

VIETNAM NATIONAL
UNIVERSITY HCMC
UNIVERSITY OF
INFORMATION TECHNOLOGY
No. 1017/QD-DHCNTT

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Ho Chi Minh City, 30 November 2022

DECISION
Promulgation of Regulations on internal inspection
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 (University of IT) under Vietnam National University Ho Chi Minh City (VNU-HCM);

Pursuant to Circular No. 51/2012/TT-BGDĐT dated December 18, 2012 by the Minister of Education and Training on the organization and inspection activities of higher education institutions and professional secondary schools;

Pursuant to Circular No. 39/2013/TT-BGDĐT dated December 04, 2013 by the Minister of Education and Training guiding specialized inspection in the field of education;

Pursuant to Circular No. 23/2016/TT-BGDĐT dated October 13, 2016 by the Minister of Education and Training on the organization and inspection of examinations;

Pursuant to Decision No. 2692/QĐ-BGDĐT dated July 26, 2018 by the Minister of Education and Training promulgating the Regulations on inspection work of the Ministry of Education and Training;

Pursuant to Decision No. 867/QĐ-VNU dated August 17, 2016 by the Director of VNU-HCM on the promulgation of the Regulation on organization and operation of member universities and faculties under VNU-HCM;

Pursuant to Decision No. 412/QĐ-VNU dated May 13, 2015 by the Director of VNU-HCM on the promulgation of the Regulation on organization and operation of inspection-legal organizations in VNU-HCM;

At the proposal of the Head of Inspection – Legal Affairs - Quality Assurance Department.

DECISION:

Article 1. Promulgate together with this Decision *the Regulations on internal inspection at the University of Information Technology, VNU-HCM.*

Article 2. This Decision replaces Decision No. 01/QD-DCIT-TT-PC dated 25/4/2016 by the President of University of Information Technology, VNU-HCM. This decision takes effect from the date of signing.

Article 3. The Heads of Departments, Faculties, individuals and units concerned are responsible for implementing this decision.

Recipients:

- As in Article 3;
- Save: VT, TTPC.

PRESIDENT**(signed)****Nguyen Hoang Tu Anh**

REGULATION
About internal inspection
at the University of Information Technology

(Issued under Decision No. 1017/QĐ-DHCNTT, dated November 30, 2022 by the President of VNU-HCM University of Information Technology)

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

1. This document provides for internal inspection at the University of Information Technology, VNU-HCM (*referred to as the University*).
2. This document applies to units under and under the University, individuals involved in internal inspection under the management of the University.

Article 2. Principles of internal inspection activities

1. Comply with the provisions of law, ensure accuracy, objectivity, honesty, publicity, democracy and timeliness; not obstruct the normal operation of units or individuals subject to inspection.
2. When conducting inspection, it must comply with the provisions of law on inspection and examination.

Chapter II

CONTENTS, FORMS OF INSPECTION AND INTERNAL INSPECTION

Article 4. Contents of internal inspection

1. Implement training regulations and training links; regulations on the opening of the training sector.
2. Implement regulations on the organization of end-of-subject examinations; certification examination organization.
3. Implement regulations on enrollment for training levels.

4. Comply with regulations on printing, management and issuance of diplomas and certificates.
5. Implement regulations on management and education of learners and regimes and policies towards learners.
6. Implementation of regulations on organizational work: The planning, recruitment, use, appointment, training, fostering, evaluation and implementation of regimes and policies for teachers, educational administrators and other beneficiaries.
7. Comply with regulations on collection, management and use of tuition fees and other financial resources. If this content has been carried out periodically by the State audit/inspectorate, the University shall not carry out the inspection.
8. Organization of science and technology activities; technology application, development and transfer; carry out scientific service.
9. Organization of international cooperation activities on education.
10. Implement regulations on the organization and operation of centers under and under the University.

Cases of inspection and examination other than the contents specified in Clauses 1 to 9, Article 4 of this Regulation shall be directed by the Principal.

Article 5. Forms of internal inspection activities

Inspection activities shall be conducted in one of two forms:

1. For periodic inspection activities as prescribed, according to the annual plan approved by the Rector, the internal inspection and inspection team will notify the inspected and inspected subjects and relevant units and individuals.
2. Inspect and inspect irregularly when detecting units or individuals showing signs of violating the law, at the request of settling complaints and denunciations; anti-corruption or directed by the Principal.

