



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

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## PROCEDURE FOR ISSUING CERTIFICATES TO STUDENTS

Encryption : QT.30/ P.CTHSSV/01

Issued for the first time : 01

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Signature			
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Job title	<b>Student Affairs Specialist</b>	Head of Student Affairs Department	<b>Vice Principal</b>

## PROCEDURE FOR ISSUING CERTIFICATES TO STUDENTS

### I. PURPOSE AND SCOPE OF APPLICATION

To standardize the procedures for receiving, processing, and issuing various types of certificates. Accepted for students.

This procedure applies to students at Thai Binh Medical College.

### II. DEFINITIONS AND ABBREVIATIONS

#### Define

Confirmation Certificate: This is a document issued by Thai Binh Medical College, used to supplement student applications as required for purposes such as: temporary deferment of military service, student loans, receiving scholarships from social organizations or families.

Policies, dormitory accommodation, job applications, student SIM card registration, temporary residence permits, etc.

#### Abbreviations

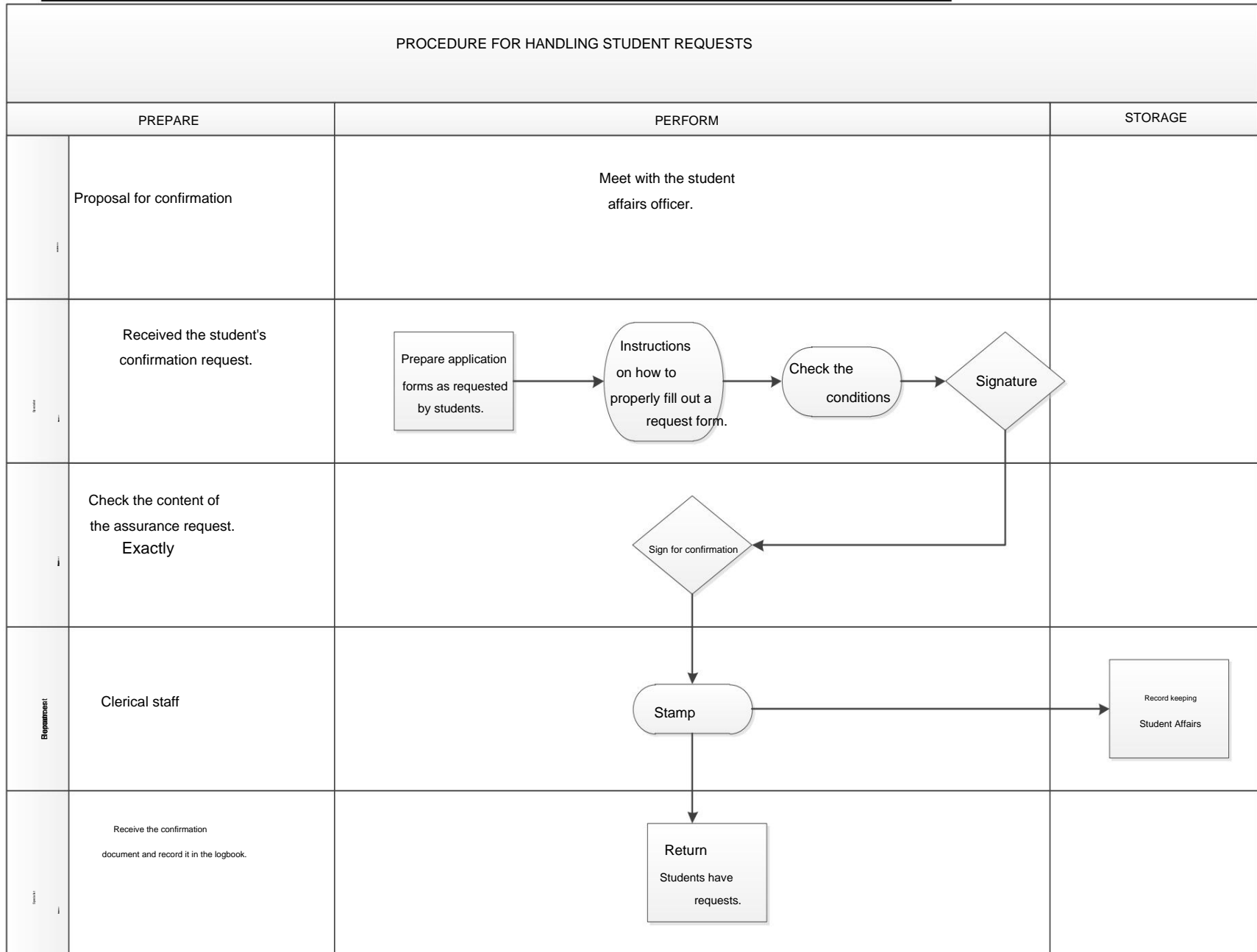
- Student Affairs Department	Student Affairs Office
- P. TCHC	Organization and Administration Department
- Students	Students
- GXN	Certificate
- BM	Form

