

REGULATION

About functions and duties of the departments
VNU University of Science

A. GENERAL FUNCTIONS AND RESPONSIBILITIES OF FUNCTIONAL DEPARTMENTS

1. Functions

Advising and assisting the Rector in leadership, management and administration of university activities under the responsibility and authority assigned.

2. Responsibilities

- Developing and implementing the strategy, planning and development plan of the field university assignment. Construction of plans and tasks in the university, budget plans and estimated annual revenues and expenses. Construction of schemes and projects in the field assigned.

- Developing management documents and guidelines in the field, assigned according to the provisions of the Government and Vietnam National University, Hanoi (VNU).

- Building and managing databases. Providing timely and accurate statistics when requested. Regularly updating information on the field of management over the website of the University.

- Proposing and applying advanced methods of management and administration to improve management efficiency. Actively implementing the computerization of the management and administration operations.

- Directing, guiding, inspecting and supervising the implementation of the plans and tasks of the units in the University.

- Organizing conferences and seminars related to the functions assigned tasks.

- Proposing personnel for assemblies, professional committees, working groups, working groups in the fields of assignment.

- Ensuring close coordination between departments and other functional units in the implementation of tasks.

- Performing other duties assigned by the Rector.

3. Management decentralization

- Head and Deputy Head of Office can be ordered of the Rector to sign and seal documents and papers related to the functions' assigned tasks.

- Director and Vice Director are authorized by the Rector of the university to sign and stamp the documents and papers related to the functions' assigned tasks

B. SPECIFIC FUNCTIONS AND RESPONSIBILITIES OF EACH DEPARTMENT

I. Office of International Relations & Administration

1. Functions

Consulting and assisting the Rector in the management of administration and cooperation of the university.

2. Responsibilities

2.1. Administrative work and archives

- Proposing administration management and reform. Applying ISO standards in management and operation at the university level.
- Organizing training courses on administrative work.
- Sending documents from the university to respective individuals and organizations.
- Managing and archiving incoming documents according to the governmental rules.
- Consulting and evaluating the format and editing of the documents by Management Board and functional units.
- Managing stamps of the university and the dependent units.
- Preparing and publishing weekly calendar of Management Board.
- Providing introduction letters for staff.
- Drawing plans for reception for the meetings of Management Board.
- Ordering, receiving and distributing magazines and administrative materials.
- Approval of money and parcel transfer for students.
- Organization of printing and copying of all kinds of documents serving general affairs of the University.
- Planning, organizing the reception, preparing facilities and carrying out meetings, domestic and international receptions of the Board for the university.
- Organizing funeral or marriage tasks of the University. Planning and organizing visits and ceremonies for the authorities and individual units, both within and outside the University.
- Leading general organizational activities of the departments.
- Purchasing distributing of the press and relevant information on public administration.

2.2. Reporting

- Completing quarterly reports to VNU.
- Finalizing yearly reports to VNU and Ministry of Education and Training.
- Organizing preliminary and summary conferences on completing tasks of the university.
- Note-taking at briefings at the Management block and university level. Delivering the conclusions of the briefings.

2.3. Infrastructure management

- Managing the setting up and maintenance of phone lines and fax machines at the university level.
- Managing and operating E-office system.
- Being responsible for maintenance of meeting rooms.
- Being responsible for the purchase of stationery for Management Board.
- Managing university's car for regular activities.

2.4. Local and international cooperation

- Implementing, instructing and assisting the local and international cooperation of the university and functional units.
- Preparing contents, agenda and materials for the meetings Management Board with local and international partners.
- Preparing cooperation documents and organizing signing ceremonies.
- Being the contact unit for the organization of international workshop.
- Proposing plans to develop the cooperation with local and international partners.
- Proposing plans for in/out delegations. Processing the documents for in/out delegations and Management Board.
- Organizing regular ceremony and anniversary of the university.
- Preparing and publishing the materials promoting the university in foreign language.

2.5. Coordinating with other units

- Cooperating with other offices and functional units to carry out the tasks assigned by the Rector.

II. Office of Organization-Personnel

1. Functions

Consulting and assisting the Rector in organization-personnel at university level.

2. Responsibilities

2.1. Organization

- Proposing development plans, completing organizational structure relevant to the strategy and orientation towards an advanced research-based university.
- Drawing regulations on organization and activity of the university and dependent units.
- Implementing projects for founding, splitting, merging and deleting the units.
- Instructing and monitoring the execution of organization and personnel policies in the university.

2.2. Human resource policies

- Proposing strategies and plans for human resource development consistent with the goal of being advanced research-based university.

