



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

COLLEGE OF MEDICINE

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PROCEDURE

PRESERVING ACADEMIC RESULTS

Encryption : QT.32/VH-P.HSSV/08

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	Author	Inspector	Approver
Signature			
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Title:	Head of Student Affairs Department / Vice Rector		PRINCIPAL

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose: This process is designed to describe the steps involved and clearly demonstrate the functions and responsibilities of the relevant units in the process of reviewing requests for concessions of students.

2. Scope of Application: This procedure applies to the process of preparing and reviewing applications for deferment of enrollment for full-time students of Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

Preserving academic results in this process means allowing students to...

The points earned during the course of study at the school will be retained for a certain period of time.

2. Abbreviations:

QT	: Procedure	Student Affairs	Department: Student Affairs Office
Employee	: Staff	Council of Trustees	: Admissions Council
PDT	Training Department	HSSV	Students
Homeroom Teacher	: Homeroom Teacher	QD	: Decision
BGH: Board of Directors		KH	: Plan

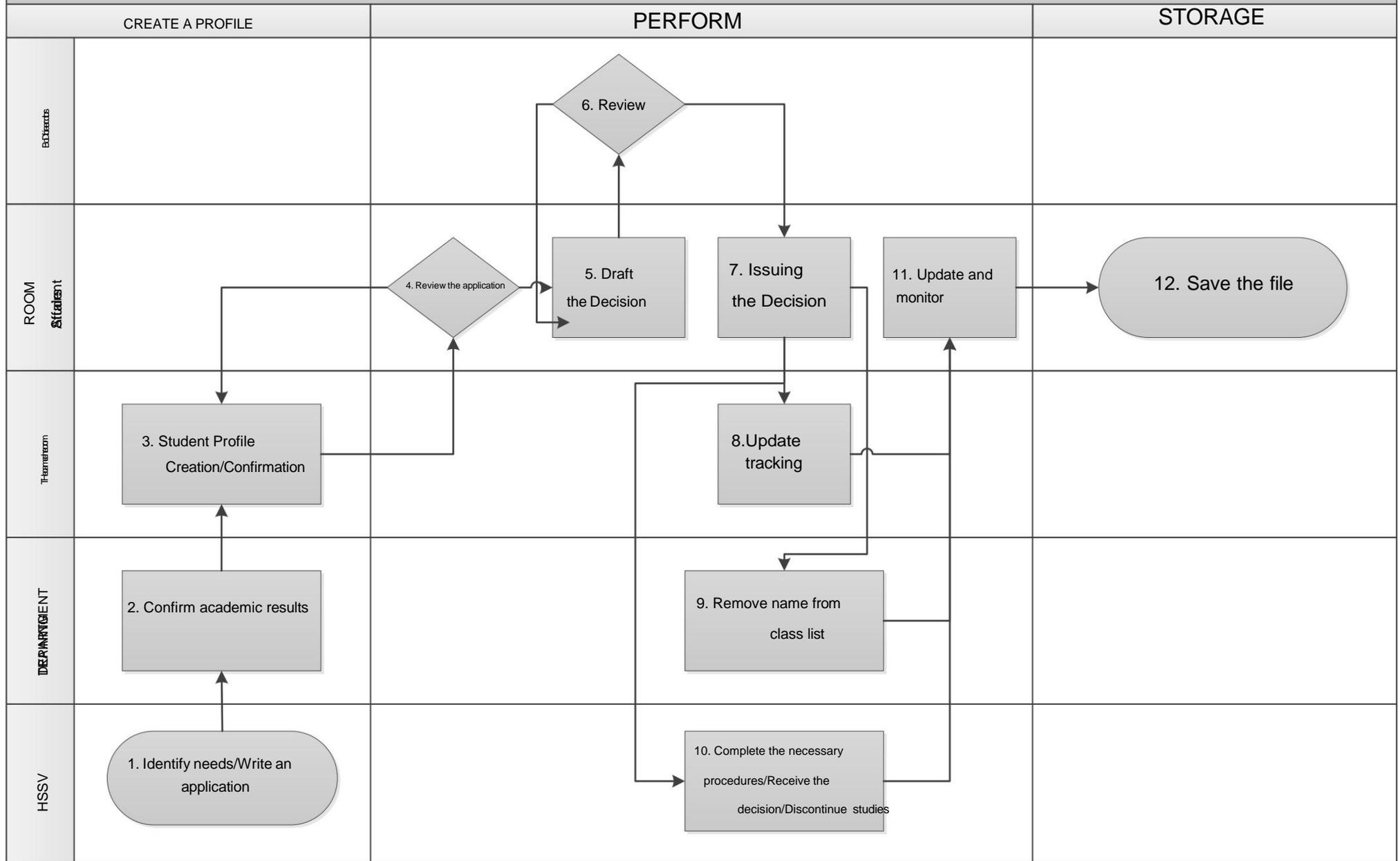
III. FLOWCHART (See page 03)