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

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

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

No.	Form/Instruction Name	Encryption
1.	Student Handbook	BM/QT01-CTHSSV-01
2	Sample Student Confirmation Forms	BM/QT01-CTHSSV-01
3	Tuition Fee Exemption Application Forms	BM/QT01-CTHSSV-01
4.	Application for Exam Postponement	BM/QT01-CTHSSV-01
5.	Application for leave of absence 6.	BM/QT01-CTHSSV-01
	Application for continued enrollment	BM/QT01-CTHSSV-01
7.	Application for Deferment	BM/QT01-CTHSSV-01
8	Student ID Cards	BM/QT01-CTHSSV-02
9.	Citizen Identity Card	BM/QT01-CTHSSV-03
10		
11		



**IV. Process Description**

No. Job		People real presently	Implementation process	Form
1	- Receiving requests GXN of HSSV	Staff - The Student Affairs Office staff will receive registrations. The Department requests exemption. will be issued.	<ul style="list-style-type: none"> <li>- Students who need to apply for various types of documents. Confirm receipt of the sample at the Student Affairs Office, or on the school's website at the following times: Weekday work, mornings from 7:30 AM onwards</li> <li>Registration is open from 11 AM and from 2 PM to 5 PM at the office. Student Union.</li> <li>- If all conditions are met, a certificate of student status according to a standardized format.</li> <li>- Sort GXN by type.</li> </ul>	<ul style="list-style-type: none"> <li>Student Confirmation Form</li> <li>Application for Deferment,</li> <li>Application for withdrawal from school</li> <li>Application for exam postponement</li> <li>Application for leave of absence from school</li> <li>reduce tuition fees,</li> <li>Dormitory application,</li> <li>Temporary confirmation certificate</li> <li>Postponing military service...</li> </ul>
2	-Check the conditions	Personnel Student Affairs ID cards.	<ul style="list-style-type: none"> <li>- Check the eligibility of students to be issued a certificate: Officers who are currently enrolled or whose student ID card has expired , and those with student He is studying but is paying off his debts and fulfilling his tuition obligations.</li> </ul>	Student ID card still available of students
3	Instruct Record GXN	Core necessary information	<ul style="list-style-type: none"> <li>- Instruct students to clearly and completely fill in all information accurately on the student information form. sample. If eligible, a certificate will be issued; if not. If the student does not meet the eligibility requirements, the application will be returned to the student with a note indicating the error.</li> <li>- Sort GXN by type and transfer Head of Student Affairs Department or Board of Directors effect.</li> </ul>	
4	Approve	requirements/Head room Student Affairs	<ul style="list-style-type: none"> <li>- Board of Directors/Head of Student Affairs Department Check the content of the GXN, if it meets the To be precise, sign the GXN form.</li> <li>- If any errors are found during the review process, the application will not be approved.</li> </ul>	
5. Stamp		Staff document	<ul style="list-style-type: none"> <li>- The staff of the Student Affairs Department forwards the approved certificate to the office's administrative staff. TCHC to stamp the school seal.</li> </ul>	

<p>6</p>	<p>Issuing certificates to students.</p>	<p>the Student Affairs Department</p>	<p>- The staff member from the Student Affairs Office receives the document back. Confirmation has been stamped at the document office issuing the student certificate to the individual student at the Student Affairs Department. - Students should double-check the information on their graduation certificate; if there are any errors, they should immediately report them to the Student Affairs Department staff.</p>	
<p>7. Save the file.</p>		<p>Staff CT Department HSSV</p>	<p>- Keep records of student graduation certificates until the end of the course for use in examinations, summaries, and reports.</p>	