INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

# NOTICE

## Summary of the conclusion of the meeting

2024

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MINISTRY OF INDUSTRY AND TRADE
**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

No: 11 /TB-ĐHCN

*Ho Chi Minh City,January 15 ,2024*

# NOTICE

## Summary of the conclusion of the meeting on 12/01/2024

Based on the Minutes of the Coordination Meeting held on January 12, 2024,the Party Committee and the Board of Directors announce the following conclusions of the meeting:

### 1. Organizational and Administrative Work.

- Meeting of the Recruitment Council for 2024;

- Meeting of the Council for regular salary increase for the first 6 months of 2024 and early salary increase for 2023.

- Organize the Staff and Workers Conference for 2024 (from January 4-15, 2024). When preparing the 2023 annual report and the direction and tasks for 2024, the training units should note the inclusion of scientific research and community service activities for lecturers to participate in, in order to fulfill the duties of lecturers as per the regulations on working conditions for lecturers at the University of Da nang – University of Science and Technology;

- Implement the task of supplementing the management staff planning for the 2021-2026 period for units under the University (if needed);

- Organize the Staff and Workers Representative Conference for 2024. Date: February 21, 2024;

- Organize community activities for faculty and staff across the entire university in Phan Thiet. Date: from February 22-24, 2024.

### 2. Training Work

*** University-level training work**

- Implement career counseling and enrollment for the regular university program in 2024; request relevant units to ensure staff are available to introduce the university during the days when teachers and students from high schools visit for tours and information gathering.

- Continue implementing the project to update the high-quality curriculum; review and update the general curriculum and develop a proposal to launch the full English-taught curriculum and the talent engineering/bachelor's curriculum.
- Implement the graduation review process for students in the March 2024 session: The deadline for submitting graduation application documents is by the end of February 26, 2024.
- Continue implementing the process of updating information for K19 students on the PMT-EMS Education software.

*** International Training & Postgraduate Studies**

- Organize the opening ceremony for the Master's and Doctoral training program, session 02 of 2023, and the closing ceremony and graduation ceremony for the Master's program, session 02 of 2023. Date: January 20, 2024.
- Approve the proposal to open Master's degree programs (in English Language, Economic Law, and E-commerce specialization under Business Administration), with enrollment starting from session 01 of 2024.
- Approve the proposal for a joint Master's degree program in Business Administration with Angelo State University (USA) and continue the partnership for a program in Environmental Science and Management with the University of Liege (Belgium), with enrollment starting in 2024.
- Implement the registration process for undergraduate students to take certain courses from the Master's degree program, according to Notice No. 9921/TB-ĐHCN dated October 3, 2023, and the current Master's degree training regulations.

-Implement the enrollment plan for Master's and Doctoral programs, session 01 of 2024.

**3. Work Science And Technology And International Affairs**

*** Work Scientific research and technology transfer**

- Implement tasks for organizing the Young Scientists Conference in 2024 (announcement of the conference implementation plan).
- Announcement of the implementation of the 2024 University-level Research Projects and research topics for research groups.
- Continue implementing the Innogreenlife Innovation and Startup Competition 2024 (selecting 20 teams for the semifinal round in April 2024).
- Continue implementing the advanced training course on Patent Writing for lecturers with experts from the Intellectual Property Office.
- Carry out tasks related to scientific profiles, project evaluation (both within and outside the university), and textbooks.
- Continue the tasks of reviewing and processing payments for WoS and SCOPUS articles, articles published in the University's Journal of Science and

Technology, and processing payments for domestic articles or conference proceedings for rewards.

- Handle intellectual property registration documents and conference/workshop programs of the training units.

*** Work International Affairs**

- Prepare the funding application documents for SES experts (Germany) and volunteer Chinese language teachers at the Department of Foreign Languages.
- Assist with the procedures for sending lecturers to participate in courses organized by the Department of International Cooperation, Thailand.
- Work with Kozminski University and Powiślański University (Poland) to implement the Erasmus program for student and lecturer exchange.
- Implement the signing of MoUs with Kozminski University (Poland), Powiślański University (Poland), the University of Salford (UK), and the University of Southern Queensland (Australia).
- Sign labor contracts for foreign lecturers teaching at the Department of Foreign Languages and the Department of Chemical Engineering.
- Develop a collaboration plan with Tokyo University of Technology (TUT) (Japan) for 2024 and prepare a program to receive TUT students for internships at the university and businesses.
- Continue implementing projects with the United Kingdom, South Korea, Japan, and others.

**4. Examination and Quality Assurance Work**

- Implement the plan to prepare for the external evaluation of 04 Master's degree programs according to AUN-QA standards in April 2024.
- Implement the plan to prepare for the internal evaluation of 04 undergraduate programs according to AUN-QA standards.
- Implement the program evaluation work according to FIBAA standards for the programs of the Institute of Finance and Accounting, the Department of Business Administration, and the Department of Commerce and Tourism.

**5. Business Networking and Job Placement Work**

- Organize 04 workshops for Thuan An International Human Resources Joint Stock Company, PDT Study Abroad Co., Ltd., and the Institute of Occupational Safety and Hygiene, Ho Chi Minh City.
- Organize the signing of a cooperation agreement with Zeder Vietnam Co., Ltd.

**6. Administration, Services, and Investment Work**

- Conduct an inventory of assets, tools, and equipment across the university for 2023;
- The Finance – Accounting Department, in coordination with the Planning and Investment Department and the Administration Department, will develop a plan for purchasing teaching equipment and repairing infrastructure in 2024.

- Summarize the results of location searches and develop a proposal for renting and expanding long-term, stable facilities to support training;
- Purchase additional student desks at the main campus; continue equipping computers for training units, smart systems for foreign language teaching, and supplementary practical materials in January and February 2024;
- Complete the infrastructure for the following units: Institute of Finance and Accounting; Training Department, Department of Information Technology, Quang Ngai Branch, and renovate the campus grounds to streamline internal traffic flow at the main campus.
- Repair and renovate facilities (ceiling, floor tiles, doors, aluminum-glass partitions, lights, fans, electrical system, network, etc.) for the practical classrooms of the Department of Fashion and Textile Engineering on the 7th floor of Building D and the Department of Electronics Engineering on the 8th floor of Building X;
- Identify and demarcate the boundaries of the land for the project of the University of Danang – University of Science and Technology in Phuoc An commune, Nhon Trach district, Dong Nai province.

**7. Other tasks.**

- Organize the Lunar New Year (Year of the Dragon) 2024 gift-giving event for staff and employees, and visit retired staff to present gifts;
- Coordinate with the Trade Union of the Phuoc 4 Ward Government Offices, the Human Resource Demand Forecast and Labor Market Information Center of Ho Chi Minh City, the Go Vap Children's Care and Support Center, the Social Work and Vocational Education Center for Youth of the city, Hong Nhung Kindergarten, Hoa Lan Kindergarten, Hanh Thong Primary School, and Truong Son Secondary School to organize the "Celebrating the Party – Celebrating the Spring" event with the theme "Spring of Love." Expected date: January 20, 2024, at the campus of the University of Da nang – University of Science and Technology.
- Coordinate with Military Hospital 175 and the Youth Union to organize a blood donation program. Expected date: January 17, 2024, at the Student Cultural Center, University of Da nang – University of Science and Technology;
- Organize student registration for staying in the dormitory during the Lunar New Year (Year of the Dragon) 2024 holiday and allocate funds for organizing a gathering and exchange event for students staying during the holiday (including both international and domestic students).
- Conduct a thorough cleaning of the dormitories before the Lunar New Year (Year of the Dragon) 2024 holiday and check the fire safety measures in the dormitory rooms;
- Review applications for dormitory fee exemptions for the academic year 2023-2024.

- Visit and exchange experiences with the dormitory of the Vietnam National University Ho Chi Minh City;
- The Dormitory Management Department, in collaboration with the Student Union, will establish a dormitory student association and advise the university on updating the dormitory regulations;
- Organize the 74th Anniversary of the Tradition of Vietnamese Students and the Vietnam Student Association (09/01/1950 – 09/01/2024), honor the "5-good student" award for the academic year 2022 – 2023, and summarize the university-wide student arts performance for the 2023 – 2024 academic year. Time: 6:00 PM, January 11, 2024.
- Organize the 16th "Voluntary Spring" campaign - 2024 from January 11-21, 2024. Key activities in the local area: from January 20-21, 2024, with notable activities including:

+ Opening Ceremony: 6:30 AM on January 13, 2024.

+ "Tet Hand-in-Hand" activity – gift-giving to families with policy beneficiaries and those in need in Phuoc 4 Ward, Go Vap District (16 gift packages): 9:00 AM, January 13, 2024;

+ Tet with Friends" activity – providing bus tickets to students in difficult circumstances (expected to give out 40 bus tickets): 6:00 PM, January 18, 2024;

+ "Spring Soldier" activity (in coordination with Regiment 1, Division 9, Military Corps 4): 7:00 AM – 5:00 PM, January 19, 2024.

***Recipients:***
*- Unit under the university*
*- Post on E-Office;*
*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr. Phan Hong Hai**

INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

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**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

No:38 /TB-ĐHCN

*Ho Chi Minh City, March 08, 2024*

# NOTICE

## Summary of the conclusion of the meeting on 06/03/2024

Based on the Minutes of the Coordination Meeting held on March 6, 2024,the Party Committee and the Board of Directors announce the following conclusions of the meeting:

### 1. Organization and Administrative Work

- Continue implementing personnel work and policies for faculty members and staff throughout the school;

- Complete the proposal for job positions to be presented to the School Council;

- Training units need to manage more closely the lecturers who are being sent for PhD training both domestically and abroad. Cases of overdue studies should have commitments and proposed sanctions; encourage lecturers of the appropriate age to register for advanced studies and enhance the search and recruitment of personnel with PhD qualifications to increase the proportion of PhD-level lecturers;

–Complete the registration file for the key school proposal to submit to the Ministry of Industry and Trade and the Ministry of Education and Training;

- Implement the road map to become the University of Industrial Sciences in Ho Chi Minh City. Estimated time: 2026.

### 2. Training Work

*** University-level training work**

- Training units shall implement measures to enhance the effectiveness of homeroom teachers' activities; at the same time, they should monitor and evaluate the activities of homeroom teachers, considering the academic results and graduation rates of students in each class as one of the criteria for evaluating and ranking the quality of staff at the end of the year.

- Continue to implement career counseling and enrollment activities for regular university programs in 2024. Currently, this is a peak period, and the university requests relevant units to send lecturers and staff to actively support.

The Training Department suggests measures to enhance and increase investment in resources for enrollment counseling activities in order to attract high-quality students;

- Accelerate the implementation of the project to update the high-quality university program curriculum, review and update the regular university program curriculum, and develop a proposal to launch a full English-taught university curriculum and a curriculum for talented engineers/bachelors.

- Test, review, finalize, and implement the operation of the curriculum management software;

- Training units must submit the Semester I grades for the 2023-2024 academic year to the Training Department and store them within the unit, while proactively preparing payment documents for exam grading for lecturers;

- Review and award scholarships for academic encouragement for Semester I, 2023-2024, for all regular students;

- The Training Department will analyze academic results and issue warnings, as well as enforce expulsion for students based on their academic performance in Semester I, 2023-2024. Based on the analysis results, the training units will find solutions to improve the quality of education.

- Hold a meeting of the Graduation Recognition Council for the March session. Expected time: mid-March 2024;

- Check the information on the standard teaching hours and proceed with the calculation of the advance payment for excess hours for Semester I, 2023-2024;

- Prepare for the coordination of the 2024 Q1 Capacity Assessment Exam organized by the Vietnam National University-Ho Chi Minh City at the University of Da nang - University of Science and Technology. Time: Sunday, April 7, 2024.

*** International Training & Postgraduate Studies**

- Master's degree admission for the first intake of 2024 (16 majors and 1 specialization) with 900 slots. The deadline for submitting applications is May 5, 2024.

- PhD admission for the first intake of 2024 (10 majors) with 100 slots. The deadline for submitting applications is April 28, 2024.

- Organize student exchange programs for groups of students from Japan, Germany, Taiwan, and Canada. Continue implementing the 2024 student exchange program with partners from Thailand, Japan, the Philippines, and others.

- Organize Vietnamese language classes for Lao students and lecturers, intake 04.

**3. Work Science And Technology And International Affairs**

*** Scientific management, technology transfer, innovation, and entrepreneurship.**

- Implement the organization of the 2024 Young Scientists Conference; receive research topics for the 2024 school-level scientific research and organize a review board for research topics for the research group.

- Continue implementing an in-depth training course on patent writing for lecturers with experts from the Intellectual Property Office.

- Carry out tasks related to scientific profiles, project evaluation (both within and outside the school), textbooks, and processing intellectual property registration documents, as well as programs for Conferences/Seminars registered by educational units.

- Implement the reward program for lecturers with outstanding achievements in science and technology in 2023.

- Support the completion of the collaborative project for developing high-rise building evacuation equipment between the Faculty of Mechanical Engineering and businesses.

