



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity



MINISTRY OF EDUCATION AND SPORTS
LOGOS INSTITUTE OF FOREIGN LANGUAGES

Tel: 021 418120

No: **0455** /LIFL

Date : **28 Aug 2026.**

REGULATION

ON THE ROLES AND SCOPE OF AUTHORITY OF THE HOMEROOM TEACHER

- Pursuant to: the Decision of the Minister of Education and Sports on the Organization and Operation of the Logos Institute of Foreign Languages, No. 689/MOES, dated 15 February 2022.

The Rector of the Logos Institute of Foreign Languages hereby issues this Regulation:

Article 1. Purpose

To clearly define the roles, duties, responsibilities, and scope of authority of the Homeroom teachers, ensuring clarity, consistency, and uniform standards across the Institute; and to serve as a basis for the performance of duties, monitoring, performance evaluation, and resolution of matters related to the work of class advisors.

Article 2. Principles

To strictly comply with the rules, regulations, and internal procedures of the Institute; to uphold fairness, transparency, equality, and non-discrimination among students; to give priority to the interests of students and the overall interests of the Institute; and to maintain close coordination between Homeroom teachers, relevant units, and the Institute's Management Board.

Article 3. Scope of Application

This Regulation applies exclusively to teachers who have been officially appointed as Homeroom teachers within the Logos Institute of Foreign Languages.

It applies to all classes, except fourth-year students of the Bachelor's degree program.

Article 4. Qualifications of a Homeroom teachers

- Possess an educational qualification and knowledge and competency suitable to the assigned duties; have good personal character, be trustworthy, and serve as a good role model for students;
- Have a high sense of responsibility, honesty, and patience, and be willing to devote time to closely monitor and care for students;
- Have communication, coordination, and problem-solving skills, and be able to listen to and provide effective guidance to students;
- Have a thorough understanding of the Institute's rules, regulations, and organizational structure;
- Have no record of violating disciplinary rules or the Institute's professional code of ethics.

Article 5. Main Duties of the Homeroom teachers

1. Disseminating the Institute's notices and regulations to students

- Receive and convey information, notices, rules, regulations, orders, or requirements of the Institute to students thoroughly and in a timely manner;
- Explain and clarify the content of regulations or rules so that students understand and comply with them correctly;

- Monitor, remind, and encourage students to strictly comply with the Institute's regulations.

2. Leading students to participate in activities organized by the Institute

- Organize, lead, and encourage students to participate in the Institute's various activities, such as commemorative events, cultural and sports activities, academic activities, volunteer work, and others;
- Monitor students' participation in class activities to ensure completeness and accountability;
- Evaluate students' participation and achievement in various activities, for use as supporting information when considering conduct scores or academic results.

3. Serving as an advisor to students

- Listen to and provide guidance to students facing difficulties, whether academic, behavioral, or emotional;
- Provide counseling and solutions for problems or difficulties faced by students;
- Closely monitor and pay particular attention to students who have difficulties or are at risk of not completing their studies, in order to arrange timely assistance;
- Act as a coordinator between students and other units of the Institute when students require additional assistance;
- Encourage, motivate, and inspire students in their self-development, academically, in conduct, and in personal integrity.

Article 6. Scope of Authority of the Homeroom teachers

- The right to be informed of all information, regulations, and notices of the Institute relating to the class under their responsibility, in order to disseminate them to students;
- The right to request a meeting with the students of the class under their responsibility;
- The right to remind, record, and report on the conduct of students who violate disciplinary rules;
- The right to provide comments and propose conduct scores or activity-participation scores for students, for consideration;
- The right to make proposals and coordinate with relevant units of the Institute in order to find solutions for students, within the scope of their authority.

Article 7. Implementation

The Academic Affairs Division is assigned to coordinate with the various faculties of the Logos Institute of Foreign Languages to monitor the implementation of this Regulation, and to report to the Institute's Management Board for acknowledgment and approval in accordance with applicable procedures.

Article 8. Entry into Force

This Regulation shall enter into force on the date of signing. All relevant parties shall be informed of this Regulation and shall jointly implement it strictly. Any provisions that are inconsistent with this Regulation are hereby repealed.

Rector of the Institute

(Seal and Signature)

PhD. Jilsul CHUNG