



**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

## STUDENT DISCIPLINARY PROCEDURES

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	Author	Inspector	Approver
Signature			
Full name:	<b>VU TRUNG DUNG</b>	<b>PHAM ANH TUAN</b>	<b>NGUYEN THI THU DUNG</b>
Job Title:	<b>Officer of the Student Affairs Office</b>	Student Affairs Department	<b>PRINCIPAL</b>

CT

## **STUDENT DISCIPLINARY PROCEDURE**

### **I. PURPOSE AND SCOPE OF APPLICATION 1.**

#### Purpose

- The procedure is designed to describe the steps involved as well as the process.

Clearly define the functions and responsibilities of the class homeroom teacher, the course academic advisor, the student affairs office, and other relevant departments in the process of organizing disciplinary proceedings against students who violate the school's regulations and rules.

#### 2. Scope of application:

- Students of Thai Binh Medical College violated the school's rules and regulations.
- Forms of disciplinary action: Expulsion from school, Suspension from school for one year, Warning, Reprimand (criticism in front of the class)

### **II. DEFINITIONS AND ABBREVIATIONS**

#### **1. Definition:**

#### **2. Abbreviations:**

HSSV	Students
KL	Discipline
Homeroom Teacher/Academic Advisor	Homeroom teacher - Academic advisor
Student Affairs Department	Student Affairs Office
Contract	Disciplinary Council
PBK-CM III.	Departments/Faculties/Specialized Units

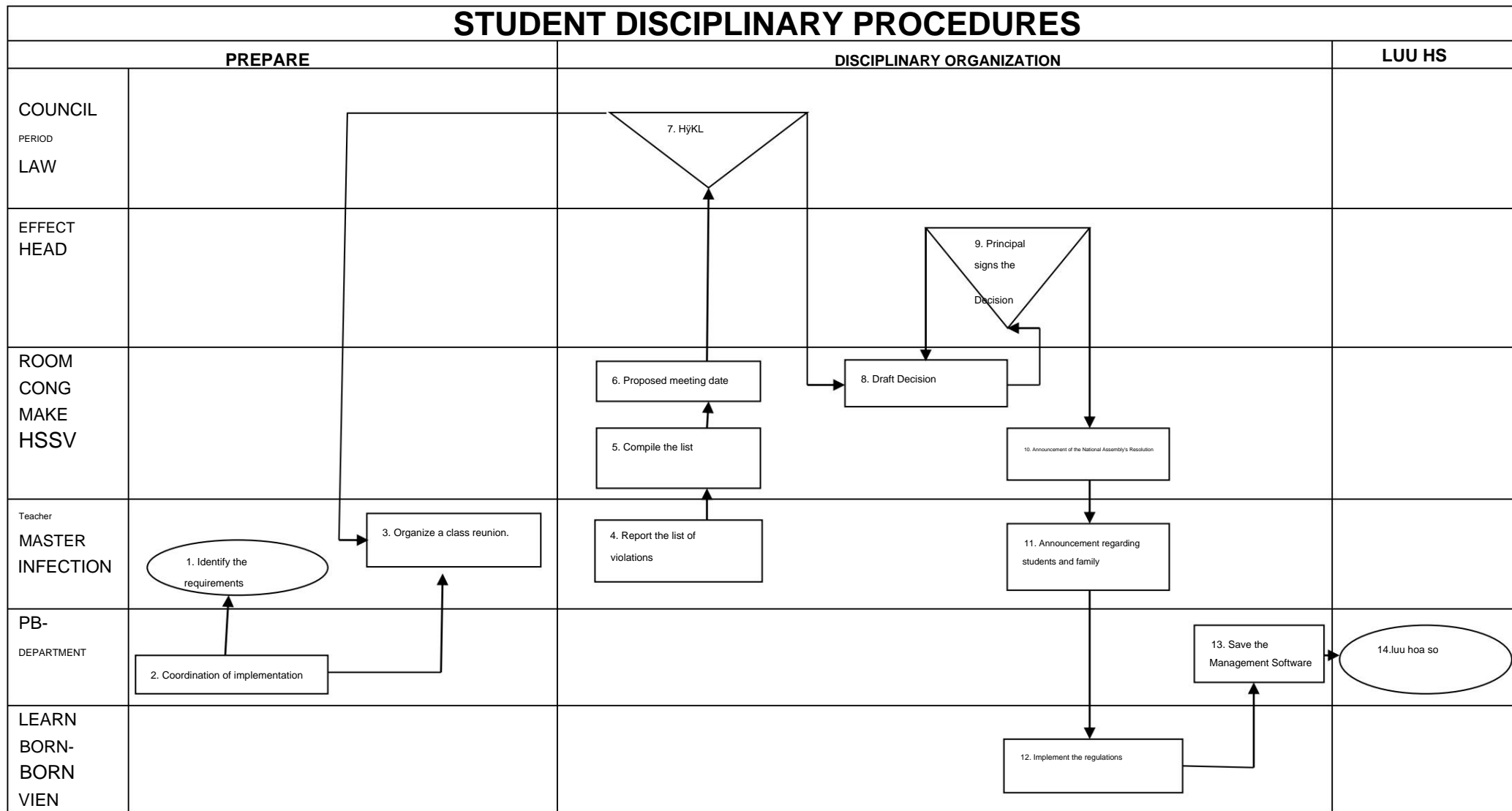
**FLOWCHART** (See page 3)