*** International Cooperation**

- Welcome the delegation from Tokyo University of Technology (Japan) from March 9-18, 2024.

- The Department of Science and Technology Management & International Cooperation coordinates with the Institute of Science, Technology, and Environmental Management (KHCN&QLMT) to develop a plan to invite Dr. Sato (Japan) to continue working and collaborating with the university.

- Work with Kaohsiung University (Taiwan) and the Faculty of Foreign Languages to implement collaborative programs with Kaohsiung University; work with National Chung Cheng University (Taiwan) on a full scholarship program for lecturers and students of the university; work with European partners (Hungary, Austria, Poland) to prepare for visits, sign cooperation agreements, and implement training collaborations.

- Prepare documentation to welcome SES experts (Germany) to support the Faculty of Fashion Technology and assist with procedures for students from the Institute of Science, Technology, and Environmental Management (KHCN&QLMT) to intern in Germany during the summer.

- Register the Erasmus Project with Kozminski University (Poland) for a faculty exchange program in 2025.

- Finalize cooperation agreements with Ming Chi University (Taiwan), Salford University (United Kingdom), and MIT World Peace University (India) to implement internship programs for international students in Vietnam, and collaborate with the University of Malaysia Pahang (Malaysia) to host Malaysian students for exchange programs at the university.

- Complete the registration documentation to welcome Taiwanese volunteers to support the Chinese language teaching program for the Faculty of Foreign Languages in 2025.

- The Department of Science and Technology Management & International Cooperation (QLKH&HTQT) collaborates with the Institute of

International Training & Graduate Studies, and the Information and Communication Center to create a video about international students' life and studies at the university.

- Work with Cambrian College (Canada) and the University of West Alabama (USA).

**4. Examination and Quality Assurance**

- Prepare for the visit of the AUN-QA evaluation team to assess 04 Master's degree programs, in conjunction with organizing the Tier 2 training course from May 27-29, 2024.

- Implement the internal evaluation of 04 undergraduate programs according to AUN-QA standards, including: Software Engineering, Nutrition and Food Science, Automotive Engineering, and English Language.

- Implement the self-assessment of programs according to FIBAA standards for the training programs of the Institute of Finance and Accounting, the Faculty of Business Administration, and the Faculty of Commerce and Tourism. These units will study the standards in preparation for working with FIBAA experts in April 2024.

- Implement the evaluation of the training program according to Circular No. 04/2016/TT-BGDĐT for the Finance and Banking program (undergraduate and Master's levels). The university requests the active support of relevant units.

**5. Business Connection and Job Introduction**

- Implement cooperation with Colgate-Palmolive Vietnam Co., Ltd. – My Phuoc Branch for short-term training for businesses.

- Implement cooperation with the Advanced Traffic Vocational School on training and issuing driving licenses for A1, B1, B2, and C categories.

- Implement cooperation with Namyang Vietnam Co., Ltd. for collaboration and recruitment of students preparing to complete their studies in the fields of Garment Technology, Fashion Design, and others.

- Organize the "2024 Job Fair and Recruitment Day." Date: May 10, 2024.

- Implement the 2024 Nitori Scholarship worth 130,000,000 VND for second and third-year students from the following units: Faculty of Mechanical Engineering, Faculty of Chemical Engineering, Faculty of Electrical Engineering, and the Institute of Finance and Accounting.

- Organize 05 seminars on short-term courses and work programs in Japan and the Federal Republic of Germany.

**6. Administration, Services, and Investment**

- The Finance and Accounting Department coordinates with the Planning and Investment Department and the Administration Department to develop a detailed procurement and repair budget plan for 2024.

- The Administration Department works with Go Vap Electric Power Company to renew the power supply line to the university's electrical station at Gate 04 on Nguyen Van Nghi Street.

- Repair and renovate facilities (ceilings, tiles, doors, aluminum glass walls, lights, fans, etc.) for the practical classrooms of the Faculty of Refrigeration and Air Conditioning, 6th floor of Building X.

- Continue the renovation work to create emergency exit passageways in Building V and Building X as required by the Go Vap Firefighting Department.

-Strengthen the university's Firefighting Team and inspect fire safety measures at various units within the university.

- Relocate the Faculty of Civil Engineering office to room A1.6.

- Modernize the foreign language classrooms on the 4th and 5th floors of Building A and the 3rd floor of Building V.

- Upgrade computers for the units according to the plan.

- Start the construction of technical infrastructure at the project site of the University of Da nang - University of Science and Technology in Nhon Trach District, Dong Nai Province.

**7. Other tasks.**

- Organize activities to celebrate International Women's Day (March 8) and the 1984th anniversary of the Hai Ba Trung uprising (March 40 - March 2024); International Day of Happiness (March 20);

- Develop and implement the periodic health check-up plan for employees and workers in 2024, and organize the 2024 Sports Festival for employees and workers;

- Review applications for dormitory fee exemptions for the 2023-2024 academic year;

- The Dormitory Management Department collaborates with the Administration Department to repair and replace dormitory facilities;

- Visit and exchange experiences with the dormitory of the Vietnam National University in Ho Chi Minh City;

- The Dormitory Management Department, in coordination with the Student Union, will establish a student dormitory association and advise the university administration to update the dormitory regulations;

- Organize activities for the 2024 Youth Month: the competition “Good Secretary of Youth Union Branch”; the competition “Search for a Host - MIC Golden IUH”; historical film screening and specialized study activities for 2024;

- Organize a training and capacity-building program for key Youth Union and Student Union leaders in the 2023-2024 school year, preparing for the Youth Union Congress at all levels leading up to the 12th Congress of the Ho Chi Minh City University of Industry Youth Union, term 2024 - 2027;

- Organize the university-wide sports competition for students in the 2023-2024 school year:

+ Opening ceremony: March 26, 2024;

+ Time: From March to May 2024;

+ Location: At the campus and competition fields.

- Organize a program to celebrate the 93rd anniversary of the founding of the Ho Chi Minh Communist Youth Union (March 26, 1931 - March 26, 2024); award the title of "Outstanding Youth Union Officer of 2023"; award the decision to recognize the outstanding Youth Union members for 2023 to the party committees. Time: 18:00, March 26, 2024. Location: E4 Conference Hall.

***Recipients:***
*- Unit under the university*
*- Post on E-Office;*
*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr. Phan Hong Hai**

INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

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MINISTRY OF INDUSTRY AND TRADE
**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

No: 61 /TB-ĐHCN

*Ho Chi Minh City, April 08, 2024*

# NOTICE

## Summary of the conclusion of the meeting on 05/04/2024

Based on the Minutes of the Coordination Meeting held on April 5, 2024, the Party Committee and the Board of Directors announce the following conclusions of the meeting:

### 1. Organizational and Administrative Work

- Continue implementing personnel management and policies for staff and workers across the university;

- Recruit employees for units within the university (as needed);

- Continue reviewing personnel information in the education sector database (Hemis) and update the university's personnel information.

- Complete the internal document module using digital signature services on the E-Office System in preparation for the pilot implementation of document signing on the system for certain units;

- Unit leaders should remind lecturers to be cautious with their statements when teaching and working with students in order to avoid remarks that could negatively affect the university's image. Unit leaders will be held responsible before the Rector if such incidents occur.

### 2. Training Work

*** University-level training work**

- Relevant units should review the conditions for the University Education Standards according to Circular No. 01/2024/TT-BGDĐT dated February 5, 2024, by the Ministry of Education and Training;

- Continue implementing career counseling and recruitment activities for the 2024 regular undergraduate admissions. Currently, it is the peak period, and the university requests that relevant units assign lecturers and staff to provide active support.

- Accelerate the progress of updating the high-quality university curriculum program, review and update the general university curriculum program, develop a full English-language university curriculum program, and create a proposal for training talented engineers/bachelor’s students. The

university requests that training units carefully consider when proposing new majors, ensure all procedures and regulations are followed, and be responsible for explaining if the new major fails to attract students;

- Implement curriculum management software at training units to update the 2024 curriculum cycle on the software; gather reports on curriculum updates from sub-committees and training units;

- Continue random class observation and report the results to the university administration;

- Training units should submit the Semester 1, 2023-2024 academic year transcripts to the Training Department and store them within the unit;

- Review the academic scholarships for the 2023-2024 academic year, Semester 1, for all full-time students across the university.

- Finalize the regulations and proposal for university admissions in 2024;

- Test the digital signature system for the Admission Notice, tuition fee collection, and online enrollment documentation;

- The Training Department, Finance and Accounting Department, Student Affairs and Support Department, Dormitory Management Department, Center for Student Services, and the Youth Union should review and implement the process for welcoming new students to enroll online, starting from receiving the admission notice, submitting enrollment documents, paying tuition fees, and registering for dormitory accommodation.

*** International Training & Postgraduate Education**

- Review master's degree graduation for the April 2024 cohort. Expected time: review in the system on April 22, 2024; Graduation Review Council meeting on April 27, 2024;

- Recruit master's degree students for the first intake of 2024 (16 majors and 1 specialization) with 900 seats. Application deadline: May 5, 2024; Recruit PhD students for the first intake of 2024 (10 majors) with 100 seats. Application deadline: April 28, 2024;

- Implement the plan for the English proficiency entrance exam for the first intake of 2024 master's degree admissions. Review preparation time: May 2024. Expected exam date: May 25, 2024;

- Implement the process for transferring students to study abroad in the U.S. for the 2+2 joint program with Angelo State University (USA). Transfer date: September 2024. Number of students: 08.

**3. Work Science And Technology And International Affairs**

*** Scientific Management, Technology Transfer, Innovation, and Entrepreneurship**

- The Science and Technology Journal should strive to join the ACI (Asean Citation Index) system by 2025, 2026, and be included in the Scopus database by 2027. Additionally, the goal is to have 2 fields recognized by the State Professor Council with 0.75 points by 2026, and 4 fields with 0.75 points by 2027. The university assigns the editorial board of the journal to advise and implement solutions to achieve these goals;

- The Department of Science Management & International Cooperation, in coordination with the Finance and Accounting Department, should complete the report on the use of Nafosted funding for the 2023 project.

- Implement the tasks for organizing the 2024 Young Scientist Conference (receive scientific papers and carry out peer review);

- Implement the approval process for registering research topics at the university level in 2024 (organize the evaluation committee for topics at the professional sub-committee and university levels) and monitor the mid-term progress of university-level research topics in 2023;

- Organize a student delegation to participate in the national finals of the "SV Startup 2024" competition and organize the semi-final round of the "Innovative and Entrepreneurial Innogreenlife 2024" competition at the university level;

- The Finance and Accounting Department, in coordination with the Department of Science and Training and relevant units, should expedite the payment and settlement of research topics and projects. Training units should remind their lecturers to strictly follow the procurement procedures when conducting projects both within and outside the university. Individuals working on topics and projects should coordinate with the Department of Science and Training and the Finance and Accounting Department to develop bidding plans that comply with regulations and the approved timeline.

*** International Cooperation:**

- The university has initiated cooperation for faculty and student exchanges with several universities in Hungary. Training units are encouraged to actively participate in reviewing and registering for collaboration if suitable. At the same time, training units should actively seek and invite highly qualified faculty members to participate in teaching and research cooperation;

- Implement employment contracts with 03 experts from the University of Malaysia Pahang Al-Sultan Abdullah (Malaysia) to work at the Faculty of

Electrical Engineering, Faculty of Mechanical Engineering, and Faculty of Foreign Languages;

- Prepare visa applications for the delegation traveling to Poland to participate in the International Week program within the Erasmus project framework;

- Implement the annual student exchange program and send students to participate in a 1-year internship program at Kasem Bundit University (Thailand);

- Launch the Capstone program with Wonkwang University (South Korea) in the field of health sciences;

- Welcome SES experts (Germany) to work at the Faculty of Fashion Technology;

- Prepare project documents for the Euro-Asia Fund with National Kaohsiung University (Taiwan); organize a seminar on scholarships from National Kaohsiung University (Taiwan). Date: April 5, 2024;

- Continue implementing projects with the United Kingdom, South Korea, Japan, and others.

**4. Examination and Quality Assurance Work**

- Implement internal evaluations for 04 academic programs according to the AUN-QA standards, including: Software Engineering, Nutrition and Food Science, Automotive Engineering, and English Language.

- Implement preparations for the evaluation of 04 master's degree programs according to AUN-QA standards;

- Submit self-assessment reports and conduct external peer reviews by experts from the Department of Quality Management for 03 academic programs under Circular No. 04/2016/TT-Ministry of Education and Training;

- Implement the evaluation process for educational institutions according to AUN-QA and QAA standards;

- Review the list of academic institutions and businesses in preparation for the QS ranking in 2025.

