



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

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh City  
Tel: 0227.3844966 Email: caodangytb@caodangytb.edu.vn  
Fax: 0227.3844966 Web: www.caodangytb.edu.vn

## ADMISSION PROCESS

Encryption : QT.24/ P.ÿT  
Issued for the first time : 01  
Effective from date June 14, 2023

	Author	Inspector	Approver
Signature			 HIỆU TRƯỞNG TRƯỜNG CAO ĐẲNG Y TẾ Nguyễn Thị Thu Dung
Full name	PINK SWALLOW	NGUYEN HOANG <small>OLDER BROTHER</small>	NGUYEN THI THU DUNG
Job Title: Training Department Staff		HEAD OF DEPARTMENT <small>Urban Management</small>	PRINCIPAL

**ADMISSION PROCESS**

**I. PURPOSE AND SCOPE OF APPLICATION**

**- Purpose**

The aim is to provide methods and procedures for the proper implementation of regulations and rules. in the enrollment process for the regular program at Thai Binh Medical College.

**- Apply:**

This guideline applies to the organization and implementation of the student recruitment plan. The program has been approved and implemented at Thai Binh Medical College.

This guideline applies to groups and individuals involved in organizing.

Functions include implementing the school's annual enrollment plan;

This procedure applies to all relevant units within the College of Health Sciences. Peace.

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:** Student recruitment is a task developed at the beginning of the year by the Training Management Department in coordination with relevant departments and divisions, based on targets and plans. The training plan for the following academic year is approved by the Principal. Its purpose is to select qualified students to study at the school.

**2. Abbreviations:**

Department of Labour, War Invalids and Social Affairs			Principal
Board of Directors	Board of Directors	P.TCHC	General Administration Department
P.ÿT	Department of Training Management, Scientific Research and International Cooperation	QD	Decision
Council of Trustees	Admissions Council	PhD	Admissions
Accounting Department	Secretariat of the Council of Trustees		

