

Number: 173b/QD-CDYT

Thai Binh, May 4, 2023

**DECISION**

**Regarding the issuance of the Education Quality Assurance procedure for the 2022-2023 school year.**

**PRINCIPAL OF THAI BINH MEDICAL COLLEGE**

Based on Circular No. 1308/VBHN-BLDTBXH dated April 5, 2019, issued by the Minister of Labor, War Invalids and Social Affairs, promulgating the Charter of Colleges, which stipulates the powers and responsibilities of the College Principal;

Based on Circular No. 15/2017/TT-BLDTBXH dated June 8, 2017, issued by the Minister of Labour, Invalids and Social Affairs, promulgating regulations on criteria and standards for evaluating occupational quality;

Based on Circular No. 28/2017/TT-BLDTBXH dated December 15, 2017, issued by the Minister of Labour, Invalids and Social Affairs, promulgating regulations on the Quality Assurance System of vocational education institutions;

Considering the proposal from the Head of the Inspection, Examination, and Quality Assessment Department.

**DECISION**

**Article 1:** Promulgating the Quality Assurance Procedures for the 2022-2023 academic year of Thai Binh Medical College (*list attached*) ;

**Article 2:** Departments, Faculties, Divisions, and all staff and employees of the university must strictly adhere to the steps in each specific procedure in the performance of their duties. In case of any deviations from the procedure, direct approval from the University's Board of Directors is required.

**Article 3:** The Heads of Departments, Heads of Faculties, and all staff and employees of the University are responsible for implementing this decision.

**Recipient:**

- As per Article 3
- Lưu VT, TT-KT&KDCL

**By order of the Principal  
VICE PRINCIPAL**



**Nguyen Thanh Son**



## PROCEDURE LIST

Issued together with Decision No. 173b/QĐ-CDYT dated May 4, 2023  
by the Principal of Thai Binh Medical College

1. The process of building e-learning courses
2. Detailed program development process
3. Admission process for new students
4. Self-study monitoring process
5. Exam review process
6. The process of building a multiple-choice question bank
7. Procedure for preserving academic results
8. Procedures for organizing the theory test
9. The process for selecting outstanding lecturers.
10. Faculty-level lesson plan review process
11. The process of building a theoretical question bank
12. Curriculum evaluation process
13. The tour planning process
14. The process for selecting outstanding students
15. Salary increase review process
16. Procedures for evaluating and awarding commendations and prizes.
17. Business trip expense reimbursement process
18. Tuition Fee Collection Process
19. Procedures for rewarding youth union members
20. Procedures for organizing the Youth Union Congress
21. Payment procedure for visiting lecturers' teaching hours.
22. Procedures for forecasting and paying for consumable materials

(The list contains 22 procedures)