



## GUIDELINES FOR FORMATS AND TECHNIQUES IN PRESENTING ADMINISTRATIVE DOCUMENTS

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### Record of Changes

Version	Issuing Date	Active Date	Approved by	Description
1.0	25/12/2024	25/12/2024	<b>Developed by:</b> VinUniversity Office <b>Validated by:</b> Chief Of Staff, Head Of Operation <b>Approved:</b> President of the University Council	First publication

## **1. Purpose and Scope of Application**

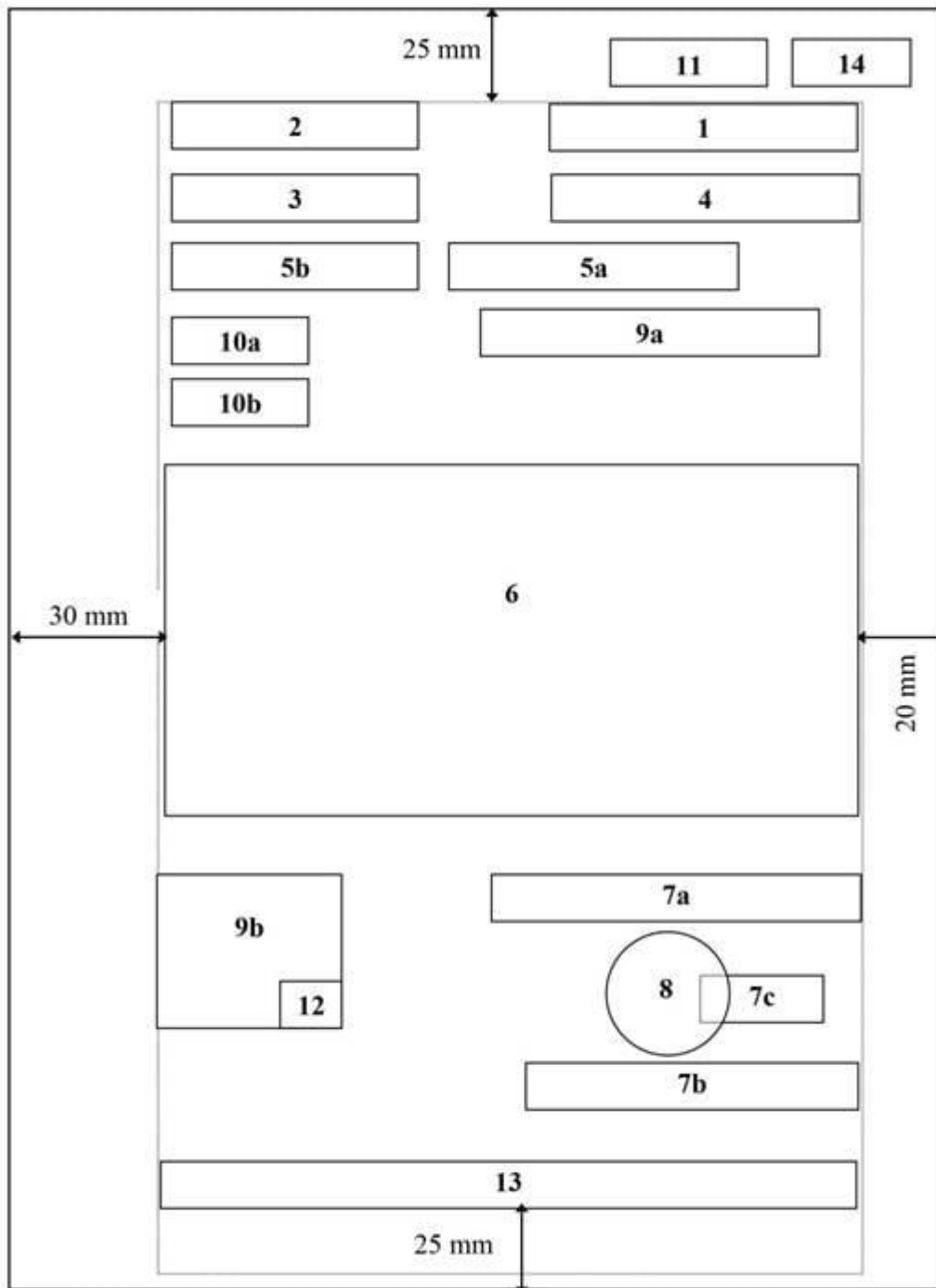
1.1. This document establishes uniform standards for the format and techniques of presenting administrative documents and copies of documents at VinUniversity. Specialized documents, diplomas, and certificates are implemented according to specific regulations, applicable to all Colleges, functional departments, and centers affiliated with or directly under VinUniversity (hereinafter collectively referred to as "units").

