

Decision No.: 338/QD-DHFPT

Hanoi, April 06, 2023

DECISION

Regarding the promulgation of Regulations on the management of University level scientific research topics of FPT Education

RECTOR OF FPT UNIVERSITY

Pursuant to Decree No. 99/2019/ND-CP dated December 30, 2019 elaborating and providing guidelines for a number of articles of Law on amendments to Law on higher education;

Pursuant to the Prime Minister's Decision No. 208/2006/QD-TTg dated September 8, 2006 on the establishment of FPT University;

Pursuant to the Regulations on Organization and Operation of FPT University issued under Decision No. 1017/QD-DHFPT dated September 1, 2021 of President of Board of Director of FPT University;

Pursuant to the Regulations on the management of University level scientific research topics of FPT Education issued under Decision No. 235/QD-DHFPT dated March 24, 2022 of Rector of FPT University;

Considering the proposal of the Head of Office of Science Management.

DECIDES:

Article 1. Issued together with this Decision is the Regulations on the management of University level scientific research topics of FPT Education.

Article 2. This Decision takes effect from the date of signing and replaces Decision No. 235/QD-DHFPT, dated March 24, 2022 of Rector of FPT University with Regulations on the management of University level scientific research topics of FPT Education.

Article 3. Directors of Divisions/Centers, Dean of FPT School of Business & Technology (FSB), Regional Offices of FE, Academic Heads of all levels, Chief Accountants, Rectors of all affiliations of FSchool, Heads of Regional Offices, Chief Accountants, Head of Human Resources Department of all regions, Head of Research and Development Department, Head of the Office of Science Management, Head of PR Department, Head of the Office of Communications and Brand Marketing, Directors of all regional affiliated units, relevant divisions and relevant individuals are responsible for implementing this Decision. /.

Recipients:

- As Article 3;
- PR Department;
- Cc: AD, OSM.

RECTOR

**(signed and sealed)
Nguyen Khac Thanh**

REGULATIONS

On the management of University level scientific research topic of FPT Education

*(Promulgated together with Decision No. 338/QĐ-DHFPT date April 6, 2023 of
Rector of FPT University)*

Chapter 1

GENERAL REGULATIONS

Article 1. Scope and Subject of application

1. Scope of application

This decision applies to all University level scientific research topics of FPT Education (hereinafter referred to as FE) which are categorized as applied research.

2. Subject of application

This decision is applicable for FE's staff members, teachers, lecturers, research fellows, trainees and students.

Article 2. Scope of Decision

This decision provides guidelines for the management of University level scientific research topics at FE, including:

- Regulations on the procedure of conducting University level scientific research projects;
- Regulations on funding expenses for conducting University level scientific research projects.

Article 3. Governing body, administrative unit, principal investigator and relevant parties in the management of research topic

1. Governing body refers to a body with competence to assign and grant funding to conduct research projects. Governing body signs contracts and assigns scientific research topics to the research teams. At FE, the governing body refers to FPT University.
2. Administrative unit refers to an organization for which principal investigator works, and it is given the authority by the governing body to support principal investigator in conducting research projects.
3. Relevant parties in the management of research topic include:
 - Principal investigator (hereinafter referred to as PI), involving FE's full-time staff members, lecturers, research fellows who earn at least a Bachelor's degree in a profession that is relevant to the subject matter of the research project. PI is the other party that enters the contract with the governing body;
 - The Office of Science Management (hereinafter referred to as OSM), assigned by FE with comprehensive management over research topics;

- FE's Accounting department who provides instructions and assistance in resolving financial matters.

Article 4. Authorities and responsibilities of governing body, administrative unit and PI

1. Governing body

- Establish the Board of Reviewer and the Project Acceptance Committee;
- Ratify and grant funding for conducting research project according to its schedule and process;
- Issue regulations on the management, utilization and application of research outcomes.

2. Administrative unit

- Create favorable conditions in terms of proper timeline, location, facilities and policies (if necessary) for PIs and research team members to ensure their research projects are conducted in accordance with requirements, objectives and plan presented in their research proposals and contracts;
- Participate in the review and acceptance process (if requested); confirm research outcomes; propose potential ways to utilize and apply research outcomes in real situations or future research growth (if possible).

3. Principal investigator (*hereinafter referred as to PI*)

- Outline research proposal and report;
- Conduct research project in accordance with requirements, objectives and plan presented in their research proposal and contract; take responsibility for research project's reliability, scientific values, level of research ability and the effectiveness of research outcomes; is qualified for patent registration; establish plans for application or product commercialization based on research outcomes.
- Allocate resources properly and effectively, complying with policies mentioned in contract; perform payment and final settlement in accordance with FE's regulations;
- Produce regular reports once every 04 months, and prompt reports on the conducting process, allocation of funding (if requested) and submit to the OSM (*Template 07*);
- Report research outcomes to the Project Acceptance Committee;
- Confirm, submit and transfer research outcomes (and budget for material purchase, if any) in accordance with FE's regulations.

4. The OSM

- Regularly modify and update the latest procedures for the management of research project;
- Announce and provide instructions on conducting research project;

- Organize meetings for reviewing and accepting research project;
- Observe, inspect and encourage PI to conduct project in accordance with the proposed timeline;
- Work in collaboration with the administrative unit to manage unfinished or rejected project.

5. Accounting department

- Provide instructions on payment and settlement in accordance with FE's regulations on finance;
- Perform payment and settlement for project that has received approvals.

Chapter II

PROCEDURES FOR CONDUCTING UNIVERSITY LEVEL RESEARCH TOPIC

Article 5. Project registration

1. Time

- Annually in Q4, the OSM contacts directors of all levels at FE and compile a list of requested topics;
- Annually in Q1, the OSM announces procedures for making application and registration for projects to the faculty members, lecturers and research fellows;
- Annually in Q1, the OSM conducts a meeting to review registered research topics.

2. Application for registration

- Research proposal (*Template 01*).
- Scientific curriculum vitae (*Template 02*).

3. Requirements for research proposals:

- Objectives should be clearly set and stated;
- The content of the research should be fully described and listed; innovation, creativity, originality and necessity of research paper should be expressed;
- Explanation about research methodologies should be proposed;
- Research population and scope should be clearly stated;
- Research team members: at least 03 members from FE (including PI);
- Research timeline: no more than 12 months, starting from contract sign date; work progress and expected results should be proposed once every 04 months;
- Expected results should be clearly stated and based on types of outcome. Outcomes with higher practicality and higher probability to register for intellectual property (hereinafter referred to as IP) are given priority.

