

LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace – Independence – Democracy – Unity – Prosperity

Ministry of Education and Sports

No. **689**/MOES

Vientiane Capital, dated **15 February 2022**

DECISION
on the Organization and Operation of the Logos Institute of Foreign Language
(Unofficial English translation)

- Pursuant to the Law on Higher Education No. 87/NA, dated 11 November 2020;
- Pursuant to the Decree on the Organization and Operation of the Ministry of Education and Sports No. 633/PM, dated 18 November 2021;
- Pursuant to the Decision on upgrading Logos College to the Logos Institute of Foreign Language No. 3112/MOES, dated 11 August 202_ (year printed incompletely in the original);
- Pursuant to the proposal of the Department of Higher Education and the Department of Organization and Personnel.

The Minister of Education and Sports decides:

Chapter 1
General Provisions

Article 1 – Objective

This Decision defines the location, role, duties, rights, organizational structure, principles and working methods that serve as the basis for the organization and operation of the Logos Institute of Foreign Language. Its purpose is to implement the policy guidelines, strategy, and education and sports development plans, especially the Institute's development plan, in organizing teaching and learning, building academic personnel, scientific research and training. These must be aligned with human resource development, the national socio-economic development plan and the labor market in each period, so that they are of good quality, efficient and effective.

Article 2 – Location and Role

The Logos Institute of Foreign Language, abbreviated in Lao as "ໂລໂກ" and in English as "Logos Institute of Foreign Language" (abbreviated "LIFL"), is a private higher education institution at the same level as a faculty of a university. Its role is to develop teaching and learning curricula and to build academic personnel in foreign languages and other related fields. It builds pupils and students according to the 5 pillars of national education and ensures the 3 characteristics of national education, so that they have the knowledge and ability to contribute to national socio-economic development and can connect with the region and the world. The Institute is under the management of the Ministry of Education and Sports.

Chapter 2
Duties and Rights

Article 3 – Duties

The Logos Institute of Foreign Language has the following duties:

1. Elaborate the policy guidelines, resolutions and orders of the Party, the laws and regulations of the State, and the education and sports strategy and development plan into the Institute's development plan for each period;
2. Research and prepare the Institute's strategic plan, education and sports development plan, work plans and projects for each period;
3. Create and improve legislation and regulations for managing the Institute's work;
4. Educate staff, teachers and students of the Institute in political ideology, revolutionary moral qualities and discipline, in line with the Party's policy guidelines and the State's laws and regulations;
5. Create and develop curricula, textbooks, teaching and learning materials, etc.;
6. Build academic personnel in scientific research, foreign language development and other related fields at the diploma (associate degree), continuing bachelor's, bachelor's and master's levels;
7. Provide short- and long-term training and upgrading of specialized skills in scientific research, foreign language development and other related fields, according to the needs of the labor market and society;
8. Conduct scientific research and develop foreign languages to support teaching and learning and social services;
9. Research and request academic titles and honorary titles for teachers within the Institute and its affiliated branches;
10. Implement quality assurance according to higher education standards;
11. Provide information services to staff, teachers, students, the community and society;
12. Manage and inspect the use of the budget, vehicles, assets and equipment within the Institute;
13. Manage the work of branches affiliated with the Institute;
14. Monitor, collect data on and evaluate students who have graduated from the Institute;
15. Monitor, inspect and evaluate the implementation of work within the Institute, and summarize and report regularly;
16. Perform other duties as assigned by higher authorities.

