hours (teaching is not allowed during administrative hours) and are paid extra if they have ensured the standard hours as prescribed.

- For civil servants (with lecturer rank) who are Heads of the administrative block of the University, if they enjoy the same regime as lecturers, they must teach at least 1/4 of the standard hours (teaching is not allowed during administrative hours) and are paid extra if they have ensured the standard hours as prescribed.

- Civil servants (with lecturer rank) working in the administrative block who do not participate in teaching according to the norms specified in this Article will not be entitled to preferential allowances for teachers and seniority allowances.

- For concurrent managerial civil servants holding multiple positions, a reduction will be applied once for the concurrently held position with the highest reduction level, and the remaining positions will be calculated according to the secondary coefficient (with separate regulations).

- For managerial civil servants with lecturer rank working in departments, faculties, institutes, and centers (heads, deputy heads of units): The University encourages managerial civil servants to teach according to norms to save time for management work. In case the managerial civil servant teaches beyond the pre-reduction norm (320 standard teaching hours), overtime hours will only be paid if these excess teaching hours are performed outside of administrative hours.

- For civil servants (with lecturer rank) who have the academic title of Professor, they teach 50% of the standard hours. The remaining standard hours are for participating in specialized councils, scientific conferences, and workshops.

b) Conversion coefficient for working hours for managerial officials:

- The minimum standard teaching hours for managerial officials in the teachers category is applied according to Appendix 1 of the Regulations on the Working Regime of Teachers, attached to Decision No. 2788/Decision – Industrial University of Ho Chi Minh City on December 14, 2022, by the President of Industrial University of Ho Chi Minh City.

- Due to the large scale of the university's training activities and to provide conditions for managerial officials to effectively manage their work at the unit, the university will apply a conversion coefficient to adjust the standard teaching hours for managerial officials with certain titles: **standard hour rate*1/conversion parameter**. Depending on the title, there will be conversion parameters as follows:

+ President: Conversion coefficient 3.00

+ Chairman of the University Council: Conversion coefficient 3.00

+ Vice Chairman of the University Council, Vice-President: Conversion coefficient 2.00

+ Dean/Head of Department and equivalent: Conversion coefficient 2.00;

+ Vice Dean/Vice Head of Department and equivalent: Conversion coefficient 1.3;

+ Head of Department, DiPresident of the Center (administrative sector), DiPresident of Branch, DiPresident of establishment, Secretary of the School Council (GV category): Conversion coefficient 1.5;

+ Vice Head of Department, Vice DiPresident of Branch, Vice DiPresident of Campus (GV category): Conversion coefficient 1.5;

+ Head of Department: Conversion coefficient 1.2.

- For Quang Ngai Branch (PHQN) and Thanh Hoa Facility (CSTH): Heads and Deputy Heads of training and departments are subject to a conversion of teaching hour norms by title, which will be reduced by 01 level compared to the Head Office.

c) The conversion coefficients for scientific research hours and community service hours for managerial civil servants with lecturer rank shall be applied as the conversion coefficients for teaching hours as shown in Clause b of this Article.

The functional departments: Department of Political Affairs and Student Support, Department of Training, Department of Organization - Administration, Department of Science Management and International Cooperation, Department of Finance - Accounting are responsible for coordinating to monitor and pay extra hours for lecturers at the end of the academic year.

Article 25: Conversion coefficient for teaching hours based on class size and training organization method

1. Conversion of class size coefficients

- For Teachers teaching theoretical subjects (excluding the Department of Political Theory):

+ Class with 40 or fewer students: counted as 1.0 standard hours.

+ Class with 40 to 60 students: counted as 1.1 standard hours.

+ Class with 60 to 80 students: counted as 1.2 standard hours.

+ Class with 80 to 100 students: counted as 1.3 standard hours.

+ Class with 100 to 130 students: counted as 1.4 standard hours.

+ Class with more than 130 students: counted as 1.5 standard hours.

- For teachers teaching theoretical subjects in the Department of Political Theory:

+ Class with 60 or fewer students: counted as 1.0 standard hours.

+ Class with 60 to 80 students: counted as 1.1 standard hours.

+ Class with 80 to 100 students: counted as 1.2 standard hours.

+ Class with 100 to 130 students: counted as 1.3 standard hours.

+ Class with more than 130 students: counted as 1.4 standard hours.

- For Teachers conducting practical, laboratory, or experimental classes:

+ Class with 30 or fewer students: counted as 1.0 standard hours.

+ Class with more than 30 students: counted as 1.1 standard hours.

* Only Physical education and national defense education subjects do not have class size conversion coefficients.

