# **REGULATIONS**

# **FOR THE MATERIALS SCIENCE AND ENGINEERING ALUMNI**

## **Article 1: The title of the organization**

The official name: Mạng lưới Cựu sinh viên Khoa học và Kỹ thuật Vật liệu

The English translation: Materials Science and Engineering Alumni

The abbreviation: MSEA

## **Article 2: Goals and purposes**

1. Strengthens the bonds between students from different courses and different programs at the School of Materials Science and Engineering (MSE), Hanoi University of Science and Technology (HUST).
2. Connects the Graduates to the activities hosted by the School of Materials Science and Engineering (MSE), Hanoi University of Science and Technology (HUST), and supports them in future work and life after their graduation.
3. Establish a connection between the MSE as well as their enrolling students and the companies where the graduates are working for mutual benefits from both HUST and the involved companies.
4. Enriches the tradition of collaboration between HUST students from different generations.

## **Article 3: Functions of the organization**

1. Building a community for the MSE graduates thus creating a profound relationship between MSEA, graduates, and the society.
2. Helping the graduates improve their professions and management capability and allow them to take part in social activities.
3. Establish a connection between the MSE to the other departments of the HUST through the bonding activities hosted by the graduates’ network.
4. Becoming a forum for the MSEA graduates and other graduates’ networks from HUST.

## **Article 4: Missions**

1. Provide support to the graduates and stimulate the kindred spirits between members of the MSEA for the development of the HUST and society in general.
2. Learning about the possible issues that the graduates could face and help them find success after graduation.
3. Arrange meetings, experience exchanges, and reunions to strengthen the bonds between students from different courses and different programs at the School of Materials Science and Engineering (MSE), Hanoi University of Science and Technology (HUST).
4. Establish funding for the MSEA regular activities for all members.
5. Attracts investments from the organization or individuals, domestic or abroad for the development of the MSEA, MSE, HUST.
6. Each member has a mission of introducing new members so that the MSEA network can grow stronger.

## **Article 5: Membership**

Graduates or postgraduates from the MSE, HUST, regardless of nationality, age, or profession. As long as they agree to the rules and regulations and are willing to join the MSEA network, they will be considered to be a member of this organization.

## **Article 6: Application procedures**

Graduates willing to join can register according to the application form downloaded from the MSEA website.

## **Article 7: Membership rights**

1. Prioritized by the school when providing interns with job opportunities.
2. Access to the network of undergraduates and graduates to share and obtain information.
3. Access to the school library and online library.
4. Receiving invitations to the meetings, sports events, and entertainment organized by the school.
5. Receiving news and study courses from the school via email.
6. Right to voice opinion and solutions for the improvement of the services provided by the MSEA.
7. Access to information about other graduates’ services or products.
8. Members with exceptional contributions to the development of the MSEA, MSE, and HUST will be nominated by the MSEA Department of Communication for adequate rewards.

## **Article 8: Members responsibilities**

1. Follow the following regulations and other directions from the MSEA.
2. Take part in activities organized by the MSEA and follow the given assignments.
3. Take part in the advertisement and the growth of the MSEA network.
4. Preserve the reputation of the MSEA. Every action under the name of MSEA must follow the regulations of HUST. Do not damage the reputation of the department, school, MSEA, and other members.
5. Sharing the values honored by the MSEA, MSE, and HUST. Help build a positive image of MSEA, MSE, and HUST.
6. Provide support to other members.

## **Article 9: Department of Communication**

1. The Department of Communication assumes the leadership role of the MSEA with members nominated by the graduates. This department is responsible under MSE, HUST for all of the activities of the MSEA.
2. Structure of the department

2.1. Head of the Department: Responsible for all of the activities of the department. Report directly to the Dean of MSE, HUST.

2.2. Honored Head of the Department: former Head of the Department with considerable contributions to the MSEA, nominated and honored by the graduates. Assumes the role of Senior Advisor for the Department.

2.3. Standing Vice Head of the Department: Representative of the Head of the Department in case of absence. Directly responsible for a specific committee from the MSEA. Report to the Dean of the MSE and the Head of the Department.

2.4. Vice Head of the Department: Responsible for a specific committee from the MSEA. Report to the Dean of the MSE and the Head of the Department.

2.5. Standing Commissioner: Member of the Department of Communication working at the MSE. Report to the Dean of the MSE and the Head of the Department.

2.6. Committee:

2.6.1. Committee of Information: Develop and update issues for the organization's website and email. Maintain contact with the press and the media. Responsible for the contents and the designs of the media products.

2.6.2. Support Committee: Planning and executing undergraduate support programs with the goal of connecting the graduates to the community, and MSEA members, and raising funds.

2.6.3. Finance Committee: Monitoring the active funds and the donations from other individuals or organizations. Report on the revenue and expenditure of the organization according to the regulations.

2.6.4. Committee of businesses: Responsible for establishing the connections between the school and the school’s graduates who are working as businessmen and raising funds from the businessmen community inside the MSEA network.