1.2. Administrative documents include the following types: resolutions, decisions, regulations, rules, press releases, announcements, guidelines, programs, plans, proposals, schemes, projects, reports, meeting minutes, submissions, contracts, official letters, telegrams, memorandums, agreements, authorizations, invitations, and introductions.

## **2. Diagram of the Layout of Components in Administrative Document Formatting**

### **2.1 Positioning of Document Formatting Components**

<b>Box No.</b>	<b>:</b>	<b>Document Formatting Components</b>
1	:	National Title and Motto
2	:	Name of the issuing agency or organization
3	:	Document number and reference code
4	:	Location and date of issuance
5a	:	Type and summary of document content
5b	:	Summary of the official letter content
6	:	Document content
7a, 7b, 7c	:	Position, full name, and signature of the authorized person
8	:	Seal, Digital signature of the agency or organization
9a, 9b	:	Recipients
10a	:	Confidentiality level indicator
10b	:	Urgency level indicator
11	:	Distribution scope indicator
12	:	Document drafter's code and the number of copies issued
13	:	Address of the agency or organization; email; website; phone number; fax number
14	:	Digital signature of the agency or organization for document copies converted to electronic format



## 2.2 Font Style and Detailed Presentation of Administrative Document Formatting<sup>1</sup>

No.	Document formatting components and detailed presentation	Font type	Font size <sup>2</sup>	Font style	Example	
					Font: Times New Roman	Font size
<b>1</b>	<b>National Title and Motto</b>					
	- National Title	Caps lock	12 - 13	Standing, Bold	<b>SOCIALIST REPUBLIC OF VIETNAM</b>	13
	- Motto	Normal	13 - 14	Standing, Bold	<b>Independence – Freedom – Happiness</b>	14
	- Line below				_____	
<b>2</b>	<b>Name of the organizations, departments that publish the document</b>					
	- Name of the direct organization that supervises	Caps lock	12 - 13	Standing	MINISTRY OF EDUCATION & TRAINING	13
	- Name of the organization that releases the document	Caps lock	12 - 13	Standing, Bold	<b>VINUNIVERSITY</b>	13
	- Line below				_____	
<b>3</b>	<b>The number and symbol of the document.</b>	Normal	13	Standing	- The number of the document is the sequential number assigned to the document by the issuing unit within a year,	13

<sup>1</sup> Refer to the guidelines in Decree 30/2020/NĐ-CP on clerical work and the Regulation on clerical and archival work of the Ministry of Education and Training (as per Decision No. 3666/QĐ-BGDĐT dated November 8, 2023, issued by the Minister of Education and Training).

<sup>2</sup> The font size within the same document must be consistent. For example: the national title should use font size 13, the motto font size 14, and the location along with the date of the document font size 14; or the national title font size 12, the motto font size 13, and the location along with the date of the document font size 13.

