

No. 03/QD-DHCNTT-TTPC

Ho Chi Minh City, 15 May 2016

DECISION

Regarding the promulgation of Regulations on inspection of the implementation of teaching and academic advising activities of teaching staff at the University of Information Technology

PRESIDENT OF UNIVERSITY OF INFORMATION TECHNOLOGY

Pursuant to Decision No. 134/2006/QD-TTg, dated June 08, 2006 by the Prime Minister on the establishment of the University of Information Technology (HUST) under Vietnam National University Ho Chi Minh City (VNU-HCM);

Pursuant to Decision No. 55/QD-ĐHITTT-TCHC, dated March 15, 2016 by the President of the University of Information Technology on the promulgation of Regulations on functions and tasks of units under VNU-HCM University of Information Technology

At the request of the Head of Inspection - Legal - Quality Assurance Department,

DECISION:

Article 1: Promulgated together with this Decision is the *Regulations on inspection the implementation of teaching and academic advising activities of the teaching staff at the University of Information Technology*.

Article 2: This Decision replaces Decision No. 02/QD-DHCNTT-TT-PC dated March 07, 2012 by the President of the University of Information Technology. This decision takes effect from the date of signing.

Article 3: Heads of ICT, UTs, HEIs, Departments, Faculties, Departments, relevant units and individuals shall be responsible for implementing this Decision./.

ON BEHALF OF PRESIDENT
VICE PRESIDENT

(signed)

Vu Duc Lung

INFORMATION TECHNOLOGY

Ho Chi Minh City, 13 May 2016

REGULATION

On inspection of the implementation of teaching and academic advising activities of teaching staff at the University of Information Technology

(Issued together with Decision No. 03 /QD-ĐHCNTT-TT-PC dated May 13, 2016 by the President of University of Information Technology)

CHAPTER I

GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

1. This document stipulates the inspection of teaching activities of teaching staff in regular undergraduate programme and postgraduate programme at the University of Information Technology.

2. The subjects of application of this Regulation include teaching staff of regular undergraduate and postgraduate programme of the University of Information Technology and related units within the University.

Article 2. Purpose

1. Implement the University's internal inspection regulations.
2. To contribute to controlling the operation and improving the teaching quality of the University.

CHAPTER II

SPECIFIC PROVISIONS

Article 3. Request

1. The inspection and inspection of the teaching performance of teaching staff shall be carried out regularly every semester.

2. Ensure objectivity for the inspection of academic advising activities, absenteeism reports, compensation reports, teacher changes, classroom changes, school week changes, which are carried out in accordance with the school's regulations.

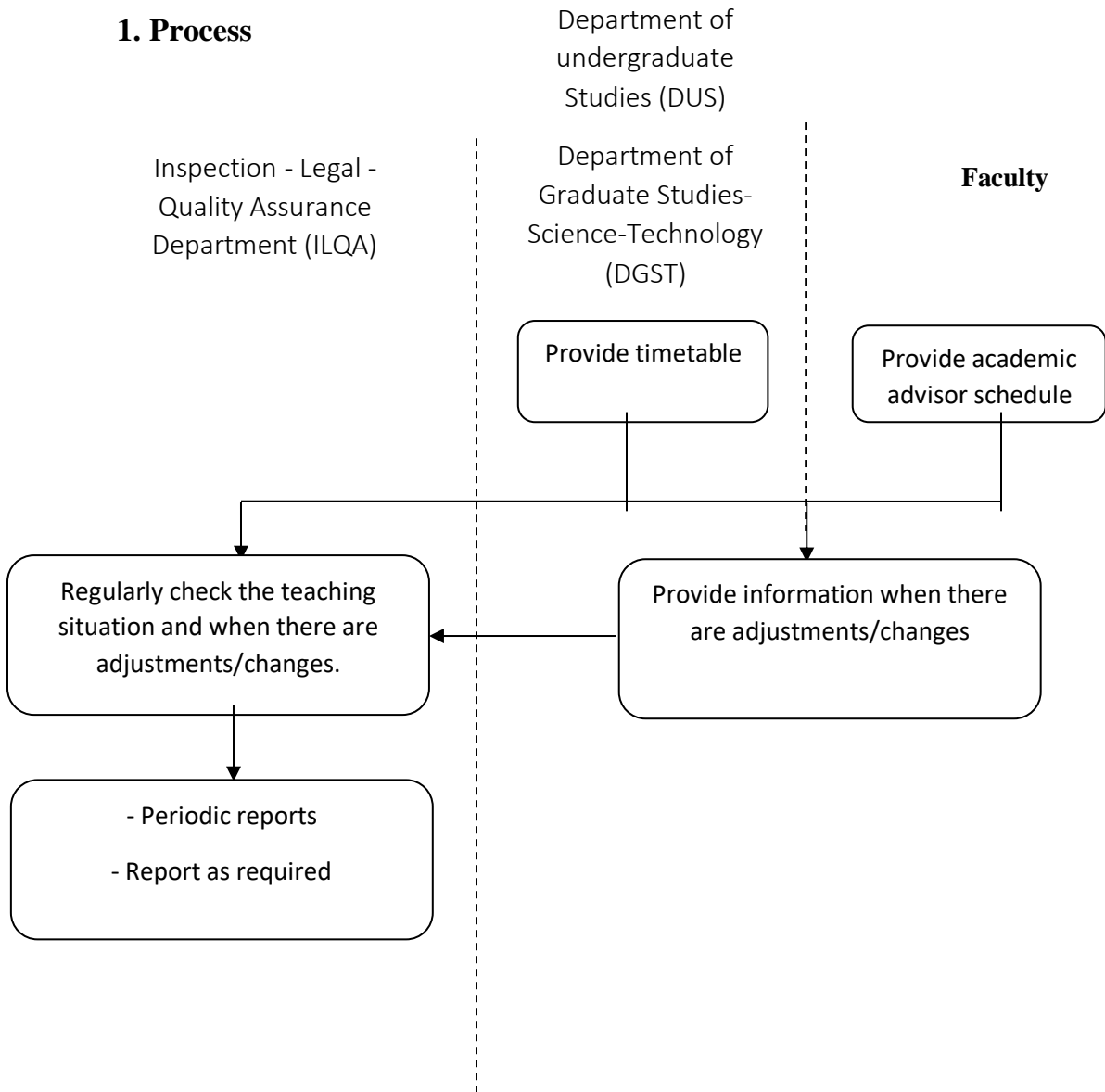
3. Update and promptly handle violations.