Article 4 – Rights

The Logos Institute of Foreign Language has the following rights:

1. Propose the recruitment, transfer, appointment, relocation, allowance policies, dismissal and disciplining of the Institute's staff and teachers, according to regulations;
2. Propose strategic plans, development plans, work plans, projects, legislation and regulations to the Institute Council;
3. Select and admit students according to regulations and curricula approved by the Ministry of Education and Sports;
4. Submit lists of graduating students to the Ministry of Education and Sports for verification and certification;
5. Issue diplomas to students who graduate at the various levels and propose their registration to the Ministry of Education and Sports;
6. Generate legitimate academic revenue in accordance with the laws and regulations;
7. Propose curricula to the Ministry of Education and Sports for approval;
8. Propose the import of equipment and information materials for teaching and learning, according to regulations;

9. Propose academic titles and honorary titles for teachers of the Institute to the Ministry of Education and Sports;
10. Establish relations and academic cooperation with educational institutions and other parties, domestic and foreign, according to regulations;
11. Exercise other rights as assigned by higher authorities.

Chapter 3

Organizational Structure

Article 5 – Structure of Units

The Logos Institute of Foreign Language consists of 4 divisions, 1 center and 4 departments, as follows:

1. Administration and Personnel Division;
2. Academic Affairs Division;
3. Student Affairs Division;
4. Inspection, Monitoring, Evaluation and Education Quality Assurance Division;
5. Training and Scientific Research Center;
6. Academic departments:
 - 1) English Language Department;
 - 2) Chinese Language Department;
 - 3) Korean Language Department;
 - 4) Lao Language Department.

Article 6 – Personnel Structure

The Institute has a total of 95 positions, broken down as follows:

No.	Position	Number of positions
1	Director of the Institute	1
2	Deputy Directors of the Institute	3
3	Heads of divisions, center and departments	8
4	Deputy heads of divisions, center and departments	8
5	Academic staff	18
	- Administration and Personnel Division	5
	- Academic Affairs Division	5
	- Student Affairs Division	5
	- Inspection, Monitoring, Evaluation and Education Quality Assurance Division	5
	- Training and Scientific Research Center	3
6	Teachers and lecturers of the departments	57
	- English Language Department	15
	- Chinese Language Department	13

No.	Position	Number of positions
	- Korean Department	20
	- Lao Language Department	09
	Total	95

The number of teachers and lecturers may change according to increases or decreases in the number of departments and students.

Translator's note: the academic staff sub-items in the original add up to 23, not the stated 18; the figures are reproduced as printed.

Article 7 – Appointment and Transfer of the Institute's Administrators

1. The Director of the Logos Institute of Foreign Language is appointed, transferred or removed from office by the Minister of Education and Sports, upon the proposal of the Institute's Administrative Council. The Director is responsible for the overall results and shortcomings in performing the duties and exercising the rights defined in Articles 03 and 04 of this Decision, and has the authority to sign the Institute's documents. When absent or occupied with other work, the Director must delegate authority to one of the Deputy Directors to act on his or her behalf.
2. The Deputy Directors of the Logos Institute of Foreign Language are appointed, transferred or removed from office by the Minister of Education and Sports, upon the proposal of the Institute's Administrative Council. The Deputy Directors are responsible for assisting the Director in overall leadership and in leading specific areas of work as assigned by the Director.
3. Heads of divisions, departments and the center, their deputies, as well as staff and teachers, are appointed, transferred or removed from office by the Institute's Administrative Council, upon the proposal of the Director of the Logos Institute of Foreign Language. Recruitment, transfer, appointment, relocation or removal from office shall follow the Institute's regulations.

Chapter 4

Duties of Each Division, Center and Department

Article 8 – Administration and Personnel Division

The Administration and Personnel Division has the following duties:

1. Serve as secretariat to the Institute's leaders and board in administration and personnel matters;
2. Prepare and implement administration and personnel work plans for each semester and academic year;
3. Research, prepare and improve legislation related to administration and personnel;
4. Manage, file and compile incoming and outgoing documents, handle secretarial work, receive guests and organize other ceremonies;
5. Manage the Institute's accounting and finance, cash, assets, vehicles, buildings, fixed-asset records, equipment, machinery, dormitory and canteen;
6. Plan new staffing needs, organize staff selection, recruit staff and evaluate probationary staff for permanent appointment;

7. Coordinate with relevant parties to select staff and teachers for specialized upgrading, training, lessons-learned exchanges and study visits, domestic and abroad;
8. Manage statistics and personnel records of staff and teachers, and improve the Institute's database;
9. Monitor, inspect and evaluate administration and personnel work;
10. Research and propose the recruitment, transfer, appointment, relocation, promotion, policy implementation, allowances, removal from office and disciplining of the Institute's staff and teachers, according to regulations;
11. Liaise and coordinate with state and private organizations, domestic and foreign;
12. Summarize, compile and report on activities weekly, monthly, per semester and per academic year;
13. Perform other duties as assigned by the Institute's leaders.