**5. Business Netwworking and Job Placement Activities**

- Implement the signing of cooperation agreements with Vedan Joint Stock Company for recruitment, internships, factory tours, seminars, and scientific research; cooperate with U2 Academy Joint Stock Company for

internships, recruitment, free training in life skills courses, and scholarships for students;

- Organize a seminar and award a scholarship worth 30 million VND from Sailun Vietnam Co., Ltd.;

- Organize 04 seminars on short-term training, career orientation, and soft skills for the following units: Thuan An Kyoto International Joint Stock Company, PDT International Study Abroad Co., Ltd., the Institute of Occupational Safety and Health in Ho Chi Minh City, and Jollibee Vietnam Co., Ltd..

**6. Administration, Services, and Investment Activities**

- The Finance and Accounting Department, in coordination with the Department of Science and Training and the Administration Department, will prepare a detailed plan and budget for procurement and repairs in 2024;

- Implement the office supplies procurement plan for April 2024;

- Carry out the construction of infrastructure at the project site for the University of Da nang at Nhon Trach District, Dong Nai Province;

- Organize a tender for quality inspection of 03 academic programs from the Institute of Technology and Engineering;

- Submit the proposal to the Board of Directors for the design and renovation of the emergency exit system in Building I-G of the dormitory;

- Submit the proposal to the Board of Directors, the Party Committee, and the University Council for renting a new facility with full teaching equipment;

- Submit the proposal to the Board of Directors, the Party Committee, and the University Council for the investment policy for the renovation project of the Library Center at the main campus to become an international library;

- Approve the list of standard norms and the procurement and repair list for equipment in 2024;

- Renovate and repair the facilities (ceiling, floor, walls, electrical system, network, etc.) of the practical classrooms at the Faculty of Chemical Engineering and the Institute of Science and Technology & Environmental Management in preparation for the evaluation of the master's degree program according to AUN-QA standards;

- Continue the renovation and waterproofing of restrooms and replace the floor tiles in deteriorated areas in Buildings I and G of the dormitory;

- Renovate and repair the roof to prevent leaks and water infiltration on the 7th and 6th floors of Building F; continue with the renovation of the emergency exit barriers in the V and X areas as required by the Fire Prevention and Fighting Police of Go Vap District;

- The Administration Department and related units will conduct surveys and develop solutions to prevent heat in the 5th to 7th floors of Building F, ensuring safety, structural integrity, and the building's overall aesthetic;

- Organize the Vietnam Book and Reading Culture Day. Time: April 22-26, 2024. Location: Lobby of Building H;

- Donate literature, art, history books, and surplus books to support the community library at Vinh Cuu High School in Dong Nai Province (290 books) and Sai Gon Polytechnic College (800 books).

**7 .Other tasks.**

- Organize the staff,workers Sports Tournament 2024. The sports events include: football, volleyball, tug of war, table tennis, badminton, Chinese chess, chess, bowling, and AK shooting. The competition schedule is from March 30 to May 15, 2024;

- Launch activities to celebrate the 49th anniversary of the complete liberation of the South and the reunification of the country (April 30, 1975 - April 30, 2024);

- The Administration Department, in cooperation with the Service Department and relevant units, will check the safety and fire prevention conditions across the campus, especially in areas with potential risks;

- Develop a plan to check compliance with the 2024 Union Charter;

- Implement student registration for dormitory stays during the summer and introduce the new dormitory rules to students;

- Continue to organize sports competitions as part of the university-wide sports tournament for students in the 2023-2024 academic year;

- Organize the pilot congress of the Ho Chi Minh Communist Youth Union at the grassroots level for the 2024-2027 term, ensuring the progress of union congresses at the departments/faculties/branches: completion before May 31, 2024, specifically:

+ The Youth Union Congress of the Faculty of Civil Engineering (pilot congress for the Engineering - Technology block): April 13, 2024;

+ The Youth Union Congress of the Faculty of Law (pilot congress for the Social block): April 20, 2024;

+The Youth Union Congress of the Institute of Finance - Accounting (pilot congress for the Economics block): April 22, 2024;

- Work with localities expected to receive students for the 31st “Green Summer” Volunteer Campaign in 2024 and report to the Standing Committee of the Ho Chi Minh City Youth Union before April 15, 2024;

- Launch the "Search for the MC - MIC Gold IUH 2024" competition. Time: 08:00, April 20, 2024. Location: Hall E4;

- Organize the finals of the “Excellent Youth Union Secretary” competition 2024. Time: 18:00, April 20, 2024. Location: Hall E4.

***Recipients:***
*- Unit under the university*
*- Post on E-Office;*
*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr Phan Hong Hai**

INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

# NOTICE

Summary of the conclusion of the meeting

2024

Phone: (028) 38940390
Website: www.iuh.edu.vn
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MINISTRY OF INDUSTRY AND TRADE
**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

No: 852 /TB-ĐHCN

*Ho Chi Minh City, day May 15,2024*

# NOTICE

## Summary of the conclusion of the meeting on 13/05/2024

Based on the Minutes of the Coordination Meeting held on May 13, 2024,the Party Committee and the Board of Directors announce the following conclusions of the meeting:

### 1. Organizational and Administrative Work

- Implement the task of supplementing the management board planning for the period 2021-2026 for the units under the school (if needed);

- The Center for Business & Employment Development transfers all documents related to soft skills training management to the Faculty of Trade & Tourism. Starting from the 2024-2025 academic year, the Faculty of Trade & Tourism will manage the soft skills training for the school;

- Develop a new salary table for officials, employees from July 1, 2024, in accordance with Resolution 27-NQ/TW;

- Organize a recruitment council meeting for civil servants in 2024;

- Organize a meeting for the regular salary increase council for the last 6 months of 2024;

- The school has completed the calculation of advance payments for additional hours and has posted the notification on E-office. The training units will notify lecturers to check the information. If there are any questions regarding the advance payment hours, lecturers should contact the Training Department or the Research & International Cooperation Department for clarification;

- Send officials and employees to participate in safety and hygiene training for employees as per regulations;

- Complete the internal document module using digital signatures on the E-office system, and pilot the signing process on the system for some units.

### 2. Training Work

*** University-level training work**

- Continue implementing career counseling and enrollment work for the regular university program in 2024; The school will receive applications for admission to the regular university program from April 16 to July 5, 2024;

- Urgently complete the task of updating the high-quality undergraduate program curriculum, review and update the general undergraduate program curriculum, develop the full English-taught undergraduate program curriculum, and create the plan for training talented engineers/bachelor's degree students;

- Continue to implement the update of the undergraduate program curriculum on the Curriculum Management Software; review the framework programs that have been updated on the software and prepare to integrate them into the PMT system; update the detailed course outlines on the software; training units should proceed with evaluating textbooks and reference materials used in the updated curricula;

- Implement the development of the academic timetable for the 2024-2025 academic year;

- The school will open the graduation certification period in July 2024 for students, according to Announcement No. 75/TB-ĐHCN on April 22, 2024. This is the main graduation review period for University students of Cohort 16; training units need to prioritize organizing final exams, grading exam papers, forming the graduation thesis evaluation committee, and entering grades so that final-year students meet the requirements to submit their graduation application;

- Prepare for the graduation ceremony and diploma distribution, expected to be held in August 2024;

- Prepare and implement the organization of the 2nd Evaluation Test for the 2024 academic year of the VNU-HCM (Test date: Sunday, June 2, 2024);

- Prepare materials to compile the introductory learning materials for new undergraduate students of Cohort 20.

*** International Training & Postgraduate:**

- Review the graduation of master's degree students for the April 2024 period. Number of students: 62. The graduation ceremony and diploma awarding is expected to be held in August 2024;

- Complete receiving applications for the 2024 Round 1 admission: master's degree (16 fields and 1 specialization): 900 spots; doctoral degree (10 fields): 100 spots;

- Implement the student transfer process for study abroad in the 2+2 joint program with Angelo State University, USA. Transfer period: September 2024. Number of students: 09.

**3. Work Science And Technology And International Affairs**

*** Scientific Management, Technology Transfer, Innovation, and Entrepreneurship**

- Implement the work of the Professors' Council at the University of Danang (establish the council, organize council meetings, prepare reports for the National Professors' Council). Training units should encourage eligible lecturers to submit their applications confidently;

- Continue organizing the 2024 Young Scientist Conference (receiving full-text reports, organizing peer reviews);

- Continue receiving applications for recognition of scientific and technological achievements in 2023 and organizing the review council;

- Implement the approval process for 2024 university-level research topics (organize the university-level review and implement contracts for the topics);

- Participate in the National Final of the 6th National Student Startup Ideas Competition in 2024;

- Carry out tasks related to scientific profiles, project completion reviews, textbooks, intellectual property registration documents, and organizing conferences/seminars for training units.

*** International Cooperation:**

- Implement dual-degree training programs with partner institutions;

- Sign contracts with foreign experts for the Faculty of Basic Sciences, Faculty of Trade & Tourism, Institute of Biotechnology & Food Technology, Faculty of Mechanical Engineering, and Faculty of Foreign Languages; sign contracts with lecturers from National Kaohsiung University (Taiwan) to teach at the Faculty of Foreign Languages;

- Collaborate with the Royal University of Cambodia and INTI International University (Malaysia) on joint research programs, faculty and student exchanges;

- Support procedures for 3 students from the Faculty of Chemical Engineering to intern for 2 months at Thammasat University (Thailand);

- Complete procedures for receiving students from the University of Malaysia Pahang (Malaysia);

- Continue implementing the 1-year internship program with Kasem Bundit University (Thailand) for the Faculty of Foreign Languages and Faculty of Trade & Tourism;

- Organize the launch ceremony of the PIUS project;

- Continue working with Hunan University (South Korea) on the content of the cooperation agreement; work with partners: National Chung Cheng University (Taiwan), Tokyo University of Technology (Japan) on cooperation activities in 2024.

**4. Examination and Quality Assurance Work**

- Host the external evaluation team from the Education Quality Accreditation Center, Hanoi National University, for the official accreditation survey of 03 academic programs (01 master's program, 02 undergraduate programs) from May 18-21, 2024;

- Host the external evaluation team from the AUN-QA Organization for the evaluation of 04 master's programs from May 27-29, 2024, and collaborate with AUN-QA to organize the Tier 2 training course from May 23-29, 2024;

- Training units should review their academic programs to ensure they meet accreditation requirements and register for accreditation together at the earliest opportunity. The school intends to select reputable national accreditation organizations to assess the programs in the next accreditation cycle;

- The school will conduct an institutional-level evaluation with AUN-QA in 2025;

- To ensure that the final exams are conducted safely, seriously, and effectively, the school requests training units to prepare complete documentation for organizing the final exams and remind lecturers to follow exam regulations strictly. The school will form a team to inspect the final exam process.

**5. Business Netwworking and Job Placement Activities**

- Organize 03 on-site interview sessions at the school for Nam A Bank – Tan Dinh Branch, Namyang Sourcing Joint Stock Company, and Viet Capital Commercial Joint Stock Bank;

- Organize 01 seminar by Vnetwork Joint Stock Company on digital transformation, artificial intelligence (AI), and information security for students, expected to be held on May 25, 2024;

- Organize 05 practical skills courses for 117 students in the intermediate level at Quang Trung Vocational School.

**6. Administration, Services, and Investment Activities**

- The Finance and Accounting Department will collect tuition fees for the 3rd semester of the 2023-2024 academic year;

- Submit for approval and implement the 2024 summer maintenance project for the main campus;

- Select a consulting unit to design the library at the main campus;

- Compile and submit a proposal for investing in teaching equipment for training units in the technology sector;

- Complete the acceptance of the investment project for the automation system for the Faculty of Automotive Engineering and the Faculty of Electrical Engineering;

- Repair and renovate damaged facilities in the practice classrooms and offices of the Faculty of Electronics Engineering on the 8th floor of Building X, the Faculty of Chemical Engineering on the 2nd and 3rd floors of Building F, and the Institute of Biotechnology & Food Technology on the 4th floor of Building F;

- Repair and renovate degraded facilities (ceiling tiles, lights, fans, etc.) in the theoretical classrooms on the 9th floor of Building V;

- Continue to repair and renovate the bathrooms and replace the damaged floor tiles in areas of Building I and Building G at the dormitory;

- Continue construction work to create a fire escape route in Building V and Building X, as requested by the Fire Prevention and Fighting Police Department in Go Vap District;

- Update the Hilib Digital Library software; integrate and share data with the Digital Knowledge Center in accordance with the current regulations of the Ministry of Education and Training.

