



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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PROCEDURE FOR PUBLISHING THE WEEKLY LESSON SCHEDULE

Encryption : QT.37/ P.ÿT/01

Issued for the first time : 01

Effective from date May 4, 2020

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Signature			
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PROCEDURE FOR PUBLISHING THE WEEKLY LESSON SCHEDULE

I. PURPOSE AND SCOPE OF APPLICATION

Publishing the weekly lecture schedule ensures timely progress according to the annual training plan.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

P.QLyT

Training Management Department

Urban Management Department

Head of Training Management Department

GVBM

Departmental Academic Affairs

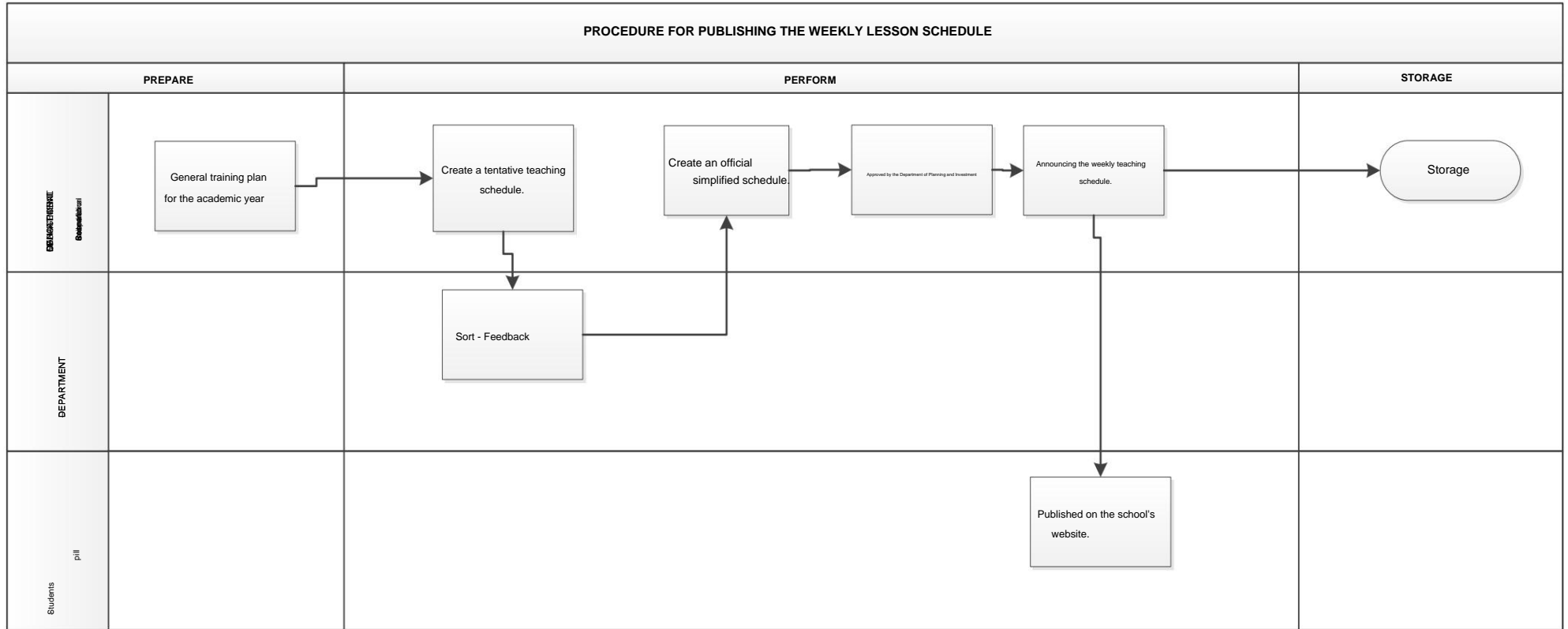
Department Head

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-11)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Weekly lecture schedule	QT07/DT/BM01



SPECIFICATION OF THE PROCESS FOR PUBLISHING A WEEKLY LESSON SCHEDULE

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Create a schedule Expected teaching schedule for the week	- Develop lesson schedules on a weekly basis.	Department of Training Management, Scientific Research, and International Cooperation		- Lecture schedule weekly		
2	Coordinate and respond to the proposed teaching schedule.	- The department's academic affairs officer will check the attendance schedule. Please provide feedback and arrange a response for the Training Management Department.	Academic affairs of faculties and departments		- Department/ Faculty lecture schedule.		
3	Create the official weekly teaching schedule.	- Department of Education Management.	Department of Training Management, Scientific Research, and International Cooperation	Department	Official lecture schedule		
4	Approvals	- The Department of Education and Training approves the weekly teaching schedule.	TP-QLyT		Official lecture schedule		
5	Publicly display the schedule on the Web.	- The weekly teaching schedule will be publicly available on the school's website.	P. Training Management - Scientific Research - International Cooperation		- Publicize the schedule		
6	Storage	- Store the weekly lecture schedule.	P. Training Management - Scientific Research - International Cooperation		Storage		