

No: 366 /KL-QT&KD

Hanoi, 17th March 2025

HSB QUARTERLY MEETING MINUTES
(Quarter 1/2025)

1. Meeting details:

	Information
Date & time	17 th March 2025
Venue	Vo Nguyen Giap Hall - HSB
Chair	Associate Professor Hoang Dinh Phi
Secretary	Ms. Nguyen Nhung Trang - Organization & Personnel Department Officer
Participants	HSB Rector Board; Heads/Deputy Heads of functional divisions; Faculty representatives

2. Meeting objectives

- Review key events and notable activities implemented during the quarter.
- Align priorities, timelines, and responsibilities for Q2/2025 key tasks.

3. Agenda

- Quarter highlights: major events and outcomes
- Key tasks and implementation plan for Q2/2025
- Conclusions and assignments

4. Quarter highlights (events and activities)

- Successfully organized the Congresses of the Party Cells under HSB's Party Committee for the 2025-2027 term.
- Organize the qualifying round for HSB Innovation Ignition 2025 - Season 2.
- Recruited 2 Associate Professors and 3 PhD holders and 1 Master degree holder to work as full-time lecturers and officer.
- Completed the proposal to open two new bachelor's degree programs and submitted to VNU for approval
- Successfully organized the "Village Festival 2025 - Year of the Snake".
- Hosted the Launch Ceremony of the Joint Bachelor's Program in Business (Marketing & Business Analytics) in collaboration with Victoria University (VU), Australia. Launched the short-term training program "Nontraditional Security Assistant".



- Published the first volume of HSB Journal of Management, Security and Technology (MST).
- The HSB Youth Union, in collaboration with the Youth Union of the University of Law and the Vietnam-Japan University, organized a blood donation program on 26th March 2025.
- Organize visits, gift-giving, and New Year greetings for partners, former staff members, current employees of HSB.

5. Key discussion points

- Prepare and organize the 30th Anniversary Celebration of HSB (13/07/1995 – 13/07/2025)
- Organize online and in-person meetings to discuss the implementation of collaborative activities with international partners. Plan and invite lecturers and experts from foreign universities and organizations to the school as speakers.
- Communication preparation for admissions, counseling and receiving applications for undergraduate and graduate programs, first intake in 2025.
- Continue to renovate facilities and purchase equipment to serve the training and work needs of staff and lecturers. Maintain and ensure food safety and hygiene throughout the entire school.
- Focus on recruiting more female lecturers for the school. Encourage female staff to participate in training courses to improve their skills and take on leadership positions at HSB.

6. Key tasks and action plan for Q2/2025 (focus priorities)

No.	Key task (Q2/2025)	Lead department(s)	Expected outputs (evidence-ready)	Deadline
1	Organize the Party Congress of the School Party Committee for the 2025–2030 term	Party Committee Office; Administration	Approved plan; decisions; agenda; minutes; resolutions; archival records	Within Q2/2025
2	Prepare and organize the 30th Anniversary Celebration of HSB (13/07/1995 – 13/07/2025)	All staff members	Master plan; guest list; scripts; media coverage; photos; summary report	Within Q2/2025
3	Conduct admissions screening and enrollment for 2025 undergraduate and postgraduate intake (Round 1/2025); Continue to organize training for the second semester of the 2024-	Academic Affairs; Faculties	Admissions plan/results; council decisions; teaching schedules; course delivery records	Within Q2/2025



	2025 academic year according to the training plan of VNU and HSB.			
4	Complete the emulation and reward work on the occasion of the school's establishment; properly implement policies and regulations for staff and lecturers Encourage female staff to	Organization & Personnel Department	Award dossiers; decisions; policy implementation records; summary report	Within Q2/2025
5	Submit tax reports for Apr, May, Jun 2025; consolidate tuition revenue, issue invoices for first 6 months of 2025; prepare for independent audit	Finance & Planning Department	Tax filings & receipts; revenue consolidation; invoice records; audit preparation checklist	Within Q2/2025
6	Continue to renovate facilities and purchase equipment to serve the training and work needs of staff and lecturers. Maintain and ensure food safety and hygiene throughout the entire school.	Administrative Office	Procurement/maintenance records; inspection logs; food safety compliance records	Within Q2/2025

The above is the content of the Conclusion of the Rector at the HSB Quarter 1 Meeting minutes. Heads of departments are responsible for disseminating the content of this Conclusion to individuals within their department for implementation./.