					<p>registered at the Administrative Office – VinUni Operations Department.</p> <p>- The symbol of the document includes the abbreviation of the document type, based on the table of document type abbreviations, and the abbreviation of the issuing unit</p> <p>Example:</p> <p style="text-align: center;">No.: 15/2024/QĐ-VUNI</p>	
4	Location and time of releasing the document	Normal	13 - 14	Italic	<p>Note: The date of issuance of the document must be written in full; the numbers indicating the day, month, and year must use Arabic numerals. For days less than 10 and months 1 or 2, a leading zero must be added.</p> <p>Example:</p> <p style="text-align: center;"><i>Hanoi, 05<sup>th</sup> January, 2020</i></p>	14
5	<b>Type of document and summary of content</b>					
a	Document that has a specific name					
	- Document type	Caps lock	13 - 14	Standing, Bold	<b>DECISION</b>	14
	- Summary of the content	Normal	13 - 14	Standing, Bold	<b>On the release of .....</b>	14
	- Line below				_____	
	- The rationales for issuing this	Normal	13 - 14	Italic	- After each rationale, a new line must be used, and the end	13-14

	document				of the line must have a semicolon (;); the last line ends with a period (.). Example: <i>Pursuant to .....</i> ; <i>Pursuant to .....</i> ; <i>According to proposal of.....</i>		
b	For official document						
	Summary of the content	Normal	12 - 13	Standing	On the approval of nominating Assoc. Prof. Nguyen Van A to participate in ...	12	
<b>6</b>	<b>Content of the document</b>	Normal	13 - 14	Standing		14	
	Outline of the document content						
a	Includes parts, chapters, sections, subsections, articles, clauses, and points.						
	- Word “Part”, “Chapter” and no. of parts/chapters	Normal	13 - 14	Standing, Bold	<b>Part I</b>	<b>Chapter I</b>	14
	- Title of part, chapter	Caps lock	13 - 14	Standing, Bold	<b>GENERAL REGULATION</b>	<b>GENERAL REGULATION</b>	14
	- Word “Section” and number	Normal	13 - 14	Standing, Bold	<b>Section 1</b>		14
	- Title of section	Caps lock	13 - 14	Standing, Bold	<b>DOCUMENTS MANAGEMENT</b>		14
	- Word “Subsection” and number	Normal	13 - 14	Standing,	<b>Subsection 1</b>		14

				Bold		
	- Title of subsection	Caps lock	13 - 14	Standing, Bold	<b>MANAGEMENT OF INTAKE DOCUMENT</b>	14
	- Article	Normal	13 - 14	Standing, Bold	<b>Article 1. Copy of the document</b>	14
	- Clause	Normal	13 - 14	Standing	1. Type.....	14
	- Point	Normal	13 - 14	Standing	a) With regards to....	14
b	Include part, section, clause, point					
	- Word “Part” and number	Normal	13 - 14	Standing, Bold	<b>Part I</b>	14
	- Title of each part	Normal	13 - 14	Standing, Bold	<b>BENEFITS AND OBLIGATIONS</b>	14
	- Number of title of each section	Caps lock	13 - 14	Standing, Bold	<b>I. BENEFITS</b>	14
	- Clause:					
	If there is a title	Normal	13 - 14	Standing, Bold	<b>1. Scope and objectives of application</b>	14
	If there is no title	Normal	13 - 14	Standing	1. This decision is active from.....	14
	- Point	Normal	13 - 14	Standing	a) With regards to....	14
<b>7</b>	<b>Position, full name of the authorized person</b>					
	- Authority of the person with initial signature	Caps lock	13 - 14	Standing, Bold	- In cases where signing on behalf of a collective, the note “On behalf of” must be written before the name of the	14

