



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

**COLLEGE OF MEDICINE**

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# PROCEDURE

## CONSIDERATION FOR ACADEMIC EXCELLENCE SCHOLARSHIPS

Encryption : QT.21/CTHSSV :  
Issued for the first time 01  
Effective from date May 26, 2021

	<b>Author</b>	<b>Inspector</b>	<b>Approver</b>
Signature			
Full name:	<b>Nguyen Cong Phat</b>	<b>Pham Anh Tuan</b>	<b>Nguyen Dinh Trong</b>
Job titles for	<b>the Student Affairs Department: Head of Student Affairs Department, Vice Rector</b>		

**I. PURPOSE AND SCOPE OF APPLICATION**

**1. Purpose:** This process is designed to describe the steps involved and clearly define the functions and responsibilities of the individuals and units involved in the scholarship awarding process for academic achievement among students. It aims to ensure fairness and objectivity for all students.

**2. Scope of Application:** This procedure applies to individuals and units involved in the process of reviewing and awarding KKHT scholarships to full-time students studying at Thai Binh Medical College.

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:**

The KKHT scholarship is the name given to a sum of money awarded to a student to encourage them to maximize their learning and training in the educational environment. The KKHT scholarship is awarded for 5 months per semester, 10 months per academic year, and is considered over 6 semesters for college students and 4 semesters for vocational school students.

The KKHT scholarship fund considers all students in the same course, at the same level, and with the same enrollment time. Funding source: derived from tuition fees.

**2. Abbreviations:**

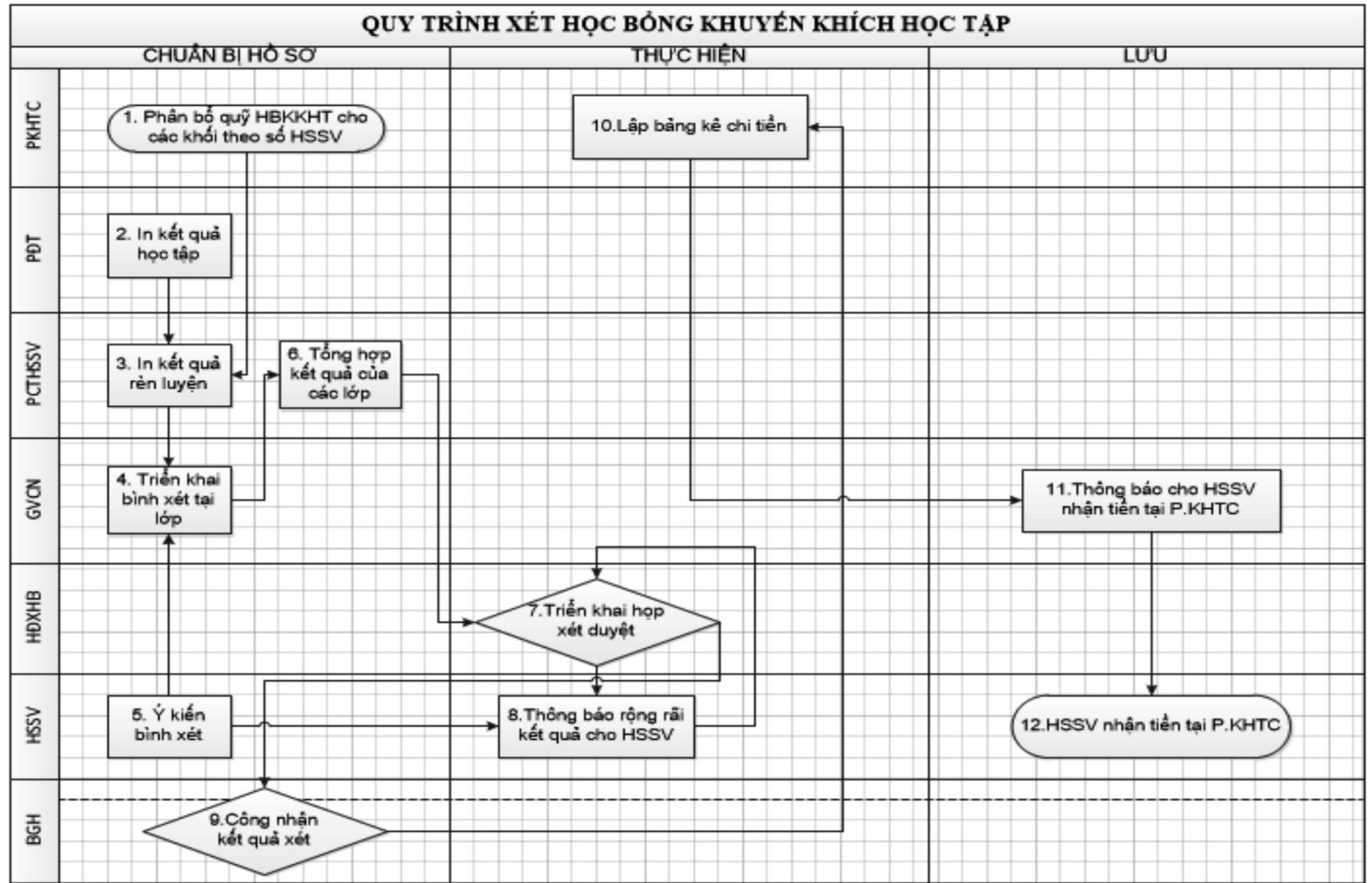
Academic Advisor: CVHT	PCTHSSV: Student Affairs Office
Homeroom Teacher: Homeroom Teacher	KKHT : Encouraging learning
BGH: Board of Directors	HSSV Students
PKHTC: Planning and Finance Department; H	XHB: Scholarship Review Board
PDT Training Department	Average score: Overall average score