**7 .Other tasks**

- Develop a plan to award the Nguyen Đuc Canh Scholarship in 2024. The scholarship ceremony is expected to take place on June 24, 2024;

- Give gifts to the children of officials and employees on the occasion of International Children's Day (June 1);

- Implement a plan to organize regular health check-ups for officials and employees in 2024. The health check-up is scheduled for early August 2024;

- Launch the first "IUH RUNNING" online running race in 2024 for officials and employees. Registration and trial run period: May 14-19, 2024. Official race period: May 20 - June 23, 2024;

- Organize registration for dormitory accommodation and payment for the 2024-2025 academic year for students from previous cohorts;

- Inspect fire safety and hygiene at dormitory rooms;

- Inspect, maintain, and replace equipment in dormitory rooms;

- Participate in the dormitory student sports competition of universities in the Ho Chi Minh City area;

- Organize the 2024 Youth Month Summary Conference and the Closing Ceremony of the School-wide Sports Competition for students in the 2023-2024 academic year. Time: 14:00 on May 14, 2024. Location: E4 Auditorium;

- Organize the final round of the “MIC Vang IUH 2024 MC Search Competition”. Time: 18:00 on May 22, 2024. Location: E4 Auditorium;

- Organize a training program for key members of the Youth Union and newly appointed Union members in 2024 from May 10 to June 4, 2024;

- Organize the 31st “Green Summer Volunteer Campaign” from June 10 to July 1, 2024;

- Organize the "Assistance for Exam Season" program (Phase 1) from June 25 to June 29, 2024.

***Recipients:***
*- Unit under the university*
*- Post on E-Office;*
*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr. Phan Hong Hai**

INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

# NOTICE

## Summary of the conclusion of the meeting

2024

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MINISTRY OF INDUSTRY AND TRADE
**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

*No: 858 /TB-ĐHCN*

*Ho Chi Minh City, June 10 ,2024*

# NOTICE

## Summary of the conclusion of the meeting on 07/6/2024

Based on the Minutes of the Coordination Meeting held on June 7, 2024,the Party Committee and the Board of Directors announce the following conclusions of the meeting:

**1. Organizational and Administrative Work:**

- Meeting of the Recruitment Council for civil servants in 2024;

- Meeting of the Council for regular salary increases for the last 6 months of 2024;

- Civil servants and employees going abroad during the summer must complete all required procedures as per regulations. Civil servants and employees receiving scholarships or sponsorships to go abroad must report to the unit head for aggregation and report to the Board of Directors for review;

- Organizing a seminar on the implementation of the University and College Standardization Program. Time: from July 26 to 28, 2024. Location: Con Dao.

**2. Training Work**

*** University-level training work**

- Continue implementing career counseling and enrollment work for 2024; receive and process application files for admission;

- Urgently complete the update of the training program;

- Continue developing the class schedule for the academic year 2024 - 2025;

- Training units urgently grade final exams, graduation theses; input grades; and store the results of the second semester of the academic year 2023-2024 before June 16, 2024;

- Develop a plan for creating electronic lesson materials for the period 2024-2026;

- Prepare for the closing ceremony and graduation ceremony to be held in August 2024;

- Implement the preparation of study materials for new undergraduate students of Course 20.

*** International Training & Postgraduate Education**

- Review the doctoral graduation for the June 2024 session. Number of candidates: 02 PhD students.

- Organize the admission for the Master's degree entrance exam, session 01 of 2024 (16 fields and 01 specialized field). Number of applications: 160.

- Develop a plan for organizing the Opening Ceremony for the 14A Master's program (160 students), 8A PhD program (45 students), and combine it with the Master's graduation ceremony for the April 2024 session (62 Master's graduates) and the PhD graduation ceremony for the June 2024 session (02 PhD graduates). Expected date: August 10, 2024.

- Implement the international student exchange program for students studying at the school (Germany: 03 students; France: 03 students; Thailand: 01 student; South Korea: 20 students; Malaysia: 23 students; Taiwan: 05 students).

**3. Work Science And Technology And International Affairs**

*** Scientific Management, Technology Transfer, Innovation, and Entrepreneurship**

- Implement the work of the University Professor Council (training for Council members and candidates; advising and collecting candidate applications, preparing reports for the State Professor Council);

- Implement tasks for organizing the 2024 Young Scientists Conference (complete the peer reviews, edit publications, and prepare for the conference);

- Organize the Council for the award review of scientific and technological activities in 2023 and prepare for the recognition ceremony;

- Organize the final round of the 2024 Innogreenlife Innovation and Start-up competition. Expected time: mid-June 2024;

- Implement the collection of applications and introduce student projects nominated by training units to participate in the City-level Euréka Award.

*** International Cooperation:**

- Prepare the documentation for the reception of 06 students from Pahang University, Malaysia. Time: from August 1 to December 30, 2024;

- Prepare the documentation for the reception of 02 students from the Department of Foreign Languages participating in the internship program at Kasem Bundit University (Thailand). Time: August 2024;

- Work with representatives from ESTACA (France) regarding cooperation opportunities between the two universities;

- Prepare the documentation for receiving the electric car kit for the PIUS project;

- Prepare visa applications for 20 students from Kongju National University (South Korea) coming to study at the university;

- Continue working with Eastern International University (Vietnam), Tokyo University of Technology (Japan), Hunan University (South Korea), and National Chung Cheng University (Taiwan) to build the second International Cultural Exchange and Scientific Research Program (expected to be held in August 2024);

- Prepare the documentation to request entry visas for students from Germany and Malaysia.

**4. Examination and Quality Assurance Work**

- Prepare the mid-term reports for the accredited training programs of 2021 and 2022;

- Implement the evaluation plan for the training programs for the academic year 2024-2025;

- The Quality Assurance and Inspection Department, in coordination with the Training Department, will review and evaluate the quality of exam papers to focus on improving the quality of the university's education.

**5. Business Netwworking and Job Placement Activities**

- Implement cooperation agreements with Zeder Vietnam Co., Ltd. and Tan Hiep Phat Trading-Service Co., Ltd. regarding recruitment, internships, and factory visits;

- Work with Vietnam Prosperity Bank (VPBank) on a series of recruitment programs, workshops, and scholarship offerings;

- Implement cooperation with Lotus Human Resources JSC and Tam Viet Human Resources Consulting and Development Co., Ltd. regarding student recruitment for internships and employment in Taiwan and Japan;

- Implement cooperation with Viettel Postal JSC and Vedan Vietnam Corporation.

**6. Administration, Services, and Investment Activities**

- Inspect, reinforce, and relocate the outdoor air conditioning units on high-rise buildings to ensure safety for usage and maintenance;

- Continue repairing and waterproofing the restrooms and replacing floor tiles in degraded areas of buildings I and G in the dormitory;

- Continue renovating the emergency exit areas in buildings V and X as required by the Fire Prevention and Fighting Police of Go Vap District;

- Register the medium-term public investment plan for the 2026-2030 period (02 new campus projects);

- Survey the terrain and geology; develop architectural plans for the project site of the Industrial University of Ho Chi Minh City in Nhon Trach District, Dong Nai Province;

- Contact to lease and expand facilities in Ho Chi Minh City as required by higher education institution standards;

- Submit for approval the acceptance of the automatic fire fighting system and fire alarm system in building E of the main campus;

- Provide practical equipment for the Institute of Science, Technology, and Environmental Management;

- Modernize the electric vehicle technology laboratories in rooms X4.04; X4.05; X4.06; X4.07;

- Equip and upgrade the interior for the Training Department and the Information Technology Department office;

- Develop an investment project for equipment for the Pharmacy Department of the Chemical Technology Faculty;

- Design a plan to partition the office space of the Training and Retraining Center (Go Han building - Gate 4 of the main campus);

- Upgrade and add computers for library lookup services;

- Repair damaged ceilings, walls, floors, and electrical systems in buildings H, I, and G at the Quang Ngai campus branch, and complete the fire-fighting system in the dormitory area at the Quang Ngai campus branch;

- Update standards and technical-economic norms for practical materials according to the new training programs;

- Coordinate with the Planning and Finance Department (Ministry of Industry and Trade) to organize training on the professional skills of state budget estimation and bidding for self-financing public institutions (Group 01) for civil servants of the Planning and Investment Department and other interested staff.

**7 .Other tasks.**

- Develop the plan for the Nguyen Duc Canh Scholarship selection for the 2023-2024 academic year. The expected date for the Nguyen Duc Canh Scholarship Award Ceremony for the 2023-2024 academic year: June 24, 2024;

- Develop the plan for organizing the training program for Trade Union staff in 2024. Expected dates: from July 17 to 19, 2024;

- Develop the plan for the 2024 Staff and Workers Art Festival. Expected pre-selection: October 2024; finals: November 2024;

- Inspect Fire Prevention and Safety measures in the dormitory rooms;

- Organize the 31st Green Summer Volunteer Campaign - 2024. Dates: from June 10, 2024, to July 1, 2024:

+ Launch ceremony: 7:30 AM on June 8, 2024 (Saturday)

+ Departure: 6:00 AM on June 10, 2024 (Monday);

- Organize the "Supporting Exam Season" program (Phase 01) from June 25 to 29, 2024./.

***Recipients:***
*- Unit under the university*
*- Post on E-Office;*
*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr. Phan Hong Hai**

INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

# NOTICE

## Summary of the conclusion of the meeting

2024

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MINISTRY OF INDUSTRY AND TRADE
**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

No: 928 /TB-ĐHCN

*Ho Chi Minh City , September 12, 2024*

# NOTICE

## Summary of the conclusion of the meeting on 10/09/2024

Based on the Minutes of the Coordination Meeting held on September 10, 2024,the Party Committee and the Board of Directors announce the following conclusions of the meeting:

### 1. Organizational and Administrative Work

- Organize the Opening Ceremony and Festival to welcome new students for the academic year 2024-2025. President Hong supervises and directs;

- Summarize working hours for the academic year 2023-2024 for the university's lecturers. President Hong supervises and directs. Completion deadline: 05/10/2024

- Implement the update of data for civil servants and employees of the university on the Ministry of Industry's personnel management software. The university requests unit leaders to inform their civil servants and employees to update their personal data on the software as per the instructions. The Organizational - Administrative Department will form a task force to assist, guide, and answer any questions during the data update process.President Hong supervises and directs. Completion deadline: 30/09/2024;

- Perform regular personnel work for the university's units.The President supervises and directs;

- Implement a trial use of the signing module for processing work proposals for several units of the university. President supervises and directs. Completion deadline: 30/09/2024;

- Units remind civil servants and employees to strictly follow working hours and Saturday shifts, especially the teaching staff of units with postgraduate programs. President supervises and directs.

### 2. Training Work

*** University-level training work**

- All students across the university have stabilized their studies according to the plan. Heads of training units focus on monitoring the teaching and learning situation of lecturers and students, while implementing synchronized solutions to improve the quality of teaching, learning, testing, and evaluation. Vice President Hieu supervises and directs;

- Urgently complete the final steps of updating the training program , review and update detailed syllabus on the software, and move toward publishing some content of the training program on the university's website. Training units are responsible for the content of the training program to be published (especially paying attention to the English summary). Additionally, units must consider the number of credits and courses for first-year students to ensure they are not overloaded and that tuition fees are appropriate.Vice President Hieu supervises and directs. Completion deadline: 20/09/2024;

- Training units urgently implement the validation of textbooks and reference materials used in the training program. Vice President Hieu supervises and directs. Completion deadline: 05/10/2024;

- Complete the development of regulations for the issuance of textbooks, ensuring a balance of interests for students and stakeholders. Vice President Hieu supervises and directs. Completion deadline: 30/10/2024;

-Accelerate the progress of developing electronic lectures for the 2024-2026 period. Vice President Hieu supervises and directs;

- Prepare data for visualizing indicators to support the implementation of higher education standards. Vice President Hieu supervises and directs. Completion deadline: 30/09/2024;

- The university will open the graduation examination period in October 2024 for students according to Notification No. 915/TB-ĐHCN dated 30/08/2024. Training units remind students to complete their IT and Foreign Language certificates before submitting graduation examination documents. Vice President Hieu supervises and directs. Completion deadline: 01/10/2024;

- Implement the process of sending notifications to the families of students subject to compulsory expulsion according to Decision No. 2535/QD-ĐHCN dated 30/08/2024. Vice President Hieu supervises and directs. Completion deadline: 30/09/2024;

- Training units are responsible for managing and supervising the homeroom teachers, requiring them to monitor, remind, and support students under academic warning to help improve their performance and educate students on proper behavior in the digital space. Vice President Hieu supervises and directs;

- Implement the process of awarding scholarships to students based on the results of the second semester of the 2023-2024 academic year. Vice President Hieu supervises and directs. Completion deadline: 30/09/2024.

*** International Training & Postgraduate Education**

- Recruitment for Master's and PhD programs, round 02 of 2024. The deadline for submitting applications is until 15/10/2024, with the admission process in November 2024. Vice President Hieu supervises and directs;

- Implement the update of the Master's and PhD training programs, including 16 Master's programs (with two orientations: application and

research) and 10 PhD programs.Vice President Hieu supervises and directs. Completion deadline: 31/03/2025;

- Recruitment for the student exchange program to Angelo State University (USA). Target: Students from the 2020 cohort who have just been admitted and wish to register. The 1+3 model applies to fields such as: Information Technology (Computer Science, Cybersecurity), Engineering (Civil Engineering, Mechanical Engineering), Science (Biology, Chemistry). The 2+2 model applies to fields such as: Computer Science, Environmental Management, English Language, Business Administration, Marketing, International Business, Finance. Vice President Hieu supervises and directs. Completion deadline: 30/09/2024;

- Standardize the process for international student exchanges, develop plans for teaching courses in English (level 3) each semester, allowing international students to register for courses alongside local students and recognize credit exchanges. Vice President Hieu supervises and directs. Completion deadline: December 2024;

- Implement the paid internship program in Japan and Taiwan for students to register according to the monthly announcements. Vice President Hieu supervises and directs.