1. Rights and responsibilities of the Department of Communication:

3.1. Responsibility

* Managing the data of the members.
* Planning and hosting activities.
* Arranging graduates' meetings and related activities according to the annual schedule
* Designing, developing and regularly updating the MSEA website.
* Monitoring the funding and ensuring that the organization's revenue and expenditure follow the regulations.
* Maintaining the connections between the graduates.

3.2. Rights

* Accepting or rejecting members
* Receiving and replying to the opinions voiced by the graduates related to the strategy and vision for the development of the MSEA.
* Involved in activities of MSE and HUST.
* Nominating rewards to the graduates with great contributions to the community.
* Requesting funds from MSE, HUST.
1. Operation principle
	* The department operates on the principle of willingness, self – sufficient and harmony.

## **Article 10: Finance**

Fundings for the MSEA are comprised of the following items:

1. Revenue:
* Funding activities suggested by the Department of Communication.
* Financial aid, investments, or donations from individuals, members, or organizations from domestic or abroad.
1. Expenditure:
	* Expenditure for activities such as school or department founding ceremonies, meetings, research, social activities, scholarships…
	* The head of the Department, the Standing Vice Head of the Department, and the Head of the Financial Committee commissioned by the Head of the Department will approve the spending of the MSEA.

## **Article 11: Rewards and punishments**

1. Individuals with exceptional contributions to the development of the MSEA will be nominated for rewards.
2. Members would be expelled from the MSEA if they violate the following rules:
	* Losing the citizenship or being under custody.
	* Failing to follow or seriously violate the regulations of MSEA.
	* Causing damage to the MSEA reputation.

## **Article 12: Terms and Conditions**

* + All members must follow those Terms and Conditions. The Department of Communication is required to instruct and guide the enactment of those Terms and Conditions.
	+ The modification of Terms and Conditions is decided by the Department of Communication and approved by the Dean of the MSE and the HUST.

Ha Noi 5th November 2022

**School of Materials Science and Engineering**

**The Department of Communication of MSEA**

**The Schedule**

**The activities of the Department of Communication of MSEA for the HUST 70th Founding Anniversary**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Content** | **Time** | **Assignments** |
| **Leader** | **Assignee** |
| **I** | **Regular activities** |  |  |  |
| **1** | **Wedding, Ceremonies, Anniversary** | **Depend on the event** | **Committee of Information** | **Standing commissioner** |
| **2** | **Attending Citizen Week and bestowing student scholarship** | **4th quarter**  | **Committee of Information** | **Standing commissioner/ Standing Vice** |
| **3** | **Other events hosted by the School or the Department** | **Depend on the event** | **Committee of Information** | **Standing commissioner** |
| **II** | **Organization** |  |  |  |
| **1** | **Completing the rules and the regulations** | **4th quarter of 2022** | **Head of Department/ Honored Head of Department** | **Standing commissioner** |
| **2** | **Distributing assignments to the members of the Department of Communication** | **1st quarter of 2023** | **Head of Department** | **Standing commissioner** |
| **3** | **Membership management** | **Depend on the event** | **Head of Department** | **Standing commissioner** |
| **4** | **Make a list of the members** | **4th quarter of 2022** | **Standing Vice** | **Standing commissioner** |
| **5** | **Meetings of all members** | October/2026 | **Head of Department** | **Standing commissioner** |
| **III** | **Finance** |  |  |  |
| **1** | **Raising funds from the members of the Department of Communication** | **1st quarter of 2023** | **Head of Department** | **Financial Committee** |
| **2** | **Making and managing the financial account of the Department of Communication** | **1st quarter of 2023** | **Standing commissioner** | **Treasurer** |
| **3** | **Raising funds from the business members of the MSEA** | **2nd quarter of 2023** | **Standing Vice** | **Committee of Businesses** |
| **IV** | **Information** |  |  |  |
| **1** | **Developing and registering the Website for the MSEA** | **2nd quarter of 2023** | **Standing Vice** | **Committee of Information** |
| **2** | **Opening and managing the Website for the MSEA** | **July 2023** | **Standing Vice** | **Committee of Information** |
| **3** | **Yearbook of the Department of Communication** | **3rd quarter of 2023** | **Head of Department** | **Committee of Information** |
| **V** | **Businesses** |  |  |  |
| **1** | **Making the list of the businessmen of the MSEA** | **3rd quarter of 2023** | **Standing Vice** | **Committee of Businesses** |
| **2** | **Establishing the club for the businessmen of MSEA** | **4th quarter of 2023** | **Head of Department** | **Standing commissioner** |
| **3** | **Meetings and exhibitions for researchers and businessmen** | **2023, 2025, 2026** | **Head of Department** | **Committee of Businesses** |
| **VI** | **HUST 70th Founding Anniversary** | **15th October 2026** |  |  |
| **1** | **Arranging two Anniversary events (The meeting of all members and the exhibition)** | **October 2026** | **Head of Department/ Honored Head of Department** | **All Committees** |

Ha Noi 5th November 2022

**Head of the Committee**

**Đinh Quoc Thai**