

Hanoi, 26/05, 2020

DECISION

**On issuing the regulation of the development, evaluation, approval
and use of textbooks and teaching materials at USTH**

**RECTOR
OF UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI**

Pursuant to Decision No. 2067/QĐ-TTg dated December 9th, 2009 of the Prime Minister on the establishment of University of Science and Technology of Hanoi (USTH);

Pursuant to Decision No. 2557/QĐ-TTg dated December 30th, 2016 of the Prime Minister on Regulations of organization and operation of USTH;

Pursuant to Decision No. 70/QĐ-ĐHKHCN dated February 14th, 2020 on the issuing the Internal spending regulation of USTH;

Pursuant to Decision No. 306/QĐ-ĐHKHCN dated May 23rd, 2019 on the establishment of Department of Academic Affairs of USTH;

Pursuant to Minutes of Meeting of the Science and Education Council of USTH on February 27th, 2020;

At the proposal of the Director of Department of Academic Affairs,

DECIDES:

Article 1. To approve the regulation of the development, evaluation, approval and usage of textbooks and teaching materials at University of Science and Technology of Hanoi as in the appendix attached to this Decision.

Article 2. Director of Administration, Director of Department of Academic Affairs, Directors of academic departments, Head of Human Resources Department and Head of Accounting and Finance Department shall be in charge of implementing this Decision./.

Recipients:

- Rector Board;
- As Article 2;
- Archive: VT, QLDT.

PRINCIPAL RECTOR



Etienne Saur

REGULATION

Of the development, evaluation, approval and use of textbooks and teaching materials at University of Science and Technology of Hanoi
(Promulgated with Decision no. 283/QĐ-ĐHKHCN dated May 26th, 2020 by
the Rector of University of Science and Technology of Hanoi)

CHAPTER I GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

1. This document regulates the development, selection, evaluation, approval and use of textbooks and teaching materials for teaching, learning, researching, quoting and searching at University of Science and Technology of Hanoi (USTH), hereinafter called textbooks and teaching materials.

2. Administration of textbook and teaching material development, selection, evaluation and use at USTH should respect this Regulation.

Article 2. Objectives and requirements

1. This Regulation gives instructions on the development of textbook publishing plan; the organization of textbook development, evaluation and approval; and the payment norms for textbook development.

2. Academic departments (*hereinafter called departments*) must consider the development of textbooks and teaching materials as one of their major missions.

3. Contents of textbooks and teaching materials must be coherent with the training programs in the relevant fields and majors which are approved by the Rector.

Article 3. Textbooks and teaching materials at USTH

1. *Textbooks* (including hard and soft copies; *hereinafter called textbooks*) are the main document for lecturers and students to use in teaching, learning and researching. Textbooks specify the requirements of contents, knowledge, fundamental skills and expected outcomes which have been approved for each subject, training field and training level, and which meet the requirements of teaching methods, training quality investigation and evaluation. The contents of textbooks must be in accordance with the training programs which have been approved by the Rector.

2. *Shared lectures* are the documents which have similar contents with textbooks, and which have not been officially published but are consistently used by the whole department/division to give lectures. The Rector assigns the development of shared lectures to departments/divisions in the following cases:



- There are not enough human resources and capabilities to develop the official textbooks.

- It requires more time to supplement and complete the textbooks.

3. **Monographs and references** are the books published upon approval of the Rector and are used in the teaching and learning process of a certain subject.

- *Learning resources*: Learning materials in the form of textbooks which USTH buys to be used as major teaching materials in addition to the main textbook.

- *References and monographs*: Learning resources with broad knowledge related to the subject and training program. Monographs are the documents that mainly include in-depth and comparatively comprehensive research results by the author within a topic, used for teaching and studying specialized topics.

4. **Study guidelines** are the document developed to give instructions in experimental sessions, practical sessions, projects, tutorial sessions, specialized term glossary, etc.

Article 4. Language of textbooks and teaching materials

The language used for textbook and teaching material development is English.

Article 5. Requirements of textbooks and teaching materials

1. Contents of textbooks and teaching materials must match with the objectives of training programs, meet the requirements of higher education method renovation and training quality evaluation, and assure knowledge, skill standards and expected outcomes.

2. Knowledge in textbooks and teaching materials is presented scientifically and logically, ensuring a balance between theory and practice, being relevant with reality and updated with the latest scientific and technological findings. Textbook and teaching material development must serve the credit-based training, support self-study and self-research students, and concretize the requirements of knowledge, skills and attitudes prescribed in the training program.

3. The contents cited in the references of textbooks and teaching materials must have clear origins and captions, and fully meet the copyright requirements according to current regulations.

4. At the end of each chapter of textbooks and teaching materials, there must be questions to guide students' review, discussion orientation and practical exercises.

