WORK STUDY PROGRAM GUIDELINES

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Applicable Department	:	VinUniversity Faculty Members and Staff	

Records of changes

Version	Published Date	Effective Date	Approved by	Decription of changes
1.0	31/08/2020	31/08/2020	Developed by: Head of SAM, VinUniversity Reviewed by: First Year Experience Committee, VinUniversity Approved by: Provost, VinUniversity	First released
2.0	6/01/2023	20/12/2022	Developed by: Head of SAM, VinUniversity Approved by: Provost, VinUniversity	Updates on process and admin works

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I. PURPOSE

- The Work-Study Program is expected to help students narrow the school-to-work gap while VinUni gains more insights into students' potential through co-working activities. In addition, this program can help solve the issue of manpower shortage at VinUni.
- The program will equip students with knowledge of different fields, depending on each position. Students will have an opportunity to explore themselves to know their strengths and weaknesses, which is a vital part of their personal growths. There will be compulsory training for students as employees organized by HR or each department.
- The program will provide students with career-related skills such as research and teaching support skills, administrative, practical problem-solving skills, which increase their employability in the future. Also, this program hones time management, and other soft skills which will provide the students with confidence and inspiration in future careers, as well as boost students' resume. At the end of the program, both students and employers will have to file an evaluation survey that assesses the skills that students learn.
- The program will support students financially without affecting their financial aid eligibility for the next academic year. The salary is estimated at roundly 5,000,000 VND/month for each position with a workload of around 15 hours/week, if the working hour for a student is lower, his/her salary will be calculated on a pro rata basis.
- The program will support VinUni in completing the QS-5 stars criteria, as well as other established goals of VinUni.

II. SCOPE

This guideline applies to all VinUniversity faculty, and staff at VinUniversity.

III. ROLES AND RESPONSIBILITIES

Supervisor	SAM	HR
Role: - Ensure sufficient working conditions for students. - Set SMART goals, clear expectation of deliverables/ outcomes. - Measure the success - Be a role model, live the EXCEL values.	**Role:** - Oversee the work-study program. - Focal point to connect with student. - Manage job post, job ads, student candidate pool.	**Role:** - Support SAM to manage the program. - Ensure compliance with the current labor practices of VinUni. - Provide coaching, training for supervisors, work-study students as per request.
Responsibilities: - BEFORE CONTRACT: Write job purpose. Conduct candidate review, interview and propose hiring decision, collect student's personnel document and send to SAM - FIRST DAY: Welcome and meet your student to set goals, explain the performance expectation, working protocols, … (~60 mins) - MONTHLY: Asking student to write performance report and review/ approve send to SAM/HR for payment (~15 mins) - END OF CONTRACT: Performance feedback meeting, end of contract (~30 mins)	**Responsibilities:** - BEFORE CONTRACT: Post job description, collect application, organize Work study fair (if needed), get interview result, confirm with students, and propose to Head of SAM for approval. Get student's personnel document, compose Contract, get student's signing, send back to HR for signing, and send back to student within 2 weeks. - MONTHLY: Review performance report to make sure tasks assigned aligning to goal setting. - END OF CONTRACT: Performance feedback survey from students and supervisors.	**Responsibilities:** - FIRST 02 WEEKS: Conduct Orientation workshops. Signing contract and sending it to SAM to deliver to students. Register PIT for students. - MONTHLY: Check the dossier from SAM and proceed with monthly payment - END OF CONTRACT: issue personal income statement based on actual payment for PIT finalization purpose.

Note: The starting date of the work-study program contract is fixed on the 26th day of every month. There must be at least 5 contracts to be proceeded in each batch.

IV. POLICY PRINCIPLES

a. RECRUITMENT PROCESS

#	PIC	Flowchart	Description
1	- Supervisor - SAM	Recruitment Request	- Supervisors send Recruitment Request and job purpose to SAM. - SAM will announce the recruitment to student.
2	- Supervisor - SAM	Search and screen applicants	- SAM receives all resumes and sends to Supervisors. - Supervisors screen all student resumes.
3	-Supervisor -SAM	Candidate Interview	- Supervisors interview and discuss the Terms of contract, Scope of work, Responsibilities with candidates. - Supervisors send back to SAM the result of the selection.
4	- SAM	Offer Agreement	- SAM will be responsible for getting hiring approval from Head of SAM and informing the recruitment results to the students. - SAM will collect the successful candidates' confirmation and get the signed contract from candidates, then send to HR for signing.
5	- HR - SAM - Supervisor	On boarding & Orientation	- HR/ SAM will do the overall orientation for on-boarding students & supervisors. - Supervisors are responsible for ensuring the working conditions for students. - Supervisors do the on-boarding orientation for students (meet your student to set goals, explain the performance, working protocols).

b. PAYMENT PROCESS:

For Work-study program: Performance report will be implemented on Base system.

#	PIC	Flowchart	Timeline
1	Work study Students	Submit **Monthly Performance Report** (*Template 2*) to Supervisor	22nd every month
2	Supervisor	Sign approval for **Monthly Performance Report** (*Template 2*) then	23rd every month
3	SAM	Check the **Monthly Performance Report** (*Template 2*) and send to HR	25th every month
4	HR	Proceed the payment and deposit to the work study students' bank account	Last day of every month

For recruiting students using other funds: Performance report will NOT be implemented on Base system.

#	PIC	Flowchart	Timeline
1	Work study Students	Submit **Monthly Performance Report** (*Template 2*) to Supervisor	22nd every month
2	Supervisor	Sign approval for **Monthly Performance report** (*Template 2*) then	23rd every month
3	Admin support of Colleges/ Department	Check the **Monthly Performance Report** (*Template 2*) and send to HR	25th every month
4	Finance	Proceed the payment and deposit to the work study students' bank account	Last day of every month

V. RELATED DOCUMENTS AND FORMS

1. **Forms:**
   a. SERVICED CONTRACT
   b. STUDENT APPLICATION INFORMATION (for contract purpose)
   c. COMMITMENT FOR NON-TAX INCOMERS (for contract purpose)
   d. PERSONAL INCOME TAX (P.I.T) CODE REGISTRATION FORM (for contract purpose)
   e. AUTHORIZATION FORM FOR P.I.T CODE REGISTRATION (for contract purpose)

   (HR will update all documents and forms every year - if any)

2. **Templates:**
   a. TEMPLATE 1: JOB PURPOSE
   b. TEMPLATE 2: MONTHLY PERFORMANCE REPORT