

## PROVISION

### Research Fellowships at the University of Economics Ho Chi Minh City in 2019

*Pursuant to the Decision No. 70/2014/QĐ-TTg dated 10/12/2014 adopted by the Prime Minister concerning promulgating a University Statute;*

*Pursuant to the Resolution No. 77/NQ-CP dated 24/10/2006 adopted by the Government concerning piloting a project on innovative operational mechanisms for public higher education institutions period 2014 – 2017; pursuant to the Resolution No. 117/NQ-CP dated 09/11/2017 of the Quarterly Government Meeting;*

*Pursuant to the Decision No. 2377/QĐ-TTg dated 29/12/2014 adopted by the Prime Minister concerning approving a project on piloting innovative operational mechanisms for the University of Economics Ho Chi Minh City, period 2014 – 2017;*

*Based on the Proposal from the Head of the International Relations Department,*

*The President of the University of Economics Ho Chi Minh City issued the Provision on Research Fellowships at the University of Economics Ho Chi Minh City in 2019.*

## Chapter I

### GENERAL PROVISIONS

#### Article 1. Scope and subjects of application

1. This document regulates Research Fellowships at the University of Economics Ho Chi Minh City (abbreviated as UEH), including: Research Fellowship standards; the rights and obligations of Research Fellowship holders; the work mode of Research Fellowship holders; and the obligations of related Departments/Boards.

2. This regulation applies to Departments/Boards and Units under UEH and Research Fellowship holders at UEH.

3. Research Fellowship holders at UEH include foreign nationals or Vietnamese who have signed research cooperation contracts with UEH.

## **Article 2. Purposes**

Develop regulations governing Research Fellowships at UEH:

- a) As a basis for Research Fellowship holders to actively build scientific research plans and collaborate with UEH to contribute to improving the scientific research capacity of UEH officials and employees.
- b) To promote UEH's academic research and international publications in prestigious and high-ranking scientific journals around the world.
- c) To increase UEH's academic reputation by strengthening its international research network.
- d) To connect international scientists, spread the spirit of international publication, connect internal and external resources and enhance knowledge sharing inside and outside UEH to develop the quality of scientific research activities positively and sustainably.

## **Article 3. Interpretation of terms**

In this document, the terms below shall be construed as follows:

### 1. ISI magazine:

a) In the field of natural sciences and engineering: is a journal included in the list of SCI (Science Citation Index) journals and SCIE (Science Citation Index Expanded) journals selected and classified by the Institute for Scientific Information, USA.

b) In the field of social sciences and humanities: is a journal in the AHCI (Arts and Humanities Citation Index) or SSCI (Social Science Citation Index) lists, selected and classified by the Institute for Scientific Information, USA.

2. Individual H-index: is the H-index of a scientist with H works out of N works of that scientist being cited at least H times, and (N - H) cited under H times. For example, if a scientist has an H-index = 20, it means that the scientist has 20 research works, with each having been cited at least 20 times.

3. Research Working Group: a group that conducts scientific research and training of highly qualified human resources with effective results, has many high-quality products and meets the criteria of the advanced research universities; acts as the core or coordinates other research groups to carry out national science and technology tasks, directs and leads advanced and modern research directions in the field of expertise towards national scientific and

technological products; creates competitive factors; can be invested in to develop into excellent research centres and/or new research institutes.

## **Chapter II**

### **STANDARDS AND DUTY OF RESEARCH FELLOWSHIP HOLDERS**

#### **Article 4. Standards of Research Fellowship holders**

1. Having a doctorate degree or higher.
2. Being the author or co-author of at least 03 published works in ISI journals within the last 5 years.
3. Scientific reputation is assessed through an individual H-index coefficient of 3 or higher.
4. Having a plan for research cooperation with UEH within 3–5 years.
5. Having good moral qualities, a sense of responsibility, integrity, honesty, fairness and objectivity.
6. Being knowledgeable in law and having professional qualifications suited to the requirements of scientific research tasks.

#### **Article 5. Conditions on profile**

UEH only accepts Fellows who do not violate the law, are not subject to a period of consideration or prosecution for criminal liability in the Socialist Republic of Vietnam or the country where their collaborators are residents. Documents for applications for Research Fellowships at UEH include:

1. The doctoral degree of the candidate;
2. The candidate's scientific background, a list of prestigious scientific research projects in the last 5 years (with proof);
3. A plan for long-term research cooperation with UEH.

#### **Article 6. Process of reception**

1. Departments/Boards or Units wishing to cooperate through Research Fellowships will send the candidate's introductory dossier, as prescribed in Article 5 of this Regulation, to the Research Administration and International Relations Department.
2. The Research Administration and International Relations Department will base its decision to submit the set of referral documents to the University Board for approval when the dossier meets the requirements.

3. After the candidate's profile is approved by the University Board the Departments/Boards or management Units will work directly with the Fellowship holder to sign a research cooperation contract (according to the form in Appendix 1, attached).

#### **Article 7. Duties of Research Fellowship holders**

1. Publishing in well-respected international journals under UEH affiliation or with UEH lecturers who are co-authors on these publications;
2. Participating in conferences and scientific seminars hosted by UEH as a guest speaker or a chairperson when invited (if any);
3. Participating in the judging committees for scientific research at all levels (if any);
4. Participating in a thematic report on research methods chaired by the Research Administration and International Relations Department (if any);
5. Participating in a Research Working Group (if any);
6. Participating in UEH research at all levels (if any);
7. Guiding students in research as proposed by the Research Administration and International Relations Department;
8. Participating in university ranking surveys for UEH when invited;
9. Participating in other scientific research activities at the request of the management unit and of the Research Administration and International Relations Department.

#### **Article 8. Work mode**

1. Research Fellowship holders work in flexible time;
2. Income includes salaries (if any) and product remuneration paid according to the contract at a rate based on current UEH regulations.

### **Chapter III**

#### **RIGHTS AND OBLIGATIONS OF RESEARCH FELLOWSHIP HOLDERS**

#### **Article 9. Rights of Research Fellowship holders**

1. Equal treatment as that accorded to UEH public servants/employees.
2. Provision of sufficient information for research in accordance with the conditions at UEH.
3. Priority use of facilities, laboratories and equipment for training, scientific research and technology transfer.

4. Full remuneration according to the degree of completion of the work. Payment is based on the current internal spending regulations of UEH applicable to UEH public servants/employees.

#### **Article 10. Obligations of Research Fellowship holders**

1. To complete their workload according to the contract and the specific assignment plan made by the Department/Board with direct management.

2. To respect the relevant regulations set by UEH and those of the Ministry of Education and Training.

3. To protect the property of UEH and compensate UEH for damaged, lost, or stolen property incurred as a result of carelessness, negligence or being stolen upon transfer.

4. To strictly follow and respect all terms and commitments in the contract.

5. To compensate UEH for all advances and other expenses according to UEH's regulations (if any) in case Party B does not provide services as specified in the contract or intentionally terminates the contract without the approval of the President of UEH.

### **Chapter IV**

#### **IMPLEMENTATION**

#### **Article 11. The University's rights with respect to Research Fellowship holders**

The University has the right to terminate the contract before the deadline if the Research Fellow does not meet their work requirements or no longer meets the Research Fellowship criteria when reevaluated.

#### **Article 12. The University's obligations to Research Fellowship holders**

1. Strict compliance with the provisions of Vietnamese law.

2. Instructing Research Fellowship holders in the provisions of Vietnamese law and UEH regulations.

3. Guarantee of the legal rights and benefits of Research Fellowship.

#### **Article 13. Obligations of Units in the management of Research Fellowships**

##### ***1. The Research Administration and International Relations Department***

- Check information and scientific evidence of Research Fellowship, as a basis for the University Board to approve and notify the relevant Units.

- Support the Departments/Boards and related Units in the procedures for signing research cooperation contracts with Research Fellowship holders.

- Preside over drafting and signing contracts and support procedures for payment of scientific and technological products and international announcements for Research Fellowships.

- Advise and support Departments/Boards and Units in drafting documents related to funding and financial procedures for submission to the University Board for approval.

- Carry out other administrative support activities for Departments/Boards that directly manage Research Fellowship holders.

## ***2. The Department of Finance – Accounting***

- Allocate and settle expenses related to Research Fellowships as prescribed.
- Full and timely payment of service charges to service providers under their contracts.
- Support and ensure financial procedures related to the payment of wages to foreign Fellowship holders who have signed research cooperation contracts with UEH.

## ***3. Departments/Boards, direct management Units and Research Fellowships***

- Be responsible for introducing and recruiting Fellowship holders in accordance with the law of Vietnam.

- Manage professional work and manage collaborators within their competence and regulations.

- Responsible for urging collaborators to comply with the progress, schedule and requirements of the work as agreed in the contract.

- Be the contact point for collaborators, responsible for announcing and communicating directly with collaborators to agree on the content, method and time to perform specific tasks.

- Be the contact point for signing Research Cooperation Agreements (Appendix 1) with Fellowship holders under the President of UEH's Authorisation Decision (Appendix 2).

- Provide full information about research fellowships to the Research Administration and International Relations Department upon request.

- Ensure the conditions for carrying out the contract and fully implement the commitments in the contract and the attached appendices (if any).

## ***4. Other Units***

Within the scope of their operational functions, other Units are responsible for supporting the Research Administration and International Relations Department, the

Department of Finance – Accounting, Departments/Boards that directly manage Research Fellowships upon request.

**Article 14. Enforcement of terms**

1. This regulation takes effect from the date of signing.
2. In the course of implementation, if it is necessary to amend and supplement to suit the actual situation, Units may send their comments to the Research Administration and International Relations Department for synthesis and submission to the President of UEH for consideration and decision.
3. Relevant Units and individuals are responsible for organising the implementation of this regulation.

**Receiver:**

- Units in the University;
- Portal UEH;
- Save: VT, QLKH.



**PRESIDENT OF UEH** 

**Prof. Dr. Nguyễn Đông Phong**