**3. Work Science And Technology And International Affairs**

*** Scientific Management, Technology Transfer, Innovation, and Entrepreneurship**

- The Department of Science Management & International Cooperation organizes the evaluation council for textbooks created by lecturers, which must include the head of the department. The published textbooks must be archived in the Library and used for teaching purposes. HP. Mai supervises and directs;

- Eureka Student Scientific Research Award: Organize training sessions and support students in preparing documents to participate in the Eureka City-level Student Scientific Research Award. HP. Mai supervises and directs. Completion deadline: 17/09/2024;

- Innovation and Entrepreneurship: Organize the Closing Ceremony and award presentation for the 3rd Innogreenlife Competition of the 2023-2024 academic year, while also launching the 4th Innogreenlife Competition for the 2024-2025 academic year. HP. Mai supervises and directs. Completion deadline: 23/09/2024;

- Organize a meeting to consider awards for lecturers with outstanding achievements in science and technology during the 2023-2024 academic year. HP. Mai supervises and directs. Completion deadline: 17/09/2024.

*** International Cooperation:**

- Welcome a delegation of lecturers and students from University Malaysia Pahang Al-Sultan Abdullah (Malaysia) for academic and cultural

exchange. Vice President Mai supervises and directs. Completion deadline: 24/09/2024;

- Work with INTI International University (Malaysia) on cooperation in the field of training and research. Vice President Mai supervises and directs. Completion deadline: 17/09/2024;

- Complete the documentation and receive equipment donated by the PIUS Project (Japan) for the Faculty of Mechanical Engineering. The equipment is expected to arrive at the port in Ho Chi Minh City on 24/09/2024 for customs clearance procedures. Vice President Mai supervises and directs;

- Implement the Eurasia Project at the university, with specialized lectures by experts and lecturers from Japan, Taiwan, and the University of Danang - University of Science and Technology. Vice President Mai supervises and directs. Completion deadline: December 2024.

**4. Examination and Quality Assurance Work**

- The Quality Assurance and Testing Department, in collaboration with the Foreign Language Department and relevant units, will organize an English proficiency assessment for all students of the 2020 cohort on computers. Students who score less than 5 points in the assessment need to self-study additional knowledge or attend classes at the university's Foreign Language Center to meet the requirements for registering for English courses as per the regulations. Vice President Hieu supervises and directs. Completion deadline: 06/10/2024;

- Implement the update of the multiple-choice question bank according to the output standards and report the score distribution analysis for the 2023-2024 academic year. Vice President Hieu supervises and directs. Completion deadline: 30/09/2024;

- Submit the self-assessment report for 04 training programs to the AUN-QA Organization (Automobile Engineering, English Language, Software Engineering, and Nutrition Science and Food). Vice President Hieu supervises and directs. Completion deadline: 19/09/2024;

- Finalize and submit the self-assessment report at the educational institution level to the QAA Organization of the British Council. HP. Hieu supervises and directs. Completion deadline: 13/09/2024;

- Implement the QS Stars project, collect and submit data as required by QS Organization. Vice President Hieu supervises and directs. Completion deadline: 31/10/2024.

**5. Business Netwworking and Job Placement Activities**

- Work with AEON Vietnam Co., Ltd. on signing a cooperation agreement in the areas of recruitment, internships, and scholarship provision for students. Vice President Mai supervises and directs. Completion deadline: 27/09/2024;

- Implement the NITORI Scholarship for 2024 with a total value of 130,000,000 VND, for students from the following departments: Department of Chemical Engineering, Department of Mechanical Engineering, Department of Electrical Engineering, and the Institute of Finance - Accounting. Vice President Mai supervises and directs. Completion deadline: 30/09/2024;

- Organize the "Job Consultation in Japan" seminar. Vice President Mai supervises and directs. Completion deadline: 19/09/2024.

**6.Administration, Services, and Investment Activities**

- The Department of Finance and Accounting, in coordination with the Department of Planning and Investment and the Department of Administration, will implement the procurement, maintenance, and regular repairs. President supervises and directs;

- The Department of Finance and Accounting, in coordination with relevant units, will finalize the expenses for activities incurred in 2024. President supervises and directs;

- The Department of Planning and Investment will consider organizing a tender to purchase projectors and air conditioners to replace the outdated equipment in the classrooms. President supervises and directs. Completion deadline: December 2024;

- Continue the renovation and repair work for waterproofing the restrooms and replacing the floor tiles in the deteriorated areas of Building I and Building G at the dormitory. Vice President Hong supervises and directs. Completion deadline: December 2024;

- Continue the construction of renovation work to block the emergency exit passages in Building V and Building X as required by the Fire and Rescue Police Department of Go Vap District.Vice President Hong supervises and directs. Completion deadline: December 2024;

- Implement the renovation and repair of facilities in the practical rooms and laboratories of the Department of Electrical Engineering on the 14th floor of Building X. Vice President Hong supervises and directs. Completion deadline: 30/09/2024;

- Renovate and replace the damaged main doors in the dormitory rooms of Building I at the dormitory. Vice President Hong supervises and directs. Completion deadline: December 2024;

- Library interconnection: Export the updated catalog of documents to the information network of the Ho Chi Minh City Science and Technology Information Network (STINET) and the Southern University Library Association (VILASAL). Vice President Hong supervises and directs. Completion deadline: 26/09/2024;

- Contact and cooperate with Group (Asia Pacific) Limited to receive free and discounted materials to increase the electronic resources for research,

learning, and teaching. Vice President Hong supervises and directs. Completion deadline: 26/09/2024;

- Procure and equip new teaching materials for practical training in the following departments: Department of Electrical Engineering, Department of Electronics Engineering, and Department of Mechanical Engineering. President supervises and directs. Completion deadline: March 2025;

- Repair architectural structures at the Quang Ngai campus. Vice President Hong supervises and directs. Completion deadline: October 2024;

- Implement the design of the architectural layout and adjust the construction plan for the campus project of the University of Danang - University of Science and Technology in Nhon Trach District, Dong Nai Province. President supervises and directs. Completion deadline: December 2025;

- Finalize the design of the fire prevention and fighting system for the Library building and the facades of Buildings A, B, and H at the main campus. President supervises and directs. Completion deadline: December 2025;

- Submit the public investment plan for the 2025-2030 period, allocating funds for two projects in accordance with university education standards. President supervises and directs. Completion deadline: December 2025.

**7 .Other tasks.**

- Organize the 2024 periodic health check-ups for faculty and staff across the University. Vice President Hong supervises and directs. Completion deadline: 20/9/2024;

- Develop a plan for the 2024-2025 Cultural and Art Performance for faculty and staff. Vice President Hong supervises and directs. Completion deadline: 09/11/2024;

- The Dormitory Management Department will conduct training on security, fire prevention, and rescue for students staying in the dormitory. Vice President Hong supervises and directs. Completion deadline: 29/9/2024;

- Coordinate with the Fire Prevention Police Team of Go Vap District to organize a professional fire safety training session for faculty and staff of the University. Vice President Hong supervises and directs. Date: 22/9/2024;

- Continue organizing the “Back to School Support” program, advising on dormitory accommodations for new students of Cohort 20. Vice President Hong supervises and directs. Completion deadline: 20/9/2024;

- Continue implementing the selection for the title “Advanced Youth Following Uncle Ho’s Teachings” and “Advanced Collective Following Uncle Ho’s Teachings” for 2024. Vice President Hong supervises and directs. Completion deadline: 30/9/2024;

- Organize a health consultation program for female students who are new students in Cohort 20. Vice President Hong supervises and directs. Completion deadline: 23/9/2024;

- Organize the “Golden Moon Sharing” volunteer program for 2024. Vice President Hong supervises and directs. Completion deadline: 15/9/2024;

- Organize the “Digital Experience Week – Technology at Your Fingertips” program. Vice President Hong supervises and directs. Completion deadline: 20/9/2024;

- Organize a series of programs to welcome the new students of Cohort 20. Vice President Hong supervises and directs. Completion deadline: 27/9/2024;

- Training units need to closely and promptly coordinate with functional departments to implement tasks quickly and efficiently, especially urgent tasks that need immediate handling./.

***Recipients:***
*- Unit under the university*
*- Post on E-Office;*
*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr.Phan Hong Hai**

INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

# NOTICE

## Summary of the conclusion of the meeting

2024

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MINISTRY OF INDUSTRY AND TRADE
**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

*No:1605 /TB-ĐHCN*

*Ho Chi Minh City, November 04, 2024*

# NOTICE

## Summary of the conclusion of the meeting on 01/11/2024

Based on the Minutes of the Coordination Meeting held on November 1, 2024,the Party Committee and the Board of Directors announce the following conclusions of the meeting:

**1. Organizational and Administrative Work:**

- Hold a recruitment council meeting for the staff of units within the University (if needed). The President will direct and supervise. Completion deadline: 30/11/2024;

- The units within the University should proactively organize the celebration of Vietnam Teachers' Day (20/11/1982 - 20/11/2024) at their respective units;

- Prepare the documents for the 2025 Staff Conference and update and adjust the Internal Spending Regulations. The President will direct and supervise. Completion deadline: December 2024;

- Prepare the work for evaluating and ranking the quality of staff for 2024. The President will direct and supervise. Completion deadline: 30/12/2024;

- Carry out human resources tasks for the units within the University. The President will direct and supervise;

- Units should strengthen communication and remind staff to wear their ID badges while working at the University to ensure uniformity, facilitate management, and help promote and enhance the University's image and brand. The Vice President Hong will direct and supervise;

- Starting from 01/11/2024, faculty members will no longer need to sign the teaching schedule. The staff from the Political Affairs and Student Support Office will mark attendance for the faculty members to avoid disrupting the teaching environment. The Vice President Hong will direct and supervise.

**2. Training Work**

*** University-level training work**

- Training units urgently continue to implement the work of evaluating textbooks and reference materials used in training programs. Vice President Hieu will direct and supervise. Completion deadline: 25/11/2024;

- Training units need to strengthen connections with businesses and alumni to develop training programs, seek funding for equipment and software to support training, and form student support funds; organize dialogue sessions with students at the unit level to listen to their feedback and create course reports after each semester to analyze and compare the achievement of the output standards, in order to implement measures to improve training quality and increase the graduation rate on time. Vice President Hieu will direct and supervise;

- The Training Department, in coordination with the Department of Inspection and Quality Assurance and other training units, will organize a survey of students' opinions before the end of the first semester of the 2024-2025 academic year, particularly for core courses of the training programs, to gather feedback to improve training quality. Vice President Hieu will direct and supervise. Completion deadline: 30/12/2024;

- Organize an evaluation of lessons learned from the development of electronic teaching materials in Phase 1 and accelerate the progress of electronic teaching materials in Phase 2 (2024-2026). Vice President Hieu will direct and supervise. Completion deadline: 2026;

- Continue preparing data for visualizing indicators to support the implementation of the "Higher Education Institution Standards." Vice President Hieu will direct and supervise. Completion deadline: 30/11/2024; proceed to submit data to the National Higher Education Management Information System (HEMIS) by 31/12/2024;

- Continue the work of reviewing and awarding scholarships to students based on their academic results from the second semester of the 2023-2024 academic year and hold the Scholarship Committee meeting to award scholarships for students of Class 20. Vice President Hieu will direct and supervise. Completion deadline: 10/11/2024;

- Print diplomas, annexes, and organize the Graduation Ceremony and diploma handover for the October 2024 graduation cycle. Vice President Hieu will direct and supervise. Completion deadline: 02/12/2024;

- Implement the Three Public Reports according to Circular No. 09/2024/TT-BGDĐT dated 03/06/2024 by the Ministry of Education and Training. Vice President Hieu will direct and supervise. Completion deadline: 10/11/2024;

- Deploy and monitor the timetable creation work for the second semester of the 2024-2025 academic year. Training units should pay attention to

scheduling classes at the teaching facility on Nguyen Van Dung Street, P.6, Q. Gò Vấp. Vice President Hieu will direct and supervise. Completion deadline: 20/11/2024;

- Training units will review the English content of the training program before publicizing it. Vice President Hieu will direct and supervise. Completion deadline: 30/11/2024;

- Implement career counseling and student recruitment counseling for 2025. Vice President Hieu will direct and supervise;

- Develop software for managing data related to the evaluation of the training program's output standards. Vice President Hieu will direct and supervise. Completion deadline: 2025.

