



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh City
Tel: 0227.3844966 Email: caodangytb@caodangytb.edu.vn
Fax: 0227.3844966 Web: www.caodangytb.edu.vn

PROCEDURE FOR PAYING TEACHING HOUR FEES GUEST TEACHER

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	Author	Inspector	Approver
Signature			
Full name	NGUYEN THI THUY HOA	NGUYEN THI THU DUNG	NGUYEN THI THU DUNG
Job title	City of Science and Technology	PRINCIPAL	PRINCIPAL

PROCEDURE FOR PAYING TEACHER'S HOURLY FEES GUEST LECTURER

I. PURPOSE AND SCOPE OF APPLICATION

- This procedure establishes a unified school-wide framework for the procedures and processes of paying for teaching hours, invigilation, and grading for contracted visiting lecturers during the school year.
- Facilitate payment processing for staff with the State.
school
- This procedure applies to all units within the College of Medicine.
Thai Binh Temple.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

A visiting lecturer contract is an agreement to invite lecturers to teach subjects or modules in a training program that the institution cannot provide or arrange for lecturers to teach.

Visiting lecturers are paid in full for their teaching hours as per the visiting lecturer contract signed with the school.

Abbreviations:

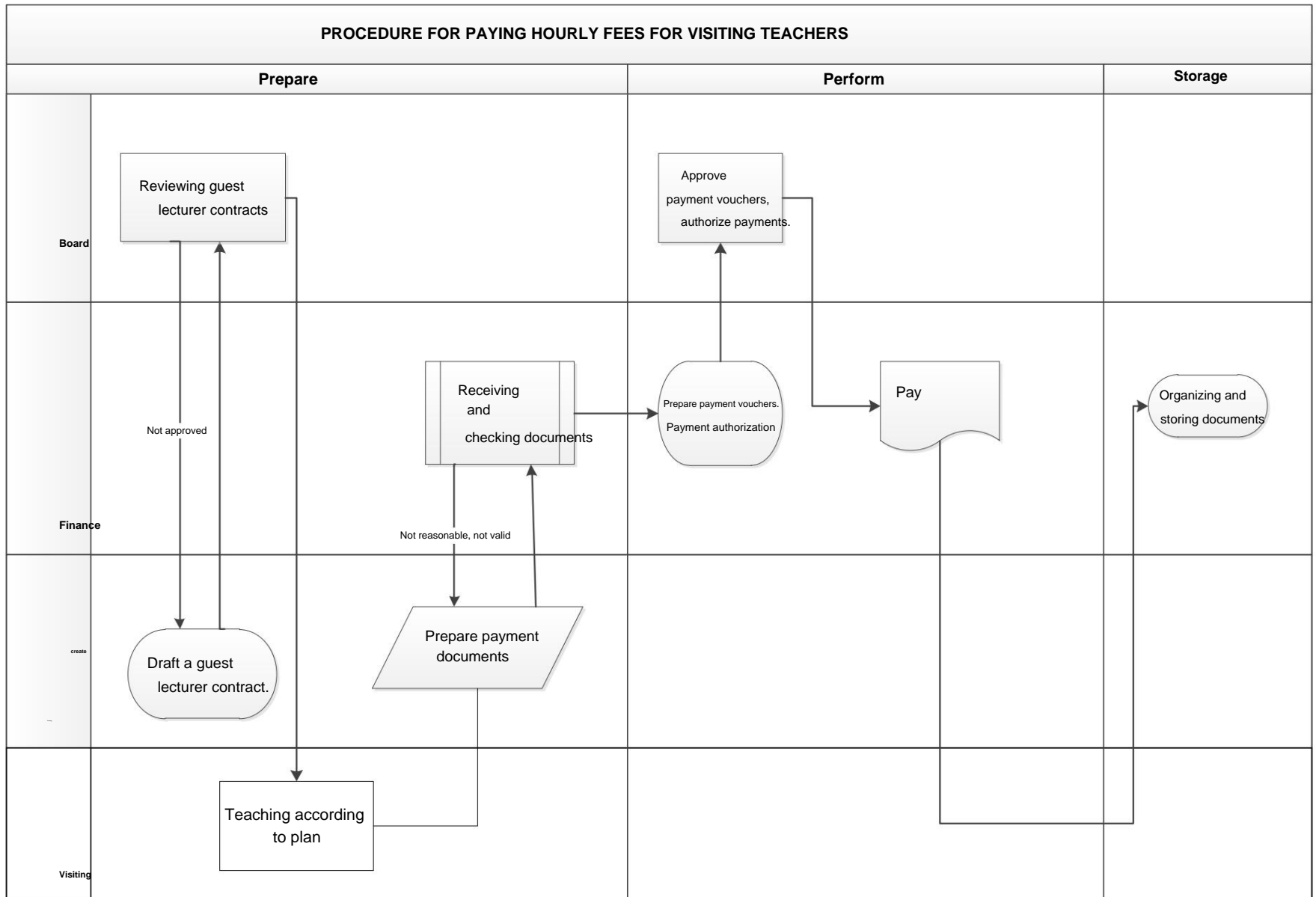
QT	Procedure
Board of Directors	Board of Directors
P.KHTC	Finance and Planning Department
TP.KHTC	Head of Financial Planning Department
KHTC	Financial Plan
KTV	Accountant
P.QLyT	Training Management Department
P.TCHC	Administrative and Organizational Department
UNC	Payment authorization

