



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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STUDENT AWARD PROCEDURE

Encryption : QT.14/ P.CTHSSV/02
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	Author	Inspector	Approver
Signature			
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Job Title:	Officer of the Student Affairs Office	Student Affairs Department	PRINCIPAL

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 homeroom teacher, the course advisor, the student affairs office, and other relevant departments in the process of organizing the awarding of prizes to students and classes with outstanding achievements in academics and training.

2. Scope of application:

- Students of Thai Binh Medical College
- Forms of recognition: Awarding certificates of merit and prizes.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

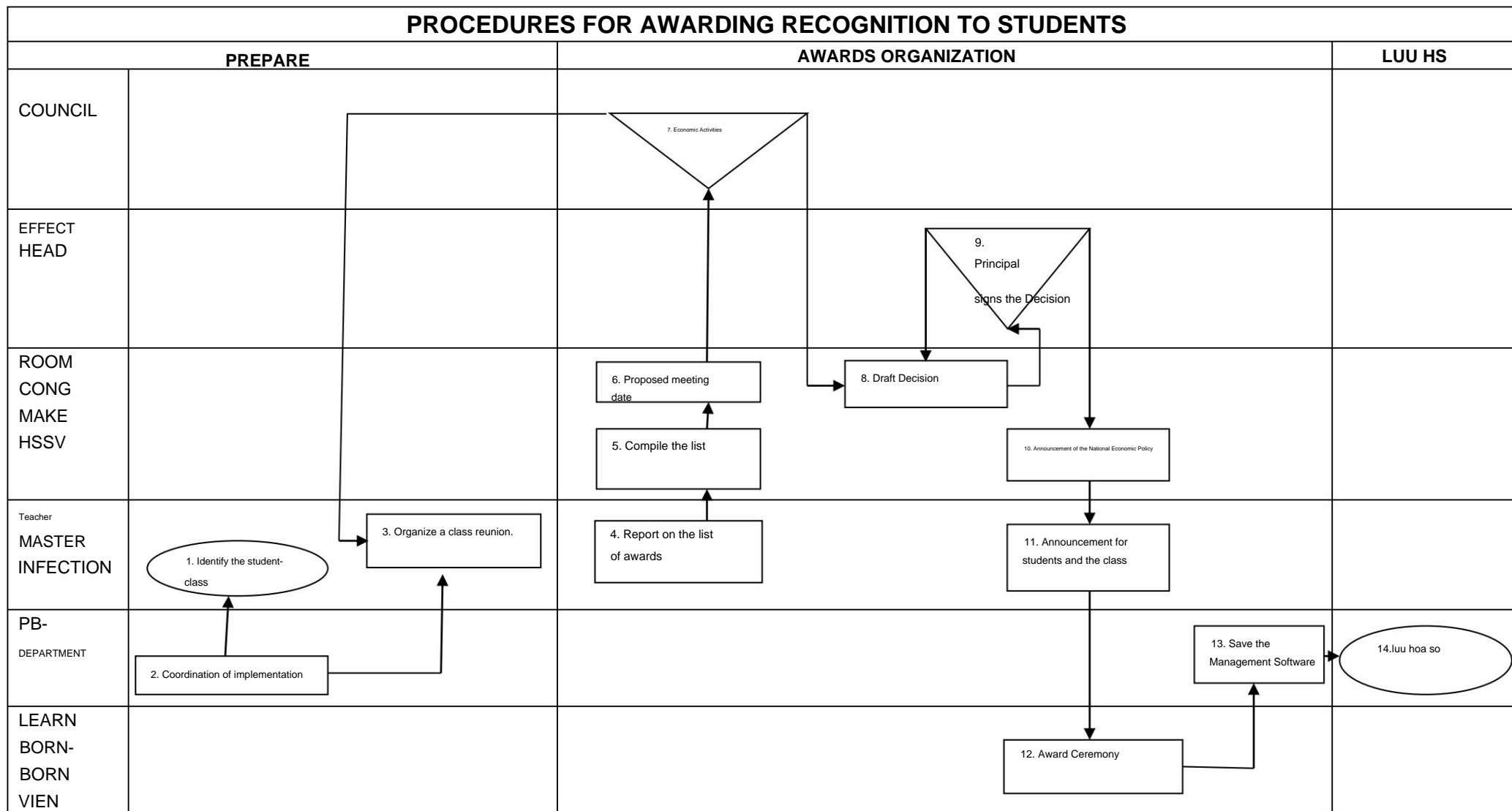
HSSV	Students
KT	Awards
Homeroom Teacher/Academic Advisor	Homeroom teacher - Academic advisor
Student Affairs Department	Student Affairs Office
Economic and Technical Council	Awards and Disciplinary Council
PBK-CM	Departments/Faculties/Specialized Units

III. FLOWCHART (See page 3)

IV. SPECIFICATIONS (See pages 4-6)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Guideline Name: Proposal	Encryption
1	from the Homeroom Teacher/Academic Advisor for students with high academic and behavioral achievements	CTHSSV-M01
2	The class meeting minutes included a request for awards from students.	CTHSSV-M02
3	The minutes of the Awards Council meeting outline the levels of awards.	CTHSSV-M03



SPECIFICATION OF THE STUDENT AWARD PROCESS

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Identify requirements	The homeroom teacher compiles a list of students with high academic and behavioral achievements.	Homeroom Teacher	HSSV	Student list	1 day	Student Union M01
2	Coordinate implementation	Homeroom teachers coordinate with the Faculties/Departments. Subject-Related Room	Homeroom Teacher	Homeroom teachers coordinate with the departments Department Related Department			
3	Organize a class reunion.	The homeroom teacher organizes a class meeting to announce the students who have achieved high academic and behavioral performance.	Homeroom Teacher	Student Affairs Department	Class meeting minutes	1 day	Student Union M02
5	Compilation of lists High-achieving students in academics and training.	The Student Affairs Department proposes reward levels.	Student Affairs Department	Homeroom Teacher	Synthetic list Student awards	2 days	
6	Proposed date for the Economic Council meeting.	We are requesting the Board of Directors' approval to schedule a meeting. Economic Contract	Student Affairs Department	Homeroom Teacher	Please set a meeting date. Contract	1 day	

7	Economic Councils review the audit.	The Council unanimously agreed on the level of inspection. Students in the meeting and issuing the decision on the examination.	Contract	Student Affairs Department Homeroom Teacher		1 day	Student Union M03
9	The principal signs the decision.	- The principal approves the decision.	Principal P.CTHSSV		Economic Decisions HSSV	1 day	
10.	Announcement of Decision	Issue the Decision to the Related Department	Homeroom Teacher	Homeroom Teacher - Room Administration synthetic		1 day	
11	Announcements class, students	The homeroom teacher held a class meeting to announce the disciplinary decision regarding the students.	Homeroom Teacher	Homeroom Teacher HSSV		1 day	
12.	Conduct the inspection.	Students receive commendation decisions and awards.	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 Training Management		1 day	

14. Save the file.		The Student Affairs Department maintains records of student awards and commendations.	Student Affairs Department	Homeroom Teacher, Training Management Department			
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