Article 6. Review and Approval process

1. Board of Reviewer

1.1. Responsibilities

- Board of Reviewer is established under FPT University's regulations, responsible for reviewing research proposals based on the following matters:
 - Research objectives;
 - Research methodologies;
 - Content of the research;
 - Research timeline and proposal on research expenses;
 - Expected research outcomes and research significance.

1.2. Board members

- Number of members: from 3 to 5;
- The Chair of the Board must be one member of the University Board or a reputable scientist;
- Board members are reputable, unbiased experts with high specialization of the research field. PI and research team members are not allowed to join the Board.

1.3. Working policies

- Meeting is only conducted when fully attended by the Chair, Secretary, and the number of attendants should reach two-thirds of the Board's members. The Chair of the Board is also the chairman of the meeting. Opinions from the absentees are only used for reference. Relevant documents are provided to the Board members at least 07 days before the meeting. The Board members are responsible for giving detailed feedback, using the provided template (*Template 03*). The Board reviews and discusses each section and proposed plan written in the research proposal and gives comments on relevant matters mentioned in Section 1.1, Article 6 of this chapter;
- The Board members announce the results of the reviewing process, using the provided template (*Template 04*);
- Meeting is conducted once (*whose meeting minutes are recorded using Template 05*). Relevant documents, including a revised version of the research proposal must be compiled and sent to the OSM within 10 days after being approved by the Board of Reviewer;
- Remuneration for the Board members is borne by FE. The specific amount is shown in Appendix 02 of this Regulations.

2. Requirements for approval

- Research project with high level of innovation, creativity and scientific value;

- Application products can solve real problems and meet the requirements for management and academic advancements; satisfy the demand for developing and applying science-technology in solving problems at FE or in the society;
- The content of the project must not overlap that of the others' being or having been carried out at FE and must not infringe IP rights;
- Outcomes: Must be application products proposed by individuals, or ordered by any affiliated units of FE or enterprises, and must satisfy at least one of the following criteria:
 - Solve practical problems arisen at FE or enterprise that places order;
 - Fit for commercialization;
 - Be able to register for IP, including utility solutions and patents.

3. Project ratification and assignment

- University level scientific topic must be ratified and assigned to PI by Rector of FPT University for conduct;
- The OSM is responsible for publishing a list of ratified topics on FPT University's website;
- Rector signs a contract with PI in accordance with FPT University's regulations (*Template 06*), and signs a freelance contract for conducting scientific research topics (*Template 15*) (if any).
- Project timeline is decided in the contract.

Article 7. Adjustments during conduct

7.1. Adjustment of time

A request for time adjustment must be made at least 1.5 months before project expiry date. PI can submit requests in forms of document once only and time extension must not exceed 06 months.

7.2. Adjustment of scope and scale

Adjustment of scope and scale can be made if, due to subjective and objective causes, PI fails to stick to proposal and contract and the project has not yet passed half of its timeline.

7.3. Adjustment of PI

During conduct, PI may be faced with unexpected problems related to overseas business traveling, health, etc. In such situations, replacement can be accepted if the alternative meets specific standards and is suggested by the administrative unit, and the research project has not yet passed half of its timeline. If PI cannot find an alternative person, or the project has reached the second half timeline, Rector may impose a suspension and the project is considered incomplete.

7.4. Policy and procedure to request for adjustment

- 03 original copies of the Adjustment Request Form (*Template 08*) must be compiled and submitted to the OSM for review and to get acceptance from the University Board. In case research team requests for more than 01 adjustment, an Appraisal Board must be established for judgment;
- Each copy of request form will be sent to PI, the OSM and the Accounting Department after being ratified by Rector;
- Any form of adjustment (mentioned in Article 7 of this Regulations) must be submitted to the OSM for review and to get acceptance from the University Board.

Article 8. Seminar

- A seminar must be organized by the research team to report their research project to their faculty or department, using a Seminar record (*Template 09*);
- Participants must include: PI, research team members, staff members, lecturers of the unit and other relevant parties (if any);
- Seminar record must be archived and submitted with final products before the stage of acceptance;
- Expense to organize the seminar is included in the research project.

Article 9. Acceptance process

9.1. Documents for Acceptance

- Project final report of the research project (*Template 10*);
- Seminar record;
- Products of the research project as proposed in the research proposal or contract;
- Test Evaluation Report of the research product, delivered by the beneficiary unit.

9.2. Time for document submission

- PI must submit their documents to the OSM at least 30 days before contract expiry date;
- The OSM is responsible for compiling documents to request for acceptance, enforcing policies for the establishment of the Acceptance Committee and organizing acceptance meetings.

9.3. Acceptance Committee

- Responsibilities

The Acceptance Committee is responsible for conducting assessment and acceptance of the project's outcomes.

- Members

- Number of members: from 5 to 7 members, at least one-third of whom must be from non-FE organizations;
- Members: The Chair of the Committee must be the Head of one unit or a reputable scientist; other members include: 01 secretary, 02 reviewers

(Reviewers must be reputable experts in the related research field, at least 01 of whom must not work in the same unit with PI; in special case, at least 01 reviewer must be from outside FPT University) and other members;

- All members must be experts who are unbiased and reputable with high specialization of the research field. Members are responsible for their assessment and acceptance results;
- PI and research team members are not able to join the Committee.
- **Working policies**
 - Acceptance meeting must be organized within 15 working days from the day that the decision on the Committee establishment is signed;
 - Meeting is only conducted when fully attended by the Chair, secretary, and the total number of attendants should reach two-thirds of the Committee's members. Review form (*Template 11*) written by 02 main reviewers are necessary and at least 01 reviewer must attend the meeting. The project is only considered "rejected" only if the meeting is fully attended by both main reviewers.