- Setting up criteria for human resource at university level.
- Setting up regulations on job obligations.
- Proposing recruitment plans. Offering exceptional selection for lectureships and research fellowships following the rules of the university.
- Developing policies to attract outstanding researchers and managers to work at the university for both long- and short-term appointments.
- Developing policies and plans for training and retraining for staff. Planning and implementation of training for staff training at home and abroad.
- To organize the evaluation and contracting procedures visiting officials, concurrently.

2.3. Personnel

- Administering staff responsibilities and benefits.
- Dealing with salary policies.
- Dealing with insurance policies.
- Managing staff records. Updating staff information on staff portal.
- Handling procedures for staff retirement according to the policies.
- Offering professorships and associate professorships. Organizing rank promotion, rank appointment, rank transfer for staff.
- Dealing with procedures for staff that are going to study or work abroad and receiving returning staff.
- Carrying out annual reward and punishment work, voting emulation titles: emulation fighters, Labor Heroes, Elite Teacher, and People's Teacher.
- Preparing the academic year report of the university.
- Implementation of the protection of the internal political and military activities locally.
- Guide and organize the work of emulation and staff's discipline.

2.4. Managerial Personnel

- Dealing with documents on appointment, reappointment, rotation and dismissal of managerial personnel under the authority of the Rector.
- Implementing the procedures on appointment, reappointment, rotation and dismissal of managerial personnel under the authority of the Rector.
- Proposing to and consulting with the Rector the planning of potential managerial personnel.
- Directing and organizing the work of the appointment, reappointment, transfer, rotation, resignation and dismissal of civil servant management leadership within the authority of the Rector.
- Directing and organizing the evaluation of leading cadres and management under the guidance of VNU.
- Assisting Party Committee in steering organization and personnel.

2.5. Coordinating with other units

- Collaborate with the Undergraduate Academic Affairs Department and Postgraduate Academic Affairs Department in the building development plans for human resources training.
- Collaborate with the Undergraduate Academic Affairs Department, Postgraduate Academic Affairs Department and Planning- Finance Department work in fostering payment instruction and the increased income.
- To coordinate with departments in the mobilization of financial resources to serve the training, retraining and development of human resources.
- Coordinate with the functional departments and units in implementing the tasks assigned by the Rector in charge.
- Cooperating with other offices and functional units to carry out the tasks assigned by the Rector.

III. Office of Political-Students Affairs

1. Functions

Consulting and assisting the Rector in political affairs, PR, student service and developing application of IT.

2. Responsibilities

2.1. Political affairs

- Instructing, examining and monitoring the implementation of regulation on political affairs in the university.
- Organizing the study of Resolution of Communist Party for staff and students.
- Proposing the regular plans on political education for students.
- Implementing the protection of internal politics among students. Verifying and resolving issues related to students.
- Being aware of the evolution of ideas, thoughts and desires of the students studying in the University.

2.2. Promoting the university's PR and developing IT

- Preparing figures, photos, hoardings, posters, slogans and banners for ceremonies. Being the contacting unit with reporter, communication media.
- Promoting the university's image in society.
- Administrating the website and being responsible for the application of IT in management and operation of the university.
- Writing articles for the website in Vietnamese and English.
- Maintaining the relationship between alumni and the university.
- Supporting and orienting for the activities of the Youth and Student Union University.

- Organizing the management and development of the traditional room; storing gifts, mementos, souvenirs, pictures, documents, films, videotapes, medals of University; managing of the T1 lobby.
- Organizing and managing tradition hall of the university.

2.3. Student service

- Receiving and managing the students including high school, undergraduate and post-graduate.
- Organizing the activities in the beginning of the academic year.
- Organizing the health check and managing health profiles for the students.
- Dealing with rewards and punishment work for the students.
- Dealing with insurance, scholarship, tuition fee, living cost, academic records, study withdrawal and leaves of absence of the students.
- Organizing opening and closing ceremonies for academic year.
- Responsible for the implementation of military service among students. Recording moved reports for military service at the request of students.
- Issuing guidelines assess the training for students. Organizations reviews, comments and a score of student discipline.
- Completing and returning the personal file of the graduates. Doing work allocation procedures for graduates when required.
- In charge of student Olympiad.
- Implementation of the following regimes for students: scholarships, tuition fees, living costs, absence, withdrawal, transfer and bank loan procedures for learning.
- Establishing procedures on life and health insurance policies for pupils, students and post-graduate students.
- Organizing sponsored scholarship students.
- Proposing regulations on the collection, exemption or reduction of tuition fees for students.