5. The form and structure of textbooks and teaching materials must ensure uniformity and comply with relevant regulations of USTH. Textbooks are structured as follows:

- Cover.
- Sub cover.



- Preface: Presentation of users, requirements for use, content structure, new points of the lecture notes, instructions on how to use and task assignments of the author.

- Main contents: Presentation of chapters, sections, subsections and details, seminar discussion contents, revision questions, exercises, self-study tasks and materials of each chapter.

- Appendix (if any).

- References.

- Table of contents.

Article 6. Use of textbooks

1. The University organizes the development or selection of the main textbooks and shared lectures for use, ensuring that there is at least one main textbook or shared lecture in service of the teacher's work and student's learning for each subject.

2. There is only one textbook developed for each subject of regular programs.

3. In addition to the main textbook, maximum two monographs, three references and a study guideline may be developed for each subject;

4. The textbooks used for teaching must be specified in the module outlines approved by the Rector Board;

5. Published textbooks and teaching materials may be sold, rented, lent, etc. to support lecturers' instruction and student's learning according to the Publishing Law and current regulations.

Article 7. Legal requirements

Textbooks and monographs must meet the requirements of Item 1, 3 and 4 of this article.

References, study guidelines and shared lectures must meet the requirements of Item 2 and 4 of this article.

1. Being recognized by the Rector as a textbook for teaching and learning at USTH.

2. Being unanimously shared by academic departments and divisions.

3. Having been published and deposited as required by regulations.

4. Strictly abiding by the current Publishing Law and Intellectual Property Law.



CHAPTER II
CONTENT DEVELOPMENT AND EVALUATION OF
TEXTBOOKS AND TEACHING MATERIALS

Article 8. The working group for textbook development

1. The working group for textbook development includes:

a) Lead editor and co-lead editor (if any): The lead editor and co-lead editor of textbooks of a bachelor or master training program must have the title of professor, associate professor or hold a doctoral degree in the specialty of such textbook.

b) Members of the working group must have expertise relevant to the field of the textbook. They are currently teaching in bachelor or master programs, or are experienced scientists who are giving lectures at USTH and are selected by the Rector.

2. Each lecturer may join only one working group for textbook development, except for special cases determined by the Principal.

Article 9. Responsibilities and rights of the lead editor and co-lead editor

1. The lead editor and co-lead editor are responsible for organizing the development of textbooks according to the outline and schedule approved by the Rector.

2. The lead editor and co-lead editor are responsible for the scientific contents of the textbooks, organize the revision of the textbooks according to comments of the scientists and the conclusions of the evaluation jury.

3. The lead editor and co-lead editor are entitled to the remuneration according to current regulations of the Government and USTH's policies for textbook development.

Article 10. Responsibilities, obligations and rights of members of the working group for textbook development

1. Members of the working group for textbook development are responsible for the scientific content of the textbook, under the professional guidance of the lead editor/co-lead editors and the Science and Training Council during the development process, and take responsibility for copyright protection in accordance with current regulations.

2. Members are obliged to follow the assignment of the lead editor and ensure their honesty. They are given priorities to exploit all kinds of documents and databases of USTH to do scientific work. For the tasks assigned, they should make sure to follow the time schedule and use the appropriate and unified language, style,



etc. for the whole textbook.

3. Members are allowed to comment on the structure and contents of the parts of the textbook not assigned to them, but must respect the decision of the lead editor and co-lead editor.

Article 11. Organization of textbook evaluation

1. The Rector decides to organize an evaluation jury to assess the textbook.
2. The number of jury members is determined by the Rector. It must include a chairman/chairwoman, a secretary, two reviewers and other members.

Requirements of jury members are as follows:

1. Chairman/Chairwoman must be a professor or an associate professor, or hold a doctoral degree. Special cases are determined by the Rector.
2. Members and reviewers must at least hold doctoral degrees.
3. Jury members should be experts and have relevant competences with the textbook content. They are prestigious scientists with high expertise and a lot of teaching experience.
4. The jury assesses the textbook and makes proposals to the lead editor/co-lead editors or the individuals involved in developing the textbook for reviewing, modifying and completing the textbook. The Jury can invite experts who are not jury members to attend the evaluation meeting
5. The jury meeting only takes place when at least two third of the members are present. The Chairman/Chairwoman leads the meeting in person. Documents for the meeting must be sent to jury members at least 14 days ahead of the meeting. Jury members evaluate the textbook, using the evaluation form. The jury secretary is in charge of summarizing all comments and suggestions of jury members. Written evaluation form of absent members are only for references.
6. Based on the conclusions of the evaluation jury, Department of Academic Affairs (DAA) sends a report to the Rector Board for official decision.