Receivers:

- Rector Board (to report);
- Departments (to implement);



RECTOR
Assoc.Prof. Hoang Dinh Phi

No: 767/KL-QT&KD

Hanoi, 17th June 2025

HSB QUARTERLY MEETING MINUTES
(Quarter 2/2025)

1. Meeting details:

	Information
Date & time	16 th June 2025
Venue	Vo Nguyen Giap Hall - HSB
Chair	Associate Professor Hoang Dinh Phi
Secretary	Ms. Nguyen Nhung Trang - Organization & Personnel Department Officer
Participants	HSB Rector Board; Heads/Deputy Heads of functional divisions; Faculty representatives

2. Meeting objectives

- Review key events and notable activities implemented during the quarter.
- Align priorities, timelines, and responsibilities for Q3/2025 key tasks.

3. Agenda

- Quarter highlights: major events and outcomes
- Key tasks and implementation plan for Q3/2025
- Conclusions and assignments

4. Quarter highlights (events and activities)

- Organized the 5th HSB Party Committee Congress for the 2025 - 2030 term.
- Organized the Final Round of the HSB Innovation Ignition HSB 2025 Season 2.
- Recruited 3 PhD holders and 4 Master degree holder to work as full-time lecturers and officer staff, strengthening human resources for teaching and operations.
- Delivered Internship Week - "Internship 101", providing career orientation and employability support for students.
- Organized graduation thesis defenses and capstone project defenses for eligible final-year students of cohort QH-2021.
- Successfully defended the proposals for the BNS and HAS programs and implemented admissions for these two new programs along with other bachelor's programs.



5. Key discussion points

- Departments were requested to proactively coordinate cross-functionally to ensure Q3 deliverables (anniversary, admissions, finance compliance, academic year milestones) are completed on schedule..

6. Key tasks and action plan for Q3/2025 (focus priorities)

No.	Key task (Q3/2025)	Lead department(s)	Expected outputs (evidence-ready)	Deadline
1	Organize the 30th Anniversary Ceremony of HSB (13/07/1995 - 13/07/2025)	All staff members	Approved master plan; guest management; scripts; media coverage; photos; summary report; archival package	Within Q3/2025
2	Intensify undergraduate admissions for bachelor programs	Academic Affairs, Communications, Faculties	Admissions plan & timeline; communications package; applicant statistics; admission outcomes and reports	Within Q3/2025
3	Submit tax reports for July, Aug, September 2025; consolidate tuition revenue and issue invoices for H1/2025; complete FY2024 independent audit	Finance & Planning Department	Tax filings & receipts; tuition reconciliation; invoice records; audit completion dossier and audit report (as applicable)	Within Q3/2025
4	Organize graduation ceremony and opening ceremony for the 2025 - 2026 academic year; develop academic study plans for postgraduate programs for the new academic year	Academic Affairs; Student Affairs; Faculties	Graduation & opening ceremony plans and minutes; student lists; academic year calendars; postgraduate study plans and approvals	Within Q3/2025
5	Organize the Academic Year 2024 - 2025 Review Conference	Administration; Academic Affairs; Faculties, Organization & Personnel Department	Conference plan; presentations; minutes; conclusions; action list for improvement	Within Q3/2025



		Personnel Department	conclusions; action list for improvement	
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The above is the content of the Conclusion of the Rector at the HSB Quarter 2 Meeting minutes. Heads of departments are responsible for disseminating the content of this Conclusion to individuals within their department for implementation./.