*** International Training & Postgraduate Education**

- Review graduation for the Master's degree in the November 2024 cycle. Vice President Hieu will direct and supervise. Completion deadline: 10/11/2024;

- Organize the admission process for the second round of Master's and Doctoral degree recruitment for 2024. Vice President Hieu will direct and supervise. Completion deadline: 30/11/2024;

- Develop an English learning road map for graduate students to meet the English output standard of level 4/6 according to the Vietnamese 6-level foreign language competency framework (equivalent to B2). Vice President Hieu will direct and supervise. Completion deadline: 30/11/2024;

- Implement a comparison of the updated Bachelor's degree programs in 2024 with the corresponding programs of partner universities to serve as the basis for signing credit recognition agreements. Vice President Hieu will direct and supervise. Completion deadline: January 2025;

- Develop a standard program framework for the 1+3 and 2+2 study abroad transfer model with Angelo State University and Rowan University (USA); the study abroad transfer program with Canadian universities, and an English learning road map for students in the joint programs. Vice President Hieu will supervise and direct. Completion deadline: December 2024.

**3. Work Science And Technology And International Affairs**

*** Scientific Management, Technology Transfer, Innovation, and Entrepreneurship**

- Continue to support students participating in the Euréka City-level Student Research Award. Vice President Mai will direct and supervise. Completion deadline: 30/11/2024;

- Implement the preliminary round of the “Innovation for Green Life - Innogreenlife 2024” competition, 4th edition. Vice President Mai will direct and supervise. Completion deadline: 20/11/2024;

- Training program should strengthen organizing academic events for students to encourage their learning spirit and scientific research. Vice President Mai will direct and supervise;

- Develop regulations for managing scientific and technological research projects at the University, replacing the previous regulations for managing basic-level research projects, projects at various levels, and research group projects. Vice President Mai will direct and supervise. Completion deadline: 30/11/2024;

- Develop regulations for managing the preparation, evaluation, and publication of textbooks and learning materials at the University in accordance with Circular No. 35/2021/TT-BGDĐT dated 06/12/2021 by the Ministry of Education and Training. Vice President Mai will direct and supervise. Completion deadline: 30/11/2024.

*** International Cooperation:**

- Continue implementing the topics of the Eurasia Project. Vice President Mai will direct and supervise. Completion deadline: 28/12/2024;

- Prepare the documentation for signing the cooperation agreement and implement the ERASMUS project on "Promoting Green Skills in Vietnam and Thailand through introducing strategic educational platforms for academia and business, focusing on high-impact potential areas," and sign the agreement for faculty and student exchange with Thammasat University (Thailand). Vice President Mai will direct and supervise. Completion deadline: 30/11/2024;

- Sign a cooperation agreement with Tokyo University of Technology (TUT) to establish a Vietnam-Japan office (IUH - TUT) at the University of Da nang - University of Science and Technology. Vice President Mai will direct and supervise. Completion deadline: 10/11/2024.

**4. Examination and Quality Assurance Work**

- Welcoming the external evaluation team from the AUN-QA Organization to assess the quality of 04 undergraduate training programs (Automotive Engineering, English Language, Software Engineering, and Nutrition Science and Food) from November 5-7, 2024. Vice President Hieu directs and supervises;

- Organizing a training session on writing self-assessment reports for the 04 undergraduate programs evaluated according to AUN-QA standards in 2025. Vice President Hieu directs and supervises. Completion deadline: November 25, 2024;

- Organizing a training session on writing and measuring learning outcomes for training programs. Vice President Hieu directs and supervises. Completion deadline: November 25, 2024;

- Completing and submitting self-assessment reports for 06 undergraduate and master's programs for quality accreditation under Circular 04/2016/TT-BGDĐT dated March 14, 2016, to the Quality Management Department of the Ministry of Education and Training for reporting on the completion of self-assessment. Vice President Hieu directs and supervises. Completion deadline: November 5, 2024;

- The Department of Inspection and Quality Assurance, in collaboration with the training units, conducts quality assessments of exam papers and reports to the Board of Directors to serve as a basis for improving and enhancing training quality. Vice President Hieu directs and supervises. Implementation period: February 2025.

**5. Business Netwworking and Job Placement Activities**

- Organizing the 2024 Job Recruitment Fair, second edition. Vice President Mai directs and supervises. Completion deadline: November 28, 2024;

- Organizing direct interviews for HD Hyundai Vietnam Shipbuilding Co., Ltd. and Golden Gate Group Joint Stock Company; organizing the "Potential Interns Sacombank 2025" seminar with 200 students participating for Sacombank (Saigon Thuong Tin Commercial Joint Stock Bank), with a need to recruit 30 student interns. Vice President Mai directs and supervises. Completion deadline: November 12, 2024;

- Organizing a factory visit to Electronic Tripod Vietnam Co., Ltd. in Bien Hoa II Industrial Zone, Dong Nai. The expected number of students is about 250, from the fields of Mechatronics, Mechanical Engineering, and Food Industry. Vice President Mai directs and supervises. Completion deadline: November 26, 2024.

**6. Administration, Services, and Investment Activities**

- The Finance and Accounting Department, in collaboration with the Planning and Investment Department and the Administration Department, will carry out procurement, maintenance, and repairs as needed. The President will direct and supervise;

- The Finance and Accounting Department will review outstanding debts and finalize the activities arising in 2024. The President will direct and supervise;

- Repairing and reinforcing the Alu panels decorating the facades of the high-rise buildings H, D, X to prevent water leakage into the interior areas and

ensure safety during strong winds. Vice President Hong will direct and supervise. Completion deadline: November 30, 2024;

- Maintaining and servicing the 630KVA and 750KVA substations managed by the University according to the regulations of the Electricity Corporation. Vice President Hong will direct and supervise. Completion deadline: November 30, 2024;

- Renovating and repairing office rooms and practical areas of the Refrigeration Technology Department on the 6th floor of building X, and replacing damaged sunshades in the theoretical classrooms of the main campus. Vice President Hong will direct and supervise. Completion deadline: November 30, 2024;

- Renovating an additional student accommodation room for international students on the 9th floor of Building G - Dormitory. Vice President Hong will direct and supervise. Completion deadline: November 30, 2024;

- Issuing regulations on the cataloging, circulation, and organization of documents according to library service standards, making it easier for staff, faculty, and students to use library services. Vice President Hong will direct and supervise. Completion deadline: November 30, 2024;

- The Library Center will send notifications to staff, faculty, and students who have overdue books, requesting them to return them before January 2025 for the annual inventory. Vice President Hong will direct and supervise. Completion deadline: November 30, 2024;

- The Planning and Investment Department will compile and propose the approval of the financial plan for 2025. The President will direct and supervise. Completion deadline: November 15, 2024;

- Renovating and upgrading the smart foreign language classrooms. The President will direct and supervise. Completion deadline: December 15, 2024;

- Implementing the bidding process for accreditation, evaluation, and ranking of the quality of higher education programs. The President will direct and supervise. Completion deadline: November 30, 2024;

- Extending the contract for renting the facility for national defense and security education. The President will direct and supervise. Completion deadline: November 30, 2024;

- Preparing the teaching and learning facilities at the Nguyen Van Dung teaching campus. The President will direct and supervise. Completion deadline: February 17, 2025;

- Preparing the proposal report for investment projects, including the detailed construction plan at a 1/500 scale and the base design plan at a 1/100 scale for the public investment project of the University of Da nang in Nhon

Trach District, Dong Nai Province. The President will direct and supervise. Completion deadline: August 2025.

**7 .Other tasks.**

- The Security Department (Dormitory Management Department), the grading and training assessment department (Department of Political Affairs and Student Support), the library duty department (Library Center), the vehicle parking department (Service Department), and the student volunteer department (Ho Chi Minh Communist Youth Union) should proactively and strengthen coordination to promote, remind, and inspect the wearing of student ID cards, guest cards, and staff construction cards when entering the school to study and participate in activities, ensuring security and order throughout the campus, facilitating management, and fostering the habit of wearing ID cards among all parties when entering the campus. This initiative will help create consistency, promote, and enhance the school's image and brand. Regular implementation begins in November 2024. Vice President Hong will direct and supervise;

- Assigning the Information and Communication Center to build content and periodically send emails about the school's activities to its partners. The following departments: the Organization and Administration Department, the Inspection and Quality Assurance Department, the Scientific and International Cooperation Management Department, and the Center for Business Connection and Job Introduction will collect partners' emails to send to the Information and Communication Center for use. The President will direct and supervise;

- The Health Department will arrange staff shifts from 7:00 AM to 8:00 PM on weekdays and provide weekend duty (Saturday and Sunday) to address health-related situations involving faculty, staff, and students at the University. Vice President Hong will direct and supervise;

- The Dormitory Management Department will participate in evaluating the "Cultural Dormitory Standards" for 2024 in Go Vap District. Completion deadline: November 30, 2024;

- Organizing the Cultural Performance Festival for faculty and staff for the 2024-2025 academic year. Vice President Hong will direct and supervise. Completion deadline: November 9, 2024;

- Developing a Plan for Study Tours in 2024. Planned: domestic study tour from January 2-5, 2025 (4 days, 3 nights) in Quang Tri - Hue; and an international study tour from January 2-6, 2025 (4 days, 4 nights) in Seoul, South Korea. Vice President Hong will direct and supervise. Completion deadline: November 30, 2024;

- Developing a Plan for Summarizing Union Activities for 2024 and Recognizing Outstanding Achievements in Union Activities for 2024. Vice

President Hong will direct and supervise. Completion deadline: December 2024;

- Organizing activities to celebrate the 78th anniversary of the "Law Day of the Socialist Republic of Vietnam" (November 9, 1946 - November 9, 2024). Vice President Hong will direct and supervise. Completion deadline: November 30, 2024;

- Organizing the school-wide Cultural Performance Festival for students for the 2024-2025 academic year. Vice President Hong will direct and supervise. Completion deadline: November 23, 2024;

- Organizing the "Youth Oratory Contest" in 2024. Vice President Hong will direct and supervise. Completion deadline: November 29, 2024;

- Organizing the program to celebrate the 42nd anniversary of Vietnam Teachers' Day (November 20, 1982 - November 20, 2024), honoring and awarding the "Outstanding Young Teacher" and the "Outstanding, Friendly, and Skilled Young Staff" awards for 2024. Vice President Hong will direct and supervise. Completion deadline: November 30, 2024../.

***Recipients:***
*- Unit under the university*
*- Post on E-Office;*
*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr. Phan Hong Hai**

INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

# NOTICE

## Summary of the conclusion of the meeting

2024

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MINISTRY OF INDUSTRY AND TRADE
**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

*No:1626 /TB-ĐHCN*

*Ho Chi Minh City, December 05, 2024*

# NOTICE

## Summary of the conclusion of the meeting on 03/12/2024

Based on the Minutes of the Coordination Meeting held on December 3, 2024,the Party Committee and the Board of Directors announce the following conclusions of the meeting:

### 1. Organizational and Administrative Work

- Continue to strengthen communication and remind staff, workers, and students to wear their staff, workers, and students cards during working and studying hours at the University, in order to create consistency, facilitate administrative management, and promote and enhance the image and brand identity of the University. Vice President Hong will direct and supervise;

- Develop a plan for organizing the 2025 Spring Meeting for retired staff. Vice President Hong will direct and supervise. Completion deadline: December 31, 2024;

- Hold a meeting of the Council to evaluate and categorize the quality of staff and workers for 2024. The President will direct and supervise. Completion deadline: December 13, 2024;

- Hold a meeting of the Council for regular salary increases for the first six months of 2025 and early salary increases for 2024. The Rector will direct and supervise. Completion deadline: December 27, 2024;

- Complete the documents for the staff and workers Conference in 2025. The President will direct and supervise. Completion deadline: December 29, 2024;

- Organize the staff and workers Conference for 2025 at the respective units. The President will direct and supervise. Completion period: from December 30, 2024, to January 10, 2025;

- Units will send their monthly meeting schedules to the Organization and Administration Department for compilation and reporting to the Board of Directors. The Board of Directors may randomly visit the units to attend meetings. The President will direct and supervise;

- Implement personnel work for the units under the University. The President will direct and supervise.