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

V. FORMS/INSTRUCTIONS

No.	Form name	Encoding
1.	Application for Deferment	BM/QT.32/VH-P.HSSV/08/01
2	Certificate of academic results	BM/QT.32/VH-P.HSSV/08/02
3	Faculty's request for leave of absence	BM/QT.32/VH-P.HSSV/08/03
4.	Decision to retain	BM/QT.32/VH-P.HSSV/08/04

PROCEDURE FOR RETAINING ACADEMIC RESULTS



SPECIFICATION OF THE PROCESS FOR PRESERVING LEARNING OUTCOMES

No.	Job step name	Content	Department/Person responsible	Department/ Collaborator	Results achieved	Deadline	Form/ File initial
1	Identify needs/write an application	Students (or their family members) who wish to defer their studies should fill out the application form and attach relevant documents to submit to their homeroom teacher.	Student (or representative)	Homeroom Teacher	Application for protection The files and related documents have been transferred. <small>Homeroom Teacher</small>		BM01
2	Confirm the result academic results.	The Training Department confirms the academic results of students	Training Department	HSSV	Academic results The student's academic record is confirmed by the Training Department.		BM02
3	Confirmation of records (only students with academic results from at least one semester are eligible for academic leave of absence). Confirmation of relevant documents in the application file. <small>initial</small>	Based on the application of the student and Instructions for school-provided application forms; homeroom teachers prepare Save students' academic results.	Homeroom Teacher	Student Affairs Officer, Academic Advisor	The retention record is programmed by the homeroom teacher in the office. Student Affairs Committee review		BM03
4	Review the application	Student Affairs Department reviews student deferment applications.	Student Affairs Department	Students, homeroom teachers	The application form is being reviewed.		

5	Drafting decisions	P. Student Affairs Department drafts the decision to submit to the Rector.	Student Affairs Department				BM04
6	Review	The school administration reviews the application and approves the decision to grant a leave of absence.	Principal	Student Affairs Department	The decision to reserve the right has been approved.		
7	Promulgate decision	The Student Affairs Department issues the decision to defer enrollment to the relevant departments: Class (Homeroom Teacher), Training Department, and Students.	Student Affairs Department	Homeroom teacher, Training Department, students	The decision to protect the save system has been forwarded to the relevant departments.		
8	Tracking updates	The homeroom teacher will receive the decision to update the student's name in the deferred study record to track the student's return to studies.	Homeroom Teacher	Student Affairs Department Training Department	The student's retention status is updated and monitored.		
9	Remove name from class list	The Training Department, after receiving the decision, will notify the class and the homeroom teacher and remove the name from the class list.	Training Department	Homeroom teacher, Class, Subject teacher	The student's name is removed from all documents and daily class attendance records.		
10	Complete the payments, receive Decision, stop studying.	Students should use the deferral decision to complete any outstanding payments, receive the decision, the academic performance confirmation form, and discontinue their studies (returning to study according to the permitted deferral period).	HSSV	Homeroom Teacher	The fees have been paid, students are given time off from school.		

11	Tracking updates	The Student Affairs Office has received the updated names of students in the deferment list (on the software) to track their return to studies.	Student Affairs Department		The student's retention status is updated and monitored.		
12.	Save the file.	P. Student Affairs Department: Maintaining records and preserving academic results.	Student Affairs Department		The records are saved.		