

No: 826/QĐ-KHTN

Ho Chi Minh City, 14th June 2021

DECISION

**On promulgating the regulation of Working regime for lecturers of
VMUHCM-University of Science**

PRESIDENT OF UNIVERSITY OF SCIENCE

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

Pursuant to Circular No. 20/2020/TT-BGDĐT dated July 20th, 2020 by Ministry of Education and Training issue Regulations of working policies for employed lecturer of universities

At the request of Head of: Office of Academic Affairs, Office of Graduate Studies, Office of Science and Technology, Office of Inspection Legislation -Intellectual Property, and Office of Personnel Administrative Affairs.

DECISIONS:

Article 1 Issued together with Regulations of Working regime for lecturers of VNUHCM-University of Science.

The attached regulations replace the Regulations of Working regime for lecturers issued in the attachment of Decision No. 444/QĐ-KHTN-TCHC dated April, 11th 2014 and the Decisions On amendment and supplement promulgated together with No. 589/QĐ-KHTN dated May 19th, 2016 and No. 1235B/QĐ-KHTN dated September 19th, 2016 by President of VNUHCM-University of Science.

Article 2 The decision takes effect from the date of signing

Article 3 Related unites and individuals are responsible for executing this decision

Receiver:

- As Article 3
- Saved in:
Secretary
Office of Legal and Compliance –
Intellectual Property

**RP. PRESIDENT
VICE PRESIDENT**

Tran Le Quan

REGULATIONS

On working regime for lecturers under the University of Science

(Attached to Decision No. 826/QĐ-KHTN, June 14th, 2021 of

President of University of Science, Viet Nam National University Ho Chi Minh City)

Section I

GENERAL REGULATIONS

Article 1. Scope of regulations

This document detailly stipulates working regime applied for lectures at the University of Science, including duties of each professional title for lecturers; work-time regulations; standard hours for teaching and researching.

Article 2. Subject of application

1. This document can be applied to University of Science' employees having lecturer titles (hereinafter referred to as lecturer)

2. This document can't be applied to invited lecturers, researchers, or specialists invited to University of Science.

Article 3. Purpose

1. The basis for Dean of Faculties, Head of Departments under Faculties in planning teaching and researching schedule; assigning human resources effectively; improving management efficiency and enhancing the quality and effective work for lecturer workforce.

2. The basis for lecturers in scheduling lectures, researching, and studying to improve professional qualifications

3. The basis for President in checking, appraising, evaluating, and planning policies, study programmes, lecturer development strategies.

4. The basis for the basis for the emulation and commendation council of the University of Science in evaluating and ranking lecturers annually; ensuring transparency, fairness, and democracy in executing the regimes, policies, rights, and responsibilities of lecturers.

Section II

RESPONSIBILITIES OF JOB TITLES

Article 4. Distinguish Lecturer (Rank I) – Staff Code: V.07.01.01

1. Teaching; supervising and marking graduate projects, thesis; instructing Master/Ph.D thesis; chairing or participating in Master/Ph.D thesis evaluation council.

2. Chairing for formulating and developing the study programmes; proposing plans and methods for developing disciplines of majors; proactively updating scientific achievements in formulating, developing the study programmes; innovating teaching methods and methods for evaluating the learning outcome and learner practice results.

3. Chairing or participating in compiling syllabus, the reference documents, guidelines, translating foreign textbooks into Vietnamese (hereinafter referred to as education book); leading or

participating in conducting programmes, scientific research projects; orientating scientific research for Faculties and professional groups.

4. Chairing or participating in evaluating scientific research projects; organizing and presenting scientific reports at scientific conferences. Chairing or participating in accepting and public research publications, research works, exchange the experience in order to contribute to the development of faculties and fields; participating in international collaboration activities and ensuring the higher education institution quality.

5. Guiding and consulting learners' research; instructing learners on effective study and research methods; discovering learners' specialty for further development.

6. Chairing or participating in training and developing academic staff according to professional development requirements of faculties and related fields.

7. Learning and enhancing political principles, professional and teaching methods; participating in practical activities to improve education quality and scientific research abilities.

8. Participating in management and activities of the Communist Party, Unions and fulfilling other duties according to organization and operation regulation of public higher education institutions and related legalism provisions.

Article 5. Main Lecturer (Rank II) – Staff Code V.07.01.02

1. Teaching; supervising and marking graduate projects, thesis; participating in teaching Master/PhD study programme and instructing, evaluating Master/Ph.D thesis if they meet the prescribed qualifications.

2. Chairing or participating in formulating and developing the study programmes; proposing plans and methods for developing disciplines of majors; proactively proposing the solutions to enhance teaching quality, evaluation methods for the learning outcome, and learner practice results.

3. Chairing or participating in compiling books serving education; leading or fulfilling the science and technology mission.

4. Chairing or participating in evaluating scientific research projects; being the author and participating in presenting scientific reports at scientific conferences; participating in international collaboration activities and ensuring the higher education institution quality.

5. Being homeroom teacher, and academic adviser; instructing discussion, experiments, and intern activities.

6. Participate in lecturer development programmes according to the professional development requirements of Faculties or related fields.

7. Learning and enhancing political principles, professional and teaching methods; participating in practical activities to improve education quality and scientific research abilities.

8. Participating in management and activities of the Communist Party, Unions and fulfilling other duties according to organization and operation regulation of public higher education institutions and related legalism provisions.