Chapter III

DUTIES AND POWERS OF THE INSPECTION TEAM, INTERNAL AUDIT

Article 6. Standards and tasks of personnel for internal inspection

1. Standard

- a) Being an official or employee attached to or attached to the University;

b/ Having good moral qualities and being exemplary in law observance; have a sense of responsibility, integrity, honesty, fairness and objectivity; lead a healthy lifestyle, respect the rules of public life;

c/ Having a university degree or higher;

d/ Having knowledge of policies and laws; grasp the professional process of inspection and inspection, have the ability to analyze, synthesize and evaluate the management activities of the establishment; have the capacity to consider, conclude and propose handling measures after inspection and examination.

2. Duties

a/ To perform tasks as assigned by competent persons;

b/ To propose to competent persons the contents falling within their duties, powers and responsibilities for inspection and examination to ensure the performance of assigned tasks, propose issues arising during the performance of their tasks;

c/ To report on the performance of assigned tasks to competent persons and before law.

Article 7. Competence to establish an internal inspection team

The Rector shall establish an internal inspection team, consisting of the Head of the Delegation, the Deputy Head of the Delegation (if necessary) and members:

1. The head of the inspection team is the Principal, or Vice Principal, or the leader of a unit attached to or attached to the University.

2. Depending on the request and contents of the inspection team, there may be a deputy head of the delegation.

3. Eligible members as prescribed in Clause 1, Article 6 of this Regulation.

The Principal shall establish an inspection team in case there are only 02 (two) members.

Article 8. Duties and powers of the internal inspection team

1. Duties and powers of the Head of the Delegation

a) Formulate an inspection and examination plan and submit it to the Principal for approval;

b) Assign tasks to members of the inspection team;

c) Organize and direct members of the inspection team to strictly comply with the contents, scope and time limit as prescribed;

- d/ To request the inspected and inspected subjects to provide information, documents, written reports and explanations on issues related to the inspection and examination contents;
 - e) Inspect, monitor and urge the performance of tasks of members of the inspection team;
 - f) Take charge in making reports on inspection and inspection results and draft notices of inspection conclusions.
2. Duties and powers of members of the internal inspection team
- a) Perform tasks as assigned by the head of the delegation;
 - b/ To request the inspected and inspected subjects to provide information, documents, written reports and explanations on issues related to the inspection and examination contents;
 - c) Report on the performance of assigned tasks to the head of the delegation;
 - d) Participate in the elaboration of reports on inspection and examination results.

Chapter IV

IMPLEMENTATION ORGANIZATION

Article 9. Responsibilities of the Department of Inspection - Legal Affaires- Quality assurance of internal inspection activities

1. As a unit responsible for advising, advising and assisting the Principal in carrying out inspection and inspection in accordance with regulations, in order to enhance the efficiency of management and ensure the quality of education.
2. Preside over activities related to internal inspection at the University and inspection and inspection activities assigned by superiors.

Article 10. Responsibilities of units under the University in internal inspection

Units and individuals subject to inspection and inspection shall have to comply with requests, recommendations and decisions on inspection and examination, have the right to explain inspection and inspection contents and other responsibilities in accordance with relevant laws.

1. Relevant units and individuals, upon receiving requests and recommendations during the inspection and examination, notification of inspection conclusions, inspection and post-inspection and post-inspection handling, shall respond in writing to the implementation of such requests and recommendations in accordance with law.
2. Relevant units and individuals shall, within the ambit of their tasks and powers, coordinate with them in preventing, detecting and proposing to handle violations of law.

Article 11. Conditions for ensuring the operation of internal inspection

1. Funds for inspection and inspection activities shall be approved annually.
2. To be allocated working rooms, equipped with informatics equipment, communication equipment and other equipment for inspection and inspection.

Article 12. Regime for personnel doing internal inspection activities

Enjoy the regime according to the University's regulations and other regulations (if any).

Article 13. Enforceability

1. This regulation takes effect from the date of signing.
2. This Regulation replaces the Regulation on internal inspection activities of the University of Information Technology issued under Decision No. 01/QD-DHCNTT-TT-PC dated April 25, 2016 by the President of the University of Information Technology.
3. During the implementation process, this Regulation may be amended and supplemented to suit the actual situation./.

PRESIDENT

(signed)

Nguyen Hoang Tu Anh