9.4. Assessment and Acceptance

- Research topic is assessed under votes form (*Template 12*) and is ranked either "**Approved**" or "**Rejected**". The Committee members consider, assess and cast their votes based on the quantity and quality of the project's outcomes, compared with those mentioned in the ratified proposal;
- Project is assessed and accepted as "Approved" if it receives at least two-thirds of the votes from the Committee members. Requirements for approval: projects must meet the requirements for quantity and types of products mentioned in the ratified proposal and contract; the quality of each product must be rated as credit or above. In addition:
 - + Project which is considered "approved" must receive a Test Evaluation Report of the research product delivered by the beneficiary unit.
 - + Project is considered "rejected" if:
 - PI intentionally halts the project without reporting to the administrative unit and the OSM;
 - It fails to meet requirements mentioned in the acceptance documents;
- Project is considered "rejected" if more than one-third of the members cast their "reject" votes;
- Remuneration for the Committee members is borne by FE. The specific amount is shown in Appendix 02 of this Regulation;
- The Accounting department is responsible for giving instructions on payment and settlement after the project is liquidated.

9.5. Responsibilities of the research team if the project is rejected

- The research team are not able to claim the remaining funding;
- PI cannot register for another University level research topic in the next 02 years;
- Any form of halt or incompleteness or rejection is considered an unfinished task of PI's and other research team members'. Announcement will be made to the direct manager of PI's and the director of the administrative unit for checkpoint assessment.

9.6. Requirements for acceptance products:

A complete folder of acceptance products is archived at the OSM, which includes:

- 01 soft copy of Report of the research project (*Template 10*);
- 01 soft copy of the complete research project;
- 01 file of acceptance record with final comments from members of the Acceptance Committee (*Template 13*);
- 01 Liquidation contract for scientific research topic (*Template 14*) and 01 Freelance contract liquidation record for scientific research topic (*Template 16*) (if any).

The abovementioned folder must be compiled and submitted within 30 days from the date of acceptance.

Article 10. Management and announcement of research results and product utilization

- After the acceptance stage, the OSM is responsible for announcing the results to the administrative unit, PI and releasing the results on FE's official website or FE news.

CHAPTER III

FUNDING FOR UNIVERSITY LEVEL SCIENTIFIC RESEARCH PROJECT

Article 11. Policies of funding

11.1. Funding

- Total funding for each project must not exceed 100,000,000 VND (One hundred million dong);
- Funding is sponsored by FE's scientific research budget and ratified by Rector of FPT University;

11.2. Funding coverage

- Funding for project can be used for the following purposes:
 - Remuneration for research team: maximum 100% of total funding;
 - Purchase or Rental for equipments and material delivery: maximum 60% of total funding;
 - Labor hire or outsourcing: maximum 60% of total funding;

- Organizing or participating in seminars, conferences: maximum 30% of total funding;
 - Miscellaneous: training, inviting experts, stationery, etc.: maximum 20% of total funding;
 - Costs incurred: maximum 10 % of total funding.
- PI must plan and defend for the proposed funding when presenting their research project to the Board of Reviewer, ensuring that their project meets the objectives and timeline.

N.B:

- Remuneration for each team member must be decided properly, based on their ability and workload;
 - Any form of expenses funded for the participation in international seminars or conferences (included in the project expense proposal) will not be applicable for other active policies on international seminars or conferences of the university.
- Funding disbursement will be paid in 04 periods in accordance with the ratified timeline as follows:
- 1st disbursement: after the contract is signed (no higher than 30% of total funding);
 - 2nd disbursement: after 04 months if the previous work progress is achieved (no higher than 30% of total funding);
 - 3rd disbursement: after 08 months if the previous work progress is achieved (no higher than 30% of total funding);
 - 4th disbursement: after the project is accepted (the remainder of the disbursement), if the project is “approved” and payment and settlement is completed in accordance with the regulations.
- The OSM is responsible for the examination and evaluation of the work progress, based on which advance payment will be conducted in 04 periods as mentioned above.

11.3. Management and payment and settlement

- During project conduct, PI is responsible for claiming funding and managing receipts and payments as planned and ratified;
- Financial management, funding granting and payment and settlement of the project must be practiced in accordance with FE’s current regulations and financial policies;
- Funding for each project cannot exceed the maximum amount decided in Section 11.2, Article 11 of this Chapter./.

2.2. Research necessity

- *Clearly state the main research problem(s).*
- *Analyze the originality, topicality, scientific significance and necessity of the research problem(s).*

2.3. Research feasibility

Analyze the success of the research project and the ability to solve or improve research problem(s).

3. Research objective

Clearly describe the outcomes aimed to achieve, based on which principal investigator determines the approach and plan of the research.

4. Research scope

Clearly state the main purpose and scope of the research.

5. Research approach and methodology

Provide full description of the approach, methodology and technique that are relevant to the research, to meet the objective of the research.

6. Research timeline

No.	Main tasks and duties (key milestones)	Expected result (s)	Timeline (start - end)	Person in charge

7. Expected outcome

7.1. Expected outcome of the research

Provide an overview of the expected outcome, scientific significance and the ability to adopt the outcome of the research.

7.2. Expected application product

Provide an overview of the product's applicability in academic teaching, training, operating and managing activities at the administrative unit, or in community development, etc. (i.e: Books, syllabuses, modules, procedures or administration software, etc.)

8. Proposed project expense

Total expenses: (In words:)

Expenses allocation (Proper modifications to the (sub)sections of the project will be made based on each project's features)

No.	Section	Expenses allocation
1	Survey, experiment, data collection, etc.	
2	Equipment and material rental or purchase	
3	Fee for conference/seminar participation	
4	Remuneration	
5	Miscellaneous	
	...	
	Total	

Detailed remuneration for each research team's member:

No.	Full name	Hours of participation	Remuneration per hour	Total
1				
2				

....., *dd/mm/yyyy*
PRINCIPAL INVESTIGATOR
(Signature and full name)

**TEMPLATE 02: SCIENTIFIC CURRICULUM VITAE
FPT UNIVERSITY**

SCIENTIFIC CURRICULUM VITAE

3x4 Photo

(Used for staff members, lecturers, students who register for FPT University's University level scientific research topic and participate as Principal Investigator of the project)

1. Full name:			
2. Date of birth:		3. Gender:	
4. Place of birth:			
5. Place of origin:			
6. Address:			
Phone number:			
Email address:			
7. Academic rank, degree:			
Time of qualification:		Place of qualification:	
8. Affiliation:			
Name of affiliation:			
Name of Lab, Department, Center, Faculty, Institution:			
Address:			
Phone number:			
Email address:			
9. Training process			
Training Level	Place of Training	Field	Graduation year
Undergraduate			
Postgraduate			
Doctor			
Doctor of Science			
10. Other training courses (if any)			

