PROCEDURES FOR MONITORING STUDENT SELF-STUDY

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	Author	Inspector	Approver
Signature			
Full names:	**NGUYEN THI HOANG ANH**	**NGUYEN THANH SON**	**NGUYEN THI THU DUNG**
Job title	**TRAINING CITY**	**P.HT**	**PRINCIPAL**

PROCEDURES FOR MONITORING STUDENT SELF-STUDY

I. OBJECTIVES AND SCOPE OF APPLICATION •

To promote innovation and improve teaching effectiveness. To standardize quality management. To ensure students learn independently according to regulations.

This procedure applies to all units within the College of Medicine.

Thai Binh Temple.

II. DEFINITION AND WRITING OF THE TERM

1. D

2. T

Teacher
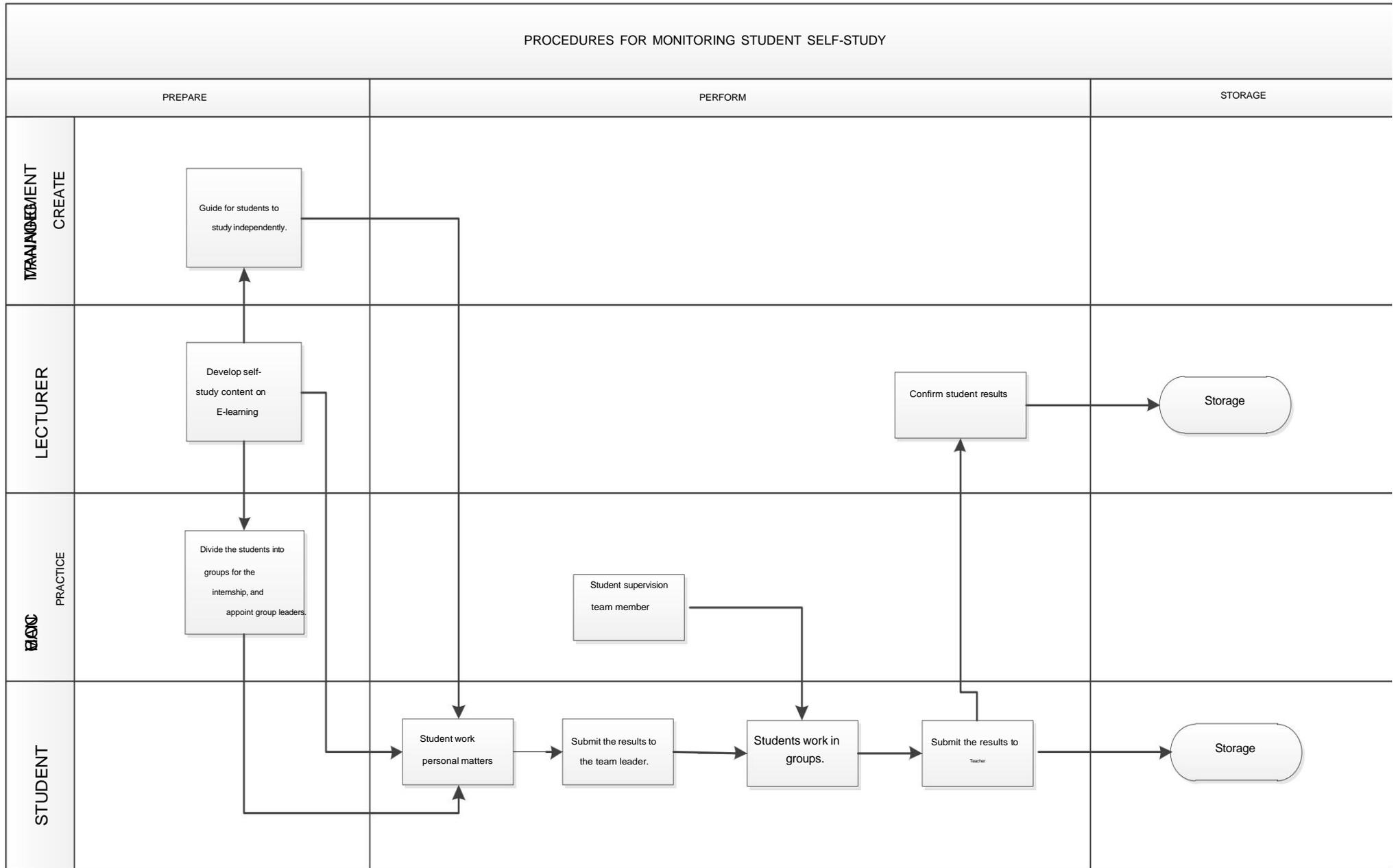
Academic Advisor

Head of Department

SV   Student

III. FLOWCHART (See page 3)
IV. SPECIFICATION (See pages 4-6)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1. Grouping Form		P.ÿT/BM 02
2 Self-Study Guides for E-Learning		P.ÿT/BM 03
3. Personal Self-Study Report Templates		P.ÿT/BM 04
4. Teamwork Plan		P.ÿT/BM 05
5 Self-Study Monitoring Report Templates		P.ÿT/BM 06

PROCEDURES FOR MONITORING STUDENT SELF-STUDY

	PREPARE	PERFORM	STORAGE

TRAINING MANAGEMENT — CREATE

Guide for students to study independently.

LECTURER

Develop self-study content on E-learning

Confirm student results → Storage

BAC — PRACTICE

Divide the students into groups for the internship, and appoint group leaders.

Student supervision team member

STUDENT

Student work personal matters → Submit the results to the team leader. → Students work in groups. → Submit the results to Teacher → Storage

SPECIFICATION OF THE PROCESS FOR MONITORING STUDENT SELF-STUDY

No.	Numbness at work	Specification	Department/Unit responsible for implementation	Coordinating Department/Unit	The results obtained	Deadline	Form
1	Develop self-study content on the system. E-learning of the lesson/subject	The teacher develops the lesson plan and content independently. Online learning includes: - Lecture objectives - Guiding students in self-study - Video lectures - Study materials - Discussion scenario - Lesson evaluation test	Teacher	Department/Division of Training	The self-study content for students is accurate and complete. on E...	Two weeks before the lecture schedule is announced.	BM01
