Enabling Arrete of the NIA

State of Viet-Nam Office of the Prime Minister

No. 483-PTT/TTK

THE PRIME MINISTER

Referring to Ordinance No. 1 of July 1st, 1949, on the organization and operation of governmental services,

Referring to Ordinance No. 2 of July 1st, 1949, modified by Ordinance no. 21 of August 4, 1954, on the statute of governmental agencies,

Referring to Ordinance No. 15 of June 19, 1954, appointing Mr. NGO DINH DIEM as Prime Minister with full civilian and military powers,

Referring to Decree No. 145-CP of May 10, 1955 fixing the composition of the government (cabinet),

Referring to Decrees Nos. 48 and 49-NV of June 1, 1953, and to arrete No. 366-Cab/MI of June 6 1953, determining the statute of Civil Services,

Referring to Arrete no. 246-Cab/SG of April 7, 1952 establishing a National School of Administration,

Referring to Arrete No. 604-Cab/EN of Sept. 2, 1953 on the organization of the National School of Administration,

Referring to Arrete No. 560-PTT/TTK of April 28, 1954 on the re-organization of the National School of Administration.

DECIDES THAT:

Article 1. - It is now established in Saigon a National Institute of Administration to replace the National School of Administration of Dalat which is to be suppressed from the date of this arrete.

I. - Objectives

Article 2. - The National Institute of Administration has the following objectives:

a/ the preparation of personnel - Category A for the National Civil Services by modern training methods applied to public administration;
b/ the in-service training of civil servants and administrative personnel;

c/ the organization of courses preparing the Certificate of Administrative Studies intended for students who hold one of the certificates required for the NIA entrance examination, and are already admitted without entrance examination to the NIA as auditors in the limit of places available;

d/ the documentation, survey and research works on Public Administration in Vietnam and abroad;

e/ the collection of information and data, the participation in exchange of materials with foreign countries and the service of a documentation and reference center, for various Departments and governmental agencies dealing with administrative problems. The institute will establish and manage a library of administrative science and practice.

II. Organization

Article 3. - (modified by arret No. 382-TTP/TTK of August 30, 1957). The objectives mentioned in article 2 of arrete no. 483/PTT/TTK are distributed to three Divisions, each of them includes many Sections:

- Division I : Academic activities.
- Division II : In-Service Training of Civil Servants.
- Division III : Documentation and Research.

Division I includes 6 Sections:

1. The Preparatory Studies Section (1st year).
2. The General Administration Section (2nd and 3rd years).
3. The Economics and Finance Section (2nd and 3rd years).
4. The High-Plateau Section (1st and 2nd years).
5. The Evening Courses Section.
6. The specialized Section (for Administration, Economics and Finance).

Division II

The sections to be included in this division will be organized by the NIA when the in-service training of civil servants is put in a general plan made in concurrence with the General Directorate of Civil Service and the General Directorate of Budget and Foreign Aid.
Division III includes 4 Sections:

1. Textbook compilation & Publication Section.
2. Research Section.
3. Liaison Section.
4. Library Section.

Article 4. - (modified by arrête no. 382-TTF/TTK of August 30, 1957) The National Institute of Administration is under the direct control of the President of Republic.

The NIA has a Council of Administration composed of:

- A representative of the President of Republic . . . Chairman.
- A representative of the Secretary of State for Interior . . . Member.
- A representative of the Secretary of State for Foreign Affairs . . .
- A representative of the Secretary of State for Finance . . .
- A representative of the Secretary of State for Economy . . .
- A representative of the Secretary of State for National Education . .
- A representative of the Secretary of State for National Defense . .
- The Dean of the Faculty of Law . . .
- The Director General of the Civil Service . . .
- The Director General of Planning . . .
- The Director General of Budget and Foreign Aid . .
- The Rector of the National Institute of Administration . .
- The representative of the Secretariat General at the Presidency . .
- The Chief of the Administrative Service of the NIA Secretary.