Diploma	Name of courses	Place of training	Time of training
11. Language proficiency			
Language	Language proficiency (Intermediate, Advanced, Highly proficient)	Certificate (Clearly state the name of the certificate)	
12. Working experience			
Time <i>(From yyyy to yyyy)</i>	Position	Company	Company address
<p>13. Books, monographs, syllabuses (Author's name; Name of book, curriculum; Name of Publisher; Publication year)</p> <p>[1]</p> <p>[2]</p>			
<p>14. Publications</p> <p>14.1. Number of publications on ISI/Scopus journals:</p> <p>14.2. Number of publications on non ISI/Scopus journals:</p> <p>14.3. Number of publications on national journals:</p> <p>14.4. Number of papers at International scientific Conferences:</p> <p>14.5. Number of papers at National scientific Conferences:</p> <p>14.6. List of publications in chronological order. Please give priority to 05 excellent and most typical publications (name of authors, year of publication, name of publications, name of journals, volume, page):</p> <p>[1]</p> <p>[2]</p>			
15. Granted Intellectual Property Certificate:			

No	Name of Certificate	Certificate No.	Place of issuance	Year of issuance
1				
2				
<p>16. Applied products and Technology Transfer products: 16.1. Number of products used in other nations: 16.2. Number of products used in Vietnam: 16.3. List of products:</p>				
No.	Name of products	Application time, format, scope and address	Functions	
1				
2				
...				
<p>17. Other scientific research topics (joined as Principal Investigator or research team members) 17.1. Science - Technology tasks and duties (joined as Principal Investigator)</p>				
Tasks and duties' name/code	Time (start - end)	Administrative unit, Program (if any)	Status (accepted/not yet accepted/not complete)	
<p>17.2. Science - Technology tasks and duties (joined as research team members)</p>				
Tasks and duties' name/code	Time (start - end)	Administrative unit, Program (if any)	Status (accepted/not yet accepted/not complete)	

18. Science - Technology awards (international and national)					
No	Format and name of awards			Awarding organization and year	
1					
2					
...					
19. Postgraduate training process					
19.1. Number of doctors have trained:					
19.2. Number of research fellows being trained:					
19.3. Number of postgraduates have trained:					
19.4. Details:					
No	Research fellow's full name	Name of dissertation	Role (supervisor/ co-supervisor)	Training time	Affiliation and address (if any)
No	Postgraduate's full name	Name of dissertation		Training time	Affiliation and address (if any)
OTHER SCIENCE - TECHNOLOGY ACTIVITIES					
Participation in trade association; member participation in Editor Board of international and national scientific journals; member participation in international and national councils, etc.					

RATIFIED BY
GOVERNING BODY'S RECTOR

....., dd/mm/yyyy
DECLARED BY
(Signature and full name)

TEMPLATE 03: Review Form

FPT UNIVERSITY

REVIEW FOR SCIENTIFIC RESEARCH PROPOSAL

I. General information

1. Research title:
2. Principal investigator:
3. Administrative unit:
4. Full name of the Reviewer
Academic rank: Scientific degree:
Area of specialization: Board title:

II. Comments and marking:

Scale: From 1 to 5 for each criterion, detail is described as follows:

1: Poor - 2: Fair - 3: Good - 4: Very good - 5: Excellent

1. Research objective(s) and significance
2. Research methodology
3. Ability of the principal investigator and research team member(s)
4. Research feasibility (Ability for the completion and trial of the product within the proposed timeline)
5. Proposed project expenses

Conclusion: Total mark and comments

....., dd/mm/yyyy

REVIEWED BY

(Signature and full name)

TEMPLATE 04: Review and Evaluation Form
FPT UNIVERSITY

REVIEW AND EVALUATION FORM
FOR SCIENTIFIC RESEARCH PROPOSAL 20....

1. Full name of the evaluator:
2. Research title:
3. Principal investigator:
4. Meeting time: --h--, dd/mm/yyyy
5. Place:
6. Opinions:

Approve:

Reject:

Reasons for rejection:

....., *dd/mm/yyyy*

EVALUATED BY
(Signature and full name)

TEMPLATE 05: Meeting minutes for the Board of Reviewer

FPT UNIVERSITY

MEETING MINUTES FOR THE BOARD OF REVIEWER

I. General information:

1. Research title:
2. Principal investigator:
3. Administrative unit:
4. Meeting time: --h--, dd/mm/yyyy
5. Place:
6. Members of the Board

(According to Decision No. /QD-DHFPT, dated

Full name	Affiliation	Title

Total number of members:

Attendants:

Absentees:

II. Tasks and duties:

1. Opinions of the Reviewers:
2. Opinions of the members of the Board:
3. Result:
 - Number of votes:
 - Number of returned votes:
 - Number of valid votes:

In which:

- Number of "Approve" votes:
- Number of "Reject" votes:

4. Conclusion:

THE CHAIR OF THE BOARD

(Signature and full name)

SECRETARY

(Signature and full name)

TEMPLATE 06: Scientific Research Project Contract

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

CONTRACT FOR UNIVERSITY LEVEL SCIENTIFIC RESEARCH TOPIC

20.....

No:/QLKH-FEHO

(Specially used for the assignment of University level scientific research topic to the principal investigator)

Pursuant to Civil Code no. 91/2015/Qh13 dated November 24, 2015;

Pursuant to Law on Science and Technology no. 29/2013/QH13, dated June 18, 2013;

Pursuant to Law on Intellectual Property no. 50/2005/QH11, dated November 29, 2005, and Law on Amending and Supplementing a Number of Articles of the Law on Intellectual Property, no. 36/2009/QH12, dated June 19, 2009;

Pursuant to Decree No. 99/2019/ND-CP, dated December 30, 2019, elaborating and providing guidelines for a number of articles of law on amendments to law on higher education

Pursuant to Circular No. 22/2011/TT-BGDĐT, dated May 30, 2011 on promulgation of Regulations on scientific and technological activities at University institutions;

Pursuant to Circular No. 05/2014/TT-BKHHCN of the Minister of Science and Technology, dated April 10, 2014, on promulgation of Regulations on the Management of Science and Technology Tasks in Conformity with the Protocol;

Pursuant to Decision No. 208/QĐ-TTg of Prime Minister, dated September 8, 2006, on establishing FPT University;

Pursuant to the Regulation on Organization and Operation of FPT University issued under Decision No. 1017/QĐ-DHFPT dated September 1, 2021 of President of Board of Director of FPT University;

Pursuant to the Regulations on the management of University level scientific research topic, issued under Decision No. /QĐ-DHFPT, dated, of Rector of FPT University;

Pursuant to the Decision No. /QĐ-DHFPT of Rector of FPT University, dated, on promulgation of Ratification of University level research topic 20.....;

Pursuant to the ratified scientific research proposal.