### 2. Training Work

*** University-level training work**

- The Graduation Ceremony and the awarding of diplomas for 2024 were successfully held, with many beautiful images, leaving a positive impression on students and parents. However, in order to make the ceremony more professional and solemn, the University plans to find a venue to organize a centralized Graduation Ceremony for the entire school, which will last for 6-7 days depending on the number of students. Heads and deputy heads of training units will arrange time to award diplomas to students. The University has assigned the Information and Communication Center to find a suitable venue and cooperate with relevant units to prepare the organization plan starting from 2025. The President will direct and supervise;

- To improve the quality of education, the University plans to collect and analyze student feedback on lecturers to serve as the basis for recognizing, rewarding, and considering additional income for lecturers who receive positive feedback. Gradually, there will be sanctions for lecturers who consistently receive negative feedback. The Training Department, the System Administration Center, and other related units will cooperate to develop criteria and tools to implement this policy. The President will direct and supervise;

- Training units should urgently continue to review the syllabus and reference materials used in newly updated training programs. Vice President Hieu will direct and supervise. Completion deadline: December 15, 2024;

- Continue to organize evaluations and lessons learned from the development of electronic lectures in phase 1, and accelerate the progress of creating electronic lectures for phase 2 (2024-2026). Vice President Hieu will direct and supervise;

- Begin reporting data on the National Higher Education Management Information System (HEMIS). Vice President Hieu will direct and supervise. Completion deadline: December 31, 2024;

- All students at the University are entering the exam period for the first semester of the 2024-2025 academic year. Training units will cooperate with the Quality Assurance Department to ensure the proper implementation of exam paper creation, exam supervision, grading, and entering grades according to regulations and the schedule issued by the University. Vice President Hieu will direct and supervise. Completion deadline: January 2025;

- Implement the development of a proposal and career counseling, and enrollment counseling for 2025. Vice President Hieu will direct and supervise;

- The University will open a new graduation review period for students, with the deadline for submitting documents: January 13, 2025. The graduation recognition council meeting is scheduled for the end of February 2025. Training units and relevant departments must strictly follow the proposal and graduation recognition process to ensure the timeline. Vice President Hieu will direct and supervise;

- The Training Department will cooperate with the Quality Assurance Department to organize training on the outcome assessment process; agree on how to collect data and build rubrics to be integrated into the software. Vice President Hieu will direct and supervise. Completion deadline: January 2025;

- Implement the development of software to manage data related to outcome standards for phase 1. Vice President Hieu will direct and supervise. Completion deadline: May 2025;

- Review the conditions for ensuring quality and maintaining the university training programs in accordance with Circular 16/2024/TT-BGDĐT dated November 20, 2024. Vice President Hieu will direct and supervise. Completion deadline: December 31, 2024.

*** International Training & Postgraduate Education**

- Review the Master's and Doctoral degree programs according to the updated training program plan for 2024. Vice President Hieu will direct and supervise. Completion deadline: December 30, 2024;

- Organize the admission process for the Master's and Doctoral degree programs according to the 2nd admission plan for 2024. Vice President Hieu will direct and supervise. Completion deadline: December 25, 2024;

- Implement training on outcome assessment for postgraduate training programs. Vice President Hieu will direct and supervise. Completion deadline: January 2025;

- Review the conditions for ensuring quality and maintaining Master's and Doctoral degree training programs in accordance with Circular 16/2024/TT-BGDĐT dated November 20, 2024. Vice President Hieu will direct and supervise. Completion deadline: December 31, 2024.

**3. Work Science And Technology And International Affairs**

*** Scientific Management, Technology Transfer, Innovation, and Entrepreneurship**

- Organize the 2024 Professor and Associate Professor Appointment and Recognition Ceremony. Vice President Mai will direct and supervise. Completion deadline: December 12, 2024;

- Organize a meeting of the council for the reappointment of professors/associate professors who have been appointed according to the 5-year cycle (as per the decision effective from December 27, 2019). Vice President Mai will direct and supervise. Completion deadline: December 26, 2024;

- Organize a seminar on the process of recognizing qualifications for the professor/associate professor title for potential candidates. Vice President Mai will direct and supervise. Completion deadline: December 20, 2024;

- Continue supporting students participating in the final round of the Eureka City-Level Student Research Award. Vice President Mai will direct and supervise. Completion deadline: December 20, 2024;

- Complete the development, update, and issuance of two regulations: Management of curriculum and learning materials compilation and publication; Management of scientific and technological tasks. Vice President Mai will direct and supervise. Completion deadline: December 15, 2024;

- Issue the plan for the 7th Youth Science Conference in 2025. Vice President Mai will direct and supervise. Completion deadline: December 30, 2024.

*** International Cooperation:**

- Organize the handover ceremony for the PIUS project equipment (Japan). Vice President Mai will direct and supervise. Completion deadline: December 17, 2024;

- Implement the student exchange program with Thammasat University (Thailand) and sign the cooperation agreement for student exchange with the university in July 2025. Vice President Mai will direct and supervise. Completion deadline: December 21, 2024;

- Prepare the documentation for receiving students from Obuda University (Hungary) regarding the student exchange program under the Pannonia program. Vice President Mai will direct and supervise. Completion deadline: December 25, 2024;

- Finalize the cooperation agreement with the University of Food Technology (Bungary). Vice President Mai will direct and supervise. Completion deadline: December 20, 2024;

- Work with the Indian Institute of Technology Hyderabad (India) and National University of United Nations (Taiwan) to sign the cooperation agreement and plan the collaborative activities. Vice President Mai will direct and supervise. Completion deadline: December 30, 2024;

- Implement the final phase of the Eurasia Project and prepare the project submission plan for the 2025 cycle. Vice President Mai will direct and supervise. Completion deadline: December 31, 2024.

**4. Examination and Quality Assurance Work**

- The Department of Inspection and Quality Assurance will coordinate with the training units to write reports on the improvement plans and the results of improving the accredited training programs, and send them to the Quality Management Department of the Ministry of Education and Training. Vice President Hieu will direct and supervise. Completion deadline: December 30, 2024;

- Report on the printing and management of diploma and certificate blanks for the year 2024 to the Quality Management Department of the Ministry of Education and Training. Vice President Hieu will direct and supervise. Completion deadline: December 15, 2024;

- Develop an improvement plan for the education institution according to the QAA standards after the preliminary survey, and complete the procedures

and documentation for implementing the official accreditation work for the institution according to QAA standards in 2025. Vice President Hieu will direct and supervise. Completion deadline: December 25, 2024;

- Prepare for the accreditation of 06 undergraduate and master's degree programs according to Circular 04/2016/TT-MoET, and welcome the external evaluation team for a preliminary survey of the 06 programs. Vice President Hieu will direct and supervise. Completion deadline: December 30, 2024;

- Train on writing self-assessment reports for the educational institution according to the AUN-QA standards. Vice President Hieu will direct and supervise. Completion deadline: December 31, 2024;

- Implement the QS Stars phase 03 project: The Department of Inspection and Quality Assurance will coordinate with relevant units to collect data and send it to the QS organization. Vice President Hieu will direct and supervise. Completion deadline: December 25, 2024.

**5. Business Netwworking and Job Placement Activities**

- Organize a seminar on business cooperation in the fields of Electrical, Electronics, and Information Technology. Vice President Mai will direct and supervise. Completion deadline: December 27, 2024;

- Sign a cooperation agreement with INTERDIST JSC (International Distribution and Retail Services Joint Stock Company) and 24h Jobs JSC for internships, employment, and scholarships. Vice President Mai will direct and supervise. Completion deadline: December 30, 2024;

- Organize a factory visit for 180 first-year students of the Mechanical Engineering program at Sailun Vietnam Co., Ltd. Vice President Mai will direct and supervise. Completion deadline: December 31, 2024;

- Organize internship interviews for students at Electronic Tripod Vietnam Co., Ltd. Vice President Mai will direct and supervise. Completion deadline: December 30, 2024.

**6. Administration, Services, and Investment Activities**

- The Department of Finance and Accounting will coordinate with the Department of Planning and Investment, and the Administration Department to implement procurement, maintenance, regular repairs, and review of outstanding debts, as well as settle arising activities in 2024. The President will direct and supervise;

- Currently, the laboratory systems of many units have been upgraded and are considered to be among the most modern in the field. The school will continue to invest in equipment, laboratories, and simulation rooms for the remaining units. The school asks the training units to fully utilize the laboratories for teaching so that students can benefit and improve the quality of training. The President will direct and supervise;

- Replace the entrance doors and thin aluminum-glass walls, which are damaged on the 13th floor of building I, with Xinfa aluminum and 10 mm tempered glass for safety; reinforce the decorative Alu panels on the facades of floors 12, 13, 14 of building X, and the H building area. Vice President Hong will direct and supervise. Completion deadline: December 31, 2024;

- Waterproof the roof of building D, repair the plaster ceiling and lighting in the laboratory rooms of the Department of Chemical Technology on the 14th floor of building D; install compressed air pipes for 6 laboratories of the Department of Mechanical Engineering, and renovate the 3-phase electrical system to ensure sufficient power for 16 laboratories in the Department of Electrical Engineering, located on floors 2, 3, 7, 8 of building X. Vice President Hong will direct and supervise. Completion deadline: December 31, 2024;

- Extend the ProQuest Central database subscription with the National Center for Scientific and Technological Information and the full-service information provision from the Department of Science and Technology of Ho Chi Minh City. Vice President Hong will direct and supervise. Completion deadline: December 31, 2024;

- Continue completing the road foundation at the school's public investment project in Nhon Trach district, Dong Nai province. The President will direct and supervise. Completion deadline: March 30, 2025;

- Develop the task "Survey the status of telecommunications infrastructure, quality of databases, and effectiveness of the internal software system" at the school. The President will direct and supervise. Completion deadline: May 30, 2025;

- Provide consultation and prepare investments for new specialized equipment in the fields of analysis, precision measurement, metalworking skills, and renewable energy certification. The President will direct and supervise. Completion deadline: September 30, 2025;

- Upgrade the specialized equipment for workshop R at the Nguyen Van Dung teaching facility. The President will direct and supervise. Completion deadline: February 17, 2025;

- Renovate and upgrade the smart language classroom. The President will direct and supervise. Completion deadline: February 27, 2025;

- Implement investment to renovate and upgrade the interior of the Library Center from the ground floor to the 4th floor. The President will direct and supervise. Completion deadline: May 31, 2025;

- The Department of Planning and Investment will research and propose consulting on a brand identity system to upgrade the school's brand identity based on the approved development strategy for higher education in Vietnam. The President will direct and supervise. Completion deadline: December 31, 2024;

- The Ministry of Science and Education has issued Circular No. 22/2024-TT-BKDT on November 17, 2024, which takes effect from December 1, 2024. The school assigns the Department of Science and Education to support related units in implementing the guidelines of the Circular correctly. The President will direct and supervise.

**7 .Other tasks.**

- The Prime Minister has issued Directive No. 35/CT-TTg dated September 17, 2024, regarding the handling of officials, civil servants, public employees, and military personnel who violate regulations on operating vehicles with alcohol content in their blood or breath, or who do not cooperate with law enforcement in handling violations. The school requests that unit leaders remind employees and workers to seriously implement the Traffic Safety Law in general, and the regulations on alcohol concentration when operating vehicles in particular. Vice President Hong supervises and directs.

- The Dormitory Management Department develops a plan for celebrating the Lunar New Year (Tet) 2025 for students staying in the dormitory and a plan to train first aid skills for dormitory students. Vice President Hong directs and supervises. Completion deadline: December 31, 2024.

- The school's Fire Prevention and Rescue Team coordinates with the Fire Prevention and Rescue Police Team of Go Vap District to develop a fire-fighting and rescue drill plan for 2024 at the school, and to create a plan for installing fire-fighting equipment for the school buildings in 2025, following guidelines from relevant authorities. The Fire Prevention and Rescue Team and the Police Team will implement the plan in a similar way as the main office. Vice President Hong directs and supervises. Completion deadline: December 30, 2024.

- Develop a 2025 Occupational Safety and Health (OSHA) training plan for all school staff and workers, and increase monitoring and supervision to ensure food safety and hygiene before and during the 2025 Lunar New Year. Vice President Hong directs and supervises. Completion deadline: December 30, 2024.

- Organize a summary program for the union's activities in 2024 and reward outstanding achievements in union activities for 2024. Vice President Hong directs and supervises. Completion deadline: December 6, 2024.

- Organize a study tour program for 2024: 50 domestic study tour slots from January 4-8, 2025 (4 days, 3 nights) in Quang Tri - Hue; 30 international study tour slots from January 3-7, 2025 (4 days, 4 nights) in South Korea. Vice President Hong directs and supervises;

- Organize a meeting for retired staff for the 2025 Lunar New Year and conduct activities to care for staff and workers during the 2025 Lunar New Year. Vice President Hong directs and supervises. Completion deadline: January 14, 2025.

- Organize a performance to introduce artistic works on the theme "Studying and Following the Thoughts, Morals, and Style of Ho Chi Minh" with the play "The Journey to Find His Footprints." Vice President Hong directs and supervises. Completion deadline: December 10, 2024.

- Implement the plan for the 2025 Spring Volunteer Campaign. Vice President Hong directs and supervises. Completion deadline: January 12, 2025.

- Organize the selection process for the "Five-Good Student" title for the 2023-2024 school year. Vice President Hong directs and supervises. Completion deadline: January 8, 2025./.

***Recipients:***
*- Unit under the university*
*- Post on E-Office;*
*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr. Phan Hong Hai**

INDUSTRIAL UNIVERSITY OF HOCHIMINH CITY

# NOTICE

## Summary of the conclusion of the meeting

2024

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MINISTRY OF INDUSTRY AND TRADE
**INDUSTRIAL UNIVERSITY OF HO CHI MINH CITY**

**SOCIALIST REPUBLIC OF VIET NAM**
**Independence - Freedom - Happiness**

*No:01 /TB-ĐHCN*

*Ho Chi Minh City,January 06,2024*

# NOTICE

## Summary of the conclusion of the meeting on 02/01/2025

Based on the Minutes of the Coordination Meeting held on January 2, 2025, the Party Committee and the Board of Directors announce the following conclusions of the meeting:

### 1. Organizational and Administrative Work

- Organize a meeting for retired staff for the 2025 Lunar New Year (Spring Ất Ty). Unit leaders should contact retired teachers from their units to confirm their health status and report the number of participants to the Organization and Administration Department so that the organizing committee can prepare properly. Vice Principal Hong directs and supervises. Completion deadline: January 14, 2025.