Article 9 – Academic Affairs Division

The Academic Affairs Division has the following duties:

1. Serve as secretariat to the Institute's leaders and board in academic administration and management;
2. Prepare academic administration and management plans for each semester and academic year;
3. Implement the academic administration plan and the teaching and learning curricula;
4. Develop, evaluate and improve curricula to suit socio-economic conditions in each period;
5. Research, prepare and improve legislation related to academic management so that it is consistent with teaching and learning in each period;
6. Manage semester examinations and grade-promotion examinations in each academic year;
7. Organize and manage the writing and defense of graduation theses;
8. Manage the examination database for each semester and academic year;
9. Monitor, collect data on and evaluate students who have graduated from the Institute;
10. Handle certification work, such as printing diplomas and official academic documents for students each academic year;
11. Research and propose academic titles and honorary titles for teachers;
12. Manage the library;
13. Inspect, monitor and evaluate quality assurance work; summarize and report on academic management activities weekly, monthly, per semester and annually; and plan activities for each period;
14. Perform other duties as assigned by the Institute's leaders.

Article 10 – Student Affairs Division

The Student Affairs Division has the following duties:

1. Serve as secretariat to the Institute's leaders and board in student affairs;
2. Manage student affairs in accordance with the Institute's regulations;
3. Research and improve rules on student management and activities, and propose them to the Institute's leaders for approval and promulgation;
4. Disseminate the resolutions and orders issued at all levels of the Institute so that all students are informed;

5. Plan student affairs management weekly, monthly, per semester and per academic year;
6. Coordinate with homeroom teachers, class committees and student guardians to correct students who violate the Institute's regulations;
7. Select outstanding students with good attitudes and qualities to join the Youth Union organization;
8. Manage statistics, compile absences, and classify and assess students' compliance with discipline each month, semester and academic year;
9. Monitor and inspect teachers' and students' class attendance;
10. Research and propose to the Institute's leaders the implementation of policies for outstanding students, disadvantaged students, and students who fall ill or pass away;
11. Summarize and report on student affairs and Youth Union activities weekly, monthly, per semester and annually, and plan activities for each period;
12. Perform other duties as assigned by the Institute's leaders.

Article 11 – Inspection, Monitoring, Evaluation and Quality Assurance Division

The Inspection, Monitoring, Evaluation and Quality Assurance Division has the following duties:

1. Serve as secretariat to the Institute's Directorate in inspection, monitoring and evaluation within the Institute;
2. Plan field monitoring and comprehensive inspections in coordination with relevant parties;
3. Apply standards, indicators, tools, manuals, evaluation criteria and legislation related to internal quality assurance, consistent with relevant parties;
4. Implement the Institute's internal quality assurance according to regulations;
5. Coordinate with relevant parties in the internal quality evaluation of the Institute and its curricula against defined standards, in order to improve and certify quality;
6. Organize training on internal education quality assurance within the Institute;
7. Research and propose internal evaluation results for approval of certification and the issuance of education quality accreditation certificates;
8. Evaluate the implementation of the Institute's development plan in each period;
9. Inspect, monitor and evaluate, and summarize and report on the division's internal work to the Directorate in each period;
10. Perform other duties as assigned by the Institute's Directorate.

