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| MINISTRY OF TRADE  SAO DO UNIVERSITY | SOCIAL REPUBLIC OF VIETNAM  Independence – Freedom - Happiness |

Number: / informal teaching contract of Sao Do university

INFORMAL TEACHING CONTRACT

According to the law of social republic of Vietnam;

According to the circular 44/2011/TT - BGDĐT of the tenth of October, 2011 of the minister of education and training ministry which has the policy of informal teaching in education organizations,

Today, the 27th of August, 2019 in Hai Duong, we include:

Side A : Sao Do university

Address: 24, Thai Hoc 2 street, Sao Do ward, Chi linh city, Hai Duong province

Representative: …………. Position: ……………..

Phone number: 0320.3882269 Fax: 0320.3882921

Side B: associate professor. Doctor ……………

Date of birth: ……… Birth place: ……., identification number:…..

Work place: the university of technology in Hanoi

House address: 89, Minh Khai street, Hai Ba Trung district, Ha noi city

Phone number: ………….. Email:……………

Account: ……………at Vietcom bank

Income Tax code: …………….

Agree to do the following articles:

Article1: contract content

Side B do the teaching task for A unit in the year of 2018 and 2019 as following:

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| --- | --- | --- | --- | --- | --- |
| No | Subject | Training level | The number of credit | The number of class | The number of hour |
| 1 | Translation 1 | university | 03 | 02 | 90 |
| 2 | Interpretation 2 | university | 03 | 02 | 90 |
| 3 | English for tour guide | university | 02 | 01 | 30 |
| total | | | | | 210 |

The price of payment for teaching is based on the regulations of local spending of Sao Do university (applied for informal teaching lecturers).

Article 2: Rights and responsibilities of side B

1. Implement the teaching duties which are in the teaching programs and plans and reply the quality requirement of side A. Moreover, it also has the objectiveness, the truth and justice in teaching and estimate the study result of students; hand in grade table on time as the regulation: the grade table of process at least one week after finishing the last studying day and the grade table of final semester at least 2 weeks after the examination day.
2. Implement the task of teachers according to the law regulation of education and law regulations which are related to informal teaching contract.
3. Ensure to complete the duties at workplace where we are working; apply the informal teaching plans to working program; report to the leader of the workplace before signing the contract and after ending the informal teaching contract.
4. Side A will supply and assist documents, equipment and aiding tools. Side B are allowed to take part in major meeting at division and department and have many other rights of informal teaching lecturers according to the law regulations.

Article 4: the responsibilities of side A

1. Supply the program content, teaching plan, make good conditions for side B to use equipment and tools in order to do the teaching activities
2. Do the payment for teaching and other fees for side B at least 2 months after ending the semester.
3. Supply for side B the identification paper of result in doing the informal teaching contract.

Article 5: the general article

Both sides assure to do the duties in the contract. If any side has any reason for changing the contract, report to other side before at least two weeks.

This contract is made into four copies which have the equal law values, side A has 3 copies and side B has 1 copies.

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| REPRESNTATIVE OF SIDE A | REPRESENTATIVE OF SIDE B |