

**PEOPLE'S COMMITTEE OF THAI
BINH PROVINCE**

THAI BINH MEDICAL COLLEGE

No: 83/KH-CĐYT-CTSV

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Thai Binh, September 13, 2021

PLAN

ORGANIZATION OF THE GRADUATION RECOGNITION AND DIPLOMA AWARD CEREMONY

FOR REGULAR COLLEGE PROGRAMS IN 2021

I. PURPOSE, REQUIREMENTS:

- Summarize the course, honor the success of students after their time studying and training at the college, create excitement for graduating students to have more confidence, be ready to participate in professional activities, and simultaneously affirm the college's position and training quality;
- Commend and reward students who achieve high academic results and overcome difficulties in their studies and training;
- Create a joyful and solemn atmosphere, marking a significant milestone for students after their study and cultivation process at the college; promote and publicize the college's training activities to society;
- The ceremony must be organized solemnly and seriously; while ensuring safety regulations in Covid-19 prevention and control.

II. CONTENT:

Time of organization: 8:00 AM on September 16, 2021 (Thursday)

Venue: Meeting Room 1 - Thai Binh Medical College (Library)

Format: Online

Participants attending the ceremony directly:

- Invited guests;
- Board of Directors, Heads and Deputy Heads of departments, faculties;
- Homeroom teachers, academic advisors for College Nursing K11, Pharmacy K5, Medical Laboratory K5;
- Student representatives from College Nursing K11, Pharmacy K5, Medical Laboratory K5 (Class committees, students graduating with excellent grades or higher who have permanent

residence and are present in Thai Binh 21 days before the ceremony, without symptoms of Covid-19 disease).

Ceremony program:

- Organization stabilization
- Flag ceremony, announcement of reasons, introduction of delegates
- Report summarizing the training work of the course
- Read the decision to recognize graduation and the commendation decision.

Awarding certificates of merit and gifts to outstanding students

Speech by graduating students.

Speech by representatives of practice facilities

Speech by the School Leadership

Symbolic diploma awarding

Closing ceremony

III. IMPLEMENTATION:

1. Department of Training Management - Scientific Research:

Summarize reports on the training activities of the course at the ceremony;

Finalize requirements for graduation recognition dossiers for students;

Provide full-course transcripts for the Student Affairs Department to propose commendation for excellent graduating students;

Prepare diplomas and transcripts for distribution to students;

2. Student Affairs Department:

Advise on planning and designing the ceremony program;

Manage the program;

Practice rituals;

Select student representatives to speak;

Propose the issuance of Decisions to commend outstanding students;

Coordinate with the Administrative Organization Department to prepare certificates of merit and gifts for outstanding students;

Arrange seating and manage students before and during the program;

Prepare graduation gowns, symbolic diplomas;

Announce the plan, time, location, and dress code for students;

3. Department of Organization, Administration, General Affairs, and Communication:

Budgeting, facilities, and organizing logistical support, preparing drinking water, fresh flowers;

Design ceremonial decorations; prepare sound, lighting, and ceremonial music;

Arrange seating in the hall for delegates, lecturers, and students;

Compile guest list, print and send invitations to delegates;

Assign reception duties for commendation and diploma awarding;

Organize live recording and broadcasting on the school's YouTube channel, fanpage, and social media platforms, communicate, and report news after the ceremony.

4. Department of Planning - Finance:

Prepare funding and delegate allowances;

Guide departments on using funds for the ceremony and settling expenses according to state regulations;

5. Youth Union:

- Develop a welcome art program (duration 15 minutes);
- Coordinate propaganda and student management;

6. Homeroom teachers, academic advisors:

- Implement the plan's content to all graduating students;
- Check and review the status of students regarding the completion of contributions, paperwork, and return of documents to the college;
- Manage students before and during the graduation ceremony;

This is the plan for organizing the Recognition and Graduation Ceremony for regular college degrees in 2021. All departments are requested to deploy and strictly implement the plan, and any issues should be reported directly to the College's Board of Directors for resolution.

Recipients:

PRINCIPAL

- Departments, faculties;
- Executive Committee of the College Youth Union;
- Homeroom teachers/Academic advisors of graduating class;
- Student classes;
- Archiving, Student Affairs Department.

Nguyễn Thị Thu Dung

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