					<p>leadership collective or the name of the unit..</p> <p><b>Example:</b></p> <p style="text-align: center;"><b>ON BEHALF OF. UNDERGRADUATE ADMISSION COMMITTEE PRESIDENT</b></p> <p style="text-align: center;"><b>ON BEHALF OF. THE UNIVERSITY COUNCIL PRESIDENT</b></p> <p>- In cases where the authority of a department head is delegated, the note "Acting" must be written before the title of the person in charge.</p> <p><b>Example:</b></p> <p style="text-align: center;"><b>ACTING. VICE PROVOST ACTING. VICE DEAN</b></p> <p>- In cases where signing on behalf of the head of the unit, the note "On behalf of." must be written before the title of the head. In cases where a deputy is assigned to be in charge or to manage, they should sign as the deputy signing on behalf of the head.</p> <p><b>Example:</b></p> <p style="text-align: center;"><b>ON BEHALF OF. DEAN VICE DEAN</b></p> <p style="text-align: center;"><b>ON BEHALF OF. PROVOST</b></p>	
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					<p style="text-align: center;"><b>VICE PROVOST</b></p> <p>- In cases of signing by delegation, the note “Delegated by” must be written before the title of the head of the unit.</p> <p><b>Example:</b></p> <p style="text-align: center;"><b>DELEGATED BY. UNIVERSITY PRESIDENT</b></p> <p style="text-align: center;"><b>CHIEF OF STAFF</b></p> <p>- In cases of signing by authorization, the note “Authorized by” must be written before the title of the head of the unit.</p> <p><b>Example:</b></p> <p style="text-align: center;"><b>AUTHORIZED BY. UNIVERSITY PRESIDENT</b></p> <p style="text-align: center;"><b>VICE PROVOST</b></p>	
	- Position of the signing person	Caps lock	13 - 14	Standing, Bold	- Write the official leadership title of the person signing the document; only include titles such as Provost, Vice Provost, Director, Head of Department, etc.; do not include "acting" or "in charge".	14
	- Full name of the signing person	Normal	13 - 14	Standing, Bold	- Includes the surname, middle name (if any), and the first name of the person signing the document. - Do not include academic titles, degrees, or other honorary titles before the name of the person signing.	14
<b>8</b>	<b>Recipients</b>					
a	Word “Respectfully send to” and the name of the	Normal	13 -14	Standing		14

	organization, department, or individual that receive the document					
	- Send to one place				Respectfully send to: Ministry of Education and Training	14
	- Send to multiple places				Respectfully send to: - Ministry of Education and Training; - Ministry of Health;	14
b	Word “Recipient” and name of the organization, department or individual that receive the document					
	- Word “Recipient”	Normal	12	Italic, Bold	<b><i>Recipients:</i></b>	12
	- Name of the organization, department or individual that receive the document	Normal	11	Standing	- As above; - .....; - Archive: VINO, REG.	11
<b>9</b>	<b>Appendix of the document</b>					
	- Word “Appendix” and number of the appendix	Normal	14	Standing, Bold	<b>Appendix I</b>	14
	- Title of the appendix	Caps lock	13 - 14	Standing, Bold	<b>ABBREVIATIONS</b>	14
<b>10</b>	<b>Indication of urgency level</b>	Caps lock	13 - 14	Standing, Bold	<b>URGENT</b> <b>TOP PRIORITY</b> <b>PRIORITY</b>	13

11	<b>The symbol of the document drafter and the number of copies distributed.</b>	Normal	11	Standing	PL.(300)	11	
12	<b>Address of the organization; email; website; phone number; fax number.</b>	Normal	11 - 12	Standing	No:..... ... Phone:.....Fax:..... ..... E-Mail: ....., Website: .....	11	
13	Guidance on the scope of the archive	Caps lock	13 - 14	Standing, Bold	<b>RETURN WHEN FINISHING REVIEW</b>	<b>INTERNALLY PUBLISHING</b>	13
14	Page number	Normal	13 - 14	Standing	2, 7, 13	14	

(\* ) The font size within the same document must be consistent. For example: the national title in font size 13, the motto in font size 14, and the location and date of the document in font size 14; or the national title in font size 12, the motto in font size 13, and the location and date of the document in font size 13.