Article 12 – Training and Scientific Research Center

The Training and Scientific Research Center has the following duties:

1. Serve as secretariat to the Institute's Directorate in training and scientific research;
2. Plan and act as the lead in coordinating with departments and facilitating teachers in scientific research and in writing articles on relevant academic topics, to be proposed to the Institute's Academic Council for certification;
3. Research, improve and draft legislation on the management of the Center's specialized academic work, and propose it to relevant parties for consideration, approval and certification;
4. Plan training to upgrade the knowledge and abilities of staff and teachers;
5. Plan short- and medium-term training to meet the needs of the labor market and society;
6. Create and improve training curricula on various topics at each level of instruction;

7. Liaise and cooperate academically with educational institutions and other parties, domestic and foreign, to exchange lessons and develop the knowledge of staff, teachers and students, according to regulations;
8. Manage and develop the library so that it is modern and of good quality in serving staff, teachers, students, the community and society;
9. Collect information on economics, finance, trade and investment to build a database for teaching and research by the Institute's teachers and students and to serve society;
10. Manage, monitor and inspect activities within the Center to ensure they are correct;
11. Regularly summarize and evaluate the results of the Center's activities and plan their implementation, including weekly, monthly, semester and academic-year planning and summaries;
12. Participate in meetings organized by the Institute and contribute views on issues related to its work;
13. Coordinate with the Academic Affairs Division and the departments to place students in practical training (internships) for each department;
14. Monitor, supervise and evaluate the implementation of activities within the Center, and summarize and report weekly, monthly, per semester and per academic year on a regular basis;
15. Perform other duties as assigned by the Institute's Directorate.

Article 13 – Academic Departments

The academic departments have the following duties:

1. Serve as secretariat to the Institute's Directorate in implementing the teaching and learning curricula with high quality and effectiveness;
2. Prepare teachers, textbooks, lesson plans and teaching and learning materials, and organize teaching and learning according to the approved schedule and curricula;
3. Plan teaching and learning for each semester, and monitor and inspect the implementation of teaching and learning plans in line with the curricula approved by the Ministry of Education and Sports;
4. Create and develop teaching and learning textbooks in line with regional and international trends;
5. Upgrade teachers' academic knowledge and abilities so they are up to date, with effective techniques for transferring knowledge;
6. Coordinate with the Academic Affairs Division to prepare timetables and allocate classrooms, laboratories, practice rooms and facilities;
7. Manage and evaluate the implementation of teaching and learning in each period, according to regulations;
8. Monitor teaching attendance, compile teaching hours for calculating teaching-hour payments, and report on teachers' teaching to the Institute's Directorate;
9. Coordinate with teachers in encouraging students to take ownership of their research and learning;
10. Study and research academic topics in foreign languages and other fields;
11. Research and define graduation thesis topics for students of each department;
12. Plan the development and upgrading of department teachers in their specialized fields and in pedagogy, domestically and abroad;
13. Research and propose academic titles and honorary titles for teachers;
14. Plan study visits for teachers to state and private institutions, domestic and foreign;

15. Build examination question banks for each course according to the curricula, to facilitate the organization of examinations;
16. Monitor, inspect and evaluate activities within the department, and summarize and report weekly, monthly, per semester and per academic year on a regular basis;
17. Perform other duties as assigned by the Institute's Directorate.

Chapter 5

Councils of the Institute

Translator's note: the original numbers the first article of this chapter "Article 13" again, repeating the previous number; the numbering below follows the original.

Article 13 – Institute Council

The Institute Council advises on planning directions and coordinates and cooperates with state and private parties in developing the Institute, so that it has quality and meets standards consistent with the needs of society.

The Institute Council consists of representatives of the state and private sectors, such as qualified persons, representatives of the relevant departments of the Ministry of Education and Sports, the Institute's Directorate, and representatives of business units or the private sector.

Article 14 – Administrative Council

The Institute's Administrative Council is responsible for researching and considering development-plan policies and determining the Institute's strategic plan and budget. It certifies summaries, plans, budgets, rules and regulations for the Institute's administration and management, and researches and considers the appointment of personnel at the various levels of the Institute.

