



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

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**PROCEDURE FOR EVALUATING SCIENTIFIC RESEARCH PROJECTS
SCHOOL LEVEL**

Encryption : QT.27/QLyT

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	Author	Inspector	Approver
Signature			
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Job title	DEPUTY HEAD OF DEPARTMENT	PRINCIPAL	PRINCIPAL

I. PURPOSE AND SCOPE OF APPLICATION 1. Purpose

- The process specifies the sequence and procedures for conducting the acceptance of school-level scientific research projects in accordance with State regulations and the school's internal rules and regulations. ensure:
 - Decisions must be approved before they are issued.
 - The research topic was completed on time and is valuable.

2. Scope of application:

This procedure applies when evaluating and approving school-level scientific research projects. Faculty, staff, and employees of the school.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

A scientific research topic is one or more scientific problems containing unknown or unclear information, but with existing premises and the potential for knowledge to be gained, in order to answer questions posed in science or practice. In other words, a scientific research topic is posed due to the demands of theory or practice and satisfies the following conditions: the scientific problem contains a contradiction between what is known and what is unknown; and there is the potential to resolve that contradiction.

2. Abbreviations:

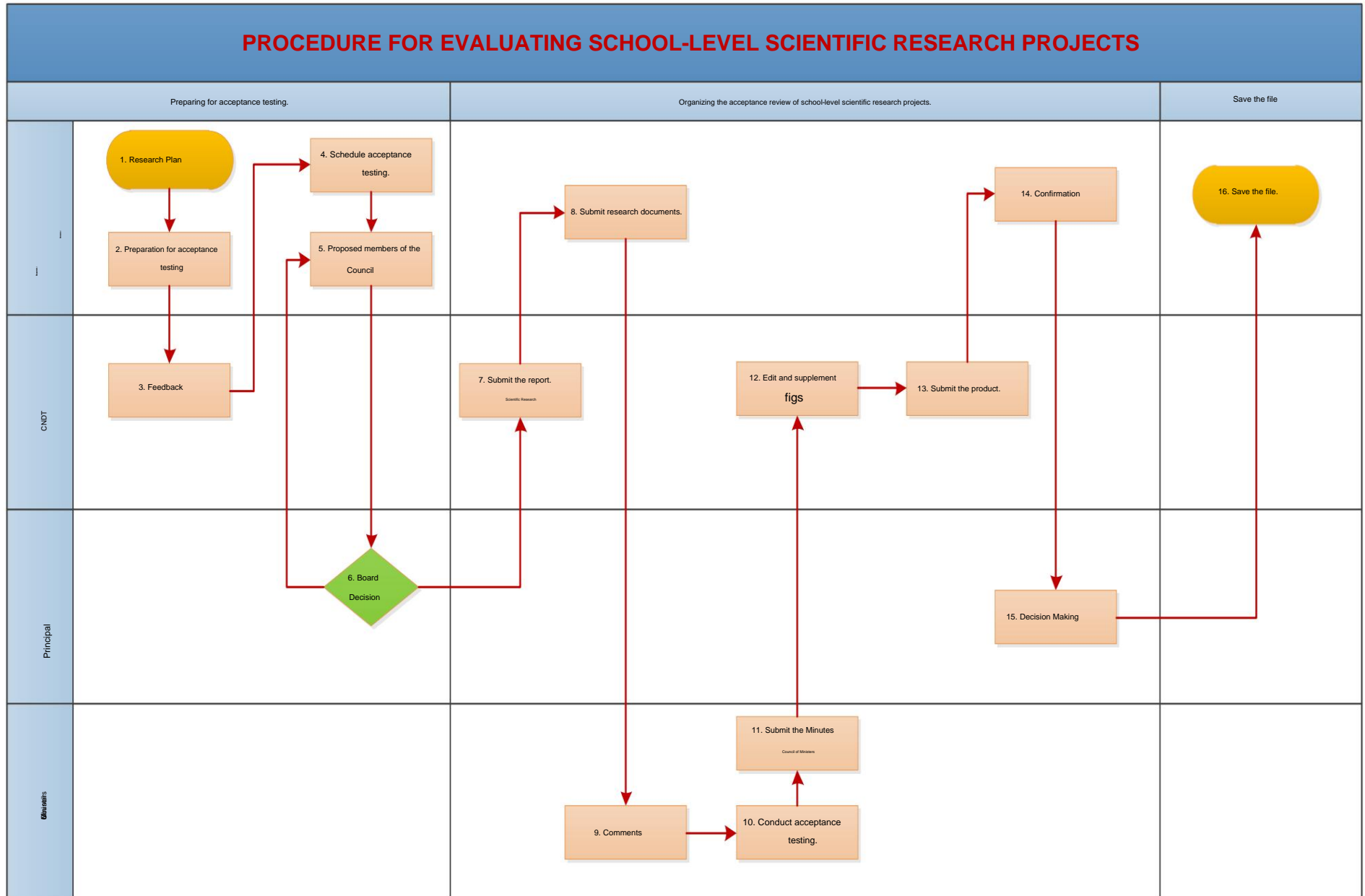
Board of Directors	Board of Directors
BM	Form
CNDT	Project leader
Council of Ministers	Acceptance Council
Scientific Research	scientific research
Urban Management	Training management
Scientific Research	scientific research
International Cooperation	International cooperation