4. Make reports on the teaching situation of teaching staff upon request of the Board of President or other units if necessary to provide information about teaching.

5. The results of the report are used to correct cases of violations and improve the quality of teaching of the University.

Article 4. Organizational process

1. Process



2. Describe the order of execution of the process:

| TT | Contents | Responsible Individual/Unit | Time | Notes |
|----|--|---|-------------------------------|---|
| 1 | Provide timetable and academic advisor schedule: <ul style="list-style-type: none"> - Timetable system sent via email; - Timetable formal university system through training management software; - Academic advisor duty schedule from Faculty. | Department of undergraduate Studies Department of Graduate Studies- Science-Technology <ul style="list-style-type: none"> - Higher Education Department - Faculty | Beginning of the semester | Timetable, duty schedule signed by Dean |
| | After having a timetable and a duty schedule, the Division assigns inspectors to supervise the implementation of teaching, Academic advisor. | Inspection - Legal - Quality Assurance Department | Beginning of the semester | |
| 2 | Units report when there is a change in the teaching of teachers and Academic advisor: Academic advisor schedule, absent/compensatory report, change of teacher/classroom/week | Department of undergraduate Studies Department of Graduate Studies- Science-Technology Faculty | Regular semester | Email, qldt.uit.edu.vn software, paper documents signed by Head of Unit/Faculty |
| 3 | <ul style="list-style-type: none"> - Regular inspection of teaching situation, Academic advisor implementation according to regulations. - Check when there is an adjustment/change of the Functional Department/Faculty. | Ombudsman | Regular semester | Tracking ticket |
| 4 | Teaching status report, Academic advisor: <ul style="list-style-type: none"> - Recurring for Board of President - At the request of relevant units. | Inspection - Legal - Quality Assurance Department | Mid-semester When required | Report |

**CHAPTER III
IMPLEMENTATION ORGANIZATION**

Article 4: The Department of Inspection – Legal – Quality Assurance shall:

1. Check the teaching implementation of lecturers, Academic advisor.
2. Assign inspectors to supervise the implementation of teaching according to each classroom area, Academic advisor at the Faculty/
3. Record cases where lecturers does not comply with regulations.
4. Report on the teaching situation of the lecturers at the request of the Board of President or related units to provide information about the teaching.

Article 5. Relevant units/individuals are responsible for:

Faculties/Departments

1. Provide Academic advisor duty schedule to the Chamber before the start of the semester;
2. In any case of change of Academic advisor, change of duty schedule of Academic advisor, Faculty is responsible for notifying the room in writing so that the Department can update information.

Department of undergraduate Studies and Department of Graduate Studies-Science-Technology

1. Provide a timetable at the beginning of each semester;
2. The Department of undergraduate Studies approves the absentee/compensatory report through qldt.uit.edu.vn software, changes lecturers/classrooms/weeks through paper documents and emails sent to the Department. Coordinate with Department of IT & Data Resource Management to provide timely, complete and accurate data;
3. The Department of Graduate Studies-Science-Technology announces absenteeism/compensation, changes of lecturers/classrooms/weeks through email or paper documents.

Department of IT & Data Resource Management

Coordinate and support online data processing when requested by the Department.

**CHAPTER IV
ENFORCEMENT TERMS**

Article 6. Enforceability

The Regulation takes effect from the date of signing the Decision to issue a replacement for the Interim Decision.

Article 7. Additions and modifications

In the course of implementation, the Regulations may be amended and supplemented at the discretion of the President./.

**ON BEHALF OF PRESIDENT
VICE PRESIDENT**

(signed)

Vu Duc Lung