Receivers:

- Rector Board (to report);
- Departments (to implement);


RECTOR
TRƯỜNG
QUẢN TRỊ VÀ
KINH DOANH
ASSOC. PROF. Hoang Dinh Phi



No: 1238 /KL-QT&KD

Hanoi, 19th September 2025

HSB QUARTERLY MEETING MINUTES
(Quarter 3/2025)

1. Meeting details:

	Information
Date & time	19 th September 2025
Venue	Vo Nguyen Giap Hall - HSB
Chair	Associate Professor Hoang Dinh Phi
Secretary	Ms. Nguyen Nhung Trang - Organization & Personnel Department Officer
Participants	HSB Rector Board; Heads/Deputy Heads of functional divisions; Faculty representatives

2. Meeting objectives

- Review key events and notable activities implemented during the quarter.
- Align priorities, timelines, and responsibilities for Q4/2025 key tasks.

3. Agenda

- Quarter highlights: major events and outcomes
- Key tasks and implementation plan for Q4/2025
- Conclusions and assignments

4. Quarter highlights (events and activities)

- Successfully organized the 30th Anniversary Celebration of HSB (13/07/1995 – 13/07/2025) and received the Second-Class Labour Order (Huân chương Lao động hạng Nhì).
- Successfully held the Academic Year 2024–2025 Review Conference
- Recruited 01 Associate Professor, 02 PhD holders, and 01 Master’s degree holder to work as full-time lecturers.
- Organized the graduation certificate awarding ceremony for Master’s and Bachelor’s programs (regular mode) - Class of 2025, and held the Opening Ceremony for Academic Year 2025-2026.



5. Key discussion points

- Focus on implementing the HSB Scholar Program, recruiting more co-lecturers and co-researchers who are currently working at other institutes, universities, enterprises, etc. worldwide but haven't worked as full-time lecturers at any university in Vietnam.

6. Key tasks and action plan for Q4/2025 (focus priorities)

No.	Key task (Q4/2025)	Lead department(s)	Expected outputs (evidence-ready)	Deadline
1	Organize training for the first semester of the 2025-2026 academic year according to the training plan of VNU and HSB. Conduct post-audit of undergraduate admissions in 2025 and postgraduate admissions for the second phase in 2025; submit the 2025 admissions summary report	Academic Affairs; Faculties	Teaching schedules; course delivery records; admissions decisions & reports; consolidated admissions report 2025	Within Q4/2025
2	Increase salaries and seniority allowances for teachers and employees in the last six months of 2025 according to regulations. Complete the emulation and reward work; conduct year-end performance evaluations and rankings.	Organization & Personnel Department	Admissions plan & timeline; communications package; applicant statistics; admission outcomes and reports	Within Q4/2025
3	Organize school-level scientific seminars/workshops on selected topics to enhance training quality	Science, Technology and Development Cooperation Office	Seminar plans; agendas; minutes; participant lists; outputs/publications (if any)	Within Q4/2025
4	Submit tax reports for Oct, Nov, Dec 2025	Finance & Planning Department	Tax filings & submission receipts; compliance checklist	Within Q4/2025
5	Complete facilities renovation, Phase 2, for the G8 building (Institute of Nontraditional Security workspace)	Administrative Officer	Acceptance records; procurement/repair documents; before-after photos; handover minutes	Within Q4/2025



The above is the content of the Conclusion of the Rector at the HSB Quarter 3 Meeting minutes. Heads of departments are responsible for disseminating the content of this Conclusion to individuals within their department for implementation./.

Receivers:

- Rector Board (to report);
- Departments (to implement);



RECTOR

Assoc. Prof. Hoang Dinh Phi



No: 1647 /KL-QT&KD

Hanoi, 18th December 2025

HSB QUARTERLY MEETING MINUTES
(Quarter 4/2025)

1. Meeting details:

	Information
Date & time	18 th December 2025
Venue	Vo Nguyen Giap Hall - HSB
Chair	Professor Hoang Dinh Phi
Secretary	Ms. Nguyen Nhung Trang - Organization & Personnel Department Officer
Participants	HSB Rector Board; Heads/Deputy Heads of functional divisions; Faculty representatives

2. Meeting objectives

- Review key events and notable activities implemented during the quarter.
- Align priorities, timelines, and responsibilities for Q1/2026 key tasks.
- Ensure documentation readiness for institutional reporting and QS ranking evidence.

