

TT	Content of work	Work details	Time		Implementation		Requirement/Product	Note
			Start	End	Responsibility	Co-ordination		
1	The implementation plan of students scientific research of faculties	Developing plan, time, and expense for student research activities of Faculty level	24/10/2013	31/10/2013	Faculties	Office of research & partnetship development	Detailed plan in accordance with Faculty	Faculties send plan reports to Office of research & partnership development on Oct 21, 2013
2	Deploying research activities at Faculties (From Oct 21, 2013 to April 29, 2014)	Inform widely the key research program, the main direction of research of the university and lecturers to class, and students of Faculties	31/10/2013	8/11/2013	Faculties	Office of research & partnetship development	Report of implementaion plan	
		Students apply form for transfer from research marks to selective course marks	9/11/2013	29/11/2013	Faculties	Office of Academic Affairs	List of students transfer from research marks to selective course marks	The application form of students must be certified by Manager of Faculties and Office of Academic Affair, sent to Office of research and partnership development on Nov 19, 2013
		Gather a list of research issues registered by students in orientaion of research of Faculty	19/11/2013	30/11/2013	Specialist in charge of research	Leader in charge of faculty research	Requirement of no more than 3 students perform one subject	Report of progress
	Deploying research activities at Faculties (From Oct 26, 2013 to April 29, 2014)	Assign lecturer to instruct	2/12/2013	6/12/2013	Specialist in charge of research	Leader in charge of faculty research	Faculties send the report about the number of researches and instructors	Send to Office of Research and Partnership Development on Oct 12, 2013

Complete the curriculum	6/12/2013	1/1/2014	Student	The instructor	Preliminary and detailed curriculum	
Complete the subject	1/1/2014	31/3/2014	Student	The instructor	The research is completed and assessed	
Student research conference at Faculty level	1/4/2014	29/4/2014	Faculties	Office of Research and Partnership Development, The leader of university	List of council marks piece of student research-Faculty level	
Gather a list of research with high reward proposed to the university level reward	29/4/2014	6/5/2014	Specialist in charge of research	The director of faculty	Faculty report the student research activities summary including: - Report of student research conference-faculty level. - The list of research get the faculty level reward. - The product of research get the reward: CDs. Comment, criticize the researches	The Faculties send report to Office of Research and Partnership Development on May 6, 2014

3	Deploying student research activities- the faculty level and organizing Conference.	Organizing the student research conference- the university level	6/5/2014	20/5/2014	Office of Research and Partnership Development	The council of Science and Academic Affair of the Faculties	Select the research winning reward at student research conference considered to prize " Young talent Vietnam science" and " Outstanding research-VNU"	
5	Send the researches winning rewards to consider the prize: " Young talent Vietnam science" and " Outstanding research -VNU"	- Students complete the research in consultation of council. -Gather the research, file, and send to consider the reward	20/5/2014	30/5/2014	Office of Research and Partnership Development			