



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE  
COLLEGE OF MEDICINE**

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## PROCEDURE

### MANAGEMENT OF DOCUMENT BLANKS, PRINTING AND ISSUANCE OF DIPLOMAS AND CERTIFICATES

Responsible unit: Training Management - Research - International Cooperation Department

Encryption



QT.04/ P.ÿT

Issued for the first time

01

Effective from date

May 26, 2021

	Author	Inspector	Approver
Signature			
Full name	<b>NGUYEN THI HOANG ANH</b>	<b>NGUYEN THANH SON</b>	<b>Nguyễn Thị Thu Dung</b>
Job Title: <b>HEAD OF DEPARTMENT</b>		<b>P.HT</b>	<b>PRINCIPAL</b>

**I. PURPOSE AND SCOPE OF APPLICATION**

**1. Purpose: -**

This procedure standardizes the management and issuance of diplomas to eligible students.

Graduation standards are met in accordance with current regulations.

- The content of the diploma issuance and management process includes: managing diploma blanks, the printing process, and issuing diplomas and certificates in accordance with current regulations.

**2. Scope of application:** This procedure applies to the Training Management - Research - International Cooperation Department.

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:** The issuance of diplomas and certificates is the act of awarding degrees and certificates to learners after they have been recognized as having completed a training course.