### 3. Abbreviations of the document name

No.	Name of the document	Abbreviation
1	Resolution (specific)	NQ
2	Decision (specific)	QĐ
3	Regulation	QC
4	Announcement	TB
5	Guideline	HD
6	Program	CTr
7	Plan	KH
8	Report	BC
9	Proposal	ĐA
10	Project	DA
11	Minutes	BB
12	Formal request letter	TTr
13	Contract	HD
14	Memorandum	BGN
15	Agreement	BTT
16	Letter of Authorization	GUQ
17	Invitation	GM
18	Letter of Recommendation	GGT
19	Certified Copy	SY
20	Excerpt	TrS
21	Duplicate	SL

**Appendix I**  
**SAMPLE PRESENTATION OF ADMINISTRATIVE DOCUMENTS**

Sample 1 - Decision

MINISTRY OF EDUCATION & TRAINING  
**VINUNIVERSITY**

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

No: /QĐ-VUNI

*Hanoi, date ..... month .... year ....*

**DECISION**

On .....<sup>1</sup>.....

**PROVOST OF VINUNIVERSITY**

*Pursuant to .....<sup>2</sup>.....;*

*Pursuant to .....*

*According to proposal of.....*

**DECIDES:**

**Article 1** .....

**Article** .....

...../.

**Recipient:**

- As article....;
- .....
- Archive: ....., ...<sup>3</sup>...

**PROVOST**

*(Signature of authorized person,  
stamp/signature)*

**[Full name]**

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**Note:**

<sup>1</sup> Excerpt of the decision content.

<sup>2</sup> The rationales for issuing the decision.

<sup>3</sup> Abbreviations of the drafting unit's name (if necessary).

Sample 2 – Decision to release or approve another document

MINISTRY OF EDUCATION & TRAINING  
VINUNIVERSITY

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

No: /QĐ-VUNI

Hanoi, date ..... month .... year ....

**DECISION**

**Release (Approve).....<sup>1</sup>.....**

**PROVOST OF VINUNIVERSITY**

*Pursuant to .....<sup>2</sup>.....;*

*Pursuant to .....;*

*According to proposal of.....*

**DECIDES:**

**Article 1:** Release (Approve) together with this decision.....<sup>3</sup>.....

**Article** .....

...../.

**PROVOST**

*(Signature of authorized person,  
stamp/signature)*

**Recipient:**

- As article.....;

- .....;

- Archive: ....., ...<sup>4</sup>..

**[Full name]**

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**Note:**

<sup>1</sup> Excerpt of the decision content.

<sup>2</sup> The rationales for issuing the decision.

<sup>3</sup> Abbreviations of the drafting unit's name (if necessary).

Sample 3 – Document (approved or issued along with a decision)

MINISTRY OF EDUCATION & TRAINING  
VINUNIVERSITY

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

*Hanoi, date ..... month .... year ....*

**NAME OF THE DOCUMENT**

.....<sup>1</sup>.....

*(Along with Decision No. ..../QĐ-VUNI date ... month ... year by Provost of VinUniversity )<sup>2</sup>*

.....<sup>3</sup>.....

.....

**Article 1.** .....

**Article** .....

.....

.....

.....

**Article** .....

...../.

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**Note:**

<sup>1</sup> Excerpt of the document content.

<sup>2</sup> No of the document, time of issuance

<sup>3</sup> Content of the document

Sample 4 – Document that has a specific name (Report, Proposal, Formal request letter)

MINISTRY OF EDUCATION & TRAINING  
VINUNIVERSITY

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

No: /<sup>1</sup>-VUNI

Hanoi, date ..... month .... year ....

**NAME OF THE DOCUMENT**

**On .....<sup>2</sup>.....**

.....<sup>3</sup>.....  
.....  
.....  
...../.

***Recipient:***

- As article.....;
- .....;
- Archive: ....., ...<sup>4</sup>..

**PROVOST**

*(Signature of authorized person,  
stamp/signature)*

**[Full name]**

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***Note:***

<sup>1</sup> Abbreviations of the document name.

<sup>2</sup> Excerpt of the decision content.