The Council of Administration meets at least once every half year, and at any occasion the President considers a meeting as necessary.

The Council of Administration has charge of the study and proposition to the President of Republic of all measures pertaining to the development and control of the Institute.

The Council debates on expenditures necessary to the operation of the Institute and ratifies decisions made by the Academic Committee as provided for in the following article 5:

Article 5: - (modified by Arrete no. 382-TTF/TTK of August 30, 1957). The National Institute of Administration is under the direction of a Rector assisted by a Vice Rector and two Committees, the Executive Committee and the Academic Committee.
The Executive Committee is composed of:

- The Rector
- The Vice Rector and the Division Heads of the three NIA Divisions
- Chairman
- Members

The Academic Committee is composed of:

- The Rector
- All the members of the Executive Committee
- All the Professors and Assistant Professors
- Chairman
- Members

The Executive Committee makes decisions on internal problems of the Institute presented by the Rector, and has charge of the execution of decisions made by the Council of Administration and the Academic Committee.

The Executive Committee establishes the internal regulation of the Institute.

The Academic Committee has charge of:

- The elaboration and compilation of the curricula and training programs.
- The examination of disciplinary problems presented by the Rector or a staff-member of the Institute.

The decisions made by the Academic Committee must be ratified by the Council of Administration, with the exception of decisions concerning the work-distribution among the Institute staff members and the organization of examinations.

Article 6. - The Institute includes a Disciplinary Committee composed of:

- The Rector
- The Vice-Rector
- Two Professors and a Representative of the students
- Chairman
- Member
- Members

At the beginning of each school-year, the Council of Administration appoints a Disciplinary Committee on the proposition of the Rector.

The Disciplinary Committee pronounces disciplinary measures against students in accordance with article 21 of the present arrêté.
III. Admission Requirements

Article 7 - a/ To be admitted to the first and second sections of Division I of the AIA, students must pass an entrance examination held each year to Vietnamese citizens of either sex, who are students, or civil servants of the regular or contractual or "daily" status.

b/ To be eligible for the examination, an ordinary (non-civil servant) candidate of either sex must:

- be at least 18 and less than 25 years old, by December 31 of the current year;

- be holder of the full Baccalaureat (Secondary School Leaving Certificate) at least.

c/ (Modified by arrête no. 382-TTP/TTK of August 30, 1957) To be eligible for the examination a civil servant of either sex and of a contractual or "daily" status must:

- be at least 18 and less than 25 years of age by Dec. 31 of the current year; this upper limit can be extended by the number of years of his or her past service in the government, but this age tolerance cannot be more than 5 years.

- be holder of the full Baccalaureat (Secondary School Leaving Certificate) at least.

However, candidates who are civil servants of the "Tham Su" cadre (Intermediate cadre of the bureaus) or of an equivalent rank, are exempt from diploma requirements, but must have at least a 3-year seniority in the above mentioned cadre, and be not more than 37 years of age by December 31 of the current year.

d/ The number of candidates to be recruited each year will be fixed by the President of Republic.

The number of female candidates admitted must not exceed 1/5 of the total number of candidates.

Article 6 - To be eligible for the candidateship candidates of either sex must also meet other requirements as follows:

- to be of good moral character and be free of any judicial suit.

- to meet a physical standard sufficient for an active service (male candidate), for a sedentary service (female candidate)

- to accept to serve the government for at least 10 years after their graduation.

- to have been freed from all military obligations.
Article 9. - The candidate's dossier must be forwarded to the Institute one month before the examination day, and include the following documents:

1/ An application;
2/ A transcript of the certificate of birth or a similar document.
3/ A transcript of the police register.
4/ A certified transcript of the diplomas or a document attesting to his passing the examinations.
5/ A certificate of good moral character of less than 3 months old, by the closing date of the reception of applications.
6/ A medical certificate issued by a government physician and of less than 6 months old;
7/ A written contract binding the candidate to work for the government for a minimum period of 10 years after leaving the Institute. The candidate's signature must be legalised by the competent authorities.
8/ A certificate issued by the military authorities attesting that he has been freed from military obligations.