**2. Abbreviations:**

Board of Directors: School Management Board

HT: Principal

Department of Training Management –

Scientific Research and International Cooperation

P. TCHC: Department of Organization and Administration

VBCC: Diplomas and Certificates

HSSV: Students

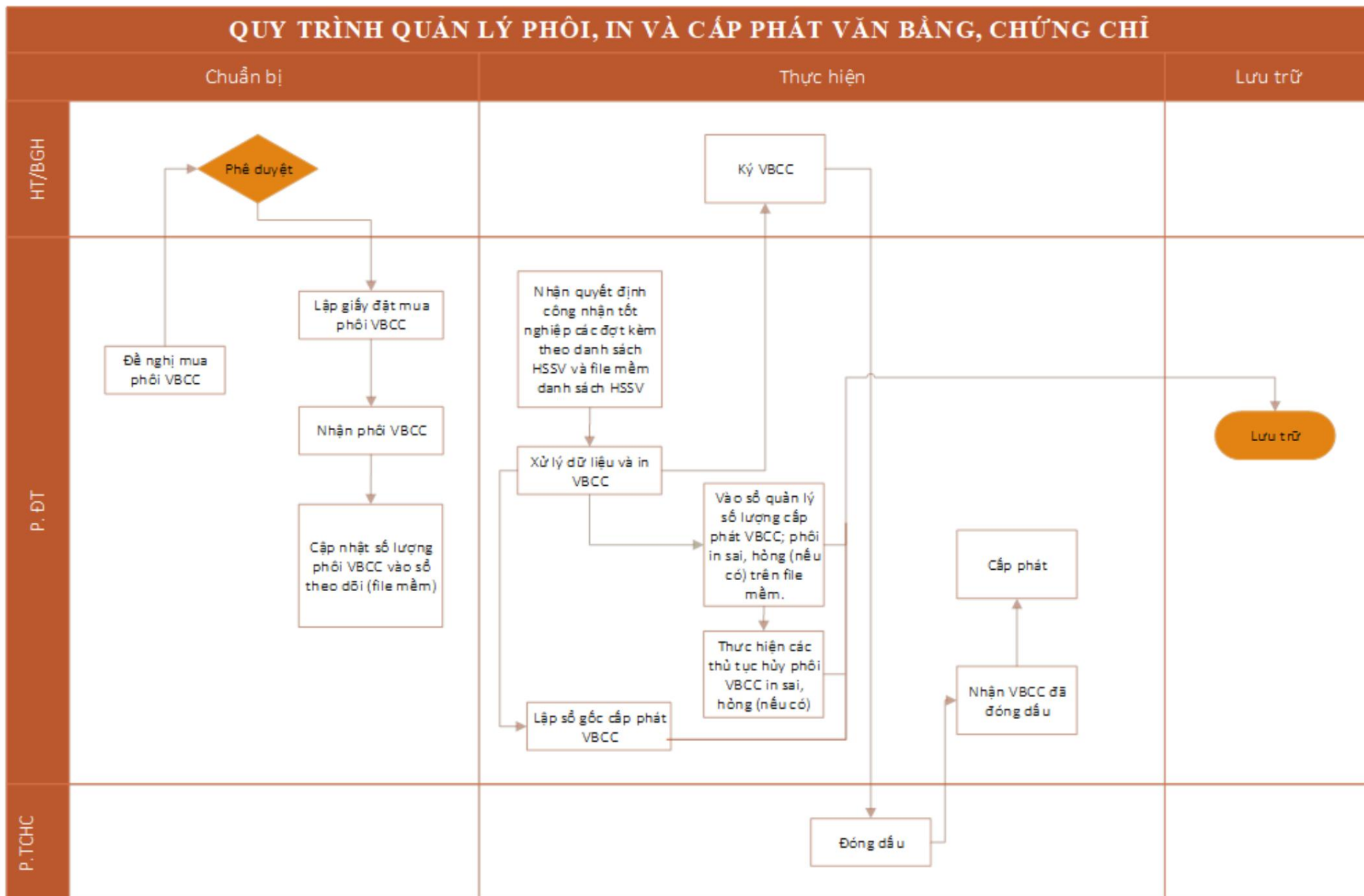
Training Program: Training Program

**III. FLOWCHART (See page 3)**

**IV. SPECIFICATIONS (See pages 4, 5, and 6)**

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

No. Form/Instruction Name		Encryption
1.	Request form for purchasing blank diplomas/certificates	P.ÿT/BMVBCC.01
2.	Order form for blank diplomas	P.ÿT/BMVBCC.02
3.	Soft copy of the order quantity tracking log.	P.ÿT/BMVBCC.03
4.	Soft copy of the list of students recognized as having graduated.	P.ÿT/BMVBCC.04
5.	Soft file for data processing and printing.	P.ÿT/BMVBCC.05
6.	Soft copy of the print mix template	P.ÿT/BMVBCC.06
7.	Original register of issued certificates	P.ÿT/BMVBCC.07
8.	Soft copy of the register for managing the number of issued diplomas and certificates, incorrectly printed or damaged diplomas and certificates, and remaining diplomas and certificates.	P.ÿT/BMVBCC.08
9.	Minutes of cancellation of incorrectly or damaged printed diploma/certificate forms.	P.ÿT/BMVBCC.09



**SPECIFICATIONS FOR MANAGING CERTIFICATE AND DIPLOMA PROCESSING, PRINTING, AND ISSUING CERTIFICATES AND DIPLOMAS**

No.	Job step name	Specification	Department/Unit responsible	Department/Unit are collaborative.	The results achieved	Deadline	Chart sample
1.	Request to purchase blank VBCC forms.	- Based on the annual training plan year, prepare a request form to purchase blanks VBCC (Number of VBCC blanks: College, Vocational School)	P.ÿT		Request form buy blanks VBCC	Two months before the courses graduate annual	P.ÿT/BMV BCC.01
2.	Approval	The principal or the school board will inspect and approve. Approve the proposal to purchase blank VBCC forms.	HT/BGH		Request form buy blanks VBCC is approve		
3	Prepare a bill of sale order for blanks VBCC	Prepare a purchase order for blank diplomas/certificates according to the quantity specified in the blank purchase request form. VBCC, send soft copy files over the network to Social Labor Printing and Trading Company Limited	P.ÿT		Order form for blank certificates certificate		P.ÿT/BMV BCC.02
4.	Receive the VBCC blank.	Received blank diplomas/certificates sent by Social Labor Printing and Trading Company Limited. According to the quantity ordered. Check the number. The quantity and quality of the diploma blanks must conform to the sample diploma blank provided by the manufacturer. school approval	P.ÿT		VBCC embryo with quantity place an order		
5	Update the number of embryos. VBCC places orders and records them in the tracking log on a digital file.	The officer receives the blank form and updates the number. Input the tracking number for printing the VBCC (Verified Certificate of Conformity) form on the soft file.	P.ÿT		Soft copy of notebook track number number of blanks ordered buy		P.ÿT/BMV BCC.03

