



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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**PROCEDURE FOR EVALUATING STUDENT TRAINING PERFORMANCE
AND IMPORT THE SOFTWARE**

Encryption : QT.09/ P.CTHSSV/02
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	Author	Inspector	Approver
Signature			
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Job title:	SPECIALIST - P. Student Affairs	Student Affairs Department	VICE PRESIDENT

PROCEDURE FOR ENTERING TRAINING POINTS INTO THE SOFTWARE

I. PURPOSE AND SCOPE OF APPLICATION 1.

Purpose

- Standardize the method for entering training scores into the software.
- Ensure objectivity and fairness in the grading and score entry process.

Training.

2. Scope of application:

- Training points for all students
- Classes of students
- Homeroom teachers grade the classes.
- Department of Student Affairs

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

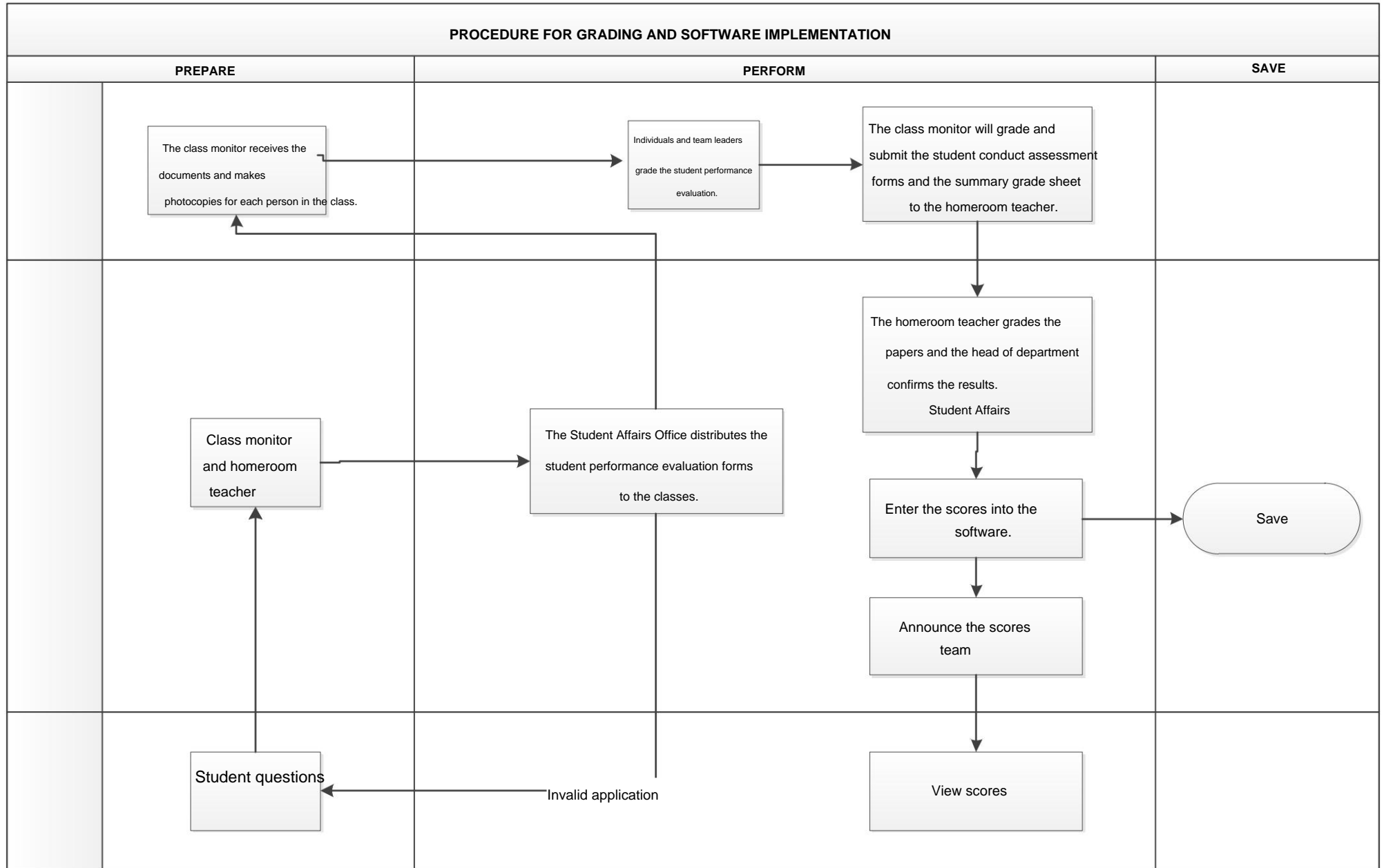
SV	Student
DRL	Training points
Student Affairs -	Student Affairs Office
Target Group	All full-time students in the school

