

HCM city,/...../2014

No: /HD-DHKTL-CTSV

GUIDANCE

IMPLEMENTATION OF EVALUATION OF PERSONAL DEVELOPMENT SCORE

(This guidance is in use for evaluation of Personal Development Score – batch 2013 - 2014)

I. ASSESSMENT PROCESS:

1. Timeline:

- **From 07/11/2014 to 10/11/2014:** Students access to the website <http://online.uel.edu.vn> and log in the Personal Development Score (PDC) to self-assess
- **From 10/11/2014 to 13/11/2014:** Board of Class Officers confirms the assessment of members in the class, then, all members assemble and vote for the final result. The report has to be printed and submitted to the Counselor and to the Faculty
- **From 14/11/2014 to 16/11/2014:** Counselor accesses to the website, and transfers the Personal Development Scores from Class's Score Column to Faculty's Score Column
- **From 17/11/2014 to 20/11/2014:** Faculty generates all Scores sent by Class and send to Standing Committee to evaluate the Collegiate Score's results

Note: - Faculty's Secretary only accepts full documents as required

- **After 20/11/2014, Student Affair Department (SAD) stops receiving Scores and refuses to review Encouragement scholarships to these classes**

- **From 20/11/2014 to 23/11/2014:** Students send feedbacks to the SAD in Linh Xuan Ward

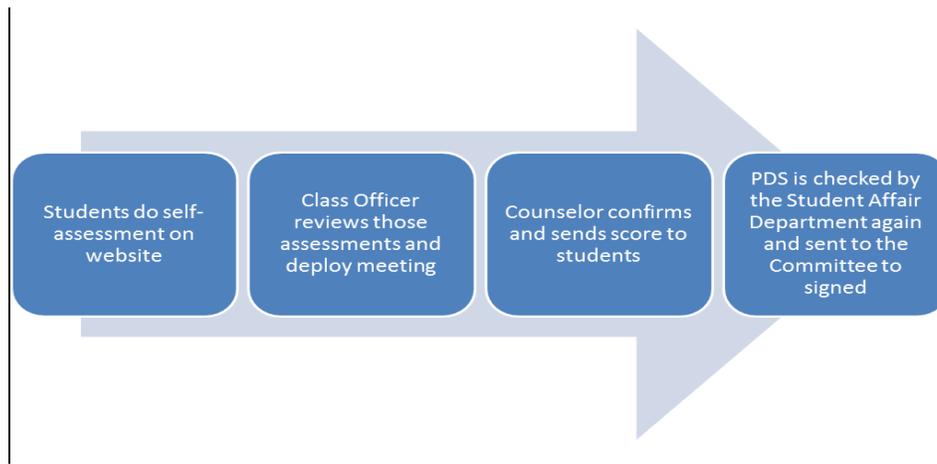
- **From 24/11/2014 to 26/11/2014:** the Committee summarizes, evaluates SDC results and reviews the Encouragement Scholarship

Note: According to Regulations on PDS evaluation, issued with Decision 60/2007/QĐ-BGDĐT of the Minister of the Department of Education and Training

1. The final result of PDS is stored in the Student Management Briefcase and attached in the Student's Learning and Development Result after graduated

2. Students with outstanding results will be praised or rewarded

3. Students with bad scores in whole year will be suspended by next year and will be forced to stop studying if commit for the second time.



Summary diagram of the student's PDS assessment process

2. Content:

- Students make Student's Learning and Development Result in Semester II, academic year 2013-2014. By that, class and Counselor determine students' practical awareness.
- Assess the level of completing mission of the Executive Board of University Youth Communist, University Student Union, Faculty Youth Communist, Faculty Student Union, Branch of Youth Communist, Class Officers, Executive Board of Branch of Youth Communist, Student Union, Clubs, Teams and Groups.

3. Process of organizing assessment in class:

- Before organizing the class meeting, the Class Officers, Executive Board of Branch of Youth Communist and Student Union need to have a pre-meeting to deploy, grasp the issues thoroughly; unify the content and method to assess.
- List out activities that class, Branch of Youth Communist, Student Union have organized in the previous semester (list out the activities in according to regulation only) and announce to all students to comprehend the content.
- Organize class meeting with the attendance of the Counselor and all students appoint a secretary to write the minute. Counselor presides the meeting, the monitor deploys the assessment of PDS.
- After students finish the PDS in the online form, the monitor will announce the result of student's self-assessment in front of the class.
- During the meeting, if any student **absent reasonably**, the monitor would take responsibility to record and guide them after the meeting.
- Summary the class meeting minute, note: have to note clearly the reason of the change of PDS assessment. Class meeting minute has to be signed by the Counselor, Monitor, Secretary of Branch of Youth Communist, Chairman of the Branch of Student Union.

4. Required documents:

The monitor takes responsibility to submit the following documents to the **Faculty Office**:

- 1. Class meeting minute**
- 2. Summary of the student's PDS. (Website's Function)**
- 3. List of students accomplishing the achievement reward in the previous academic year.**
(Note clearly the content and achievement)

II. OTHER GUIDANCE:

- **Each section has “maximum scale of score”** which is the highest score that a student can get in each section, cannot get over the maximum scale of score of that section.
For example: Maximum score of section III is 20 points. That means, total assessment score of student in section III will be scored 20 point even though student gets higher point.
At the plus bonus point section for members of Student Security Team, collaborators of centers, departments,... The monitor only scores students having clear certificate.

Note:

- List of the collaborators, Student Security Team's members, Musical Art Team,... will be summarized by the Student Affair Department and sent to the monitors. List of students who violate regulation will be based on record of the Student Security Team and will be announced to students in order to reflect timely in case of mistaking or shortcoming. Student Affair Department will based on violate data to eliminate the PDS. (Will be applied in Semester I, academic year 2014-2015)
- Therefore, suggest students make self-assessment honestly, in case student intent to make dishonest assessment will be punished in according to the regulation.
- Every question please contacts the Student Affair Department – Room 007, University of Economics and Law. Or via email: quangpl@uel.edu.vn.

FOR PERSONAL DEVELOPMENT RESULT ASSESSMENT COUNCIL

VICE CHAIRMAN OF STUDENT AFFAIR DEPARTMENT

Lê Thái Huy