PROJECT ASSIGNOR (PARTY A):

FPT UNIVERSITY

Represented by: Position: Rector of FPT University

Phone number: Email:

Address: Education Zone, Hoa Lac Hitech Park, Km29, Thang Long Boulevard,
Thach That, Hanoi.

PROJECT ASSIGNEE (PARTY B):

PRINCIPAL INVESTIGATOR:

Affiliation:

Phone number: Tax code:

Address:

Bank account: Bank:

ID no.: Issued on, at

AS A REPRESENTATIVE FOR:

.....
.....

It is hereby agreed to enter into the contract for University level scientific research topic (hereinafter referred to as Contract) with the terms and conditions as follows:

ARTICLE 1. TASKS AND DUTIES

Party B agrees to conduct University level scientific research project in 20...., complying with the project timeline proposed in the ratified scientific proposal (hereinafter referred to as Proposal).

- **Project title:**
- **Project no.:**

Proposal shall be considered as an integral part of the Contract.

ARTICLE 2. SCIENTIFIC RESEARCH OUTCOME (APPLICATION PRODUCT) *(Clearly state the name of the product, technological process, other relevant parameters, etc. as stated in proposal).*

Party B must submit the scientific research product to Party A, including:

- 01 soft copy of Final project report;
- 01 soft copy of full description of the product;
- Confirmation letter from the beneficiary unit regarding the receiving, testing and evaluating of the product;

All procedures regarding the product's submission must be completed within 30 days from the date of acceptance.

The conducting procedures must comply with the currently active Regulations on the organization and management of scientific research activities.

ARTICLE 3. CONTRACT PERIOD

Project period: **12 months**

Starting from dd/mm/yyyy to dd/mm/yyyy

ARTICLE 4. CONTRACT VALUE AND PAYMENT

4.1. Contract value: Total project expense is **dong** (*in words:*).

This expense includes payments made compulsorily by the State and University; Expense shall be made in 04 disbursements:

- **1st disbursement: Maximum 30% of the total expense, dong** (*in words:*) for Party B to commence their project according to Proposal.
- **2nd disbursement: Maximum 30% of the total expense, dong** (*in words:*). The 2nd installment shall be made after the Office of Science Management (hereinafter referred to as OSM) confirms that the project is conducted according to the proposed timeline and workload within 04 months (from the Contract sign date), and proposes an expense disbursement for Party B to continue their project in the next 08 months.
- **3rd disbursement: Maximum 30% of the total expense, dong** (*in words:*). The 3rd installment shall be made after the OSM confirms that the project is conducted according to the proposed timeline and workload within 08 months (from the Contract sign date), and proposes an expense disbursement for Party B to complete their project.
- **4th disbursement: The remaining of the total expense, dong** (*in words:*). The 4th installment shall be made after the project is approved by the Board of Reviewer.

4.2. Payment method:

- Payment shall be made in 04 disbursements as mentioned above.
- PI must report their work process and whatever results they have achieved at the time of payment (Report must be ratified by the OSM).
- The following payments shall be made based on the results of the report conducted before each disbursement.
- Payment and settlement shall be made in accordance with the instructions provided by the Accounting department.

ARTICLE 5. RESPONSIBILITIES

5.1. Rights and responsibilities of Party A:

5.1.1. Provide necessary information for the commence and conduct of the Project;

5.1.2. Provide Party B with funding from Party A's budget for Party B to conduct their project according to the proposed timeline. Funding shall only be provided if Party B meets all the requirements from Party A;

5.1.3. Ratify Party B's purchase plan for tools, equipments, materials and services to conduct experiment by funding provided by affiliation (if any);

5.1.4. Conduct periodical or unscheduled inspection to access Party B's work process;

5.1.5. Review and approve (only under their authority) any modification to content, expenses or other criteria proposed by Party B during their conduct;

5.1.6. Organizing meetings for reviewing and accepting Party B's experimental product(s) in accordance with requirements and criteria mentioned in the Proposal;

5.1.7. Liquidate Contract in accordance with the currently active regulations;

5.1.8. Receive and transfer experimental product(s) to the order unit or the unit that adopts the product after the project is accepted;

5.1.9. Have authority to handle any property either purchased by funding provided by Party A or created from the Project's product;

5.1.10. Register for intellectual property rights in accordance with the currently active regulations if project's outcome is an application product;

5.1.11. Reserve the rights to unilaterally terminate the Contract if Party B fails to abide by one of the following terms and conditions:

- Fulfill specific requirements mentioned in the Proposal, which may cause the Project to be unfinished;
- Have ability to conduct the Project;
- Follow the content of the Proposal, which may cause the Project's products fail to meet the objectives mentioned in the Proposal;
- Allocate the provided funding properly.

5.2. Rights and responsibilities of Party B:

5.2.1. Request Party A to provide necessary information to commence and conduct the Project;

5.2.2. Outline an expense proposal and conduct the Project, and be responsible for distributing remuneration for the research team members according to the expense proposal and ratified Proposal.

- Remuneration:

- Party B is responsible for distributing remuneration to each research team member according to their real workload, and ensuring the accountabilities of a person who performs Scientific and Technological activities, regulated in Article 21 of Law on Science and Technology.
- Party B is able to add member(s) and distribute remuneration to the new member only if ratified by Party A. Party B is able to decide the specific remuneration for each member (either lower or higher than the amount mentioned in the expense proposal), based on their real workload when conducting the project. Under special circumstances, when a key member has to be replaced, yet the project has not exceeded half of its timeline, changes of members can be made once a clear and reasonable explanation is provided by Party B and ratified by Party A.