Article 6. Lecturer (Rank III) – Code V.07.01.03

1. Teaching; supervising and marking graduate projects, thesis; participating in teaching Master/PhD study programme and instructing, evaluating Master/Ph.D thesis if they meet the prescribed qualifications.

2. Take part in formulating and developing study programmes.

3. Mainly responsible for or participate in compiling education textbooks.

4. Organize and participate in scientific research activities; be the author and take part in presenting scientific reports in scientific conferences; participate in evaluating research projects at university level,

students' scientific research projects; participate in international collaboration and university education quality management programs.

5. Being homeroom teacher, and academic adviser; instructing discussion, experiments, and intern activities.

6. Learning and enhancing political principles, professional and teaching methods; participating in practical activities to improve education quality and scientific research abilities.

7. Participate in management and activities of the Communist Party, Unions and fulfilling other duties according to organization and operation regulation of public higher education institutions and related legalism provisions.

Article 7. Teaching Assistant (Rank III) – Staff Code V.07.01.23

1. Support lecturers, main lecturers, and distinguished lecturers in lecturing activities such as: preparing teaching materials, instructing in-class assignments, discussion, experiment practice, internship, and marking the exam papers.

2. Learning and enhancing political principles, professional and teaching methods; participating in practical activities to improve education quality and scientific research abilities.

3. Participate in management and activities of the Communist Party, Unions and fulfilling other duties according to organization and operation regulation of public higher education institutions and related legalism provisions.

Article 8. Lecturer with Professor or Associate Professor title

Lecturers with Professor or Associate Professor title have to fulfill responsibilities stated in the Articles 4 and 5 of this Section and also fulfill responsibilities according to the Decision No. 37/2018/QĐ-TTg, August 31st, 2018 of Prime Minister on issuing The Regulations of standard and procedure of approval for granting and appointing the title of Professor and Associate Professor; complemented by the Decision No.25/2020/QĐ-TTg dated August 31st, 2020 of Prime Minister and other related legalism documents.

Section III

REGULATIONS ON WORKING TIME, STANDARD HOURS OF TEACHING, AND SCIENTIFIC RESEARCH

Article 9. Norm of working time

1. The lecturer's working time complies with the 40-hour working regime per week and determined according to the academic year;

2. The lecturer's working time is 44 weeks per year (equivalent to 1760 office hours) to perform the duties of teaching, scientific research, community service, and other professional tasks determined according to the academic year after deducting the prescribed number of days off.

3. Lecturers must spend at least 1/3 of the total working time in the academic year (equivalent to 586 office hours) on scientific research tasks.

4. The norm of working time in the academic year is determined by the title of the lecturer and for each task as follows:

Task	Lecturer	Main Lecturer	Distinguished Lecturer
Teaching	810 hours (equivalent to 270 standard hours)	810 hours (equivalent to 270 standard hours)	810 hours (equivalent to 270 standard hours)

Scientific research	590 hours	600 hours	700 hours
professional activities, community service and other professional tasks	360 hours	350 hours	250 hours
Total	1760 hours	1760 hours	1760 hours

Article 10. Standard teaching hour, standard teaching hour norm, and converting professional tasks into standard teaching hour

1. Standard teaching hour

Standard teaching hour is a unit of time converted from the number of labor hours required to complete a certain task of the lecturer's duties, equivalent to one period of university-level theory teaching directly in class (or online teaching), including required labor time before, during, and after class.

2. Standard hour norm

Standard hours for lecturers in a academic year is 270 standard teaching hours (equivalent to 810 office hours). In which, the standard hours of direct teaching in class (or online teaching) must ensure at least 50% of the prescribed norm. The teaching time in the educational plan is timed by standard teaching hours, in which a 50-minute university-level theory lecture in class (or online teaching) is equal to one standard hour of teaching.

3. The conversion of professional tasks into standard teaching hours is specified in Appendix A. Guidelines for converting professional tasks into standard teaching hours are issued together with this Regulation.

4. Appendix A is reviewed, adjusted, and issued for each academic year based on the goals, development strategy, and actual training situation at the University based on advice from the Office of Academic Affairs, Office of Graduate Studies, Office of Personnel Administrative Affairs, Office of Inspection Legislation -Intellectual Property, and faculties.

5. In cases where lecturers in the academic year have performed professional activities and other duties but these professional activities and duties are not included in the conversion list in Appendix A, depending on the specific cases, the President will make a decision on the conversion rate based on the nature of the professional activity and that specific task to ensure the interests of the lecturer.

Article 11. Norms of standard teaching hours for lecturers appointed to hold leadership or concurrent positions in management, Party, University Council, and Organizations in higher education institutions.

