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| MINISTRY OF INDUSTRY AND TRADE**SAO DO UNIVERSITY** | Social republic of Viet NamIndependence – Freedom – Happiness |

 No: /HĐTG-ĐHSĐ

**INFORMAL TEACHING CONTRACT**

Based on the Civil law of Social republic of Vietnam;

Based on decree number 44/2011/TT-BGDĐT on October 10th, 2011 of Minister of Education and Training Ministry on teaching policies in educational centers,

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

**Side A: Sao Do University**

Address: 24, Thai Hoc 2, Sao Do, Chi Linh, Hai Duong

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

Tel: 0320.3882269 Fax: 0320.3882921

**Side B: Associate. Pro. Dr. …………………..**

DOB:…………………… at…………… ID number: ………….

Working place: University of Technology, Hanoi

House address: 89, Minh Khai Street, Hai Ba Trung District, Hanoi City

Tel:.................................... Email:..........................................

Bank account: …………………………..at Vietcombank

Individual income tax code: ………………………………………………………

Agree to abide the following regulations:

**Article 1: Contract content**

Side B teaches in the school for side A in school year 2018-2019 as follow:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Subject name** | **Level** | **Credit number** | **Class number** | **Hours** |
| 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 |

Wages for teaching is under the terms of Sao Do University domestic consumption regulation (applied for informal teachers)

**Article 2: Side B’s rights and responsibilities**

1. Follow the teaching activities as the given programs, plans, and ensure the quality set by side A, ensure the objectiveness, equality in teaching and evaluating students’ study results, submit the grade table on time; the progress evaluating grade table needs to be submitted one week later after the last lesson at the latest, the final term grade table needs to be submitted two weeks later after the exam at the latest.
2. Do teachers’ duties under the law of education and regulations relating to informal teaching contract.
3. Ensure to complete the duties at the current working place, insert the informal teaching plans in the working program, inform the leader at the current working place or organization before signing and finishing the contract.
4. Be provided with materials, equipment, necessary means for working, have right to attend professional activities in the department; have other benefits of informal teachers under the government’s law.

**Article 4: Side A’s responsibilities**

1. Provide the program content, teaching plans, conditions for side B to use the facilities, equipment for teaching activities.
2. Pay the teaching wages and other fees for side B at least 2 months after the final exam.
3. Provide side B the confirmation of working result for the informal teaching contract.

**Article 5: General regulations**

Two sides commit to do their own duties shown in the contract. In the case of any unexpected reasons which force to change the contract, one side needs to inform the other side about it at least 2 weeks in advance.

This contract is made into 4 copies with equal law values, side A keeps 3 copies, side B keeps 1 copy.

**SIDE A REPRESENTATIVE SIDE B REPRESENTATIVE**