The dossier presented by a civil servant must only include the documents indicated in items 1, 2, 4, 6, 7, and 8 mentioned above, and an authorization issued by the Secretary of State or Government Delegate under whom the civil servant works after consultation with the direct supervisor of the civil servant.

Article 10. - The entrance examination will be held each year in centers and on dates to be fixed by the President of the Republic, on the proposition made by the Rector of the NIA.

Article 11. - The test papers given in the examination include at least the following ones, which are set at a level equivalent to the Baccalaureat standard:

- An essay in Vietnamese, on a general topic, to be done in 4 hours, coefficient 4;
- A translation from Vietnamese into French, to be done in 2 hours, coefficient 2;
- A translation from Vietnamese into English, to be done in 2 hours, coefficient 2;
- A test-paper on geography of Vietnam and Asia, to be done in 2 hours, coefficient 2;
- A test paper on history of Vietnam, to be done in 2 hours, coefficient 3;
- An examination on athletic performance, coefficient 1.
Article. - The surveillance commission in local centers will be appointed by the President of Republic on the proposition of the Government Delegate.

The test will be set by the Rector of the Institute and forwarded to the Presidents of surveillance commissions and reached them before the examination day.

The papers made by the candidates must be put in sealed envelopes and forwarded to the Rector of the Institute to be handed to the Examining Commission.

Article 13. - The Examining Commission will be appointed by the President of Republic and composed of:

- A representative of the President of Republic - Chairman
- A representative of the Secretary of State for Interior and a representative of the Secretary of State for National Education
- Professors, in sufficient number to meet the need Members

Article 14. - Test-papers are marked from 0 to 20. Candidate who scores a 0 mark for any of his test papers is eliminated.

The candidates who get the highest total of marks will be admitted, provided their average mark equals or exceeds 10/20. Among the two candidates who get equal totals of marks and stand at the end of the list, the youngest one will be chosen.

Article 15. - The list of candidates who pass the competitive examination must be submitted to the approbation of the President of Republic.

Article 16. - The selection of civil servants to be admitted in the Third Section of Division I will be made by the relevant Secretaries of State, in accordance with the requirements fixed each year by the Council of administration. This selection must be approved by the President of Republic.

These civil servants will be in a (wage) status to be fixed later by the President of Republic, on the common proposition of the Department in charge of Civil Services and of the Rector of NIA.

Article 17. - The admission of auditors and the exemption of examination to auditors will be pronounced by the Rector of the Institute with the approbation of the Council of Administration.

Auditors must have a good moral character, be free of any judicial suit and from all military obligations.
The applicant's dossier must be forwarded to and reached the Institute one month before the opening of courses and include the testimonials listed in article 9 of the present arrête, except those mentioned in items 6 and 7.

**Article 17 (Bis).** (Modified by arrête No. 382-TTP/TTK of August 30, 1957). Will be eligible for an admission in the Specialized Section:

1/ As regular students: those who are graduated from the NIA (General Public Administration or Economics and Finance Sections) or holder of the Licence en droit or of an equivalent degree.

   a/ As auditors: the civil servants of the "Tham Su" cadre and the graduated students of the NIA evening courses.

**IV. Students' Status**

**Article 18.** Students who are not civil servants and who has passed the entrance examination, will be granted a scholarship fixed by the President of Republic on the proposition of the Rector of the Institute and after consultation with the Council of Administration.

The civil servants of the regular, contractual and "daily" status admitted in the NIA will continue to benefit their usual salaries and allowances, excluding the scholarship mentioned above.

The students mentioned in this article will benefit a free transportation (a return ticket) from their residence localities to Saigon on the opening and close of their study session.

Salaries, allowances, scholarship and transportation expenditures provided for in the above articles will be supported by the National Budget.

**Article 19.** (modified by arrête 382-TTP/TTK of August 30, 1957) Students of the Specialized Sections and Auditors are not allowed to benefit the rights fixed in article 18.