1. Lecturers appointed to hold leadership positions or concurrently manage management, Party and Organizations in the University are obliged to directly teach according to the following norm framework (calculated as a percentage of the standard hour norm full-year teaching of current faculty title):

No.	Lecturers are appointed to leadership positions or are concurrently responsible for management, Party and mass organizations	Minimum norm
1	Chairman of VNUHCM-US Council, President	15%
2	Vice chairman of VNUHCM-US Council, Vice Presidents	20%
3	Heads of Offices, Secretary of VNUHCM-US Council	25%

4	Deputy Heads of Offices	30%
5	Deans, Vice Deans	
a)	For Faculties with up to 40 lecturers or 800 learners	
	Head of Faculty	60%
	Deputy Head of Faculty	70%
b)	For Faculties with less than 40 lecturers or less than 800 learners	
	Deans	70%
	Vice Deans	80%
6	Heads of Departments	80%
7	Deputy Heads of Departments, class teacher, academic advisor	85%
8	Secretary of the Party Committee	15%
9	Deputy Secretary of the Party Committee	30%
10	Secretary of units, Head of People's Inspection Committee, Head of the Women's Department, chairman of the Veterans Association	85%
11	Deputy Secretary of Unites	90%
12	Lecturers who are doing part-time defense and military work specified in Decree No. 168/2018/ND-CP dated December 28, 2018 of the Government on national defense work in ministries, central branches, and localities	80%
13	Lecturers who are reserve and self-defense soldiers are summoned for annual training and drills. The time spent on training and rehearsals is converted into a working day equal to 2.5 standard hours of teaching.	
14	Lecturers who are working in youth unions, student unions, and youth associations shall comply with the Prime Minister's Decision No. 13/2013/QD-TTg dated February 6, 2013.	
15	Lecturers who are doing part-time trade union work in higher education institutions must comply with the provisions of Circular No. 08/2016/TT-BGDĐT dated March 28, 2016 of the Minister of Education and Training.	

2. Lecturers holding many positions are regulated to perform only the lowest standard teaching hours.

Article 12. Regulations on scientific research

1. Lecturers must spend at least 1/3 of the total working time in the academic year (equivalent to 586 administrative hours) to do scientific research.

2. The assignment and implementation of scientific research tasks for lecturers must be consistent with the conditions, scientific potential, development strategy of the University, and with the professional capacity of the lecturers.

3. The results of scientific research are used to evaluate lecturers' completion of scientific research tasks in a academic year as follows:

- a. Has at least one paper published in a scientific journal with the international standard code ISSN, or one article (with scientific review) published in the ISBN-indexed proceedings of a scientific conference, or a scientific report at a specialized scientific conference.

- b. Participate in or chair at least one scientific research project at the grassroots level or higher, or a science-technology research project funded by domestic and foreign companies, enterprises, and organizations, tested and accepted from satisfactory or above.
- c. Is the author or co-author of at least one of the categories of intellectual property granted a license/certificate by a domestic or foreign intellectual property authority, such as: (i) patent, (ii) patent utility solution rights, (iii) industrial design patents, (iv) semiconductor integrated circuit layout designs, (v) computer software/program copyrights.
- d. Being the author of at least one University-recognized technology, initiative, or successfully transferred to an organization or community.

4. Lecturers with scientific research results in one of the items a, b, c, d prescribed at Clause 3 of this Article will be assessed to have fulfilled the scientific research obligation of the academic year.

5. Lecturers with effective scientific research results will be considered and rewarded annually according to the regulations on emulation and commendation of the University.

6. Lecturers have participated in performing scientific research activities and tasks, but these scientific research activities and tasks do not have or haven't had scientific research results prescribed in Clause 3 of this Article when evaluated at the end of the year will be based on Appendix B. Guide to convert the time for performing scientific research tasks into scientific research hours to fulfil conversion and declare scientific research hours.

7. Appendix B. Guidelines for converting scientific research time into scientific research hours are reviewed and adjusted annually to ensure that the lecturers' scientific task implementation is appropriate consistent with the goals and development strategies of the University and the Faculty; suitable with the characteristics of each Department, training major and specific conditions of the units belong and directly belong to the University on the basis of advice and consultation of the Science and Technology Office, Inspection Legislation -Intellectual Property Office, Personnel Administrative Affairs Office, and Faculties and Laboratories affiliated to the University.

8. In cases lecturers perform scientific research activities and tasks in the academic year but these scientific research activities and tasks are not included in the conversion list presented in Appendix B, depending on the specific case, the President will make a decision on the conversion rate based on the nature of that specific activity and task to ensure the interests of the lecturer.

9. For lecturers who have not fulfilled scientific research tasks as prescribed, the President shall base on the specific level and circumstances to consider when evaluating the results of performing scientific research tasks in the academic year, rank types of emulation and settlement of related regimes and policies; At the same time, it is allowed to make up the standard teaching hour to scientific research hour for these lecturers.

Article 13. Manage and use time to work

1. Deans, Heads of Departments under Faculties base on the specific conditions of their units, are responsible for allocating necessary working time to perform the tasks of teaching, scientific research, and other tasks of lecturers.

2. Deans, Heads of Departments under Faculties base on Articles 10, Articles 11, and Articles 12 of this Regulation to develop a plan to perform tasks for lecturers in the units as follows:

- a. The assignment and implementation of teaching tasks, scientific and technological research, and other tasks for lecturers must be suitable with the capabilities and conditions of the University.
- b. Tasks with more difficulty and complexity are assigned to lecturers who are qualified, reputable, or hold higher titles.

- c. In each academic year, each lecturer must complete the tasks of teaching and scientific research, other assigned tasks corresponding to the rank, title, or job position they are holding and the time limit specified in this Article 8, Article 10, and Article 12 of this Regulation.

