



SUMMARY OF ADMINISTRATIVE PROCEDURES FOR THE FACULTY OF FISHERIES

A summary of the administrative procedures for the Faculty of Fisheries is extracted from 14 detailed procedures posted on the Vietnamese website of the Faculty of Fisheries.

1. The administrative procedures of the Faculty of Fisheries include 15 contents/procedures:

No	Name of procedures
1	PROFESSIONAL ASSESSMENT FOR LECTURER RECRUITMENT
2	INSTRUCTIONS FOR IMPLEMENTATION OF WORKS AT THE DEPARTMENT OFFICE
3	CONTROL SCIENTIFIC RESEARCH ACTIVITIES
4	DELIVERY OF EXAM QUESTIONS & ANSWERS
5	CONTROL TEST POINTS AND COURSE RESULTS
6	CONTROL THE PROGRAM DESIGN, TRAINING DOCUMENTS AND EXAM QUESTIONS
7	GRADUATION PRACTICE CONTROL
8	PLAN AND CONTROL TEACHING
9	SUBMISSION OF TEST SCORE & ANNOUNCEMENT OF TEST SCORE FOR CREDIT CLASSES
10	COURSE SYLLABUS DESIGN
11	PLANNING & CONTROL OF CREDIT TEACHING
12	CONTROL OF LABORATORY ACTIVITIES
13	MANAGEMENT OF EXPERIMENTAL ACTIVITIES
14	MONITORING / ASSESSING CAPACITY OF TEACHING STAFF / WORKING STAFF AND EXTERNAL HUMAN RESOURCES

2. Structure of procedures

The procedures structure includes the following parts: (1) Purpose and scope of application; (2) Abbreviations; (3) Contents; (4) Usage form; (5) Signatures of drafters, testers and approvers.

3. Content of procedures

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1	PROFESSIONAL ASSESSMENT FOR	Includes the following steps: (1) Collecting dossiers; (2) Establishment of the Evaluation Council; (3)

	LECTURER RECRUITMENT	Organization of the assessment; (4) Review meeting; (5) Proposal for recruitment; (6) Save records.
2	INSTRUCTIONS FOR IMPLEMENTATION OF WORKS AT THE DEPARTMENT OFFICE	Includes steps: (1) Daily work; (2) Periodic work; (3) Work related to lecturers, officials and employees; (4) Student-related work.
3	CONTROL SCIENTIFIC RESEARCH ACTIVITIES	Includes the following steps: (1) Preparation; (2) Implementation; (3) Record keeping; (4) Control the implementation progress; (5) Follow up the acceptance and save the report; (6) Record keeping.
4	DELIVERY OF EXAM QUESTIONS & ANSWERS	Includes the following steps: (1) Preparation; (2) Handing over exam papers; (3) Receiving the answer test; (4) Storage exam questions and answer test.
5	CONTROL TEST POINTS AND COURSE RESULTS	Includes the following steps: (1) Mark the test; (2) Input points into the computer; (3) Announcement of test scores; (4) Editing; (5) Save records.
6	CONTROL THE PROGRAM DESIGN, TRAINING DOCUMENTS AND EXAM QUESTIONS	Designing training programs / training materials includes the following steps: (1) Receiving information; (2) Scientific committee review; (3) Designing training programs/training materials for the unit; (4) Workshop on training program/training materials to design and complete the program (if any); (5) Acceptance (only for the program designed by the Ministry requesting the University); (6) Approving the training program/training document. Exam questions design includes the following steps: (1) Find out the requirements; (2) Designing exam questions; (3) Approving and updating the exam bank
7	GRADUATION PRACTICE CONTROL	Includes the following steps: (1) List of graduation practice topics; (2) Assign the topic; (3) Assign instructors; (4) Carrying out the graduation practice project; (5) Submit graduate practice topic; (6) Defending the topic of graduation practice; (7) Save records.
8	PLAN AND CONTROL TEACHING	Teaching planning includes the following steps: (1) Work performed during the semester and year; (2) Draft plan; (3) Review & approval; (4) Record keeping. Teaching control includes the following steps: (1) Preparation; (2) Implement the teacher's teaching control; (3) Student attendance control; (4) Save teaching records..

9	SUBMISSION OF TEST SCORE & ANNOUNCEMENT OF TEST SCORE FOR CREDIT CLASSES	Includes the following steps: (1) Preparation; (2) Giving test score; (3) Announcement of test scores; (4) Storing test scores.
10	COURSE SYLLABUS DESIGN	Includes the following steps: (1) Collecting information related to the design of the course outline; (2) Compilation of course outline; (3) Review of the Department; (4) Approval; (5) Archive the approved outline..
11	PLANNING & CONTROL OF CREDIT TEACHING	Includes the following steps: (1) Preparation; (2) Carrying out teaching; (3) Student attendance control; (4) Teaching control; (5) Maintain teaching records.
12	CONTROL OF LABORATORY ACTIVITIES	Using the laboratory includes the following steps: (1) Planning the use of the laboratory by semester; (2) Check the safety and sanitary conditions of the laboratory; (3) Approval; (4) Disseminate laboratory rules; (5) Maintain records of laboratory activities. Control of laboratory equipment, chemicals and hygiene includes the following steps: (1) Check and prepare equipment, chemicals and instruments; (2) Monitor the use of laboratory equipment, chemicals and safety and hygiene equipment during use; (3) Keep track of equipment and chemicals. Student practice in the laboratory includes the following steps: (1) Prepare equipment, chemicals and tools; (2) Check the safety and sanitary conditions of the laboratory; (3) Disseminate laboratory rules; (4) Organizing student practices; (5) Test after practice; (6) Record keeping.
13	MANAGEMENT OF EXPERIMENTAL ACTIVITIES	Includes the following steps: (1) Student responsibilities; (2) Responsibilities of the lecturer..
14	MONITORING / ASSESSING CAPACITY OF TEACHING STAFF / WORKING STAFF AND EXTERNAL HUMAN RESOURCES	Includes the following steps: (1) Collecting information related to the design of the course outline; (2) Compilation of course outline; (3) Review of the Department; (4) Approval; (5) Save the approved syllabus.