**Article 20.** Students of all categories and Auditors must participate in all meetings organized at the NIA in addition to class-hours and lecture-hours.

**Article 21.** Disciplinary measures applicable to students can be the following ones:

- warning.
- blame with mention on the student's records.
- temporary dismissal.
- definitive dismissal.
The first measure is pronounced by the Rector.
The second and third measures are to be pronounced by
the Disciplinary Committee provided by article 5 of this arrete.

The last measure is also to be pronounced by the
Disciplinary Committee, but the Committee's decision must be
ratified by the President of Republic.

Article 22.- (modified by arrete No. 382-TTF/TTK of August
30, 1957). In the case of an abandon, dismissal because of
disciplinary measures, refusal to serve in the Administrative
field or in the Government for the time required by the
engagement, students of the Administration, Economics and
High Plateaus Sections must reimburse the total amount of
scholarship received. Civil servants of the regular, contractual
or "daily" status who are in the preceding case will be punished
by administrative disciplinary measures.

A physical incapacity, certified by a medical expertise
Commission will exempt the student from the reimbursement
mentioned in paragraph 1 of this article.

V. Curricula

Article 23.- The Institute will organize studies on compulsory
subjects and non-compulsory subjects. The list of these subjects
will be drawn by the Academic Committee and must be approved
by the Council of Administration.

The practical training subjects and the field work
periods will be in accordance with a program made up through
procedures of the preceding paragraph on the making up of lists
of subjects.

VI. Periods of Study

Article 24.- The total period of time of study for each of
the 1st and 2nd Sections of Division I is 3 years and divided
as follows:

1/ First year, common to all Students and Auditors and
intended for basic training of participants.
2/ Second year, in which the students and Auditors are
divided into 2 first sections of Division I.

The first section is for the training of personnel in
charge of leading or supervisory duties in National or
regional agencies of a non-technical character.

The second section is for the training of personnel
in charge of supervisory duties in National or regional
agencies of an economic or financial character.
The distribution of students admitted in the different sections of the 2nd year depends on the personal choice of the students, and on the availability of places and on the students' ranks in the passage examination mentioned in Article 26 of this arrête.

The number of students admitted in each Section of the 2nd year will be fixed each year by the Academic Committee, and depends on the need of administrative agencies.

3/ Third year intended especially for students recruited through the competitive examination, and composed of: a 6-month field work, and a 6-month theoretical study and practical training at the Institute.

Article 25.- After the graduation examination defined in article 30 and following ones, and intended for students of the 3rd year the students admitted through an entrance exam, who have not yet fulfilled his military obligations must undergo a military training as required by Arrête 579/Cab/DN of August 25, 1953.

The military training lasts 3 months and comprises:

- A two month training in a National Army Unit for all these students.
- A 4-month training in a Regional Headquarter for students of the General Administration Section, or in an Administrative Service in the Central Headquarter (Supply, Equipment, Civil Engineering, Building and Construction) for students of the Economics and Finance Section.

The students will be assimilated in military ranks as follows, according to the marks they get during the Military Training period:

From 15 to 20 marks: Second Lieutenant.
From 13 to 15 "  : Adjutant.
From 10 to 13 "  : Master sergeant (major) :
Below 10  : Sergeant.

Article 25 (Bis).- (modified by arrête no. 382-TTP/TTK of August 30, 1957) The study term for each specialized section is one year.

Article 26.- (modified by arrête no. 382-TTP/TTK of August 30, 1957) To be eligible for an admission in the 2nd or 3rd year the students must pass a "passage examination" covering the subjects taught in the current year. Will pass the examination the students who

- get the average mark of 10/20 and no mark below 8/20
- get the average mark of 10/20 for the appreciation
on his assiduity and good character, given by the Rector and Professors and Assistant Professors.