Article 14. Apply working time and standard teaching hours norm

1. Lecturers during the first working contract or during the probationary period only perform 50% of the standard teaching hours of the lecturers specified in Clauses 1 and 2, Article 10 of this Regulation.
2. Regulations on exceeding the norm of working time:
 - a. The total number of working hours in excess of the norm must not exceed 200 hours/year/lecturer.
 - b. Lecturers who teach, conduct scientific research, and conduct other professional activities in excess of the working hours limit will enjoy the regime of working in excess of the working hours according to the provisions of the Internal Revenue and Expenditure Regulations of the University of Science.
3. After being appointed to a leadership position, if a lecturer no longer holds the title of a lecturer, he/she shall not comply with the standard teaching hours prescribed in this Document.

Section IV

ORGANIZATION OF IMPLEMENTATION

Article 15. Article 15. Organization of Implementation

1. This regulation takes effect from June 14, 2021
2. Heads of units under the University of Science and relevant individuals are responsible for the implementation of this Regulation.
3. During the implementation of this Regulation, any provision that is contrary to the provisions of current law will be invalidated and applied in accordance with the provisions of law; if any provision is no longer suitable with practice, the Principal himself or at the request of the Party shall sign the Decision to annul or amend or supplement.
4. In the process of implementation, if any problems arise or problems, the Heads of the units under the University of Science shall promptly report them to the President through the Personnel Administrative Affairs Office for resolution.

APPENDIX A
GUIDE TO CONVERT SPECIALIZED TASKS AND OTHER TASKS INTO STANDARD
LECTURING TIME

(Promulgated with Regulations on lecturers' working regime of VNUHCM-US according to Decision No. 826QĐ-KHTN dated June 14th, 2021 by the President of VNUHCM-University of Science)

1. Imposed time

Appendix A. Guide to convert specialized tasks and other tasks into standard lecturing time will start to be applied from the second Semester of the 2020-2021 academic year.

2. Conversion of specialized tasks into standard teaching time

2.1. Undergraduate Teaching

Lecturers must guarantee the accomplishment of teaching for the regular programme at the full-time University level. In case of the incompleteness of standardized lecturing time for regular programmes at the full-time University level, the standard lecturing time can be compensated from other lecturing activities in other programmes accordingly by Heads of Units.

2.1.1. Standard teaching time for the regular programme at the full-time University level including: in-class direct teaching and other teaching activities.

a. In-class direct teaching consisted of: Theoretical course, Practical/ laboratory course, and Exercise course.

a1. Theoretical course

– Each in-class or online theoretical lecturing period for 40 students accounts for 1.0 standard lecturing time unit.

– For a class with more than 40 students, each in-class or online theoretical lecturing period standard lecturing time unit will be multiplied by a work amount conversion factor (K_k), whereas K_k cannot be higher than 1.5. The conversion factor can be calculated by the equation:

$$K_k = 1 + 0.0054 * (\text{total of students} - 40)$$

– The standard theoretical lecturing time of a course (SGC) can be calculated by multiplying the number of theoretical lecturing periods of the course (STHP) with the forementioned conversion factor (K_k), as the equation:

$$SGC = STHP * K_k$$

– General courses should not be opened for under 40 students, 20 students for foundation courses, and 10 students for specialized courses. If it is a requirement to open a course for an insufficient number of students, Dean must sign an Explanation form and be approved by the President of the University for the course to be opened. The standard lecturing time of the course (SGC) with less than 10 students can be calculated as follow:

$$SGC = \frac{STHP}{15} \times 1.25 \times \text{SoS}$$

a2. Practical/ laboratory course

– An in-class practical/laboratory period of 15 students for general and foundation courses, 10 students for specialized courses is accounted for 0.6 standard lecturing time unit ($K_{th} = 0.6$)

– For a practical/laboratory course in which hazardous chemical, according to Authorized Organization, is used, each period is accounted for 0.7 standard lecturing time unit (plus the hazardous factor K_{dh} of 0.1)

– The standard lecturing time of the practical course (SGC) of each lecturer can be calculated as follow:

$$SGC = STHP \times (\text{Number of groups TH/GV}) \times (K_{th} + K_{dh})$$

a3. Exercise course

– Each period of an in-class or online exercise course for 40 students is accounted for 1.0 standard lecturing time unit. Each exercise course should not have more than 60 students.

– For a class with more than 40 students, each period of an in-class or online exercise course standard lecturing time will be multiplied by the work amount conversion factor (K_k). The work amount conversion factor (K_k) can be calculated as follow:

$$K_k = 0.0054 \times (\text{total number of students} - 40) + 1$$

– The standard lecturing time of the exercise course (SGC) can be calculated by multiplying the number of exercise course period (STHP) with the work amount conversion factor (K_k).

$$SGC = STHP * K_k$$

b. Other lecturing activities

b1. Head of practical/laboratory course: in charge of the practical course content and quality.