6	Receive graduation recognition decisions for each batch, along with the list of students and a soft copy of the student list.	<ul style="list-style-type: none"> <li>- Received a certificate of recognition. The job includes a list of students from the administrative office.</li> <li>- Receive the soft copy of the list of outstanding students. profession according to the Recognition Decision graduated from the department's supervisory staff soft training.</li> </ul>	P.ÿT		The decision to recognize graduation for each batch includes a list of students and a soft copy of the student list.		P.ÿT/BMV BCC.04
7. Data processing and printing of VBCC (Verified Certificate of Completion).		<ul style="list-style-type: none"> <li>- Create and process data files according to a template. Ready to merge mail into the Word file containing The printed VBCC template is based on the subject and industry, and the information fields printed on the VBCC blank are checked.</li> <li>- Print VBCC based on the processed data file.</li> </ul>	P.ÿT		<ul style="list-style-type: none"> <li>- The data file is handle.</li> <li>- Printing form for VBCC (Verification Certificate) according to requirements</li> <li>statue, branch</li> <li>- VBCC has printed complete information</li> </ul>	From 03 to 10 days (depending on the number) quantity Good students occupation	P.ÿT/BMV BCC.05 P.ÿT/BMV BCC.06
8 Signatures of the Certificate of Conformity		The principal signed the printed certificate with complete information and arranged according to categoryPrincipal statue.	Principal	P.ÿT	VBCC has been sign		
9. Stamp		The VBCC has been signed by the Principal. Give it to the clerk to get stamped.	P.TCHC	P.ÿT	VBCC has been stamp		
10. Receive the stamped certificate.		The VBCC was stamped by the Document Office. Sort by object.	P.ÿT	P.TCHC	VBCC has been Stamp according to the correct subject.		
11. Issuance of Certificates of Merit		VBCCs are issued according to plan. Individual (if applicable) or allocated on weekdays (Monday to Friday during business hours)	P.ÿT		Original issuance register VBCC already has signature of receiver	Within 30 days since the learner The exam has ended. subject, module Final	

12. Establish a register for issuing certificates of merit.		<p>- After printing the certificates, create the original register. Issuance of certificates of merit according to Appendix 3 (issued together with Decision No. Decision No. 351/QD-CDYT dated December 15, 2021, of the Principal of Thai Binh Medical College.</p>	P.ÿT		Original issuance register VBCC	P.ÿT/BMV BCC.07
13	Record the number of issued diplomas and certificates in the management log; any incorrect or damaged printed forms (if any) in the soft file.	<p>- After printing the VBCC (Verification Certificate), update the register. Manage the number of issued diplomas and certificates, and any incorrect or damaged printed forms (if any) using a digital file.</p>	P.ÿT		Soft copy of notebook digital management allocation amount VBCC, incorrect printing, damaged printing. (if any)	P.ÿT/BMV BCC.08
14	Carry out procedures to destroy incorrectly printed or damaged diploma/certificate forms (if any).	<p>- Statistics are compiled at the end of December each year. Number of incorrect or damaged printed blanks (if any) Yes). Proceed with the procedure to cancel the blank diploma.</p>	P.ÿT		Minutes of cancellation of blank forms, incorrectly printed or damaged certificates.	P.ÿT/BMV BCC.09

Relevant documents (School level, management level):

- Circular 24/2020/TT-BLDTBXH dated December 30, 2020, of the Ministry of Labour, Invalids and Social Affairs amending and supplementing a number of articles of Circular No. 10/2017/TT-BLDTBXH dated March 13, 2017, of the Minister of Labour, Invalids and Social Affairs regulating the mÿu of intermediate and college graduation certificates; printing, management, issuance, revocation, and cancellation.

Intermediate or college diploma.

- Consolidated document 2513/VBHN-BLDTBXH dated August 3, 2021, of the Ministry of Labour, Invalids and Social Affairs, stipulating the mÿu (template) for intermediate and college-level diplomas; printing, management, issuance, revocation, and cancellation of intermediate and college-level diplomas.

- Decision No. 351/QD-CDYT dated December 15, 2021, of the Principal of Thai Binh Medical College, stipulating the mÿu (template) for intermediate and college-level diplomas; printing, management, issuance, revocation, and cancellation of intermediate and college-level diplomas.