2.4. Consultancy and job orientation for students

- Organizing soft skill training for the students.
- Consulting, organizing career fairs and providing job orientation for the students.
- Conducting survey about jobs of alumni and be responsible for contacting alumni.
- Building and developing alumni and employer networks.

2.5. Coordinating with other units

- Collaborate with the Undergraduate Academic Affairs Department and Postgraduate Academic Affairs Department in both managing pupils and students as well as implementing policies for pupils, students and postgraduate students.

- Coordinate with Planning – Finance Department in implementing regulations and policies regarding fees and scholarships for pupils, students and postgraduate students.
- Coordinate with the functional departments and units in implementing the tasks assigned by the Rector in charge.

IV. Office of Undergraduate Academic Affairs

1. Functions

Consulting and assisting the Rector in the management and organization of undergraduate and high school training.

2. Responsibilities

2.1. Training management

- Proposing development plans for organization and management of training relevant to the strategy and orientation of the university.
- Developing plans and targets, as well as planning annual enrollment for grades and systems and training programs for undergraduate and high school students.
- Planning and developing regulations on undergraduate and high school training.
- Scheduling and implementing short-term, long-term and semester-based training plans.
- Setting up and managing the database of the teaching hours of lecturers and of the academic records of students.
- Developing teaching schedules and timetables of classes and exams.
- Assessing students' end-of-term achievements. Making graduation decisions; issuing degrees, transcripts, and certifications.
- Improving the training management, teaching and learning methods and methods of examination and assessment.
- Managing and maintaining the enrollment and academic performance records of pupils and students. Issuance of certificates relating to the results of enrollment and student's learning.
- Recommending the requirements, as well as building and implementing projects to strengthen infrastructure service training.

2.2. Curriculum development and training cooperation

- Consulting, proposing and developing new curricula consistent with both the development orientation of VNU as well as the university and society's needs.
- Proposing and implementing solutions for improvement of quality and efficiency of training programs.
- Revising current curricula and developing new curricula.
- Participating in regular assessment of curricula and teaching quality of lecturers.
- Setting up and implementing local and international training cooperation programs.

2.3. Textbook and learning materials management

- Planning and coordinating with faculties and related units in developing textbooks, reference books, learning materials databases and electronic lectures for undergraduate training.
- Updating and delivering information on post-graduate training on website.

2.4. Coordinating with other units

- Cooperating with the Department of Political-Student Affairs to perform tasks related to regulations, policies and management of pupils and students.
- Coordinate with Planning – Financial Department to plan and budget allocation of annual funding for the training.
- Coordinate with the Department of Organization and Personnel to build plans and strategies for human resource development training; evaluating dossiers of concurrently teaching staff and guest lecturers.
- Coordinate with the Department of Property Management and Security for building expansion project area and construction classes using the lecture schedule.
- Coordinate with the Department of Inspection, Legal Affairs and Quality Assurance to perform accreditation of higher education quality.
- Coordinate with the departments and agencies in implementing the tasks assigned by the Rector in charge.
- Collaborate with other units performing other duties assigned by the Rector.

V. Office of Postgraduate Academic Affairs

1. Functions

Consulting and assisting the Rector in the management and organization of post-graduate training.

2. Responsibilities

2.1. Management of post-graduate training

- Proposing development plans for organization and management of post-graduate training relevant to the strategy and orientation towards an advanced research-based university.
- Making regulations, rules and guidelines on post-graduate admission and training. Monitoring the regulation implementation.
- Developing and implementing training plans, postgraduate fostering long-term, medium-term, annual and semester.
- Setting up teaching plans, timetables and examination schedules. Organizing general courses, such as Foreign Languages and Philosophy, for post-graduate students.
- Managing database on post-graduate training and providing report if requested.
- Instructing and organizing Master and PhD thesis defense procedures.

- Issuing and managing official transcripts and graduation degrees.
- Applying information technology in managing teaching, learning, examination and quality assessment.
- Proposing and implementing projects to develop infrastructures and facilities for teaching.
- Proposing and implementing projects to train high-class manpower for Government and Ministry of Education and Training.
- Organizing conference and workshop on post-graduate training.

2.2. Developing post-graduate curriculum

- Proposing and implementing solutions for improvement of quality and efficiency of training programs.
- Organizing the current training program; construction of a new training program approved by the VNU.
- Revising current curricula and developing new curricula.
- Proposing plans and executing the publishing of textbooks, reference books and learning materials.
- Updating and delivering information on post-graduate training on website.
- Developing and implementing projects to improve school materials for postgraduate education.