**IV. SPECIFICATIONS** (See pages 4-6)

### **V. ACCOMPANYING FORMS/INSTRUCTIONS**

<b>No.</b>	<b>Form/Instruction Name</b>	<b>Encryption</b>
1	Report of student violation	CTHSSV-M01
2	Student self-assessment report on violations (with confirmation) (Director)	CTHSSV-M02
3	Minutes of the class meeting regarding student violations.	CTHSSV-M03
4	The minutes of the Disciplinary Council meeting outline the disciplinary measures to be taken against students who have violated the rules.	CTHSSV-M04

# STUDENT DISCIPLINARY PROCEDURES



**SPECIFICATION OF THE STUDENT DISCIPLINARY PROCESS**

No.	Job step name	Specification	Department/ Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Identify requirements	The homeroom teacher invites the student who violated the rules. Prepare a report and a self-assessment.	Homeroom Teacher	HSSV	Report, self-assessment	1 day	Student Union M01 Student Union M02
2	Coordinate implementation	Homeroom teachers coordinate with the Faculties/Departments. <b>Subject-Related Room</b>	Homeroom Teacher	Homeroom teachers coordinate with the departments <b>Department Related Department</b>			
3	Organize a class reunion.	The homeroom teacher organizes a class meeting, where students who violated the rules read their statements and self-criticisms regarding the violations in front of the class. The homeroom teacher assesses the violation and imposes the appropriate disciplinary action.	Homeroom Teacher	Student Affairs Department	Class meeting minutes	1 day	Student Union M03
4	Report on the list of students who violated discipline.	The homeroom teacher reports the list of students who violated the rules and the disciplinary measures taken.			List Students violate regulations.	1 day	
5	Synthetic list Students violate regulations.	The Student Affairs Department will propose disciplinary measures based on the severity of the student's violation.	Student Affairs Department	Homeroom Teacher	Synthetic list Students violate regulations.	2 days	

6	Proposed date for the Disciplinary Council meeting.	We are requesting the Board of Directors' approval to schedule a meeting. <b>Contract</b>	Student Affairs Department	Homeroom Teacher	Please set a meeting date. <b>Contract</b>	1 day	
7.	The Disciplinary Committee reviews the conclusions.	The Council unanimously agreed on the level of commitment. <b>Students in the meeting and issuing the disciplinary decision.</b>	<b>Contract</b>	Student Affairs Department Homeroom Teacher		1 day	Student Union M04
8	<b>Draft</b> <small>Decision on Disciplinary Action</small>	The Student Affairs Department proposed a form of disciplinary action. <b>expected</b>	Student Affairs Department	Homeroom teachers coordinate with the departments <b>Department Related Department</b>		1 day	
9	The principal signs the decision.	- The principal approves the decision. -If the decision is not in line with the Disciplinary Council meeting, return to the draft. <b>QD</b>	Principal P.CTHSSV		<b>Conclusions</b>  <b>HSSV</b>	1 day	
10.	Announcement of Decision	<b>Issue the Decision to the Related Department</b>	Homeroom Teacher	Homeroom Teacher - Room <b>Administration</b>  <b>synthetic</b>		1 day	
11	<b>Class announcements, student and family</b>	The homeroom teacher holds a class meeting to announce the disciplinary decision for students. Notification regarding the families of students with disciplinary actions ranging from a Warning to higher levels.	Homeroom Teacher	Homeroom Teacher <b>HSSV</b>		1 day	

	12. Implementing Disciplinary Actions: Students receive decisions on the implementation of disciplinary actions.		HSSV	Homeroom Teacher		According to the Decision	
13	Update the QL software.	The QDDKL (Quality, Value, Time, Time) has been updated in the Student Management software.	Student Affairs Department	Homeroom Teacher <b>Training Management</b>		1 day	
14.	Save the file.	The Student Affairs Department keeps records of student conduct to monitor implementation. KL	Student Affairs Department	Homeroom Teacher <b>Training Management</b>			