2. Other Conversion Rules

- One session of guidance, discussion, seminar, or training is equivalent to 1 standard hour.

- For teachers teaching physical education and national defense education, 1 practical session is equivalent to 1 standard hour.

- Technical staff serving online classes, if working beyond regular hours, are recorded based on actual hours and are paid according to internal regulations.

- Teachers teaching high-quality classes receive a coefficient of 1.3 when calculating the conversion of standard hours.

- Teachers simultaneously working as homeroom teachers receive a 15% reduction of standard hours, according to the regulations in Decision No. 2788/QD-DHCN on December 14, 2022, regarding the issuance of regulations on the working regime of corresponding lecturers with 48 standard hours. Each teacher must fulfill the duty for 2 nominal classes. To improve the quality of the homeroom teachers' work, the University calculates the reduction hours for teachers performing duties each academic year using the formula: Reduced hours = 0.6 * k * 48; where k is the number of nominal classes for which the teacher serves as the homeroom teachers in the year.

- Courses that use English in teaching as part of the university's internationalization initiative and specified in Announcement No. 146/TB-DHCN on December 14, 2021, receive the following coefficients: One theoretical lecture at Level 1 is calculated as 1.1 standard teaching hours. One theoretical lecture at Level 2 is calculated as 1.3 standard teaching hours. One theoretical lecture at Level 3 is calculated as 1.5 standard teaching hours.

Article 26. Regulations for Staff Attending Advanced Education, Teaching, and Research Abroad

1. Officials studying postgraduate degrees at home and abroad: Officials sent by the University to study must commit to returning to the University to work 3 times as long as their

study time, and receive rewards as prescribed in Point d, Clause 4, Article 3 of this Law and have the following benefits:

a) For domestic PhD students:

- If they teach, they will receive a reduction of 150 periods/school year and if they participate in other activities of the unit, they will receive a salary and 100% of bonus like a normal working teacher and receive tuition support according to the salary level of the training facility (The University only supports tuition for majors that the school do not have programs). Only applicable for a period of 04 years from the date of enrollment. If the period of time is over, their teaching hours will not be reduced and the school will not support tuition.

- The officials who does not complete the postgraduate program (has dropped out of the training facility) must reimburse all tuition fees that the school paid during the study period and evaluate and classify the quality public employees at the level of completing their duties (applicable at the time of written report that they have dropped out of the training facility). Teachers who have been sent by the University to study postgraduate studies but do not complete their learning tasks will not be resent.

- If officials have to attend school, do not participate in teaching, and do not participate in any work at the school, they will only receive 40% of salary (Clause 4, Article 8, Decree No. 204/2004/ND-CP of the Government dated December 14, 2004). 12/2004) and only applies for a period of 03 years from the date of admission and enjoy the same benefits as PhD students studying abroad.

- Officials of the University: 100% tuition exemption for doctoral training. The University only pays tuition fees for officials participating in training the PhD program in the right major from university level or higher, and the school application must have confirmation from the unit head and approval from the Principal.

b) For postgraduate students studying abroad and not participating in teaching

- After completing the training program and submitting the graduation degree to the Department of Organization - Administration, and having the academic degree updated to the University's personnel management system, they will receive 40% of the basic salary monthly and will only be applied for a maximum period of 04 years from the date of admission.

- PhD students studying abroad who do not participate in teaching will not be entitled to allowances such as: Teacher preferential allowance, teacher seniority allowance.

c) Regulations for civil servants holding managerial positions who go to study

Civil servants holding managerial positions from the Head of Department or higher who are sent by the University to study for a master's degree, PhD, or to improve their professional qualifications... (in the form of full-time, long-term), if they do not participate in work or management at the University for 06 months or more, they will naturally have to leave their managerial position. The University will appoint another person to replace them.

2. For teachers doing post-doctoral research abroad

- Research duration of 1 month or more must be approved by the principal

- The University does not pay salary and other income while teachers study abroad. In case a teacher has 02 articles/year published in international journals in the WoS/Scopus list under the school's name, he or she will receive a first-term salary.

3. Officials go for short-term training, conferences, and seminars

- Officials sent for professional training (short-term) are entitled to full salary and other school benefits, and are fully supported with tuition and transportation fees.

- Officials sent by the University to attend scientific conferences domestically and internationally will have all accommodation and travel expenses paid. If they go to attend personally, they must pay all expenses and must have the approval of the Principal.

4. Teachers travelling abroad to teach and research

-The University encourages its teachers to participate in teaching and scientific research at universities and research institutes abroad. However, the following conditions must be met: reputation and professional capacity, completion of school assigned work, commitment to return to school on time.