2.3. Coordinating with other units

- Coordinate with the Political and Students Affairs Department to perform tasks related to the policies and management of post-graduate students.
- Coordinate with the Department of Organization and Personnel to build plan and develop strategies of human resources for the work of postgraduate education and evaluating dossiers of currently teaching staff and guest lecturers.
- Coordinate with International Relations and Administration Department to implement cooperation with postgraduate education abroad.
- Coordinate with Planning – Financial Department to make plans and budget allocation of annual funding for the postgraduate education.
- Coordinate with the Property Management and Security Department of the scheduling using the auditorium, construction projects and expansion of enhanced teaching facilities.
- Coordinate with the departments and agencies in implementing the tasks assigned by the Rector in charge.
- Collaborate with other units performing other duties assigned by the Rector.

VI. Office of Science and Technology

1. Functions

Consulting and assisting the Rector in science and technology duties and management research instruments and facilities.

2. Responsibilities

2.1. Science and technology duties

- Developing managerial document for science and technology duties of the university.
- Proposing regulations and monitoring the execution of ethic codes in scientific research.
- Proposing regulations on foundation and management of key research groups of the university.
- Setting up programs, projects and plans for science and technology development at university level.
- Drawing action plans and expenditure for regular science and technology duties.
- Monitoring and assisting the execution of research projects and intergovernmental protocols.
- Managing student's scientific research.
- Managing intellectual property.
- Participating in workshops and exhibitions on science and technology.
- Assessing the projects' results according to regulations.

2.2. Managing instruments and facilities

- Assessing and managing instrument-equipping projects for training and scientific research.
- Purchasing consumables and chemicals, managing and carrying out maintenance procedures for scientific instruments.
- Evaluating the effectiveness of scientific instruments in functional units.
- Checking and discarding scientific instruments.

2.3. Managing laboratories and centers

- Monitoring the activities of laboratories under the university.
- Assisting in drawing regulations for laboratories, centers. Monitoring the execution of the regulations.
- Proposing documents and guidelines for labor safety in science and technology.

2.4. Coordinating with other units

- Coordinate with Undergraduate Academic Affairs and Postgraduate Academic Affairs Department to conduct scientific research integrated with education.
- Coordinate with Planning – Financial Department to appraise organization projects enhancing equipment, organize the procurement of equipment.

- Coordinate with Administration and International Relations in the development of international cooperation in science and technology; organizing and managing conferences and seminars International Scientific.
- Coordinate with company Ltd. Natural Sciences in introducing, promoting, signing and transferring the results of science and technology to the market.
- Coordinate with the departments and agencies in implementing the tasks assigned by the Rector in charge.
- Collaborate with other units performing other duties assigned by the Rector.

VII. Office of Planning-Finance

1. Functions

Counseling and assisting the Rector in the financial planning and management.

2. Responsibilities

2.1. Financial planning

- Proposing and defending the long-term, mid-term, short-term and irregular financial planning.
- Proposing yearly pay as well as balancing expenditures and allocation of the expenditures to the units.
- Guiding estimation and managing implementation funding estimates approved for the units.
- Proposing the policies, criteria, standards and mechanisms to mobilize and allocate the expenditures.

2.2. Financial accounting

- Checking and instructing the units and individuals to conduct the paying and settlement of the expenditures.
- Collecting tuition and other fees.
- Evaluating and implementing the regular and irregular expenditures.
- Assisting in checking the financial accounting in the dependent units.
- Providing the quarterly and yearly financial reports.
- Developing, managing and implementing income and expenditure of funds under the regulation agencies.
- Developing handover procedures and reception facilities, financial establishment, merger, dissolution or separation of the units.
- Guiding and checking financial operations at the unit directly under the University.
- Organizing the accounting and ledger system, as well as preservation and archiving of documents and accounting records as prescribed.
- Preparing quarterly financial statements, in accordance with provisions or upon request.

- Preparing financial statements in Conference annually officials and employees of the School
- Performing tasks related to appraisal, inspection, auditing financial statements.
- Building internal financial regulations of the University.

2.3. Coordinating with other units

- Coordinate with the Property Management and Security Department in procurement and testing of office equipment; in the frequent repair and renovation of facilities, space rental and related services to use the school premises.
- Coordinate with Science – Technology Department in the procurement and acceptance of scientific equipment; monitor progress of disbursement with the scientific research levels and contract scientific cooperation with external and international agencies.
- Coordinate with the Undergraduate Academic Affairs and Postgraduate Academic Affairs Department to implement the payment of teaching for staff and paid general official taught funds for units in VNU.
- Coordinate with the departments and agencies in implementing the tasks assigned by the Rector in charge.
- Collaborate with other units performing other duties assigned by the Rector.