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

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

**V. FORMS/INSTRUCTIONS**

No.	Form/Instruction Title 1: Decision to	Encryption
	Establish the Council for Social and Economic Cooperation	BM/QT.16/CDY-CTHSSV/01/01
2.	Announcement of semester scholarship funds for each grade level	BM/QT.16/CDY-CTHSSV/01/02
3.	Semester GPA	BM/QT.16/CDY-CTHSSV/01/03
4	List of students eligible for scholarship consideration. Semester KKHT	BM/QT.16/CDY-CTHSSV/01/04
5.	Minutes of the KKHT Scholarship Review	BM/QT.16/CDY-CTHSSV/01/05
6.	Statement of Scholarship Payments for the Semester	BM/QT.16/CDY-CTHSSV/01/06



**SPECIFICATION OF THE ACADEMIC ACHIEVEMENT SCHOLARSHIP AWARD PROCESS**

<b>TT</b>	<b>Job step name</b>	<b>Specification</b>	<b>Department/ Unit responsible</b>	<b>Coordinating Department/Unit</b>	<b>Results achieved</b>	<b>Deadline</b>	<b>Form</b>
1	Fund allocation  KKHT	The KKHT scholarship fund is allocated to each course based on the number of students.	PKHTC	PCTHSSV, <small>Homeroom Teacher/School Advisor</small>	The announcement regarding the semester scholarship fund for each grade level has been sent.  <small>Homeroom Teacher/School Advisor</small>	One month after the start of the school year, the semester begins.	BM/QT.16/CDY-CTHSSV/ 01/02
2	Print academic results	Compile the average GPA for all courses in the semester and print the transcript.  send PCTHSSV, <small>Homeroom teacher/Academic advisor (please provide full notification of cases that do not meet the requirements)</small> Eligibility criteria for the KKHT scholarship	PDT	PCTHSSV, <small>Homeroom Teacher/School Advisor</small>	Transcripts and information about scholarship eligibility requirements Students are transferred to PCTHSSV (with signature of)  <small>(Head of Training Department)</small>	Before the end of the semester  10 days	BM/QT.16/CDY-CTHSSV/ 01/03
3	Print the results of the PCTHSSV training	Within 7 days of receiving the semester's academic transcript, the homeroom teacher will conduct a character assessment and submit it.  PCTHSSV training and compile a report for the training evaluation council.  School level. After the school council meets and approves the training results, the Student Affairs Department prints the training results and sends them to the school.	PCTHSSV	PDT, <small>Homeroom Teacher/School Advisor</small>	Enter full details and print the forging software score on training  Training management to is directed the homeroom teacher.	Within 5 days of the council's evaluation of the training level, the school will hold a meeting on to approve it.	Template based on management software