III. FLOWCHART (See page 3)

IV. SPECIFICATIONS (See pages 4-8)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1	Decision to establish a council for evaluating and approving scientific research projects at the university level.	QT.../DT/NCKH/QD01
2	Decision on applying research results to the school's training activities.	QT.../DT/NCKH/QD02
3.	Decision on acceptance of the school-level scientific research project	QT.../DT/NCKH/QD03
4	Schedule for the acceptance of school-level scientific research projects.	QT.../DT/NCKH/BM01
5	School-level Scientific Research Project Evaluation Form	QT.../DT/NCKH/BM02
6	School-level Scientific Research Project Evaluation Form	QT.../DT/NCKH/BM03
7.	Minutes of acceptance of the school-level scientific research project	QT.../DT/NCKH/BM04
8	Minutes of the explanation for revisions to the school-level scientific research project after the defense.	QT.../DT/NCKH/BM05
9	List of submitted scientific research projects at the university level.	QT.../DT/NCKH/BM06



SPECIFICATION OF THE PROCEDURE FOR EVALUATING SCHOOL-LEVEL SCIENTIFIC RESEARCH PROJECTS.

PROCEDURE: REVIEW AND ACCEPTANCE OF SCHOOL-LEVEL SCIENTIFIC RESEARCH PROJECTS

TT	Work steps	Content of implementation	Department/ Unit responsible	Part/ coordinating unit	Results achieved	Deadline	Application form
1	Scientific research plan for the school year	The Department of Educational Management, Scientific Research, and International Cooperation will prepare for the acceptance of school-level scientific research projects based on the annual scientific research plan.	Room Urban Management - Scientific Research - International Cooperation				
2	Preparing for acceptance testing.	<p align="center">Department of Training Management - Scientific Research - International Cooperation</p> Review the topics registered at the beginning of the year to schedule the expected project acceptance at the school level and inform the project leaders to prepare and finalize their projects.	Room Urban Management - Scientific Research - International Cooperation	CNDT	A tentative schedule for the acceptance of school-level research projects has been established.	1 week ago when the official acceptance testing schedule is available.	
3 Responses		The project leader will be notified of the tentative schedule for project acceptance and will provide feedback to the Project Management Department. Scientific research and international cooperation regarding the progress of the project and finalizing the project in preparation for acceptance testing.	CNDT	Room Urban Management - Scientific Research - International Cooperation	Complete the project to prepare for acceptance testing.		

PROCEDURE: REVIEW AND ACCEPTANCE OF SCHOOL-LEVEL SCIENTIFIC RESEARCH PROJECTS

4	Schedule acceptance testing.	The Research, Development, and International Cooperation Department will schedule the official acceptance review after receiving feedback from the project leader. The acceptance review schedule will be reported to the Board of Directors for approval along with the project acceptance decision.	Room Urban Management - Scientific Research - International Cooperation	CNDT	A date has been set for the official acceptance testing.	2 weeks before acceptance testing	QT.../DT/NCKH /BM01
5	Personnel plan <small>Council of Ministers</small>	Immediately after the official acceptance testing is scheduled, the Research and Development Management Department - The International Cooperation Department plans the personnel for the Research Council and drafts the decision for the Council to approve the university-level scientific research project.	Room Urban Management - Scientific Research - International Cooperation		- Expected suitable personnel. - Draft the decision to establish the acceptance committee.	2 weeks before acceptance testing	QT.../DT/NCKH /QD01
6	Decision council	- Department of Training Management - Scientific Research - International Cooperation The Principal of the school approves the schedule and decides on the establishment of the School-level Scientific Research Project Advisory Board. - After approval, the Department of Training Management - Scientific Research - International Cooperation forwards the document, stamps it, registers it in the official correspondence log, and uploads the acceptance decision to the school's website and office network.	Principal	- Room Urban Management - Scientific Research - International Cooperation - Document	The acceptance schedule and the decision to establish the council have been approved.	2 weeks before acceptance testing	QT.../DT/NCKH /QD01
7	Submit the Scientific Research Report	After receiving the decision to establish the Research Council, the project leader will use the schedule to finalize the project, print the report, and submit it to the Research Department.	CNDT	Room Urban Management - Scientific Research - International Cooperation	Submit all 5 copies of the research report. Department of Education Management -	1 week ago during acceptance testing.	