Article 27.- (modified by arrete no. 382-TTP/TTK of August 30, 1957) The students who get an average marks higher than 10/20, with some particular papers marked below 8/20, must be re-examined as to these particular subjects one month after the passage examination. If they fail again to get marks higher than 8/10 they will be considered as failing the passage examination.

The students who fail to get the average mark of 10/20 for the whole set of papers in the "passage exam," or who fail this exam, because of a mark lower 8/20, but get the average mark of 8/20 or a higher one for the whole set of papers in the "passage exam," are allowed to attend again the first or second year course.

However:

- the students who have attended a course twice and fail in the "passage exam" at the second time, will be dismissed;

- the students who have attended the lst year course twice, are not allowed to attend the 2nd year course twice.

Article 28.- The examining Commission for "passage examinations" is appointed by the President of Republic and composed of:

- The Rector of the NIA as Chairman
- The Vice Rector of the NIA as Member
- The Professors and Assistant Professors as Members

Article 29.- The graduating examination provided in article 24, item 2, and intended for auditors will be organized in compliance with the same conditions and by the same Examining Commission, as those set for the passage examination intended for students entering the 3rd year.

Article 30.- There is at the end of the 3rd year a graduation examination for each section, intended for students admitted through an entrance exam, (modification brought about by arrete no. 382-TTP/TTK of August 30, 1957). This examination covers a number of subjects taught in the 2nd and 3rd and selected each year by the Academic Committee, and comprises 3 written papers, several oral tests, and an oral exposure (in 15 min.) on a general topic relating to the subjects taught in the 2nd and 3rd years. This oral exposure will be made before the examining commission after an one-hour preparation.
Article 31. - The Examining Commission set for the graduating exam mentioned in article 30 is appointed by the President of Republic and composed of:

- A representative of the President of Republic Chairman
- The representatives of Secretaries of State and members of the NIA Council of Administration Members
- A professor selected by the Dean of the Faculty of Law Member
- The examiners selected among the professors or assistant professors by the Rector of the NIA Members

Article 32. - An arrete issued by the President of Republic before the graduation examination will fix the number of students admitted in each specialized section of the NIA.

Article 33. - According to their ranks in the graduation exam, the students selected through an entrance exam will be given the choice of one of the specialized sections.

Article 34. - (modified by arrete No. 382-TTP/TTK of August 30, 1957) To pass the graduation exam students must get an average equal at least to 10/20 for the whole set of papers, with no mark below 8/20 for any written test-paper. Otherwise they have to attend again the 3rd year course, if they get an average equal at least to 8/20 and have not attended twice the 1st and 2nd year courses.

The ranking of the students, in each section, will be based on:

- the average of marks obtained from all tests; these marks only account for 1/2 of the grand total.

- the mark for field work, accounting for 1/4 of the grand total; this mark for field work is the average of the mark given by the agency in which the students perform their field work plus the mark given by the professor supervising their works and evaluating their reports.

- the average mark on the student's capability, assiduity and good character, given by the Rector and Professors and Assistant Professors; this mark accounts for 1/4 of the grand total.

Article 34. - (Bis) At the end of the "specialized" year there will be a graduation examination for each section.

To pass this graduation exam, the students must:
1/ get an average of not less than 10/20 for the whole set of papers, with no particular mark below 8/20.

Students who get any particular mark below 8/20 are automatically eliminated.

2/ get an average of not less than 10/20 for the Essay in Vietnamese;

3/ get an average of not less than 10/20 for the exposure or the work done in seminars.

There will be a special graduation exam for the Auditors. Auditors who get an average of not less than 10/20 for all subjects studied will be given a Certificate attesting to their attendance of the Specialized Sections.

Article 35.- The students admitted through the entrance exam and passing the graduation exam will be given a graduation diploma, and appointed to serve in the administrative branches chosen by the students according to articles 32 and 33 mentioned above, after fulfillment of their military obligations as specified in article 25.

VIII. Special Section for Highlanders

Article 36.- It will be established in the NIA a special section for students who are native of the High Plateau (Highland).