-The Board of Presidents will consider and decide on each specific case.

Article 27. Regulations on extra standard hours, collection of insufficient hours, inviting guest lecturers, leading lecturers and good domestic and foreign experts

- Extra hours are calculated according to the school year based on the teacher's actual teaching hours. If the teacher has many extra hours during the semester, the advance will be paid at the end of the semester and the entire settlement will be paid at the end of the school year. Payment for overtime teaching according to the provisions of Article 7 of Circular No. 20/2020/TT-BGDDT of the Ministry of Education and Training and Article 107 of Law No. 45/2019/QH14 of the National Assembly and the 2019 Labor Code (no more than 200 hours).

- After each school year, if a lecturer lacks the prescribed hours, the School will collect the hours owed (the deduction of 01 missing hour is calculated by the unit price of 01 corresponding overtime hour); if a lecturer has extra hours, the School will pay for the extra hours and will not allow the extra hours to be transferred to the next school year.

- The School will pay support for overtime teaching (10,000 VND/standard hour) according to Notice No. 37/TB-DHCN dated March 27, 2023 of the President of Industrial University of Ho Chi Minh City and make the same payment for the extra hours at the end of the school year.

- At the beginning of the school year, based on the student population and the number of permanent lecturers at the unit, the head of the unit will make a plan to invite guest lecturers for subjects that lack lecturers or have enough lecturers but lack good and reputable lecturers (in case the head of the unit cannot invite guest lecturers, the Organization - Administration Department will notify the invitation of guest lecturers). Heads of training units must register lecturer profiles on the guest lecturer management software for the School to review and decide. Only when they have a code can they teach.

Article 28. Regulations on leave, summer vacation, and Tet holiday

- Sumer vacation and Lunar New Year: Officials and employees receive full salary and additional income. In cases of working overtime (approved by the President), overtime wages will be calculated according to Clause 1, Article 3.

- Officials and employees of functional departments have contracted the assigned work volume and if they cannot complete it on a normal day, they must work overtime to complete the assigned tasks.

- Officials and employees who request unpaid leave of 02 working days or less are considered and decided by the unit head.

- Officials and employees request to not receive salary for 03 working days or more as the Principal considers and decides (through the Office of Human Resources and Administration).

- In case of sick leave or maternity leave, it will be implemented according to the Social Insurance Law and its guiding documents (the University does not pay salary, the individual requesting leave will enjoy the benefits according to the regulations of the Social Insurance Agency).

- Summer vacation and Tet holiday time is considered annual leave.

Chapter 4

IMPLEMENTATION

Article 29: Responsibilities of units

- Function departments: Office of Academic Affairs, Office of Human Resources and Administration, and Office of Student Affairs check and confirm the number of teaching hours according to the promulgated training program; Confirm the number of tests graded by teachers according to the comprehensive list from training units.

- Faculties, institutes, and centers direct subject groups to plan specific teaching for each teacher; Compile data for the entire unit to submit to the Board of Presidents for approval at the beginning of the school year.

- The Institute of Science Management and International Affairs is responsible for managing scientific research activities inside and outside the University, scientific research activities of centers and institutes under the University.

- The Office of Human Resources and Administration is responsible for coordinating with units, making plans to calculate salary, bonuses, allowances, and holiday regimes, advising the Board of DiPresidents on resolving regimes for officials and employees.

- The Office of Planning and Investment Department guides units in planning for procurement and repair; synthesize annual repair procurement plans, including procurement plans from scientific research activities, present a general procurement and repair bidding plan to the entire school.

- The Office of Finance and Accounting controls all activities related to finance, monitors the implementation of financial plans of the units, and coordinates to guide the units to comply with this regulation.

- For additional expenditures that are not regulated in the internal expenditure regulations, relevant units propose to prepare estimates through the Office of Finance and Accounting and submit them to the principal for consideration and approval.

Article 30. Reporting and storage regime

All statistical tables and reports on payment, settlement, revenue and expenditure according to this regulation must be fully reported to agencies at all levels for supervision and annually made public before the officials and Labor Conference.

Article 31. Implementation provisions

This Regulation takes effect from March 1, 2024, except for the regulations on norms, unit prices, deductions, etc., related to working hour norms, which take effect from the academic year 2024-2025. Previous regulations that are contrary to this Regulation are no longer valid. During the implementation process, if there are any inappropriate contents, they will be updated promptly and adjusted annually..

PRESIDENT
Dr. Phan Hong Hai