III. FLOWCHART (See page 3)

IV. SPECIFICATIONS AND SAMPLE FORMS (See pages 4, 5, 6, 7, 8, 9)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1	Periodic Performance Review Form	BM6
2	Summary of grades	BM7
3	Announcement for students, Academic Advisor	
4.	Confirmation by Homeroom Teacher, Head of Student Affairs	



SPECIFICATION OF THE STUDENT TRAINING AND DEVELOPMENT GRADING PROCESS

No.	Job step name	Specification	Department/ Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Class monitor receive sample scoring sheet forging point practice (photocopy) (one copy for each student)	- Receive the grading sheet with the following information: Full name, class, semester, school year	Students fish DRL dot their people during that semester	Team leaders DRL point, BCS class dot again	Homeroom teacher responsibility training paper and re-check for students	Homeroom teacher marking Finished and announced to the class. Academic Advisor practice	BM06
2	Questions getting points for forging training HSSV	Students meet with the class leader to inform them about their academic performance.	LT contacted Homeroom teacher presentation task	Teacher and homeroom teacher re-check the ballot DRL point student questions	Forging points standard training of students	Homeroom teacher signature confirmation receive and submit Council	BM06
3	Student Affairs Office	Receive the training score summary Training from the homeroom teacher, submitting performance evaluation scores to the council for approval. training for classes	Office students	Classes Students, homeroom teachers, and academic advisors practice	Enter training points practice in this section soft management train	Within One week since upon receiving the DRL confirmed full	

THAI BINH MEDICAL COLLEGE
STUDENT AFFAIRS OFFICE

SOCIALIST REPUBLIC OF VIETNAM Independence
- Freedom - Happiness

STUDENT TRAINING PERFORMANCE EVALUATION
FORM Semester : Academic

Year 20.... - 20....

*(Issued pursuant to Decision No. 78/QĐ-CDYT dated September 1, 2008, of the
 Principal of Thai Binh Medical College)*

Student's full name :

Group:..... Class:.....Course :

TT	Review content	Maximum score	Rating		
			Fish core	Class	Group
I. Attitude and Academic Performance:		30			
1.	Attending classes, hospital visits, and hospital duty on time. (1 point deducted for being late for one class, 4 points deducted for authorized absences, 1 point deducted for skipping a class, 2 points deducted for one unauthorized absence)	8			
2.	Prepare your lessons thoroughly, listen attentively to lectures, wear your ID badge when attending class and going to clinical rotations. (Failure to wear ID badge, failure to prepare lessons, disruptive behavior, or sleeping during class will result in a 1-point deduction for each violation.)	3			
3.	Strictly adhere to the regulations of examinations and tests. - Bringing unauthorized materials into the exam/test will result in a 2-point deduction each time. - A reprimand will result in a 4-point deduction. - A warning results in a 6-point deduction - Suspension from the exam results in an 8-point deduction.	8			
4.	The final course grades (first attempt) must be ≥ 5.0. If your TKMH score is below 5 or you have to retake each subject, 2 points will be deducted.	4			
5.	Average score between 5.0 and 6.9; Average score between 7.0 and 7.9; Average score between 8.0 and 8.9; Average score of 9.0 or higher	1 2 3			
6.	Selected to participate in gifted student competitions and Olympiads. * If awarded a prize (first, second, or third place) at the	4 1			
following levels: - School level - Above school level II. Assessment of adherence to school rules and regulations (If violated once, all points will be deducted for that section)		25			
1.	Show respect and politeness towards teachers and school staff.	3			
2.	Participate fully, on time, and seriously in flag-raising ceremonies, school-wide rallies, extracurricular activities, class activities, and group activities. Strictly	4			
3.	comply with the work assignments of the class, homeroom teacher, clinical department, and school. Actively participate in	5			
general cleaning sessions and labor activities.		2			