**III. FLOWCHART** (See page 4)

**IV. SPECIFICATION** (See pages 5-8)

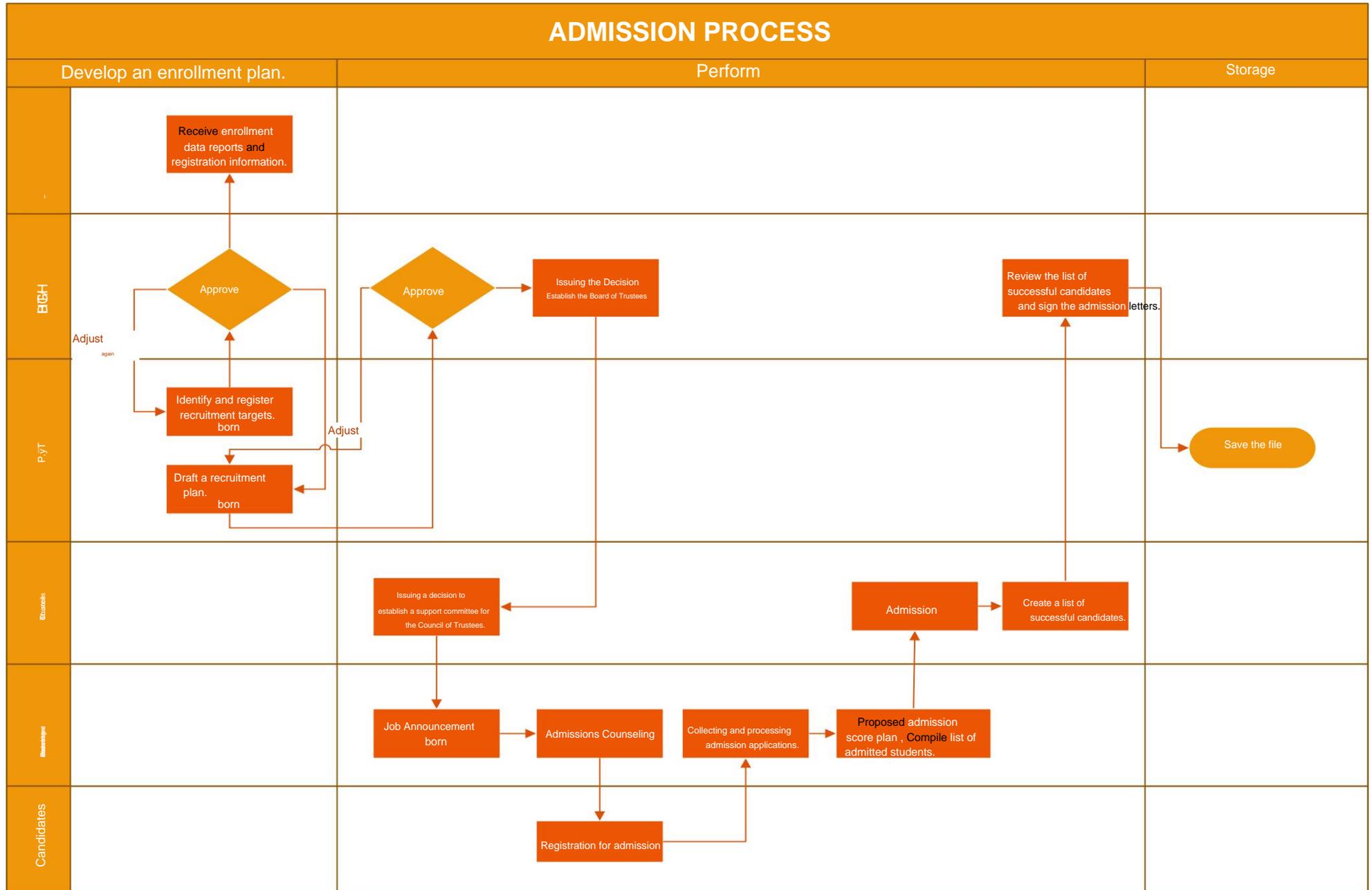
**V. ACCOMPANYING FORMS/INSTRUCTIONS**

**a. Forms**

<b>No.</b>	<b>Form/Instruction Name 1:</b>	<b>Encryption</b>
	Registration of Enrollment Quotas	BM 01
2.	Admissions Plan	BM 02
3.	Decision to establish the Admissions Council	BM 03
4.	Decision to establish the Executive Committee's support board.	BM 04
5.	Application Profiles	BM 05
6.	Admission Announcements	BM 06
7.	Admission Notifications	BM 07
8.	Admission Decisions	BM 08
9.	List of successful candidates	BM09
10.	Admission Notices	BM10

**b. Reference documents**

Based on Circular 05/2021/TT-BLDTBXH dated July 7, 2021, issued by the Ministry of Labour, Invalids and Social Affairs, promulgating regulations on admission procedures and determining admission quotas for intermediate and college-level programs, and the School's admission regulations.



**ADMISSION PROCESS SPECIFICATIONS**

No.	Job step name	Specification	Set part/section Thank you  perform	Set coordinating unit/department	Results achieved	Deadline	Form
1	Identify and Register for enrollment quotas	- In December of each year, based on societal needs and the school's training capacity, the Training Department forecasts the enrollment quotas for each major and profession for the new year and submits them to the Rector for signature before sending them to the Department of Labor, War Invalids and Social Affairs before January 15th of each year.	P.ÿT	P.TCHC	The school's annual enrollment quota registration form.	Month 12 rows year	BM01
2	Approve	The principal signs the registration of the student enrollment quota.		P.ÿT	The registration form for student enrollment quotas has been signed by the Principal.		
3	Project development draft enrollment plan	- The Admissions Office will draft the enrollment plan and submit it to the Board of Directors for review and approval. If it is deemed unreasonable, the Admissions Office will be requested to review and revise it.	P.ÿT		Draft enrollment plan	Month 01  annually	BM02
4	Approve	The principal signs and issues the recruitment plan.	HT	P.ÿT	Admissions plan The principal has signed.		
5	Issuing the Decision establish <small>Council of Trustees</small>	- The Vice President of Training proposes a list of members for the Board of Trustees and drafts a decision to establish the Board of Trustees for the Rector's approval. - The Principal signs the Decision to establish the Admissions Council in accordance with Article 6 of the School's Admissions Regulations.	HT	P.ÿT	Decision to establish the Admissions Council		BM03

6	Issuing the Decision Establish a support committee. <small>Council of Trustees</small>	- The Admissions Council established an Admissions Support Committee. (Secretary, Review Board) according to Article 7 of the School's Admission Regulations	<small>Council of Trustees</small>	P.ÿT	Decision to establish the Committee Admissions Secretary		BM04
7	Build the set application documents	- Develop application dossiers for candidates, ensuring they are accurate in content and aesthetically pleasing.	P.ÿT	Related departments <small>mandarin</small>	Print complete application forms for all eligible candidates.		BM05
8	Admission Announcement	- Publish admission information on the school's website and other mass media outlets.	<small>Accounting Department</small>	Related departments <small>mandarin</small>	Announcement from TS publicly on the media		BM06
9	Recruitment consultant born	- Providing consultation via Facebook and Zalo. - Direct admissions counseling at schools. High schools in the province	<small>Accounting Department</small>	The facilities have object	Organized at the facilities	01 month	
10	Register for TS	- Applicants can submit their applications directly to the Admissions Office of Thai Binh Medical College, send them by mail, or register online. Website: <a href="http://tuyensinh.caodangytb.edu.vn">http://tuyensinh.caodangytb.edu.vn</a>	<small>Candidates from the Science and Technology Department</small>		The application documents comply with the school's admission regulations.		BM05
11	Collect documents, process recruitment application born	- Check the records. - Guide candidates in completing their application forms. - Receive application forms and registration fees. - Classify applications by field of study and admission method. - Compile the daily report on the number of files. <small>report to the Board of Directors</small> - Enter the registration information into the computer and compile the data according to the admission methods specified in the School's Admission Regulations.	<small>Accounting Department</small>		List of candidates		

	Expected options, and create a list of admitted born	Based on the enrollment quotas for each category, The Admissions Council Secretariat will propose several admission score options, compile a list of admitted candidates for submission.  The Admissions Council reviews the proposed cutoff scores and the expected number of successful candidates.			The admission plan and the list of admitted candidates have been finalized. consider		
12	Admission	- The Admissions Council convenes to review and select candidates who meet the eligibility requirements; and agrees on the number and list of successful candidates for each profession.  - The Examination Board drafts the Decision recognizing the successful candidates and the list of successful candidates for submission to the Chairman of the Examination Council for signing and promulgation.	Council of Trustees, Secretariat				BM07
13	Approve	The Chairman of the Admissions Council reviews and signs. Decision; list of successful candidates and admission summons	Chairperson <small>Council of Trustees</small>	P.ÿT	Decision; list of successful candidates and the signed admission letter		BM08 BM09 BM10
14	Announce the results	- Announce the admission results (list of admitted candidates, list of unsuccessful candidates) on the University's website.  - Print and send admission notices to candidates.	Accounting Department				
15	Save the file	Admission quotas, plans, announcements, decisions, registration lists, and lists of successful candidates.	P.ÿT				