- Organize the Staff and Workers Conference at the grassroots level at the school's affiliated units. The Principal directs and supervises. Completion deadline: January 7, 2025.

- Update the documents of the 2025 Staff and Workers Conference after the conference at the units. The Principal directs and supervises. Completion deadline: January 20, 2024.

- Prepare for the organization of the 2025 Staff and Workers Conference. The Principal directs and supervises. Completion deadline: January 20, 2024.

- Units should remind staff and workers to strictly follow the regulations on the code of conduct for staff and workers of the school, the standards of ethics, and integrity in scientific and technological activities at the school, to prevent any violations. The Principal directs and supervises.

- Organize a study tour for all school staff and workers to Da Lat City from February 8-11, 2025. Units should ensure their staff and workers participate fully as per the registered list and follow the instructions from the organizing committee. The Principal directs and supervises.

- Carry out personnel tasks for the school's units. The Principal directs and supervises.

### 2. Training Work

*** University-level training work**

-The Training Department, in coordination with the Department of Political Affairs and Student Affairs and the Quality Assurance Department, will review the exam schedule and exam proctoring hours for Semester I of the 2024-2025 academic year. The Quality Assurance Department will survey the number of seats in each classroom to determine the number of candidates per exam room starting from Semester II of the 2024-2025 academic year. Vice Principal Hieu directs and supervises. Completion deadline: January 20, 2025.

-The school allows administrative staff to participate in exam proctoring outside of office hours to increase their income. The rate for each exam proctoring session (not converted) for these individuals is 80,000 VND per session. Those who register for exam proctoring must be trained in exam proctoring by the Training Department and the Quality Assurance Department. Vice Principal Hieu directs and supervises.

-Instructors are required to teach at least 200 hours (after conversion) per year. If assigned as the homeroom teacher for multiple classes, the homeroom hours are capped at no more than 56 standard hours per year. Vice Principal Hieu directs and supervises.

-Continue to implement career counseling and recruitment consulting work for 2025. Vice Principal Hieu directs and supervises.

-The training units, in coordination with the Quality Assurance Department, will promptly carry out the exam grading and input grades for Semester I of the 2024-2025 academic year according to the regulations (deadline for closing grades in PMT software for Semester I: January 12, 2025). Vice Principal Hieu directs and supervises. Completion deadline: January 12, 2025.

-The training units should promptly continue to implement the curriculum and reference materials evaluation for training programs. Vice Principal Hieu directs and supervises. Completion deadline: January 10, 2025.

-The training units will consider proposing to open courses for students who are close to the end of their study period to support timely graduation. They will also supervise and control the use of materials and consumables in practical sessions to serve training purposes, preventing instructors from using materials for the wrong purposes. Vice Principal Hieu directs and supervises.

-Continue to organize evaluations and draw lessons from the process of creating electronic lectures for phase 1 and accelerate the progress of phase 2 (2024-2026). Vice Principal Hieu directs and supervises. Completion deadline: 2026.

-Continue to report data on the national portal for higher education (HEMIS). Vice Principal Hieu directs and supervises. Completion deadline: January 15, 2025.

-The training units, in coordination with the Quality Assurance Department, will measure the degree of compliance with the learning outcomes of the training programs with graduating students. Vice Principal Hieu directs and supervises. Completion deadline: January 2025.

-Develop regulations regarding the opening of new programs and update training programs according to Circular 12/2024/TT-BGDĐT. Vice Principal Hieu directs and supervises. Completion deadline: March 2025.

-Develop regulations regarding the implementation of the Graduation Thesis and Internship courses. Vice Principal Hieu directs and supervises. Completion deadline: April 2025.

-Implement the opening of new programs: Financial Technology, Chinese Language, Logistics and Supply Chain Management, and Law. Vice Principal Hieu directs and supervises. Completion deadline: March 2025.

-Coordinate with ASC and relevant units to update and upgrade the training management software. The Principal directs. Completion deadline: May 2025.

-Prepare for the graduation review for the February 2025 session. Vice Principal Hieu directs and supervises. Completion deadline: February 28, 2025

-Review scholarships, warnings, and expulsion based on the academic results of Semester I of the 2024-2025 academic year. Vice Principal Hieu directs and supervises. Completion deadline: March 2025.

-Update the training regulations according to the credit system of the University of Danang. Vice Principal Hieu directs and supervises. Completion deadline: March 2025.

*** International Training & Postgraduate Education**

- Through the Science and Training Council, approve the Master's and Doctoral Training Programs according to the updated curriculum plan for 2024. Vice Principal Hieu directs and supervises. Completion deadline: January 16, 2025.

- Continue to implement training on outcome assessment standards for postgraduate training programs. Vice Principal Hieu directs and supervises. Completion deadline: January 2025.

- Continue to implement the opening of a Master's degree program in Law. Vice Principal Hieu directs and supervises. Completion deadline: March 2025.

- Finalize the proposal to open a Doctoral program in Finance and Banking. Vice Principal Hieu directs and supervises. Completion deadline: January 2025.

- Implement the recruitment plan for Master's and Doctoral programs for 2025. Vice Principal Hieu directs and supervises.

**3. Work Science And Technology And International Affairs**

*** Scientific Management, Technology Transfer, Innovation, and Entrepreneurship**

- Report to the higher authorities on the appointment and reappointment of professors/associate professors, and prepare for the evaluation of meeting the standards for professor/associate professor titles in 2025. Vice Principal Mai directs and supervises. Completion deadline: January 15, 2025.

- Implement the 7th Young Scientists Conference in 2025. Vice Principal Mai directs and supervises. Completion deadline: January 10, 2025.

- Organize the preliminary round of the Innogreenlife 2025 competition. Vice Principal Mai directs and supervises. Completion deadline: January 25, 2025;

- Issue two regulations: Management of textbooks and study materials, and Management of scientific research topics. Vice Principal Mai directs and supervises. Completion deadline: January 7, 2025;

- Promote and implement a scientific seminar on Intellectual Property (in coordination with the Intellectual Property Office) to be held in 2025. Vice Principal Mai directs and supervises. Completion deadline: January 15, 2025;

*** International Cooperation:**

- Implement the Erasmus project: Green-Edu-Seed (establish the Steering Committee and Organizing Committee). Vice Principal Mai directs and supervises. Completion deadline: January 10, 2025.

- Prepare the Enrollment Program and the 3rd STEM Cultural-Scientific Exchange at the school with the participation of 10 high schools from Tay Ninh province. Vice Principal Mai directs and supervises. Completion deadline: January 15, 2025.

- Prepare the final report for the Eurasia Project in 2024 and submit the Eurasia project application for 2025. Vice Principal Mai directs and supervises. Completion deadline: January 12, 2025.

**4.Examination and Quality Assurance Work**

- The Quality Assurance and Inspection Department, in collaboration with the training units, will review the grade distribution, assess the grading methods for continuous assessment and final exams to select truly outstanding students. Vice Principal Hieu directs and supervises. Completion deadline: January 20, 2025.

- Conduct OBE (Outcome-Based Education) training for 03 units accredited according to Circular 04/TT-BGDĐT: Department of Business Administration, Department of Commerce - Tourism, Institute of Science,

Technology, and Environmental Management. Vice Principal Hieu directs and supervises. Completion deadline: January 8, 2025.

- Host the external evaluation team from the Education Quality Accreditation Center - Vietnam National University Hanoi for the official survey and accreditation of 06 Master's and Bachelor's degree programs according to Circular No. 04/TT-BGDĐT. Vice Principal Hieu directs and supervises. Completion deadline: January 10-14, 2025.

- Finalize the internal peer review for 03 Bachelor's programs evaluated under AUN-QA standards: Accounting, Fashion Design, and Civil Engineering. Vice Principal Hieu directs and supervises. Completion deadline: January 30, 2025.

- Submit the grade distribution report and the quality assessment report for the exam questions of the first semester, academic year 2024 - 2025. Vice Principal Hieu directs and supervises. Completion deadline: January 30, 2025.

**5.Business Netwworking and Job Placement Activities**

- Implement the signing of cooperation agreements with 24h Employment Joint Stock Company and AEON Vietnam Co., Ltd. regarding recruitment, internships, company visits, and scholarships. Vice Principal Mai directs and supervises. Completion deadline: January 20, 2025.

- Develop a plan for organizing the 2025 Job Recruitment Fair, session 01. Vice Principal Mai directs and supervises. Completion deadline: January 30, 2025.

**6. Administration, Services, and Investment Activities**

- The Finance - Accounting Department, in collaboration with the Planning - Investment Department and the Administration Department, will implement the purchasing and repair plan for 2025. The Principal directs and supervises.

- Inventory of all assets in the school for the year 2024. Vice Principal Hong directs and supervises. Completion deadline: January 31, 2025.

- Replace the ceiling, lighting, and repairs of damaged lights in the dormitory rooms on the 13th floor of Building I. Vice Principal Hong directs and supervises. Completion deadline: January 31, 2025.

- Install sunshades, nameplates, directional signs, and apply decals for the classrooms, restrooms at the Nguyen Van Dung campus. Vice Principal Hong directs and supervises. Completion deadline: January 31, 2025.

- Implement the installation plan for fire protection equipment in 2025 for the school's buildings, following the guidance of the relevant authorities. Vice Principal Hong directs and supervises.

- Implement the Occupational Safety and Hygiene Training Plan for all staff, employees, and workers for 2025. Vice Principal Hong directs and supervises. Completion deadline: January 31, 2025.

- Strengthen inspections and supervision, ensuring fire safety, occupational health, and food hygiene and safety before and during the Lunar New Year 2025 (Spring of the Year of the Snake). Vice Principal Hong directs and supervises. Completion deadline: January 31, 2025.

- The Dormitory Management Department will implement activities to celebrate the Lunar New Year 2025 for students staying in the dormitory. Vice Principal Hong directs and supervises. Completion deadline: January 31, 2025.

- Launch the interim Executive Committee of the Student Union for the Dormitory. Vice Principal Hong directs and supervises. Completion deadline: January 31, 2025.

-Install a low-noise air compressor system and engine exhaust system for the Department of Mechanical Engineering. Principal Hong supervises and directs. Completion deadline: May 2025.

- Research and propose consultancy for upgrading the brand identity system: currently gathering and researching materials. Principal Hong supervises and directs. Completion deadline: June 2025.

- The Science - Training Department, in collaboration with the Vietnam Chamber of Commerce and Industry (VCCI) and the Tender Management Department, will organize training on Law No. 57/2024/QH15 (dated November 29, 2024); Decree No. 24/2024/NĐ-CP (dated February 27, 2024); Circular No. 22/2024/TT-BKHĐT (dated November 17, 2024) for related departments. Principal Hong supervises and directs. Completion deadline: June 2025.

**7 .Other tasks.**

- Study tour experience in 2024: 50 domestic study tour slots from January 4th to 8th, 2025 (4 days, 3 nights), destination: Quảng Trị - Huế; 30 international study tour slots from January 3rd to 7th, 2025 (4 days, 4 nights), destination: South Korea. Vice Principal Hong directs and supervises.

- Organize the 17th "Voluntary Spring" Campaign in 2025. Vice Principal Hong directs and supervises. Completion deadline: January 12, 2025.

- Opening ceremony of the 17th "Voluntary Spring" Campaign in 2025 and the "Tet Gift Giving" Program. Vice Principal Hong directs and supervises. Completion deadline: January 8, 2025.

- Participate in the program to visit the Revolutionary Base, give Tet gifts to families with political contributions, revolutionary veterans, and those in difficult circumstances in Phước Lâm Commune, Cần Giuộc District, Long An Province. Vice Principal Hong directs and supervises. Completion deadline: January 14, 2025.

- Organize the 75th Anniversary Program of the tradition of students, students, and the Vietnam Students' Association (January 9, 1950 - January 9, 2025) and honor the title of "5 Good Students" for 2024. Vice Principal Hong directs and supervises. Completion deadline: January 8, 2025.

- Donate 100 Tet gift packages in the "Tet for Friends" Program to students in difficult circumstances throughout the school. Vice Principal Hong directs and supervises. Completion deadline: January 28, 2025.

- Honor 235 students who achieved the "5 Good Students" title for the academic year 2023 - 2024. Vice Principal Hong directs and supervises. Completion deadline: January 18, 2025.

- Summarize and award prizes for the "Student Art Performance" in 2024. Vice Principal Hong directs and supervises. Completion deadline: January 18, 2025./.

***Recipients:***
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*- Archive: VT, TCHC.*

**PRESIDENT**

**Dr. Phan Hong Hai**