– The standard lecturing time of the head of practical/laboratory course (T) for each open course of a semester can be calculated by multiplying the number of practical/laboratory course period (STTH) and the head of practical course factor K_{tt} (un-merged with other factors) as follows:

$$T = STTH \times K_{tt}$$

whereas $K_{tt} = 0.0026 \times (\text{total number of students} - 15) + 0.3$

b2. Facility management: in charge of buying samples, chemicals, experimental equipments

- The standard lecturing time of the personnel (C) for an opened practical/laboratory course of a semester is calculated according to the head of the practical course:

$$C = T * 1.5$$

b3. Reality visiting, interning

- The standard lecturing time (SGC) for reality guiding, visiting, or interning (field, eco, environmental visit) is calculated as follow:

$$SGC = STHP \times \frac{\text{total number of student}}{15} \times K_{th}$$

b4. Instructing the graduate thesis/graduate seminar/project/graduate intern

- Supervising 01 student performing a 10 credits graduation thesis counted as 25 standard lecturing time units.
- Supervising 01 student performing graduation seminar/project/graduation intern standard lecturing time can be calculated by multiplying the number of credits for each according course with 2.5 standard lecturing time units.

b5. Instructing the specialized seminar

- The standard teaching time (SGC) for lecturing a specialized seminar for 01 student is calculated as

$$SGC = (STHP/30) * 3 \text{ (standard lecturing time unit)}$$

whereas STHP is the number of period.

b6. Reviewer of graduate thesis/graduate seminar/project/graduate intern

- Reviewing a 10 credits graduation thesis counted as 05 standard lecturing time unit.
- Reviewing a graduation seminar/project/graduation intern standard lecturing time can be calculated by multiplying the number of credits for each according course with 0.5 standard lecturing time unit.

b7. Joining a graduate thesis/graduate seminar/project/graduate intern council

- The standard lecturing time of joining a 10 credits graduation thesis council is as follows:
 - The Chairman of the council: 1.25 standard lecturing time unit per thesis.
 - The Secretary of the council: 01 standard lecturing time unit per thesis.
 - The Councilman : 01 standard lecturing time unit per thesis
- The standard lecturing time of joining a graduation seminar/project/graduation intern (4-6 credits) council is 60% of the quota for the graduation thesis council.

b8. Assistant teaching

- For a major program: a theoretical course with more than 100 students could assign a teaching assistant, the standard lecturing time of the assistant is equal to the number of assisting period but should not be higher than 50% of the total number of periods, according to the Heads of Units' assignment.

b9. Head of laboratory

- The converted standard lecturing time for the head of laboratory (practical room) of each semester can be calculated as 7.5% of a lecturer standard lecturing time.

b10. Academic advisor

An official or employee can only be a consultant for a maximum of 200 students. The converted standard lecturing time for a consultant can be calculated as:

- For an academic semester: the standard lecturing time is equal to the total number of consulting students multiply by 0.2 standard teaching time unit.
- For a summer semester: the standard teaching time is equal to the total number of consulting students multiply by 0.05 standard teaching time unit. (25% of an academic semester)

2.1.2. Converting specialized activities to standard teaching time

a. The standard teaching time for designing, establishing, and finalizing a study programme at undergraduate level

- Chairing of establishing a new study programme at undergraduate level is counted as 60 standard teaching time unit.
- Participating in establishing a new study programme at undergraduate level is counted as 20 standard teaching time unit per personnel per programme.
- Establishing a new course at undergraduate level is counted as 15 standard lecturing time unit per course.

b. The standard teaching time for updating, supplementing, and editing the study programme at undergraduate level every 2 years

- Chairman is counted as 30 standard lecturing time units.
- Contributor is counted as 10 standard lecturing time units per personnel per program.
- Updating a course at undergraduate level is counted as 5 standard teaching hours per course. (the updating content must account for at least 30% of the original content)

c. Writing, editing documents, books, or curriculums for lecturing and studying at undergraduate level

- Curriculum (produced through the University's Validation Council): is counted as 40 standard lecturing time units per title.
- Specialized book (produced in the country, through the University's Validation Council): is counted as 50 standard lecturing hours per title.
- Reference documents (For internal circulation only): is counted as 15 standard lecturing time units per title.
- If there's a group of writers, the chief, co-chief editors, and every writer must have an agreement in standard lecturing time according to each member's contribution following the above guidance for each title.

d. Summarize and reviewer of Bachelor's degree education program

- Chairman of report compilation: counted as 20 standard lecturing time units per program.
- Contributor: counted as 10 standard lecturing time units per personnel per program.

e. Additional situations are accounted in section 3 of this appendix

2.2. Graduate Teaching

2.2.1. Standard teaching time for graduate courses

Each (01) thematic, theoretic, practice, exercise period for Master, Ph.D. level is counted as 2 standard teaching hours (including courses taught in foreign language but not language courses).

- 1 standard teaching hour = 1 teaching period * teaching factor (k)
- $k = n + m$

Whereas:

- n: number of student factor

Number of Master student	10-20	21-40	41-70	>70
n factor	0.4	0.9	1.1	2 classes, 40 students in the first

Number of Ph. D. student	2	3-4	5-10	>10
n factor	0.3	0.8	1.2	2 classes, 5 students in the first

- $m = 0.8$, afterschool class for Master students factor
- $m = 0.5$, afterschool class for Ph.D. students factor

2.2.2. Standard teaching time for assisting a graduate course

- 1 assisting period = 1 standard lecturing time unit

2.2.3. Standard teaching time for supervising Master's thesis

a) The academic year to calculate the standard lecturing time of supervising a Master's thesis is calculated following the University Master's thesis issued date

b) The standard time for each supervising method is as follows:

- A research thesis: 88 standard lecturing time units.
- A research orientation thesis: 38 standard lecturing time units.
- An application orientation thesis: 23 standard lecturing time units.

c) Depending on the number of supervisors and the defense date of the Master's thesis, the standard lecturing time can be calculated as:

c.1) Single supervisor:

- The student has defended the Master's thesis: 01 thesis = the standard time stated in 2.2.3. b) section
- The student has not defended the Master's thesis: 01 thesis = $\frac{1}{2}$ the standard time stated in 2.2.3. b) section

c.2) Co-supervisor (maximum of 2 supervisors without differentiating primary, and secondary) of a Master's thesis standard lecturing time can be calculated as follow:

- The student has defended the Master's thesis: 01 thesis = $\frac{1}{2}$ the standard time stated in 2.2.3. b) section
- The student has not defended the Master's thesis: 01 thesis = $\frac{1}{4}$ the standard time stated in 2.2.3. b) section

2.2.4. Standard hours of issue exam questions and mark exams for graduate courses

- a) Issue final exams: An exam question = 2.5 standard hours
- b) Mark midterm and final exams: An exam (midterm + final) = 0.3 standard hours

2.2.5. Standard hours of guide doctoral topics

A doctoral topic = 15 standard hours

2.2.6. Standard hours of marking the overview essays, doctoral topics

a) Marking the overview essays = 2.5 standard hours

b) Marking doctoral topics = 2.5 standard hours

2.2.7. Standard hours of guide doctoral thesis

A doctoral thesis is counted up to 200 standard hours. Depending on the number of instructors and time to defend the postgraduates, the standard hours are specifically calculated such as:

a) Independent guidance:

- Postgraduates have not defended the doctoral thesis: According to the regulations of the Ministry of Education and Training, the full-time doctoral training is from 3 years to 5 years, the average is 4 years respectively with 200 standard hours / 1 doctoral thesis, so a year standard hours of doctoral thesis guidance is equal to 50 standard hours.

- The postgraduates defended the doctoral thesis: Standard hours of guide doctoral thesis are counted band of 200 standard hours divided equally by the number of actual study years re-completed the thesis judgment.

b) Co-instructor: Up to 2 people, standard ratio and the number of hours between 2 instructors:

- The postgraduates have not defended their doctoral thesis:

• The main instructor: $\frac{2}{3}$ number of standard hours, equivalent to 33 standard hours/ 1 year/ 1 thesis.

• The sub-instructor: $\frac{1}{3}$ number of standard hours, equivalent to 17 standard hours/ 1 year/ 1 thesis

- The postgraduates defended their doctoral thesis:

• The main instructor: $\frac{2}{3}$ number of standard hours, thesis instruction standard hours are calculated in 133 standard hours divided equally by the actual number of study years that the postgraduates have done the thesis.

• The sub-instructor: $\frac{1}{3}$ number of standard hours, thesis instruction standard hours are calculated in 67 standard hours divided equally by the actual number of study years that the postgraduates have done the thesis.

2.2.8. Standard hours of the independent review for a doctoral thesis

Independent review of a doctoral thesis is calculated by 12.5 standard hours.

2.2.9. Standard hours of marking master's thesis

- Chairman of the Council = 6.5 standard hours/ a thesis

- Review = 6.5 standard hours/ 1 thesis

- The secretariat = 6.5 standard hours/ 1 thesis

- Member = 5.0 standard hours/ 1 thesis

2.2.10. Standard hours of marking doctoral thesis

a) Level of specialized units

- Chairman of the Council = 10 standard hours / 1 thesis

- Review = 10 standard hours / 1 thesis

- Secretary = 10 standard hours / 1 thesis

- Member = 8 standard hours / 1 thesis

b) Higher education institution level

- Chairman of the Council = 10 standard hours / 1 thesis

- Review = 10 standard hours / 1 thesis

- Secretary = 10 standard hours / 1 thesis

- Member = 8 standard hours / 1 thesis

2.2.11. Standard hours of design, build, and complete a training program in master's and doctoral degrees

- Presiding over the development and completion of a master's and doctoral study programme, which is equal to 60 standard hours.
- Participating in the construction and completion of a master's and doctoral study programme is calculated by 20 standard hours/ 1 person
- Building a subject (outline, lecture): calculated by 15 standard hours

2.2.12. Compilation of documents, books, and textbooks for teaching and learning postgraduate

- Monographs (published): calculated as follows:
 - Monographs of reputable international publishers
 - o 100 standard hours/book
 - o 50% is the editor
 - o 50% Divided equally among participating authors.
 - Monographs of reputable domestic publishers
 - o 50 standard hours/book
 - o 50% is the editor
 - o 50% Divided equally among participating authors.
 - Textbook (published): calculated as follows:
 - o 40 standard hours/book
 - o 50% is the editor
 - o 50% divided equally among participating authors.
 - References (internal circulation): calculated by 15 standard hours/title
 - Revised reprint (internal circulation): calculated by 10 standard hours.

