

No: 516/QĐ-KHTN

*Ho Chi Minh City, 10 June 2020*

**DECISION**

**On the Promulgation of VNUHCM-University of Science's the Internal Regulations**

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**PRESIDENT OF UNIVERSITY OF SCIENCE**

*Pursuant to Decision No. 26/2014/QĐ-TTg dated March 26<sup>th</sup>, 2014 of the Prime Minister on promulgating organization and operation regulation of the Vietnam National University Ho Chi Minh City (VNUHCM) and higher education institutions under VNUHCM;*

*Pursuant to Decision No. 867/QĐ-ĐHQG-TCCB dated August 17<sup>th</sup>, 2017 of Vietnam National University Ho Chi Minh City on promulgating organization and operation regulation of higher education institutions and faculties under VNUHCM;*

*At the request of the Head of Personnel Administrative Affairs Office*

**DECISIONS:**

**Article 1** Issue the Internal Regulations of the VNUHCM-University of Science.

**Article 2** This decision replaces Decision No. 534/QĐ-KHTN dated May 9<sup>th</sup>, 2016 and takes effect from the date of signing.

**Article 3** Units under the VNUHCM-University of Science are responsible to execute this decision.

**Receiver:**

- VNUHCM (to report)
- As Article 3
- Archive at Personnel Administrative Affairs Office

**PRESIDENT**

**Tran Linh Thuoc**

## INTERNAL REGULATIONS

*(Promulgated together with Decision No. 516/QĐ-KHTN, June 10<sup>th</sup>, 2020 of the President of University of Science, Viet Nam National University Ho Chi Minh City)*

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### I. APPLICANT

1. The person who is working at the VUNHCM-University of Science (VNUHCM-US) under the labor contract hereinafter called **Employees**.
2. The person who is participating in educational and training courses at the University of Science hereinafter called **Learners**.
3. Other individuals and organizations that are not under the management of the University of Science hereinafter called **Guests**.

### II. GENERAL PROVISIONS

1. The working hours of the University of Science are weekdays from 6:00 AM to 9:30 PM except for official holidays.
2. The administrative offices work from Monday to Friday during office hours.
3. The teaching, studying, and researching activities are carried out according to the timetable of each training system.
4. Strictly forbid the circulation and propagation of reactionary and depraved publications, materials, and information.
5. Strictly forbid the acts of illegally creating, storing, transporting, consuming, and trading fire hazards materials (except those used in the approved experiments).
6. Strictly forbid the acts of illegally producing, storing, transporting, consuming, and trading narcotic and stimulant substances and drugs prescribed by laws.
7. Strictly forbid the acts of gambling in any form. No smoking, or consuming alcoholic drinks in the offices, lecture halls, classrooms, laboratories, and campuses.
8. Laboratories using chemical substances have to strictly follow the procedure for harmful waste management. Limiting the use of plastic products and single-use plastic bags.
9. The transportation of goods and properties belonging to the University when entering and leaving the University gate requires valid documents and must be reported to the Security department
10. Properly follow the fire protection and prevention procedures at the unit.
11. Be aware of keeping the office and common area clean. Put the trash and waste in the designated place.

12. Saving electricity and water, using them purposely and effectively. Checking and turning off the air conditioner, electronic device, and water valve before leaving the office, lecture hall, classroom, and laboratories.

13. In case of an overnight stay at university or working during official holidays, a valid document approved by the Office of Personnel and Organization is required.

### **III. FOR EMPLOYEES**

In addition to the articles in Section II, employees have to follow these regulations:

1. Properly follow the policies and procedures of the Party, policies, and laws of the Government, and the policies and internal regulations of the University.

2. Properly follow and perform work within the personal responsibility under the assignment of the University and the department head.

3. Properly follow the code of ethics for educators and the employees' duty according to the law.

4. Follow the proper dress code, using nameplates while working. Have polite behavior and respect for colleagues, learners, and guests. Having the spirit of cooperation and proper attitudes, avoid authoritative and imperative attitudes, causing trouble to other people.

5. Strictly follow administrative and working regulations, execute and exploit the working time effectively, strictly abide by labor laws and perform meetings on time. The working place must be neatly and orderly organized, preserve and use stationeries, transports, and properties effectively and economically.

6. Comply with the regulations regarding the management and use of confidential documents of the University of Science and keep secrecy about important documents and information of the University. Do not provide these documents and information without the approval of the President or the presidential-authorized Unit head.

### **IV. FOR LEARNERS**

In addition to the articles in Section II, learners have to follow these regulations:

1. Properly follow the regulations about the learner's duties under the laws, internal regulations, and policies of the University.

2. Follow the proper dress code, using the nameplate on the university campus.

3. Have respective and polite attitudes towards the University employees, support, nicely behave with friends, and properly execute a school-civilized lifestyle.

4. Conserve and protect the University assets, do not move, or transport those assets out of the classroom, lecture hall, laboratory, or university campus without consent.

### **V. FOR GUESTS**

In addition to the articles in Section II, guests must follow these regulations:

1. Present the personal identification and invited letter (if available) and report the working purpose for the security personnel, the security personnel record, and is responsible for guiding the guest according to the working purpose. Guest who come to the University to work with

the administrators, offices, or departments has to register through the secretary of the Personnel Administrative Affairs Office

2. The vehicle (if available) such as: cars, motorcycles, and bicycles have to be placed in a designated place under the guidance of the security personnel.

3. Comply with internal regulations, the proper dress code, do not make a loud noise, keep the hygiene for each other.

4. The University denies the service to guests who consume alcoholic drinks or stimulant substances, have an unsuitable dress code, and the unsuitable behavior and attitude when coming to the university campus.