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-8)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Contract	BM/QT.06/P.KHTC/01-01
2	Teaching Sheets	BM/QT.06/P.KHTC/01-02
3.	Summary of teaching hours	BM/QT.06/P.KHTC/01-03
4.	Teaching Hour Payment Schedule	BM/QT.06/P.KHTC/01-04
5.	Tax Deduction Certificates	BM/QT.06/P.KHTC/01-05
6	Payment Vouchers	BM/QT.06/P.KHTC/01-06
7	Payment Orders	BM/QT.06/P.KHTC/01-07



SPECIFICATION OF THE PROCESS FOR PAYING HOURLY FEES FOR VISITING TEACHERS

No.	Job step name	Specification	Set department/ unit responsible	Set coordinating unit/department	Result achieve	Deadline	Form
1	Draft a guest lecturer contract.	Based on the request from the Faculty/Department regarding the inability to assign lecturers to teach the course during the academic year. The Department of Academic Affairs and Human Resources, in coordination with the Faculty/Department, reviews the invitation of visiting lecturers and submits it to the Board of Directors for approval. Afterward, the Department of Academic Affairs and Human Resources prepares a visiting lecturer contract with the lecturer.	Room <small>Urban Management,</small> TCHC	Department subject	Guest lecturer contract	30 days before teaching	BM/QT.06/P.KHTC/01-01
2	Approve the guest lecturer contract.	The Department of Training Management and Administration submits the guest lecturer contract to the Board of Directors for approval.	<small>Board of Directors</small>	Room <small>Urban Management,</small> TCHC	Guest lecturer contract	30 days before teaching	BM/QT.06/P.KHTC/01-01
3	Conducting teaching	Visiting lecturers conduct teaching under contract. At the end of the month or at the end of each teaching module, lecturers send the teaching materials to the Academic Affairs Department.	Visiting lecturer	Room <small>Urban Management,</small> TCHC	Teaching sheet	According to the teaching schedule	BM/QT.05/P.KHTC/01-01 BM/QT.05/P.KHTC/01-02
4	Prepare payment documents	The Academic Affairs Department compiles the teaching hours, prepares payment documents, and sends them to the Finance and Planning Department.	Room <small>Urban Management</small>	Room KHTC	Document The accountant has been approved.	After the instructor submits the teaching materials.	BM/QT.06/P.KHTC/01-01 BM/QT.06/P.KHTC/01-02 BM/QT.06/P.KHTC/01-03

5	Receiving and checking documents	The auditor receives and checks the reasonableness and validity of the documents.	KTV	Room <small>Urban Management</small>	A valid and legitimate set of accounting documents.	After 2 days	BM/QT.06/P.KHTC/01-01 BM/QT.06/P.KHTC/01-02 BM/QT.06/P.KHTC/01-03
6	Create a form chi/ UNC	- The technician compiles a summary table of teaching hours. - The auditor prepares the tax deduction certificate (if applicable). - The accountant prepares the payment voucher/bank transfer slip.	KTV	Room <small>Urban Management</small>	Payment voucher UNC	After 2 days	BM/QT.06/P.KHTC/01-04 BM/QT.06/P.KHTC/01-05 BM/QT.06/P.KHTC/01-06 BM/QT.06/P.KHTC/01-07
7	Reviewing documents	The auditor submits the documents to the Head of Planning and Finance for verification and approval, and then submits them to the Board of Directors for approval. Payment Voucher/ UNC	KTV	<small>Board of Directors</small> City Planning and Finance Department	Payment voucher UNC	After 5-07 day	BM/QT.06/P.KHTC/01-04 BM/QT.06/P.KHTC/01-05 BM/QT.06/P.KHTC/01-06 BM/QT.06/P.KHTC/01-07
8	Payments	- The cashier disburses the cash according to the amount specified in the payment voucher. - The technician took the UNC to the bank to transfer the money.	Treasurer KTV	Room KHTC Bank	Document The accountant has been approved.	After the documents approved	BM/QT.06/P.KHTC/01-06 BM/QT.06/P.KHTC/01-07
9	Storing and organizing documents	The cashier arranges and stores documents according to regulations. The bank teller keeps records of the bank transfer (if any).	Treasurer KTV	Room KHTC	Complete set of documents according to regulations	Within 5 days	BM/QT.06/P.KHTC/01-06 BM/QT.06/P.KHTC/01-07