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE  
COLLEGE OF MEDICINE

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**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

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*Thai Binh, [date]*

## REQUEST FORM

To: The Board of Directors of Thai Binh Medical College

My name is:

Department:

Based on plan:.....

Number of college diploma blanks: pieces

Number of diploma blanks for Intermediate level: female

We respectfully request that the school's Board of Directors approve this proposal./.

**Board of Directors**

**Department Head**  
**TCHC**

**Head of the Department of Education Management - Applicant**

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**ORDER FORM**

**GRADUATION CERTIFICATE TEMPLATE**

**To: Social Labor Printing and Trading Company Limited**

Ordering institution: Thai Binh Medical College

Name of person receiving the documents: Mobile phone: Office phone:  
02273.844.966

Invoice address: 290 Phan Bá Vành, Quang Trung Ward, Thai Binh City, Thai Binh Province

Address for receiving documents: 290 Phan Bá Vành, Quang Trung Ward, Thai Binh City, Thai Binh Province

Tax identification number: 1000359841

Document submission required:  Delivery note, Financial invoice, Contract   Report  
acceptance certificate

TT	Product name	Quantity	Unit	Unit price	Total amount
	<b>A. Diploma templates for Intermediate and College-level programs according to Circular 10/2017/TT-BLDTBXH and supplemented by Circular 24/2020/TT-BLDTBXH.</b>				
1	Intermediate Vocational Certificate Template (19x27cm)		Female		
2	College Diploma Template (19x27cm)		Female		
	<b>TOTAL</b>				

In words:

Thai Binh, [Date] [Month] [Year]

**PURCHASE PLANNER**

**REPRESENTATIVE OF THE UNIT  
(Signed and stamped)**

**Process: MANAGEMENT OF CERTIFICATE BLANKS, PRINTING AND ISSUANCE**

P.ÿT/BMV BCC.03

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**SUMMARY TABLE OF NUMBER OF GRADUATION CERTIFICATE BLANKS PURCHASED**

TT	Level of training	Unit	The diploma blanks have been purchased.					Total
			Year.....	Year ...	Year ...	Year ...	Year...	
1	College	The						
2	Intermediate levels	The						
<b>Total</b>								

**SCHEDULE PREPARED BY**

**Process: MANAGEMENT OF CERTIFICATE BLANKS, PRINTING AND ISSUANCE**

P.ÿT/BMVBCC.07

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

**COLLEGE OF MEDICINE**

**ORIGINAL CERTIFICATE OF GRADUATION FROM INTERMEDIATE/COLLEGE LEVEL AND  
ACADEMIC TRANSCRIPT**

Object: .....

Graduation Decision Number: ...../QD-CDYT issued by the Principal of Thai Binh Medical College on  
..... day ..... month ..... year .....

Training format: .....

Field/Profession of study: .....

Course: Major: ..... .....

Year of graduation: .....

ST T	They and name	Date of birth	Sex	Nation	National C ticket	Hometown	Graduation p	Certificate number classification TN	Original TN	The recipient of the diploma TN signs and clearly writes his full name. registration number	Note
1											
2											
3											
4											

Thai Binh, date ..... month ..... year .....

**PRINCIPAL**

**Process: MANAGEMENT OF CERTIFICATE BLANKS, PRINTING AND ISSUANCE**

P.ÿT/BMVBCC.09

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*Thai Binh, [date]*

**REPORT**

**Destroy incorrectly or damaged printed diplomas for vocational and college programs.**

Today, at [date], in the Training Department of Thai Binh Medical College, we, the undersigned, are:

1. Mr./Ms.....

2. Mr./Ms.: .....

.....

Proceed with the procedures to cancel blank diplomas for vocational and college graduates that were printed incorrectly or damaged.

According to the following statistics:

No.	Content 1:	Quantity	Note
	College Diploma Template		
2.	Intermediate Vocational School Diploma Templates		

All blank diplomas for vocational and college programs that were printed incorrectly or with defects have had their corners cut off and been destroyed.

According to piece

regulations. (The blank destruction process was completed on [date] [month] [year])

**SIGNATURES OF THE MEMBERS**

**CONFIRMATION BY THE UNIT LEADER  
PRINCIPAL**