Article 12. Procedures to develop textbooks and teaching materials

Step 1: Registration for textbook and teaching material development

- DAA sends departments a notice about the plan of developing textbooks and teaching materials. Each department determines the modules that require the development of textbooks or teaching materials and sends DAA its registration including the list of modules, demonstration and related documents.
- Based on the registration of departments and the proposal of DAA, the Rector approves the plan of textbook and teaching material development for selected modules.
- After the plan being approved, the lead editor builds a schedule for

textbook and teaching material development and sends it to DAA for management and quality control.

Step 2: Preparation of contracts for textbook and teaching material development

The lead editor prepares all necessary contracts of textbook and teaching material development and sends to DAA for submission to the Rector.

Step 3: Implementation

The lead editor and members of the working group are responsible for completing all pre-defined tasks according to the signed contracts and terms of references.

- During the implementation, changes (if any) should be informed to the Rector by sending a submission letter via DAA.

- During the implementation, the group organizes meetings to collect comments and suggestions from departments, lecturers, and the contents must be approved by the department (meeting minutes are required). The group collaborates with DAA for organizing USTH-level meetings (for monographs) or department-level meetings (for other materials) with the participation of experts inside and outside USTH.

Step 4: Submission and assessment of textbook and teaching material manuscripts

- Pursuant to the registration and demonstration, after receiving 7 drafts of textbooks and teaching materials, and a submission from the lead editor requesting for assessment, DAA sends a report to the Rector for establishing the evaluation jury.

- DAA is the coordinator to contact all members and fix the meeting schedule for the jury according to the regulations. The evaluation jury operates according regulations.

- Within three days from the jury meeting, the jury secretary summarizes and sends the meeting minutes and evaluation forms of jury members to DAA to make a report to the Rector for comments. The comments will then be sent to the working group for revision.

- For republished textbooks and teaching materials with the modification of less than 30% of contents, there is no need to organize an evaluation jury. Only one reviewer will be invited to read and give comments in such cases.

- Within 30 days from the jury meeting, the working group takes into account all comments of jury members and revises the textbooks and teaching materials. After the modification, the working group sends DAA 3 copies of the revised manuscript and 2 copies of the explanation of all implemented modifications



according to the jury's comments.

- Based on the report of DAA and explanation of the working group, the Rector decides whether to approve the final versions and print the textbooks and teaching materials.

Step 5: DAA and the lead editor will work on the settlement of the contracts.

Step 6: Printing

- After being approved by the Rector for printing, textbooks and teaching materials are checked one last time by the lead editor and sent to DAA for the printing process.

- The cover and the number of prints are determined by the Rector. The paper size is up to USTH's standards (16x24cm, 21x29.7cm).

CHAPTER III ORGANIZATION OF IMPLEMENTATION

Article 13. Planning and making reports on textbook development

DAA makes reports on the textbooks and teaching materials developed within the year; plans the activities and budgets for organizing the development and publication of textbooks and teaching materials for the following year and submits to the Rector for approval.

Article 14. Quality evaluation of textbooks and teaching materials

All textbooks and teaching materials must be evaluated periodically by lecturers and students (via seminars, meeting or evaluation forms) to make appropriate revisions.

Article 15. Payment norms for textbook development

While the tasks of textbook and teaching material development are taken into account in the process of reward assessment according to the Emulation and Commendation Regulation, the editor and the editorial team are also paid for the work in accordance with USTH's Internal spending regulation.

One credit normally consists of from 20 to 25 standard pages and may include more in special cases but no more than 25 standard pages (which must be approved by the Rector). A standard page contains 350 words.

Funds and remuneration supporting the development and evaluation of the textbooks may be adjusted, depending on the actual situation of USTH and there will be specific written guidelines in such cases.

Article 16. Royalties from published textbook

In addition to the payments specified in Article 14, the authors also receive



the royalties from the published textbooks to encourage lecturers' participation in textbook development. The payment of royalties must comply with the Publishing Law and must not exceed 10% of the publishing profits.

CHAPTER IV COMMENDATION AND VIOLATION HANDLING

Article 17. Commendation

Those who well implement this Regulation, actively contribute to the organization, the development and quality improvement of textbooks and teaching materials are considered for rewards pursuant to the Law on Emulation and Commendation and the Emulation and Commendation Regulation of USTH,

Based on the level of textbook quality (satisfactory, good or excellent) as concluded by the evaluation jury, DAA sends proposals for rewards to the Rector at the end of the year.

Article 18. Handling violations and complaints

If the textbook development is delayed due to subjective reasons on the part of the lead editor and working group members, or the textbook is not approved, the Rector shall consider the situation to decide how to handle the case or liquidation. The expenses related to the textbook development will be paid by the editor and working group members.

In the course of using the textbooks and teaching materials, if there are any complaints about copyrights or scientific contents, the lead editor and the working group will take responsibility. The Rector will consider and determine the solution to the case according to effective regulations./.