VIII. Office of Property Management and Security

1. Functions

Consulting and assisting the Rector in the property management and security.

2. Responsibilities

2.1. Property Management

- Managing the whole infrastructure including land, gardens, trees, fences, roads and drainage systems.
- Managing the workshop, laboratories, lecture rooms, houses and land given the staffs.
- Conducting regular maintenance: renovation, fixing, upgrading...
- Managing and operating the facilities in lecture rooms and waiting rooms for lecturers.
- Being responsible for electricity system, fire safety and flood control.
- Maintaining the elevators, air-conditioners, water pumps...
- Proposing the plans for order of new facilities and discarding of old items.
- To organize the planting and care of gardens and greenery.
- Implementing and ensure environmental hygiene in workplaces and places of learning.
- Organizing and managing services related to the use of grounds, the facilities of the University such as parking, cleaning the environment, locating ATMs, ...
- Leading the implementation of the lease amphitheater and playgrounds to serve teaching and learning of pupils and students.

- Managing collective residences of staff and students.

2.2. Security

- Proposing the solutions for safety and security control on campus.
- Dealing with protection of human life and assets on campus.
- Protecting the vehicles of the staff, students and visitors.
- Organizing procurement of equipment and protective clothing to equip guard duty.

2.3. Coordinating with other units

- Coordinate with the departments and agencies in implementing the tasks assigned by the Rector in charge.
- Collaborate with other units performing other duties assigned by the Rector.

IX. Office of Inspection, Legal Affairs and Quality Assurance

1. Functions

Consulting and assisting the Rector in the management of inspection, legal affairs and quality assurance.

2. Responsibilities

2.1. Inspection

- Proposing the regular plans and implementing regular and irregular inspections.
- Proposing personnel to Management Board to set up inspection teams when needed.
- Being the contacting unit for complaints and denunciations. Proposing solutions to the Rector.
- Coordinating with other units in monitoring the execution of recommendations and conclusions of the Rector.
- Serving as a focal point to coordinate with related units to prepare plans, content, documentation and other conditions for the permanent work of citizens; Standing for corruption prevention in university.
- Receiving and settling complaints and denunciations of staff's, undergraduate and postgraduate students.

2.2. Legal Affairs

- Being the point of contact to check and evaluate the legality of documents proposed by the units.
- Developing the plans and tasks of the annual recommendations to the Management Board for approval and implementation.
- Consulting the Management Board about the organization and operation of the university. Defending the rights and benefits of the university, staff and students.

- Proposing and making recommendations to the Management Board on matters relating to legal work in the unit.
- Tracking and monitoring the implementation of State law, managing documents from VNU and the university.
- Organizing training courses for staff about legal affairs.
- Implementation of reporting on the implementation of the legal work with the Managing Board and management agencies on prescribed levels.

2.3. Quality Assurance

- Proposing the plans for regular quality assurance to the Management Board.
- Proposing managing documents for quality assurance.
- Performing functional coordinating joint activities of accreditation; implementing permanent mission accreditation council of the University.
- Conducting quality assurance at the university and unit level.
- Collecting information and providing reports for quality assurance of the university.
- Checking and assessing the executing of the curricula, teaching procedures and teaching quality.
- Developing and organizing assessment processes and methods to ensure the quality of training, implementation and assessment of learning outcomes of pupils, students, post-graduate students.
- Being the point of contact for the deployment of quality assurance management system according to international standards.

2.4. Coordinating with other units

- Coordinate with other departments to track, inspect and supervise the implementation of the mission and the annual plan of the University and the conclusions of the Management Board.
- Coordinate with the functional departments to implement the conclusions of inspection and accreditation.
- Coordinate with the departments and agencies in implementing the tasks assigned by the Rector in charge.
- Collaborate with other units performing other duties assigned by the Rector.

X. Construction Management Department

1. Functions

Advising and supporting the Rector in the management and executing of the construction projects.

2. Responsibilities

2.1. Management and executing of the construction projects

- Setting up and instructing the organization, checking and monitoring of the implementation of construction planning of the university.
- Evaluating the expenditure plan to propose to the Rector.
- Being point of contact for investment procedures in construction.
- Being the contacting unit for Hoa Lac campus' construction.
- Proposing planning for new construction and renovation of the campus infrastructure.
- Proposing and making recommendations to the Rector on issues related to the construction project of the University.
- Recordkeeping projects.

2.2. Coordinating with other units

- Coordinate with the departments and agencies in implementing the tasks assigned by the Rector in charge.
- Collaborate with other units performing other duties assigned by the Rector.