2	Divide into groups Student, group leader	The academic advisor divided the class of 36 students into 6 groups, with 6 students in each group. Assign students as group leaders, rotating group leaders by subject. Develop a self-	CVHT	CT Department Student Affairs/Training Department	There is a list of class groups.	Beginning of the course	BM02
3	Instructions for students on using E. Learning and reporting self-study results	study guide for students - Grant accounts. - Log in on your phone or computer. - Take screenshots to prove the time and content of your self-study. Organize guidance for students.	Room QLDT/CVVHT	CT Department HSSV	There are instructions on the website. Plan for organizing guidance sessions for students.	Beginning of the course	BM 03 BM 04
4	Students submit their self-study reports to their group leader.	Students take screenshots from the self-study statistics software on Elearning and the test results for the lesson. Submit the images to the team leader.	Team Leader	CVHT	Student self-study report images	Before lecture 5	BM 05

		Compiled through an automated monitoring system. learn				day
5	Student work group	Students create a group work schedule to Address the requirements of the lesson.	Team Leader	CVHT	A team work schedule has been developed.	Five days before the lecture	BM 06
6	The academic advisor supervises students working in groups.	The student advisor will create a schedule for supervising the work of the student groups.	CVHT	Training Department	Monitoring schedule of CVHT was built	According to schedule	BM 07
7	Students submit the results of their group discussion to the teacher.	Group leaders must submit their submissions two days before class. - A summary of the self-study results of the individuals in the group. - Submit the group discussion results to Teachers can use PowerPoint or send photos of written documents via email and online. self-study monitoring system	Team Leader	Teacher	Submissions of Students can send emails to SV	Two days before the lecture	
8	The teacher confirms receipt of the results. group	The instructor confirmed via email that they had received the group's submission.	Teacher	CVHT	Confirmation email	Two days before the lecture	