



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

Address: 290 Phan Ba Vanh Street, Quang Trung
Ward, Thai Binh City, Thai Binh Province
Tel: 02273844966 Email: caodangytb@yahoo.com
Fax: 02273844966 Web: www.caodangytb.edu.vn

CURRICULUM COMPILATION PROCESS

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	Author	Inspector	Approver	
Signature				
Full name:	Tong Thi Nhu Hoa, PhD. Nguyen Thanh Son, PhD.			
Job title	Head of Clinical Department	Vice Principal	Vice Principal	

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose

This guideline outlines the sequence, methods, and standardized requirements for the evaluation and acceptance of textbooks to provide learning materials for students, ensuring that textbooks meet the required content and format standards, and publishing textbooks for use in teaching, learning, and research, thereby contributing to improving the overall quality of education within the University.

2 Scope of application

- This procedure applies to lecturers, departments, offices, and training units involved in curriculum development activities at the University.

This procedure applies to all relevant units and individuals within Thai Medical College.
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II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

A textbook is a learning or teaching material designed and compiled based on the detailed curriculum of a subject, with the purpose of serving as the official teaching material for teachers and the official learning material for students.

2. Abbreviations:

<small>Board of Directors</small>	School Board	HSSV: Students	
<small>Doctor</small>	Compiled by:	QD	: Decision
BC	: Report	KH	: Plan
BM	Form	Training progress	
<small>Training and Science & Technology International Cooperation</small>	Training - Science & Technology - International Cooperation	TKB: Timetable	
GVBM	Subject Teacher	TyGT: Curriculum Evaluation	
<small>Homeroom Teacher</small>	Homeroom teacher		

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-7)

V. ACCOMPANYING FORMS/INSTRUCTIONS 1.

Forms

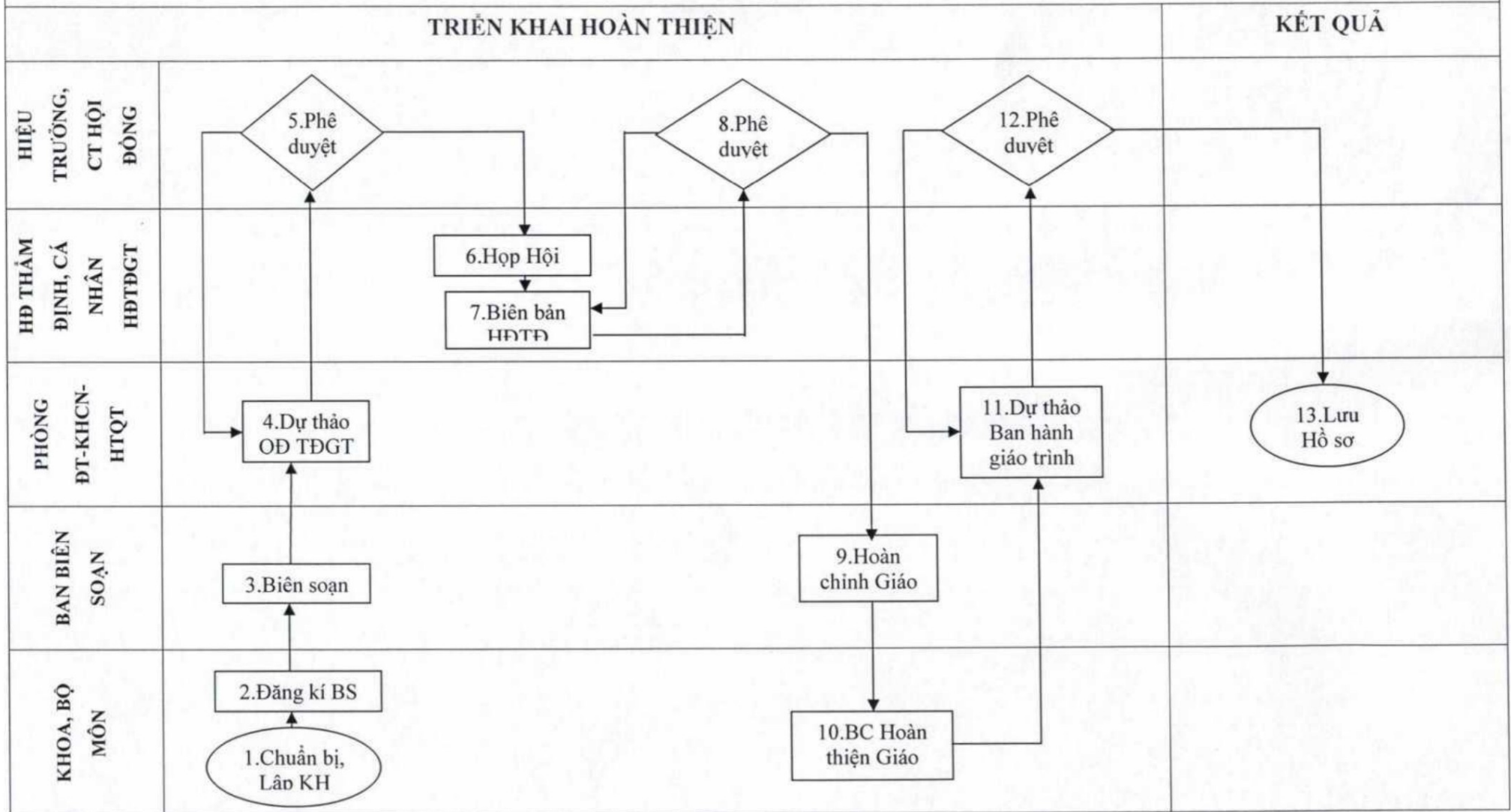
No.	Prepaid forms/instructions	Encryption
1. Plan		BM/QT03 /Pýt QT /01
2. Application Forms for Curriculum Development		BM/QT03/Pýt QT/02
3. Curriculum Development		BM/QT03/Pýt T/03
4	Decision of the Textbook Evaluation Council	BM/QT03/Pýt QT/04
5	Invitation letter, Panel evaluation form	BM/QT03/Pýt QT/05
6	Minutes of the Textbook Review Board	BM/QT03/Pýt QT/06
7. Report on the completion of the curriculum	BM/QT03 /Pýt QT/0 7	
8 Decisions on the promulgation of textbooks		BM/QT03/Pýt QT/08