4	Implement class-based evaluation.	<p>The homeroom teacher organizes a class meeting to evaluate eligible students based on their academic and behavioral performance, ranking them from highest to lowest according to the guidelines attached to Decision No. 235/QD-Medical Examination and Treatment Regulations dated August 27, 2016</p> <p>Principal of the College Thai Binh Health</p>	Homeroom Teacher	PCTHSSV, CVHT	<p>Submit list Students who meet the eligibility criteria can apply for scholarship consideration</p> <p>Semester KKHT</p>	<p>Within 7 the day after everything is ready</p> <p>Academic and behavioral performance scores.</p>	BM/QT.16/CDY-CTHSSV/01/04
5	Review	<p>Students have the right to express their opinions directly or indirectly when the homeroom teacher organizes the evaluation in the class, and to raise questions after the school's Student Affairs Committee has reviewed and publicly announced the results.</p>	HSSV	Homeroom teacher/Academic advisor, Social Security	The questions and concerns have been noted.	<p>Feedback will be reflected directly at the class review meeting or within 7 days when after</p> <p>The school's Social Welfare Committee will review the results and widely publicize them.</p>	
6	Summary of results scholarship are level. ranked	<p>PCTHSSV compiles the list Students who are eligible to apply for the semester's academic achievement Social Security report</p> <p>ranked in order from highest to lowest grade</p>	PCTHSSV	Homeroom Teacher	<p>List Students who meet the eligibility criteria can apply for a scholarship. for a Semester performance reviews, ranked from highest to lowest, newspaper urine Social Security</p>	<p>2 days before the Social Welfare Council meeting</p> <p>The school officials held a meeting to review the matter. are as follows:</p>	BM/QT.16/CDY-CTHSSV/01/06

7	attached and in accordance with Decision No. 235/QD-review.	The Student Council will hold a meeting to review the list of students eligible for the semester's academic achievement scholarship, following the guidelines Decision dated August 27, 2016, of the Principal of Thai Binh Medical College and the allocation of scholarship funds for courses by semester.	Social Security	PCTHSSV, PýT, PKHTC, <small>Homeroom teacher, Academic advisor</small>	Through the list book Student proposal Received the KKHT scholarship for the semester	Complete the list within 7 days of the presentation meeting. Principal approves	BM/QT.16/CDY-CTHSSV/01/06
8	Publicize the results. give HSSV	The Student Affairs Committee will widely announce the results to students on the website 7 days before submitting them to the Principal for approval (in case of receiving questions or concerns from teachers or students, a meeting will be held to consider adjustments to ensure fairness and accuracy).	Social Security	PCTHSSV, PýT, PKHTC, <small>Homeroom teacher, Academic advisor</small>	The announcement will be widely disseminated to students on the website.	Complete the list within 7 days of the presentation meeting. Principal approves	BM/QT.16/CDY-CTHSSV/01/06
9	Acknowledge the results of the examination.	The principal, based on the minutes of the Student Affairs Council, approved the list of students receiving scholarships for the semester.	Principal	HýXHB, PCTHSSV	Approved list submitted PKHTC	After <small>When</small> Social Security activities are <small>newspaper</small> widely disseminated.	BM/QT.16/CDY-CTHSSV/01/05; BM/QT.16/CDY-CTHSSV/01/06
10	Prepare a statement of expenditures.	The Finance and Accounting Department prepares a statement of scholarship payments for the semester. Inform the homeroom teacher.	PKHTC	PCTHSSV, <small>Homeroom Teacher</small>	Prepare a statement of scholarship disbursements for the semester and notify the relevant parties. <small>Homeroom Teacher</small>	2 days after The principal approves the list. Students receive scholarships. KKHT	BM/QT.16/CDY-CTHSSV/01/06

11	Announcement for students receive money at PKHTC	The homeroom teacher will notify the students whose names are on the list to receive their scholarship money at the Finance and Accounting Department.	Homeroom Teacher	CVHT	Students are able to see the list of scholarship recipients and the scholarship amount. my KKHT	Within 1 day after PKHTC <small>newspaper</small> announces the list	BM/QT.16/CDY - CTHSSV/01/06
12	Students receive money at PKHTC	Students whose names are on the list to receive money at the PKHTC (Project Management and Finance Department)	HSSV	PKHTC	Students whose names are on the list to receive money at the PKHTC (Project Management and Finance Department)		

Institution: Thai Binh Medical College  
SDNN Code: 1021623

Form No.: C03-HD

(Issued under Decision No. 19/2006/QD-BTC)  
(Decision dated March 30, 2006, of the Minister of Finance)

**STATEMENT OF SCHOLARSHIP EXPENDITURES FOR ACADEMIC ACHIEVEMENTS FOR THE RECIPIENT .....**

*(The average academic score and conduct score for the semester ... will be used to consider scholarships for the semester ..... of the academic year 20..... - 20.....)*

No.	Full name	Date of Birth	Class	Point HT	Point RL	Ranking study	Ranking RL	Ranking HB	HB level	Signed <small>(Please write your full name)</small>
1										
2										
3										
4										
<b>TOTAL</b>										

Amount in words: .....