3. Convert time to perform some professional activities and other tasks standard teaching time.

No.	Mission	Standard hours
1	Organize and participate in the enrollment of the University:	
	Admission commission:	
	- Chairperson	40
	- Standing member	35
	- Member	10
	- Inspector	40
	- Supervisor	20
	Examination:	
	- Chairman	30
	- Vice Chairman	25
	- Supervisor	10
	- Examiner	20
	Proctor:	
	- University	5 submissions/ hour
	- Postgraduate	3 submissions/ hour

2	Organize and participate in the construction, implementation, and supervision of the actual execution of the teaching and learning plan: <ul style="list-style-type: none"> - According to CDIO - Advanced program - Talented Bachelor's Program - High-quality program, corresponding tuition fee 	50/ year
3	Organize and participate in the quality assessment and verification process of the education program:	
	3a. Training program level	
	- Executive organization	20/year
	- Write a self-assessment report	50/year
	- Join the internal review board	20/year
	- Join the external review board	30/year
	3b. Educational institution level	
	- Executive organization	25/year
	- Write a self-assessment report	60/year
	- Join the internal review board	30/year
	- Join the external review board	50/year
4	Organize and participate in the evaluation of training results, political and ideological assessment of students :	
	- University council	30/year
	- Faculty council	20/year
5	Organize and participate in training student teams to participate in academic competitions and sports festivals :	
	- International level	40/competition/team
	- National level	30/competition/team
	- Local level	20/competition/team
6	Participate in the construction and completion of an experimental and practice facility:	100
	- Supervision: 50%	
	- Participation: 50%	
7	Participate in the work of operations:	
	- President	100/year
	- Vice President, Secretary of the Party Committee,	80/year
	- Head/Deputy Head of Offices, Party Committee member, Trade Union member, Head of People's Inspection Committee	50/year
	- Dean/Vice Dean, Department, University-level Laboratories	40/year
	- Head/Deputy Head of Department	30/year
	- Faculty Assistant, Laboratory Manager	25/year
	- Internship director, academic advisor	20/year

	- Science Council:	
	+ University level	25
	+ Faculty level	20
8	Improve pedagogical skills	
	- Teaching assistant to the lecturer	30
	- Lecturer to the main lecturer	50
	- Main lecturer to Associate Professor	80
	- Associate Professor to Professor	120
9	Improve professional qualifications	
	- University to Master	50
	- Master to Doctorate	100
10	Works at the Faculty	
	- Faculty union executive committee	30/year
	- Executive Committee of the Faculty's departments	25/year
11	Studying and training to improve the qualification	
	- Senior political theory	100
	- Foreign languages: English equivalent to TOEFL 450, IELTS 4.5, other languages of equivalent level	60
	- Informatics degree greater than B or equivalent	40
	- professional training (nominated)	40-60
12	Participate in marking the actual internship	Number of standard hours = number of course credits * number of students/10

APPENDIX B

INSTRUCTIONS FOR CONVERTING THE TIME TO PERFORM SOME SCIENTIFIC RESEARCH TASKS INTO THE SCIENTIFIC RESEARCH STANDARD TIME

(Promulgated with Regulations on lecturers' working regime of VNUHCM-US according to Decision No. 826QĐ-KHTN dated June 14th, 2021 by the President of VNUHCM-University of Science)

Notes: Lecturers whose scientific research results fall into one of the items a, b, c, d in Clause 3, Article 12 of the Regulation on working regimes of lecturers at the University of Science shall be evaluated as: completed the scientific research obligation of the academic year.

In case the lecturer participates in performing scientific research activities and tasks, but these scientific research activities and tasks do not have or have not yet had scientific research results specified in Clause 3, Article 12 of the Regulations on working regimes of lecturers at the University of Science, when evaluating at the end of the academic year, will be based on this appendix to convert and declare scientific research hours.

1. Time of Application

Appendix B: Instructions for converting the time to perform some scientific research tasks into scientific research hours are applied starting from the first semester of the academic year 2021-2022.

2. Table of lists to convert scientific research activities and tasks into scientific research hours

Number	Specific tasks	Converted to the scientific research standard time
1	State-level key scientific research program	
	a/ Participate the professional council	
	<input type="checkbox"/> Chairman	70/year
	<input type="checkbox"/> Member	50/year
	b/ Implementation of themes and projects (not yet accepted)	
	In case the project's acceptance test lasts more than one year, the standard time will be temporarily calculated for each year when the reported progress is satisfactory. <input type="checkbox"/> Principal Investigator: If accepted by scientific councils at all levels, the principal investigator will enjoy 50% of the time for scientific research.	500/year/period

	<input type="checkbox"/> Members: 50% is divided equally among the members participating in the theme.	
	c/ Participate in the evaluation council of the presentation of the themes or projects.	
	<input type="checkbox"/> Chairman	13
	<input type="checkbox"/> Secretary	13
	<input type="checkbox"/> Member	8
	<input type="checkbox"/> Reviewer	18
	d/ Participate in the acceptance council of the themes and projects	
	<input type="checkbox"/> Chairman	15
	<input type="checkbox"/> Secretary	15
	<input type="checkbox"/> Member	10
	<input type="checkbox"/> Reviewer	20
2	Scientific research cooperation programme (through signing and/or assignment of the University of Science or VNUHCM)	
	a/ Partners invite to participate in consulting, teaching and research	100/year
	b/ Implementation of protocol projects and themes (not yet accepted)	
	In case the project's acceptance test lasts more than one year, the standard time will be temporarily calculated for each year when the reported progress is satisfactory. <input type="checkbox"/> Principal Investigator: If accepted by scientific councils at all levels, the principal investigator will enjoy 50% of the time for scientific research. <input type="checkbox"/> Members: 50% is divided equally among the members participating in the theme	400/year/period
	c/ Implementing themes and projects from domestic and foreign companies, enterprises, and organizations with funding. <input type="checkbox"/> Principal Investigator: write the acceptance report, which is assessed as passing by the partner, the principal investigator is entitled to 50% of the standard time for scientific research. <input type="checkbox"/> Members: 50% is divided equally among the members participating in the theme.	
	<input type="checkbox"/> Budget of the year/period is from 1 billion VND or more	300/year/period
	<input type="checkbox"/> Budget of the year/period from 500 million VND to less than 1 billion VND	200/year/period