2. Reference text

Based on Circular 03/2017/TT-BLDTBXH dated March 1, 2017, issued by the Ministry of Labour, Invalids and Social Affairs, promulgating regulations on the process of developing, appraising, and issuing training programs; organizing the compilation, selection, and appraisal of training curricula at the intermediate and advanced level college.

Based on Circular No. 42/2015/TT-BLDTB&XH dated October 20, 2015 of the Ministry of Labour, Invalids and Social Affairs, stipulating regulations on basic level training.

QUY TRÌNH BIÊN SOẠN GIÁO TRÌNH



SPECIFICATION OF THE PROCESS FOR COMPILING TRAINING CURRICULUMS AT THE SCHOOL

No.	Job step name	Content	Set department/unit perform	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Preparation of curriculum development plan: Based on the regulations for curriculum development, the Faculty/Department prepares a compilation development plan and submits it to the Training Department for Submitted to the Board of Directors	Preparation of curriculum development plan: Based on the regulations for curriculum development, the Faculty/Department prepares a compilation development plan and submits it to the Training Department for Submitted to the Board of Directors	Department subject	Training Department	Announcement regarding the compilation of training materials.	at the beginning of each school year	BM/QT03/PyT QT/01
2	Submit application Register to be an editor	Departments and faculties submit applications for textbook compilation to the Training Department.	Department subject	Editorial Board	Registration form Textbook compilation		BM/QT03/PyT QT/02
3	Compile and select appropriate training	Based on the objectives and subject knowledge, textbooks.	Subject teacher	Department	Compile and select training curricula.		BM/QT03/PyT QT/03
4	Decision of the Judge Development Department train	Based on the capabilities of the staff in the Curriculum Development Department, they will advise the Rector on the establishment of the Association co-evaluation of training curricula	Department/Faculty	Training Room	Draft Decision on Establishment Training curriculum review board		BM/QT03/PyT QT/04
5	Approvals	The curriculum review board will compare the curriculum standards and issue a decision. If the curriculum does not meet the standards, the Training Department will adjust it accordingly before submitting it to the Rector for approval.	Effect leader	Training Department	Sign the Decision Training curriculum review board		BM/QT03/PyT QT/04

6	training curriculum developed, Council	Before the Council meeting, the Training Department sends invitations to Council members. Based on the for the target groups that has been evaluated and members receive the training curriculum. Review, supplement, and modify to suit the target audience.	Training curriculum review board	Department of Administration, comments from faculties and departments.	There is a complete version. Council members		BM/QT03/PyT QT/05
7	Based on the secretary Chairman of the training	comments of the Council members, the Council prepares the minutes of the curriculum evaluation. The Council signs and approves the minutes.	Secretary of the Curriculum Evaluation Council	The review board of the training council	Draft Border curriculum evaluation training curriculum	1 week from meeting day Council	BM/QT03/PyT QT/06
8	Approvals	The Council secretary prepares the minutes to submit to the Chairman. the Council reviews and approves; if the curriculum has not yet been defined, the curriculum is finalized. If the content is complete, then supplement and refine it.	of the Council,	The Council of Reviewers, the Chairman train	Minutes of The training has been approved by the Chairman of the Board.		BM/QT03/PyT QT/06
9	Complete the curriculum.	The editorial board finalized the curriculum based on the evaluation and approval results from the Council and submitted them to the Training Department.	Editorial Board compose	Training Department, Faculty, Department	The curriculum has been supplemented and improved.	1 month from day acceptance	
10	Report on curriculum completion	The editorial board finalized the curriculum based on the evaluation and approval results from the Council and submitted them to the Training Department.	Department subject	Training Department	Curriculum Improvement Report	1 week from Date of receipt of complete acceptance documents	BM/QT03/PyT QT/07
	Issuing regulations advises the Rector on	Based on the Minutes of the Judging Panel and training curricula. The Training Department the decision to issue the training curriculum. Training curriculum for target groups	Principal's Training Department	Training Department	Draft Decision on the promulgation of training curricula		BM/QT03/PyT QT/08

12	Approvals	Based on the minutes of the curriculum evaluation council, the Rector issues a decision to promulgate the training curriculum. If it does not meet the requirements, the training department will make adjustments accordingly before submitting it to the Rector for approval.	Effect leader	Training Department	Sign the Decision Issue training syllabi		BM/QT03/PyT QT/08
13.	Archiving of plans, minutes, reports, and training materials.	Training Department,	Administration and	Finance Department.			