Date.... Month... Year 20....

**PRINCIPAL**

**CHIEF ACCOUNTANT**

Student Affairs Department

**CREATOR**



Number: 298/QD-CDYT

*Thai Binh, November 28, 2018*

**DECISION**

**Regarding the establishment of the Academic Scholarship Review Board**

**PRINCIPAL OF THAI BINH MEDICAL COLLEGE**

Based on Circular No. 46/2016/TT-BLDTBXH dated December 28, 2016, issued by the Minister of Labor, War Invalids and Social Affairs, promulgating regulations on the Charter of Colleges;

Based on Decision No. 2842/QD-UBND dated December 6, 2012 of the People's Committee of Thai Binh province on the tasks, powers and organizational structure of Thai Binh Medical College;

Based on Circular No. 17/2017/TT-BLDTBXH dated June 30, 2017, of the Minister of Labor, Invalids and Social Affairs. The Ministry of Education and Training issues regulations on student affairs in vocational schools and colleges; considering the proposal of the Head of the Student Affairs Department.

**DECISION**

Article 1. Establishment of the Scholarship Review Board for Students of the College.  
 The Thai Binh Medical College includes the following individuals:

- |  |                 |             |
|--|-----------------|-------------|
| 1. Mr. Nguyen Dinh Trong, Vice Rector  | 2. Mr. Pham Anh | Chairperson |
| Tuan, Head of Student Affairs Department                                     | 3. Mr. Nguyen   | Permanent   |
| Cong Phat, Staff Member of Student Affairs Department, Secretary             | 4. Ms. Giang    |             |
| Ha, Head of Training and Research Department                                 | 5. Mr.          | Thi Thu     |
| Pham Thanh Thuong, Head of Planning and Finance Department, Member           |                 |             |
| 6. Ms. Bui Thi Hong Hoa, Head of the Traditional Medicine Department, Member |                 |             |
| 7. Ms. Nguyen Thi Hoang Anh, Secretary of the Youth Union, Member            |                 |             |

Article 2. The Council is responsible for implementing the scholarship selection process for students in accordance with current regulations.

Article 3. The individuals named in Article 1 and the relevant departments are responsible for implementing this Decision. This Decision takes effect from the date of signing./.

Recipient:

- As per Article 3;
- Save VT, CTHSSV.

**PRINCIPAL**

(Signed)

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness*Thai Binh, [date] [month] 20...*

**MINUTES OF THE MEETING FOR REVIEWING THE SCHOLARSHIP FOR ACADEMIC ACHIEVEMENT  
FOR THE GROUP OF APPLICANTS.....  
(FIRST SEMESTER OF THE ACADEMIC YEAR 20.... – 20.....)**

Today at .....h..... on ..... day ..... month ..... year 20..... in the meeting room on the 2nd floor of the administrative building of Thai Binh Medical College. The school's scholarship review board consists of:

- Comrade Nguyen Dinh Trong - Vice Principal - Chairman of the Board
- Comrade Pham Anh Tuan - Student Affairs Department - Standing Committee
- Comrade Nguyen Cong Phat - Council Secretary
- Comrade Bui Thi Hong Hoa - Member - Comrade Nguyen
- Thi Hoang Anh - Secretary of the Youth Union
- Representative of the Training and Research Management Department
- Representatives from the Planning and Finance Department - Academic Advisors, Homeroom Teachers of all subjects

**\* Evaluation criteria:**

- Students with a GPA (Grade Point Average > 2.5) of "good" or higher.
- Students' conduct grades must be at least "good".
- Students who have not received any disciplinary action from the school at the level of reprimand or higher.
- The final exam score for each semester must be > 4. - There

are no retake exams for any course, and students will be selected from highest to lowest scores until the scholarship fund is exhausted.

<b>BLOCK</b>	<b>College of Nursing</b>	<b>College of Laboratory Testing</b>	<b>Note</b>
Total number of students			
Scholarship Fund			
Number of students eligible for consideration			
Number of students considered			
Number of students receiving scholarships			
Number of Outstanding Students			
Number of students with excellent grades in HB			
Number of students with a "Good" grade in the HB program.			
Total amount paid			

The list of scholarship recipients will be publicly posted on the school's bulletin board and announced on the school's website from .../0.../20... to ...../...../20..... If no one raises any questions during this period, scholarship recipients will receive the money at the School's Planning and Finance Department.

The meeting ended at .....h..... on the same day.

**Chairman of the council**

**Meeting Secretary**

**Nguyen Dinh Trong**

**Nguyen Cong Phat**