The Administrative Council consists of qualified representatives from within the Institute, such as the operator (owner), the Director, the Deputy Directors, heads of divisions and departments, the head of the center, and representatives of the Youth Union.

Article 15 – Academic Council

The Academic Council is responsible for researching, planning, implementing and evaluating the organization of teaching and learning each semester and academic year, scientific research, curriculum development and teaching and learning materials. It also researches teachers' academic titles and the upgrading of staff and teachers within the Institute.

The Academic Council consists of the Director, the Deputy Directors, heads of divisions, departments and the center, representatives of the Youth Union, and representatives of teachers.

The Institute is assigned to define the rights, duties and operating procedures of each council.

Chapter 6

Student Admission and Registration

Article 16 – Admission of Students

The Logos Institute of Foreign Language admits students according to the Institute's regulations and the rules of the Ministry of Education and Sports.

Article 17 – Registration

The registration of students in each academic year at the Logos Institute of Foreign Language must follow the regulations set by the Institute and be submitted to the Ministry of Education and Sports for certification.

Chapter 7

Curricula, Levels of Education and Academic Titles of Teachers

Article 18 – Curricula and Levels of Education

The Logos Institute of Foreign Language offers programs in various fields, as approved by the Ministry of Education and Sports, at the following levels:

1. Diploma (associate degree);
2. Continuing bachelor's degree;
3. Bachelor's degree;
4. Master's degree (in accordance with the Law on Higher Education).

Article 19 – Issuance of Diplomas and Certificates

The Logos Institute of Foreign Language issues diplomas and certificates at all levels according to regulations.

Article 20 – Academic Titles of Teachers

Teachers at the Logos Institute of Foreign Language hold the following academic titles:

1. Professor (abbreviated **პრ.**, Prof.);
2. Associate Professor (abbreviated **პაპ.**, Assoc. Prof.);
3. Lecturer (abbreviated **ლ.**);
4. Assistant Lecturer (abbreviated **ალ.**).

The selection of teachers' academic titles shall follow the legislation issued by the Ministry of Education and Sports.

Chapter 8

Budget and Finance

Article 21 – Financial Status

The Logos Institute of Foreign Language is a private investment.

Article 22 – Sources of Revenue

The Logos Institute of Foreign Language has the following sources of revenue:

1. Tuition fees, registration fees, and fees for issuing students' diplomas and certificates, according to regulations;
2. Fees for academic services, such as consulting, training, testing, production, and the development and application of technology, according to the relevant regulations;
3. Rental of premises and other income in accordance with the relevant laws and regulations;
4. Donations from individuals, legal entities and organizations, domestic and foreign.

Chapter 9

Principles and Working Methods

Article 23 – Principles

The Logos Institute of Foreign Language operates according to the following principles:

1. Apply the principle of democratic centralism, with collective decisions on the Institute's common issues;
2. Apply the one-head (single leader) system, assign work with individual responsibility, and promote the creative initiative of staff and teachers in developing higher education;
3. Base all of the Institute's activities on the Party's policy guidelines, the State's laws and regulations, and the education and sports development plan.

Article 24 – Working Methods

The Logos Institute of Foreign Language has the following working methods:

1. Work according to plans, work plans and detailed projects; address work with focus and clear targets in each period; and coordinate closely with relevant parties to ensure the Institute's work is carried out with good results;
2. Hold meetings monthly, each semester and each academic year, and report regularly to higher levels;
3. Carry out inspection, monitoring, encouragement, summarizing of lessons learned, and assessment of achievements and shortcomings.

Chapter 10

Final Provisions

Article 25 – Emblem, Uniform and Seal

The Logos Institute of Foreign Language has its own emblem, uniform and seal for use in the Institute's operations, according to regulations.

Article 26 – Effectiveness

This Decision takes effect from the date of its signature.

Minister
[Seal of the Ministry of Education and Sports and signature]
Assoc. Prof. Dr. Phout Simmalavong

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