3. Agenda

- Quarter highlights: major events and outcomes
- Key tasks and implementation plan for Q1/2026
- Conclusions and assignments

4. Quarter highlights (events and activities)

- Trade Union Congress of HSB was organized for the 2025–2030 term, strengthening staff representation.
- HSB organized an academic seminar titled "Nontraditional Security in Hanoi Urban Governance: Current Situation - Challenges - Sustainable Solutions". During the seminar, HSB introduced MNS Think Tank - a Policy Advisory Group for Party and Government, under the Institute of Nontraditional Security, HSB.
- In collaboration with Nanyang Technological University, Singapore and Singapore Management University to deliver the SAGE WINTER Program - a credit transfer program for 120 international students.



- HSB students reached the finals (TOP 3) of the “New Generation Students 2025” competition hosted by Vietnam Television, contributing to student recognition and brand visibility.
- Implement year-end reviews for Party members and leading management officials; evaluate and classify civil servants and employees; and increase salary grades (focus on female staffs, especially cleaning staffs) and seniority allowances for lecturers in 2025 according to regulations.
- Recruited 5 Professors, 3 Associate Professors and 9 PhD holders to work as Co-Lecturers and Researcher at HSB, strengthening academic capacity and research potential

5. Key discussion points

- Rector emphasized the need to standardize evidence and minutes for audits, accreditation, and ranking submissions (including QS).
- Departments were requested to maintain traceable documentation (decisions, participant lists, photos, agenda, outcomes, and media links where applicable).
- Always to ensure security and order; renovating facilities, purchasing equipment to serve the needs of training and work for staff and lecturers. Assisting individuals and departments in searching for and using archived documents as required by their work. Safeguarding the seal and stamping documents.
- Academic Affairs and Faculties were required to coordinate closely to ensure on-time delivery of teaching and admissions plans for 2026.

6. Key tasks and action plan for Q1/2026 (focus priorities)

No.	Key task (Q1/2026)	Lead department(s)	Expected outputs (evidence-ready)	Deadline
1	Organize teaching for Semester II (AY 2025–2026) in line with VNU and HSB training plans; implement 2026 undergraduate admissions and Round 1/2026 graduate admissions.	Academic Affairs; Faculties	Approved teaching plan; course schedules; admissions plan and communications; admission council decisions and reports	Within Q1/2026
2	Organize doctoral milestone committees: (i) dissertation defense council for 01 PhD candidate (QH-2021-D); (ii) detailed proposal defense councils for 02 PhD candidates (QH-	Academic Affairs; Faculties	Council establishment decisions; meeting minutes; evaluation forms; candidate outcomes; archival records	Within Q1/2026



	2024-D); (iii) topic defense and literature review seminars for PhD cohorts QH-2022-D, QH-2024-D.			
3	Organize HSB Innovation HSB Innovation Ignition 2025 - Season 3.	Center for Entrepreneurship & Innovation (CEI)	Competition plan; call for entries; judging panels; results; media coverage; photo records	Within Q1/2026
4	Complete tax reporting for Jan, Feb, Mar 2026.	Finance & Planning Department	Monthly tax declarations; submission receipts; internal compliance checklist	Within Q1/2026
5	Organize institutional events: Year-end gathering 2026; visits and gifts to retired staff/lecturers for Lunar New Year.	Administration; Trade Union; Organization & Personnel Department	Event plan; participant lists; photos; support records; summary report	Within Q1/2026
6	Organize the 2026 Village Festival safe and meaningful.	All staff members	Events should be safe and meaningful	January 2026

The above is the content of the Conclusion of the Rector at the HSB Quarter 4 Meeting minutes. Heads of departments are responsible for disseminating the content of this Conclusion to individuals within their department for implementation./.

Receivers:

- Rector Board (to report);
- Departments (to implement);

RECTOR



Prof. Hoang Dinh Phi