- **Other expenses:** Party B must use the expenses effectively and in accordance with the currently active regulations;

5.2.3. Outline an expense proposal (if any) and get it ratified by Party A to make purchase, which must be done in accordance with rules and regulations;

5.2.4. Co-work with research team members to conduct the project, to fulfill its requirements for quality, progress and outcomes according to the Proposal;

5.2.5. Propose any modifications relating to area of specialization, expenses and time to conduct the Project if necessary;

5.2.6. Conduct periodical report to the OSM according to disbursements, and acceptance report once the Project is finished;

5.2.7. Perform liquidation process with Party A in accordance with the currently active regulations;

5.2.8. Manage any property either purchased with funding provided by Party A or created from the research outcomes, as long as this activity is in accordance with the currently active procedures for the management of property issued by Party A, until when Party A introduces a decision on handling that property;

5.2.9. Transfer research outcomes to Party A, which include relevant documents, a sample product as proposed in Proposal, a hard copy of Contract, a financial settlement report, and a complete folder of documents that have been revised based on Board of Reviewers' comments, after which the remaining funding shall be granted;

5.2.10. Own authorship with a product that has been registered intellectual property by Party A (if any), yet cannot claim for commercialization rights after the product is accepted and transferred to Party A;

5.2.11. Return unused funding to Party A if the project is suspended, or the Contract is terminated when Party B fails to compile a folder of evaluation and acceptance documents in accordance with regulations. Funding shall not be returned if project failure and Contract termination is caused by Party A. Yet, Party B is still responsible for performing expense settlement in accordance with the currently active regulations;

5.2.12. Perform other rights and responsibilities that comply with laws and relevant internal documents.

ARTICLE 6. GENERAL TERMS

6.1. During Contract execution, if requests for modifications, content supplementation, or Contract termination (with proper explanation) arise, either party who makes that request shall inform the other at least 15 working days before performing, define their scope of responsibility and resolution. Such modifications (if any) must be requested in the form of a document with signatures of both parties, and that document is considered a part of the Contract and an evidence for the acceptance process.

6.2. Both parties agree to comply with regulations proposed in the Contract and be responsible for resolving if any problems arise. If either party terminates any regulation, they must take full responsibilities which are in accordance with the currently active Regulations on the organization and management of scientific research activities.

6.3. Any disputes arising shall be settled by both parties. If no agreement is reached by the parties, either party shall have the rights to refer the dispute to the Arbitration (or to the competent Court in accordance with the provisions of civil law for settlement).

ARTICLE 7¹. CONTRACT VALIDITY

The contract takes effect from the date of signing. This contract is made in 03 original copies. Party A keeps 02 copies and Party B keeps 01 copy with equal legality for implementation./ .

**Representative of Party A
(Assignor)**

**Representative of Party B
(Assignee)**

RECTOR

PRINCIPAL INVESTIGATOR

¹ In case the Liquidation contract and specialization transference of the University level scientific research topic is agreed in the form of E-contract, modifications to content of ARTICLE 3 shall be made in accordance with the regulations of E-contract on providing personal information for OTP granting.

TEMPLATE 08: Modification request form

FPT UNIVERSITY

MODIFICATION REQUEST FORM

1. Project title:
2. Principal investigator's full name, title, academic rank:
3. Administrative unit:
4. Modification(s) to research content or project title:
.....
5. Modification(s) to research progress and timeline:
.....
6. Modification(s) to expense proposal:
.....
7. Others:
.....

**Approved by the Head of the Office of
Science Management**

....., *dd/mm/yyyy*
PRINCIPAL INVESTIGATOR
(Signature and full name)

TEMPLATE 09: Seminar registration form

FPT UNIVERSITY

REGISTRATION FORM FOR SCIENTIFIC SEMINAR 20.....

1. Project title:
2. Principal investigator:
3. Details of registered seminar:

No.	Title	Time & Date	Fees	Remarks

....., dd/mm/yyyy

PRINCIPAL INVESTIGATOR

(Signature and full name)

TEMPLATE 10: Project full report

PROJECT FULL REPORT (English is accepted)

FPT UNIVERSITY

(At the top of the Cover page)

SCIENTIFIC RESEARCH PROJECT

At the University level

Project title:

Principal Investigator:

Affiliation:

Hanoi, 20.....

SECTION I. GENERAL INFORMATION

1.1. Project title:

1.2. Project no.:

1.3. Principal investigator and participant(s):

1.4. Administrative unit:

1.5. Project timeline:

1.5.1. Contractual timeline:

1.5.2. Timeline extension (if any):

1.5.3. Actual timeline:

1.6. Modification(s) to Proposal (if any):

1.7. Approved expenses: million dong.

SECTION II. OVERVIEW OF RESEARCH OUTCOMES

2.1. Background

2.2. Objectives

2.3. Methodology

2.4. Conclusion of research results

2.5. Assessment of achieved results and conclusion

2.6. Summary

SECTION III. PRODUCT, PUBLICATION AND TRAINING OUTCOME

3.1. Research outcome

3.2. Training outcome

SECTION IV. EXPENSE REPORT

SECTION V. RECOMMENDATION(S) *(on developing research outcomes; on the management and conduct at all levels)*

(1) Report must be typed and compiled in A4 paper size

(2) Times New Roman font. Font size 13, 1.5 line spacing

(3) Report must be compiled with the ratified proposal

TEMPLATE 11: Review form (for Reviewer)

FPT UNIVERSITY

REVIEW FOR SCIENTIFIC RESEARCH PROJECT

(For Reviewer only)

1. Reviewer's full name:
2. Academic rank and degree:
3. Area of specialization:
4. Affiliation:
5. Principal investigator's full name:
6. Project title:
7. Reviewer's comments:

Scale: From 1 to 5 for each criterion as follows:

1: Poor - 2: Fair - 3: Good - 4: Very good - 5: Excellent

Research project necessity:

Scientific contribution:

Practical meaning:

Achieved result compared to Proposal:

Other comments:

Overall assessment:

....., *dd/mm/yyyy*

REVIEWER

(Signature and full name)

TEMPLATE 12: Evaluation form for work acceptance

FPT UNIVERSITY

**EVALUATION FOR WORK ACCEPTANCE
SCIENTIFIC RESEARCH TOPIC 20.....**

1. Evaluator's full name:
2. Project title:
3. Principal investigator's full name:
4. Meeting time: --h--, dd/mm/yyyy
5. Place:
6. Evaluation:

Approved:	<input type="checkbox"/>
Rejected:	<input type="checkbox"/>
<i>Explanation:</i>	
Excellent Project:	<input type="checkbox"/>

(N.B: Put a tick in the proper box)

....., dd/mm/yyyy
EVALUATOR
(Signature and full name)

TEMPLATE 13: Acceptance record

FPT UNIVERSITY

ACCEPTANCE RECORD UNIVERSITY LEVEL SCIENTIFIC RESEARCH TOPIC 20.....

1. **Project title:**
2. **Principal investigator's full name:**
3. **Decision on the establishment of Project Acceptance Committee:** No. /QD-DHFPT, dated dd/mm/yyyy
4. **Meeting time:** --h-- , dd/mm/yyyy
5. **Place:**
6. **Members of Committee:** (Issued with Decision on the establishment of the Committee)
Number of members:
Attendants:
Absentees: (Clearly state their full name and title in the Committee)
7. **Invited guest(s):**
8. **Principal investigator's report:**
9. **Comments from Committee's members:**
 - 9.1. Reviewer 1:
 - 9.2. Reviewer 2:
 - 9.3. Comments from other members:
10. **Final assessment of Committee's:**
 - 10.1. Voting ballot:

- Number of votes issued:	- Number of votes collected:
- Number of valid votes:	- Number of invalid votes:
- Evaluation result:	
Approved:	
Rejected:	
Excellent result:	
 - 10.2. Recommendations and proposals:
.....

**THE CHAIRMAN OF THE
COMMITTEE**
(Signature and full name)

SECRETARY
(Signature and full name)

TEMPLATE 14: Liquidation contract for scientific research topic

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

LIQUIDATION CONTRACT

UNIVERSITY LEVEL SCIENTIFIC RESEARCH 20.....

Pursuant to Civil Code no. 91/2015/QH13 dated November 21, 2015;

Pursuant to Law on Science and Technology no. 29/2013/QH13, dated June 18, 2013;

Pursuant to the Contract for University level scientific research topic 20..... and specialization transference, no. /QLKH-FEHO between FPT University and the Principal investigator, signed dd/mm/yyyy.

Today, dated dd/mm/yyyy, at FPT University, we are:

PROJECT ASSIGNOR (PARTY A): **FPT UNIVERSITY**

Represented by: Position: Rector of FPT University

Phone number: Email:

Address: Education Zone, Hoa Lac Hitech Park, Km29, Thang Long Boulevard, Thach That, Hanoi.

PROJECT ASSIGNEE (PARTY B):

Principal investigator:

Affiliation:

Phone number: Tax code:

Address:

Bank account: Bank:

ID no.: Issued on dd/mm/yyyy, at

Represent for:

It is hereby agreed to enter into the Liquidation contract and specialization transference for University level scientific research topic, no. /QD-DHFPT, signed dd/mm/yyyy.

Project title:

Project no.:

with the following terms:

ARTICLE 1. Party A confirms that Party B has submitted their completed scientific research product, complying with evaluation comments and requirements made by the Project Acceptance Committee, dated dd/mm/yyyy (Decision on the establishment of the Project Acceptance Committee, no. /QD-DHFPT, dated dd/mm/yyyy, of Rector of FPT University).

Project final report, relevant documents and evidence submitted by Party B are integral parts of this Liquidation contract.

- Submitted product(s):
- Evaluation and approval for the project:

ARTICLE 2. The total value of the Contract is dong (*in words:*), of which Party B has received dong (*in words:*). Party B is responsible for performing expense settlement with the Accounting department within 07 working days, from the sign date of the Liquidation Contract.

ARTICLE 3². This Liquidation contract and specialization transference, no. , signed dd/mm/yyyy, is made in 03 original copies. Party A keeps 02 copies, Party B keeps 01 copy with equal legality for implementation./ .

Representative of Party A (Assignor)
RECTOR

Representative of Party B (Assignee)
PRINCIPAL INVESTIGATOR

² In case the Liquidation contract and specialization transfer for the University level scientific research topic is agreed in the form of E-contract, modifications to content of ARTICLE 3 shall be made in accordance with the regulations of E-contract on providing personal information for OTP granting.

TEMPLATE 15: Freelance contract for scientific research topic

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

FREELANCE CONTRACT

No: /QLKH-FEHO

(Specially used for freelancing or assigning scientific research topic to research team members)

Pursuant to Civil Code no. 91/2015/QH13 dated November 24, 2015;

Pursuant to Law on Science and Technology no. 29/2013/QH13, dated June 18, 2013;

Pursuant to Circular no. 22/2011/TT-BGDDT, dated May 30, 2011 on promulgation of Regulations on scientific and technological activities at University institutions;

Pursuant to Decision no. 208/QD-TTg of Prime Minister, dated September 8, 2006, on establishing FPT University;

Pursuant to the Regulation on Organization and Operation of FPT University issued under Decision no. 1017/QD-DHFPT dated September 1, 2021 of President of Board of Director of FPT University;

Pursuant to the Regulations on the management of University level scientific research topics of FPT Education issued under Decision no. 138/QD-DHFPT, dated February 15, 2023 of Rector of FPT University;

Pursuant to the Decision no. /QD-DHFPT of Rector of FPT University, dated on promulgation of Ratification of University level scientific research topics 20 ;

Pursuant to the Contract for University level scientific research topic 20.... and specialization transference, no /QLKH-FEHO between FPT University and the Principal investigator, signed dd/mm/yyyy.

Pursuant to the conduct plans and capability of parties.

Today, dated dd/mm/yyyy, at FPT University, we are:

PROJECT ASSIGNOR (PARTY A): FPT UNIVERSITY

Represented by: Position: Rector

Phone number: Email:

Address: Education Zone, Hoa Lac Hitech Park, Km29, Thang Long Boulevard, Thach That, Hanoi.

and PRINCIPAL INVESTIGATOR:

Affiliation:

Phone number: Tax code:
 Address:
 Bank account: Bank:
 ID no.: Issued on: dd/mm/yyyy at

PROJECT ASSIGNEE (PARTY B):

Research team member(s):
 Affiliation:
 Address:
 ID no.: Issued on: dd/mm/yyyy at
 Tax code:
 Bank account: Bank:

It is hereby agreed to enter into the freelance contract (hereinafter referred to as Contract) with the terms and conditions as follows:

ARTICLE 1: TASKS AND DUTIES

Party A assigns Party B tasks and duties related to the University level scientific research topic 20.....

- **Project title:**
- **Project no.:**

Research products must meet the following requirements (*according to the ratified Proposal*):

No.	Main tasks and duties (key milestones)	Expected products	Timeline	Received expense (VND)
01				
02				
...				
Total:				

ARTICLE 2: CONTRACT TIMELINE

- Contract period: months
- From dd/mm/yyyy to dd/mm/yyyy

ARTICLE 3: CONTRACT VALUE

- Total freelance contract value: **dong** (*in words:*).
- Payment method: Bank transfer.

ARTICLE 4: RESPONSIBILITIES

4.1. Responsibilities of Party A

- Provide necessary information for the commence and conduct of the Contract;
- Conduct inspection to assess Party B's work process;
- Liquidate Contract in accordance with the currently active regulations;
- Provide Party B with funding to conduct their project. Funding shall only be provided if Party B completes their tasks as proposed in the Contract;
- Perform other responsibilities in accordance with law and relevant internal documents.

4.2. Responsibilities of Party B

- Request Party A to provide necessary information to commence and conduct the Contract;
- Fulfill the responsibilities of an individual who performs Scientific and Technological activities in accordance with Article 21, Law on Science and Technology;
- Perform Project transfer and acceptance once finished. After the acceptance process is completed, Party B must submit relevant documents, samples and freelance contract to Party A;
- Pay personal income tax in accordance with the currently active regulations;
- Perform other rights and responsibilities in accordance with law and relevant internal documents.

ARTICLE 5: GENERAL TERMS

5.1. Both parties agree to comply with regulations proposed in the Contract and be responsible for resolving if any problems arise. If either party terminates any regulation, they must take full responsibilities which are in accordance with the active Regulations on the organization and management of scientific research activities.

5.2. Any disputes arising shall be settled by both parties. If no agreement is reached by the parties, either party shall have the rights to refer the dispute to the Arbitration (or to the competent Court in accordance with the provisions of civil law for settlement).

5.3³. The contract takes effect from the date of signing. This contract is made in 03 original copies. Party A keeps 02 copies and Party B keeps 01 copy with equal legality for implementation./ .

**Representative of Party A
(Assignor)
RECTOR**

Principal investigator

**Party B
(ASSIGNEE)**

³ In case the Liquidation contract and specialization transfer for University level scientific research topic is agreed in the form of E-contract, modifications to content of ARTICLE 3 shall be made in accordance with the regulations of E-contract on providing personal information for OTP granting.

TEMPLATE 16: Freelance contract liquidation record for scientific research topic

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

FREELANCE CONTRACT LIQUIDATION RECORD

Pursuant to Civil Code no. 91/2015/QH13 dated November 24, 2015;
Pursuant to Law on Science and Technology no. 29/2013/QH13, dated June 18, 2013;
Pursuant to Freelance contract no. /QLKH-FEHO between FPT University and Principal investigator, signed dd/mm/yyyy.

Today, dated dd/mm/yyyy, at FPT University, we are:

PROJECT ASSIGNOR (PARTY A): **FPT UNIVERSITY**

Represented by: Position: Rector

Phone number: Email:

Address: Education Zone, Hoa Lac Hitech Park, Km29, Thang Long Boulevard,
Thach That, Hanoi.

and PRINCIPAL INVESTIGATOR:

Affiliation:

Phone number: Tax code:

Address:

Bank account: Bank:

ID no.: Issued on at

PROJECT ASSIGNEE (PARTY B):

Research team member(s):

Affiliation:

Address:

ID no.: Issued on at

Tax code:

Bank account: Bank:

It is hereby agreed to enter into the Freelance contract no. /QLKH-FEHO, signed dd/mm/yyyy with the terms and conditions as follows:

ARTICLE 1: Party B has submitted and Party A has received all products which fulfill the requirements for quantity and quality as mentioned in the signed Contract.

List of submitted products:

No.	Main tasks and duties (key milestones)	Expected products	Timeline (start - end)
01			
02			
...			

ARTICLE 2: The total value of the Contract is **dong** (*in words:*).

Party A is responsible for making Contract payments for Party B within 01 working days from the date of signing.

ARTICLE 3⁴. This record liquidates the Freelance contract no. /QLKH-FEHO signed on dd/mm/yyyy. This contract is made in 03 original copies. Party A keeps 01 copies and Party B keeps 01 copy with equal legality for implementation./ .

**Representative of Party A
(Assignor)
RECTOR**

Principal Investigator

**Party B
(ASSIGNEE)**

⁴ In case Liquidation contract and specialization transference for the University level scientific research topic is agreed in the form of E-contract, modifications to content of ARTICLE 3 shall be made in accordance with the regulations of E-contract on providing personal information for OTP granting.

APPENDIX 02

REMUNERATION FOR APPROVAL AND ACCEPTANCE MEETINGS FOR UNIVERSITY LEVEL TOPIC APPROVAL AND ACCEPTANCE

*(Issued with Decision no. 338/QD-DHFPT dated April 6, 2023 of Rector of FPT
University)*

- 1. Remuneration for approval meeting** *(pursuant to remuneration amount paid for MSE Thesis grading Committee, in accordance with Decision no. 1394/QD-DHFPT, dated December 6, 2021, promulgating on the Regulations on payments for lecturers working for FPT Education)*

Title	Remuneration amount
The Chairman of Project Approval Committee	750,000 VND
Member of Project Approval Committee	700,000 VND

- 2. Remuneration for acceptance meeting** *(pursuant to remuneration amount paid for the University these grading Committee, faculty of ICT, in accordance with Decision no. 1394/QD-DHFPT, dated December 6, 2021, promulgating on the Regulations on payments for lecturers working for FPT Education)*

Title	Remuneration amount
The Chairman of Project Acceptance Committee	800,000 VND
Member of Project Acceptance Committee	750,000 VND