5.	Strictly adhere to temporary residence and absence registration procedures.	3			
6.	Strictly comply with the code of conduct.	3			
7.	Pay tuition fees, examination fees, and donations fully and on time.	3			
8.	No smoking within school grounds.	2			
III. Assessment of awareness and participation in socio-political, cultural, artistic, sports, and social vice prevention activities.		20			
1.	Actively participate in the school's sports and physical education movements, as well as those organized by the youth union and student association (5 points for direct participation, 3 points for indirect participation, and 2 points deducted for each non-participation).	5			
2.	Attend all study sessions on resolutions, regulations, and rules organized by the school (being late for one session, taking one authorized absence, leaving mid-session will result in a 2-point deduction, and taking one unauthorized absence will result in a 3-point deduction).	4			
3.	Actively participate in community activities organized by the Youth Union, school, and hospital, such as volunteer work, blood donation, and contributions to support funds... (4 points for direct participation, 3 points for indirect participation, 2 points deducted for each non-participation)	4			
4.	A simple, healthy, and cultured lifestyle. Pure and sincere friendships and romantic relationships.	2			
5.	No organizing or participating in gambling, prostitution, drug use, lottery, or other vices. Other social evils.	2			
6.	Received commendations or awards in activities such as sports, culture and social affairs, and prevention of social evils at various levels. - School - At the school level	1 2			
IV. Assessment of citizenship qualities and community relations (If a violation occurs once, all points for that section will be deducted)		15			
1.	Maintain good relationships within the class and school, avoiding causing disunity.	3			
2.	Strictly adhere to the Party's guidelines and the State's policies and laws. Comply with the rules and regulations of the dormitory/rented accommodation.	3			
3.	Effectively implement the 12 principles of medical ethics.	4			
4.	Have a sense of mutual support and assistance for friends in studies and in life.	2			
5.	Have a spirit of criticism and self-criticism.	3			
V. Evaluation of awareness and results of participation in class and group activities.		10			
If you are a class officer, youth union officer, or party officer, the results of the collective emulation competition will be based on the regulations below (Team leaders who complete their tasks well will receive 50% of the points awarded to class officers and youth union branch leaders).					
1.	Excellent Class: - Percentage of students achieving good or excellent grades: ≥ 20% - Percentage of students with a GPA of "good" or higher: ≥ 90% - No students violated discipline.	10			
2.	Advanced Class: - Percentage of students achieving good or excellent grades: ≥ 10% - Percentage of students with a GPA of "good" or higher: ≥ 70% - The percentage of students violating regulations is below 10%, with no students receiving a warning or higher-level violation.	8			

3.	<p>Class achieved:</p> <ul style="list-style-type: none"> - Percentage of students achieving good or excellent grades: \geq 5% - Percentage of students with a GPA of "good" or higher: 30 - 50% - The percentage of students violating regulations is below 20%, with no students receiving a warning or higher-level violation. 	5			
4.	<p>Weak class:</p> <ul style="list-style-type: none"> - Percentage of students achieving good or excellent grades = 0% - Percentage of training scores rated "good" or higher: 0 - 30% - Some students have committed violations that warrant a warning. <p><i>(If any of the three conditions above are not met, the performance ranking will be lowered by one level.)</i></p>	0			
	<p>Note:</p> <ul style="list-style-type: none"> - Students are members of the Executive Committee of the Youth Union/Student Association at the school level, and the Steering Committee. Club members, members of the Broadcasting Committee, and members of the Youth Self-Management Team who have excellently completed their tasks, as well as students with exceptionally outstanding achievements: 10 points. <i>(Elected by the collective Executive Committee of the School's Youth Union/ Student Association; the class, Party branch, Youth Union branch, Student Association branch, and club members, and must have more than half of the members voting in favor)</i> - Students who are members of the School-Level Youth Union/Student Association Executive Committee, Club Management Board, Broadcasting Committee, or Youth Self-Management Team and successfully complete their tasks: 8 points. <i>(Elected by the collective Executive Committee of the School's Youth Union/ Student Association; the class, Party branch, Youth Union branch, Student Association branch, and club members, and must have more than half of the members voting in favor)</i> - If students violate regulations beyond the above limits, disciplinary action will be taken in coordination with Regulation 60 and Regulation 1584. Students who fail to register their temporary residence or complete tuition and training fee payments as required will receive a conduct score not exceeding the Average level (<60 points). 				
Total score					

Datemonth.....year 20....

Homeroom teacher

(Sign and print your full name)

Class monitor

(Sign and print your full name)

Student self-assessment

(Sign and print your full name)