<sup>3</sup> Content of the decision.

<sup>4</sup> Abbreviations of the drafting unit's name (if necessary).



Sample 5 – Official document

MINISTRY OF EDUCATION & TRAINING  
VINUNIVERSITY

**SOCIALIST REPUBLIC OF VIETNAM**  
Independence – Freedom – Happiness

No: /CV-VUNI  
On.....<sup>1</sup>.....

*Hanoi, date ..... month .... year ....*

Respectfully send to:

- .....;

- .....

<sup>2</sup>

.....  
.....  
.....  
...../.

***Recipient:***

- As above;
- .....;
- Archive: VT, ...<sup>3</sup>...

**PROVOST**

*(Signature of authorized person,  
stamp/signature)*

**[Full name]**

.....  
<sup>4</sup>  
.....

***Notes:***

<sup>1</sup> Excerpt of the document content.

<sup>2</sup> Content of the document.

<sup>3</sup> Abbreviations of the drafting unit's name (if necessary).

<sup>4</sup> Office address; email address; website; phone number; Fax number (if necessary).

Sample 6 – Resolution

MINISTRY OF EDUCATION & TRAINING  
**VINUNIVERSITY**

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

No: /NQ-HĐT

Hanoi, date ..... month .... year ....

**RESOLUTION**

On.....<sup>1</sup>.....

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**PRESIDENT OF THE UNIVERSITY COUNCIL, VINUNIVERSITY**

*Pursuant to*.....;

*Pursuant to*.....;

.....

**RESOLVES:**

<sup>2</sup>

.....

.....

.....

.....

...../.

**Recipients:**

- As above;

- .....;

- Archive: VT, ...<sup>3</sup>...

**On behalf of the University Council**

**PRESIDENT**

*(Signature of the authorized person,  
stamp/signature)*

**[Full name]**

**Notes:**

<sup>1</sup> Excerpt of the resolution.

<sup>2</sup> Content of the resolution.

<sup>3</sup> Abbreviations of the drafting unit's name and number of archives (if necessary)

Sample 7 – Letter of recommendation

MINISTRY OF EDUCATION & TRAINING  
VINUNIVERSITY

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

No: /GGT-<sup>1</sup>

Hanoi, date ..... month .... year ....

**LETTER OF RECOMMENDATION**

.....<sup>2</sup>..... respectfully introduce:

Mr. (Ms.).....<sup>3</sup>.....

Position: .....

Is introduced to:.....<sup>4</sup>.....

On:.....

.....

Kindly request the organization/company to support the delegate mentioned above in completing the required tasks.

This recommendation letter has the value until ..... /.

**Recipient:**

- As above;
- .....
- Archive: VT, ...<sup>5</sup>...

**PROVOST**

*(Signature of the authorized person,  
stamp/signature)*

**[Full name]**

-----  
**Notes:**

<sup>1</sup> Abbreviations of the organization that releases this letter.

<sup>2</sup> Name of the organization that releases this document (release the letter of recommendation).

<sup>3</sup> Full name, position and working unit of the introduced person.

<sup>4</sup> Organization's full name which the person is introduced to.

<sup>5</sup> Drafter's initials and copy distribution (if necessary)

Sample 8 – Formal request letter (internal request)

**FORMAL REQUEST**

Respectfully send to:

Name of requester:

Date:

On:

The number of times in requesting:

Requestment type: *First time/Adding information/Modifying information*

Archive period of the document: 05 years (after completing the task)

The work/task that needs approval/verification: [Unit name] reports to [Title of the authorized person to approve/verify] to propose [Proposal content], with details as follows:

Content 1...

Content 2...

Content with notes: Explain the request with details and provide rationales for the requestment, kindly notes the appendix attached (if any):

Opinion/verification of related departments: The proposed content has been verified, and accepted by [name of the leader/working department].

Date ... month ... year 2024

Name of the requester: ...

Date ... month ... year 20...

The leader who approve/verify signs here:

