



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE**  
**COLLEGE OF MEDICINE**

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# ADMISSION PROCEDURE

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**ADMISSION PROCEDURE**

**I. PURPOSE AND SCOPE OF APPLICATION**

**a. Purpose**

The aim is to provide methods and procedures for the proper implementation of regulations and guidelines.

Regulations governing the admission process for new students at Thai Binh Medical College.

**b. Scope:**

- This guide applies to students enrolling after their admission has been approved at Thai Binh Medical College.

- This guideline applies to the organizations and individuals involved. This includes organizing and implementing the school's annual enrollment plan.

- This procedure applies to all relevant units within the College.

Thai Binh Medical College

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:** Student admissions are determined by the Academic Affairs Department in coordination with other departments of the University, based on the results of The admission of students is subject to approval by the Principal.

**2. Abbreviations:**

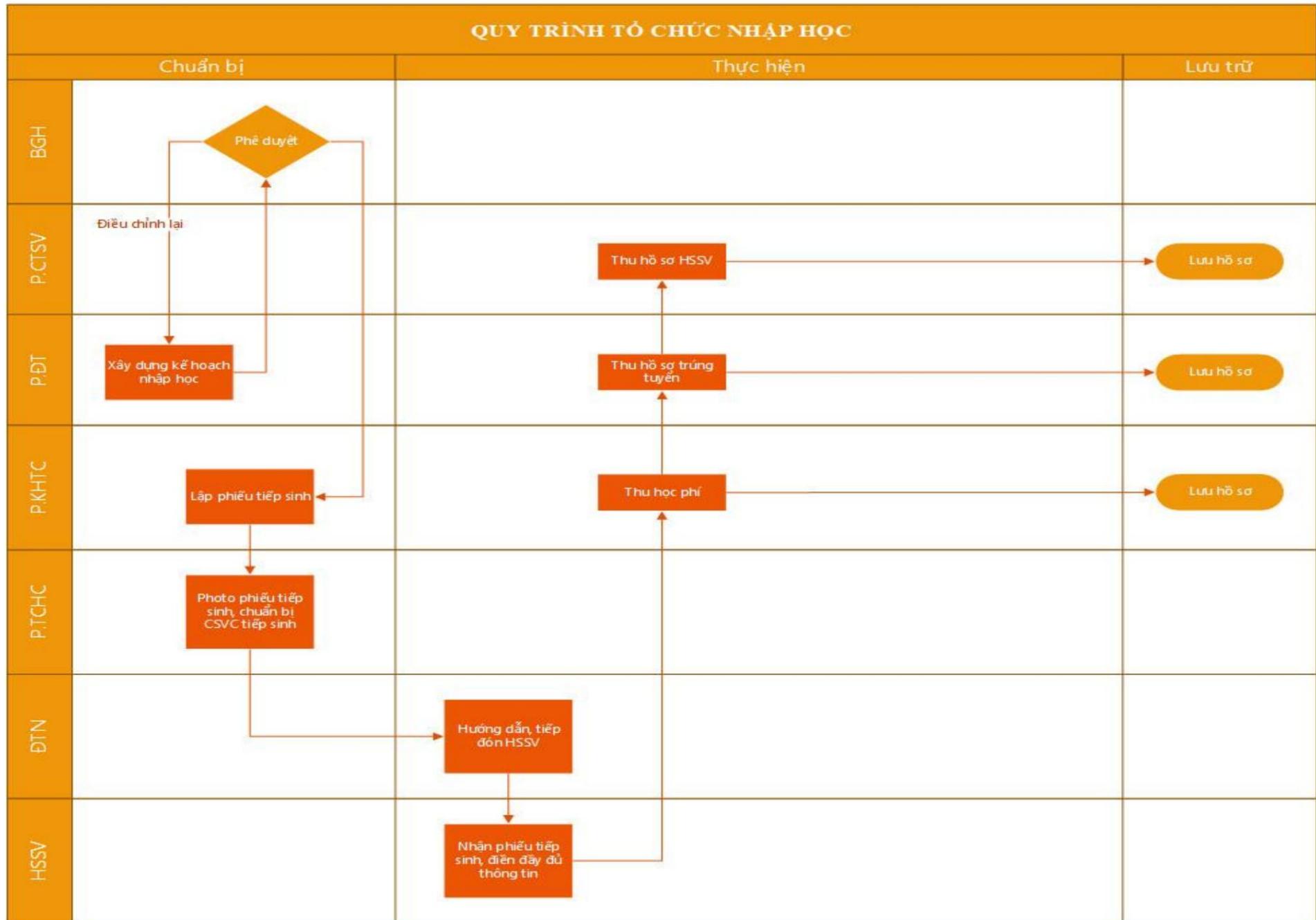
<small>Board of Directors</small>	Board of Directors	P.KHTC	Planning Department Finance
P.ÿT	Training Management Department – Scientific research and international cooperation	Youth Union	
<small>Student Affairs Department</small>	Student Affairs Office	Students	
P.TCHC	Administrative and Human Resources Department main	DS	List

**III. FLOWCHART** (See page 4)

**IV. SPECIFICATION** (See pages 5-6)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

<b>No.</b>	<b>Form/Instruction Name</b>	<b>Encryption</b>
1.	Admission Plan	BM 01
2.	Prepare a birth registration form.	BM 02
3	Successful applicants	BM 03
4.	Student Profiles	BM 04



**ADMISSION PROCESS SPECIFICATIONS**

No.	Job step name	Specification	Department/ Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Develop a Plan enrollment plan	Based on the approved list of admitted students, the Training Department will develop a plan. student enrollment plan	P.ÿT	Relevant departments	Admission plan expected	1 week	
2	Approve	After developing the enrollment plan, the Academic Affairs Department submits it to the Board of Directors for review and approve	Board of Directors	P.ÿT	The enrollment plan has been approved.		BM01
3	Prepare a follow-up order. born	P.KHTC prepares birth registration forms for eligible individuals, ensuring they are accurate, complete, and aesthetically pleasing.	P.KHTC	Relevant departments	Birth certificate	1 week	BM02
4	Print the P.TCHC receipt form, print the birth and pre-natal birth forms, and prepare. reincarnation	facilities to accommodate students Parents/guardians must ensure full attendance upon enrollment. Suitable, convenient.	P.TCHC	Relevant departments	Print all necessary birth registration forms for enrollment purposes.		
5	students, and procedures.	The Youth Union welcomes and guides assists parents in completing enrollment friendly and polite learning	Youth Union				
6	Receive the birth registration form and fill it out completely. believe	Students receive and fill out the enrollment form, providing all the required information correctly and completely.	HSSV	Relevant departments			
7	Collect documents Accepted	Based on the list of successful candidates, the Department of Education will compare the admission criteria.	P.ÿT		Admission documents		BM03

		Students' studies. Admission applications will be processed according to regulations.					
<b>8</b>	Collect documents HSSV	Based on the current student regulations and the university's rules, the Student Affairs Office will review and accept the application documents. HSSV	Student Affairs Department		Student application file		BM04
<b>10.</b>	Collect tuition fees	Based on current regulations and rules, the Finance and Accounting Department receives the following payments: Students must pay this fee upon enrollment.	P.KHTC	Student Affairs Department, Training Department			
<b>11.</b>	Save the file.	Plan, list of admitted students, application documents Student ID, Student list for tuition payment, Enrollment list	Relevant departments				