					Scientific Research - International Cooperation		
8	Send Tài research materials	The Research Department sends the research project report to the council members along with the acceptance schedule and the decision to establish the council for the council members. The council chairman, Reviewer 1, and Reviewer 2 also send additional sample review forms for university-level research projects.	Room Urban Management - Scientific Research - International Cooperation	Project evaluation committee	Send all reports and forms arrive members council	At least 5 days before acceptance testing.	QT.../DT/NCKH /BM02
9	Comments	The members of the research council study the research report and write comments according to the template. Reviewers 1 and 2 provide feedback following the template for reviewing school-level scientific research projects.	Project evaluation committee	Room Urban Management - Scientific Research - International Cooperation		Before the acceptance testing is conducted	
10	Acceptance testing	<ul style="list-style-type: none"> - The council secretary reads the acceptance decision, followed by the council members. - The chairman of the working group and the secretary record the acceptance minutes. - The project leader presents a summary of the project. - PB1 and PB2 will read out their comments on the scientific research project, respectively. - Other members of the council contributed their opinions on the topic. - The project leader answers questions from the council members. 	- Project evaluation committee	Room Urban Management - Scientific Research - International Cooperation - Owner topic talent	<ul style="list-style-type: none"> - The secretary received all the copies. comments and ratings from the council member - Complete report Project evaluation and final grading. 	Immediately after the acceptance testing session ended.	QT.../DT/NCKH /BM03

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		<p>- Council members submit their research project evaluation forms to the secretary for final scoring.</p> <p>- The Chairman of the Council makes comments and conclusions.</p>					
11	Send the minutes of the Board of Directors meeting.	<p>After the acceptance testing was completed, The Secretary of the Board of Trustees sends the acceptance report to the Project Leader so that the Project Leader can revise the project according to the Board of Trustees' feedback.</p>	Secretary of the acceptance committee	CNDT	<p>Send the minutes Acceptance certificate signed by the chairman of the council. CNDT</p>	Within 3 days after acceptance testing.	QT.../DT/NCKH /BM04
12	Edit and add	<p>The project leader will revise the project topic based on the feedback from the review board (comments from...). Critique 1, Critique 2, Chairman's Conclusion</p>	CNDT	<p>Room Urban Management - Scientific Research - International Cooperation</p>	<p>- Edit Based on feedback. - Complete the correction report. Amendments and additions.</p>	After the acceptance committee	QT.../DT/NCKH /BM05
13	Submit product	<p>- After making the revisions, the project leader prints two copies of the revised project report and submits them to the Project Management Department, Research and International Cooperation Department, along with the revision minutes. Additionally, the project leader should send the project file to the Research and International Cooperation Department's email address.</p>	CNDT	<p>Room Urban Management - Scientific Research - International Cooperation</p>	<p>- 2 newspapers urine - The research project file will be sent to the Research Department via email.</p>	Within two weeks after the completion of the acceptance testing.	QT.../DT/NCKH /BM06
14	Confirmation	<p>The secretary checks for any revisions or additions requested based on the conclusions of the signing committee.</p>	Room Urban Management - Scientific Research - International Cooperation	CNDT	<p>The topic has been edit</p>	As soon as the investor submits the report.	

15	Decisions	<p>Department of Training Management - Scientific Research - International Cooperation</p> <p>Drafting a decision on applying the results of scientific research projects in training work.</p> <p>create.</p> <p>The principal signs the decision to approve the school-level scientific research project and</p> <p>The decision to apply the results of the scientific research project in training activities.</p>	Principal	<p>Room</p> <p>Urban Management -</p> <p>Scientific Research -</p> <p>International Cooperation</p>	<p>- Decision on the acceptance of a school-level scientific research project.</p> <p>- Decision on applying the results of scientific research projects in training work.</p>	<p>After all the topics</p> <p>Scientific Research</p> <p>during the school year</p> <p>NT</p>	<p>QT.../DT/NCKH</p> <p>/QD02</p> <p>QT.../DT/NCKH</p> <p>/QD03</p>
16.	Save the file.	<p>The Department of Training Management - Scientific Research - International Cooperation keeps one copy along with the textbooks and soft files.</p> <p>of the topic.</p>	<p>- Room</p> <p>Urban Management -</p> <p>Scientific Research -</p> <p>International Cooperation</p> <p>- Library</p>	<p>Room</p> <p>Urban Management -</p> <p>Scientific Research -</p> <p>International Cooperation</p> <p>Library</p>	<p>There are records on file.</p> <p>storage</p>	<p>After</p> <p>The investor submits the report on</p> <p>P. QLÿT</p>	<p>QT.../DT/NCKH</p> <p>/BM06</p>