	<input type="checkbox"/> Budget of the year/period is from 100 million VND to less than 500 million VND	100/year/period
	<input type="checkbox"/> Budget of the year/period is less than 100 million VND	50/year/period
3	VNUHCM-level science and technology tasks	
	a/ Participate in councils of majors	
	- Chairman	60/year
	- Member	40/year
	b/ In case the project's acceptance test lasts more than one year, the standard time will be temporarily calculated for each year when the reported progress is satisfactory. <input type="checkbox"/> Principal Investigator: If accepted by scientific councils at all levels, the principal investigator will enjoy 50% of the time for scientific research. <input type="checkbox"/> Members: 50% is divided equally among the members participating in the theme	300/year/period
	c/ Participate in the evaluation council of the presentation of the themes or projects.	
	<input type="checkbox"/> Chairman	13
	<input type="checkbox"/> Secretary	13
	<input type="checkbox"/> Member	8
	<input type="checkbox"/> Reviewer	18
	d/ Participate in the acceptance council of the themes and projects	
	<input type="checkbox"/> Chairman	15
	<input type="checkbox"/> Secretary	15
<input type="checkbox"/> Member	10	
<input type="checkbox"/> Reviewer	20	
4	Science and technology tasks at ministerial and departmental levels under Ministries, Cities, and Provinces	
	a/ Participate in the professional councils	
	<input type="checkbox"/> Chairman	60/year
	<input type="checkbox"/> Member	40/year
	b/ Implementation of themes and projects (not yet accepted)	
In case the project's acceptance test lasts more than one year, the standard time will be temporarily calculated for each year when the reported progress is satisfactory.	300/number of years/acceptance period	

	<input type="checkbox"/> Principal Investigator: If accepted by scientific councils at all levels, the principal investigator will enjoy 50% of the time for scientific research. <input type="checkbox"/> Members: 50% is divided equally among the members participating in the theme	
	c/ Participate in the evaluation council of the presentation of the themes or projects	
	<input type="checkbox"/> Chairman	13
	<input type="checkbox"/> Secretary	13
	<input type="checkbox"/> Member	8
	<input type="checkbox"/> Reviewer	18
	d/ Participate in the acceptance council of the themes and projects	
	<input type="checkbox"/> Chairman	15
	<input type="checkbox"/> Secretary	15
	<input type="checkbox"/> Member	10
	<input type="checkbox"/> Reviewer	20
5	University-level science and technology tasks	
	Participate in the science and technology development council of the University:	
	<input type="checkbox"/> Chairman	40/year
	<input type="checkbox"/> Member	30/year
	Implementation of the university-level projects (not yet accepted): <i>Excluding participating members</i>	50/project
	Participate in the acceptance council of the university – level projects	
	<input type="checkbox"/> Chairman	7
	<input type="checkbox"/> Secretary	6
	<input type="checkbox"/> Member	4
	<input type="checkbox"/> Reviewer	9
6	Achieve prestigious science and technology awards, scientific competitions (challenge)	
	Science and technology awards:	
	<input type="checkbox"/> International level	300
	<input type="checkbox"/> National level	200
	<input type="checkbox"/> Provincial, City, VNUHCM levels	100
	In the top 5 of the prestigious science competition (challenge):	
	<input type="checkbox"/> International level	150
	<input type="checkbox"/> National level	100
	<input type="checkbox"/> Provincial, City, VNUHCM levels	50

7	Participate in organizing scientific conferences and seminars	
	President/co-chair/head of the organizing committee	
	<input type="checkbox"/> International level (domestic and foreign)	100
	<input type="checkbox"/> National level	70
	<input type="checkbox"/> University level	40
	Chair, Keynote speaker, Program Committee chair:	
	<input type="checkbox"/> International level (domestic and foreign)	50
	<input type="checkbox"/> National level	30
	<input type="checkbox"/> University level	20
	Member of the organizing committee, secretariat, program committee	
	<input type="checkbox"/> International level (domestic and foreign)	40
	<input type="checkbox"/> National level	25
	<input type="checkbox"/> University level	15
8	Organize and participate in international cooperation activities on scientific and technological research:	
	<input type="checkbox"/> Contracting a direct agreement with a foreign partner	50
	<input type="checkbox"/> Contracting an agreement through domestic and foreign organizations	40
	<input type="checkbox"/> Contracting an agreement through the regulatory authorities at all levels	25
9	Penetrate into practice and disseminate scientific and technological research results:	
	<input type="checkbox"/> Topical articles, presentations at international scientific conferences and seminars	100
	<input type="checkbox"/> Topical articles, presentations at domestic scientific conferences and seminars.	50
	<input type="checkbox"/> Seminar report at Department/Faculty/University	25
10	Guiding students, Master students, PhD students to achieve achievements in Science - Technology research awards, Innovation, Student Olympics:	
	<input type="checkbox"/> International level	100
	<input type="checkbox"/> National level	50
	<input type="checkbox"/> Provincial, City, VNUHCM levels	35
	<input type="checkbox"/> University level	25