Article 37.- Students of this section will be selected among candidates who hold at least a Junior Secondary School Leaving Certificate (got 3 years before the Baccalaureat) or an equivalent certificate, and who are recommended by the Delegate of Government in the High Plateau Region.

Article 38.- (modified by Arrete no.328-TPP/TTK of August 30-1957) As a temporary measure, and until a date to be fixed later, Highlander candidates can be admitted in this section through an entrance examination with no diploma requirements.

Syllabus and regulation for this entrance exam will be fixed by the NIA.

Article 39.- The studies last 2 years with an additional 6-month military training period.

In general, the curriculum will be the same as that of the 1st and 2nd year regular courses, however more emphasis will be put on the acquisition of the Vietnamese language.

Article 40.- Students of this Special Section must take a "passage exam" after the 1st year, and a graduation exam at the
end of the 2nd, in accordance with the principles fixed in articles 26, 27 to 28 and articles 30 to 35 of this arrete. They will have to work in the Highland Region, after completion of their military training.

**Article 41.**-(modified by arrete 382-TTP/TTK of August 30, 1957) Highlander students who meet all the diploma requirements necessary for the entrance examination specified in articles 7 and following ones will be under the general status of the NIA students.

**Article 41 (Bis).**- The Institute is allowed to organize evening courses; the regulation of which will be fixed by a special arrete.

In case of failure in this regular exam, the students may be admitted to the Special Section under the conditions fixed in article 37 of this arrete.

**IX. Research and Documentation**

**Article 42.**- The composition of the Research and Documentation Division will be fixed each year by the Rector of the NIA, and depends on the availability of technical personnel working in the NIA and on the importance of the planned research program.

It is necessary that a number of NIA Professors and Assistant Professors participate in the work of this division.

**Article 43.**- Each year, a research program on administration in Vietnam and abroad will be set up and approved by the Council of Administration.

In addition to all activities mentioned above there will be many other educational activities to be undertaken through practical training and case study on organization and method, on personnel, budget, accounting management...

The NIA may also be requested by different Departmental Agencies to do researches or make surveys.

Reports on these Research and Study activities should be forwarded to the Academic and In-Service Training Divisions to be used in the elaboration of curricula and syllabuses so that the latter may meet with the real aspect of administrative problems.

If the Academic Committee thinks it desirable they may publish these reports or forward them to relevant administrative agencies for eventual use.
Article 44.- The NIA collects all the general information and data pertaining to the development and improvement of governmental agencies.

The NIA has charge of the management of a library which will mostly comprise works on the administrative science and practice to be used to the NIA staff members and students and civil servants working in governmental agencies.

The NIA also publishes periodicals and books pertaining to Public Administration.

XI. Miscellaneous Articles

Article 45.- The expenditures on the operation of the NIA are supported by the National Budget.

Article 46.- The expenditures mentioned above will be put in special chapters of the Budget. They are planned and approved by the Council of Administration who base their discussion on a draft made by the NIA Executive Committee. The inscription of these expenditures on the National Budget will follow the current procedure applied to this Budget as a whole.

Article 47.- The Rector of the NIA or his representative will order the payment for expenditures necessary to the operation of the Institute.

Article 48.- As a temporary measure, the students of the first session of the old NIA (admitted in 1953) continue to be in the status fixed by arrete no. 560-PTT/TTK of April 28, 1954.

The same status will also be applied to students of the second and third session (admitted in 1954 and 1955).

Article 49.- All the provisions existing previously, and different from the provisions of this arrete are cancelled.

Article 49 (Bis).- (modified by Arrete no. 382-TPP/TTK of August 30, 1957) In the arrete 483-PTT/TTK of August 9, 1955 mentioned above:

- the term "Prime Minister" must be replaced by the term "President of Republic".

- the term "Director of the National Institute of Administration" must be replaced by the term "Rector of the NIA".

- the term "Deputy Director of the NIA" must be replaced by the term "Vice Rector of the NIA".
Article 50.- The Secretaries of State for Interior, Foreign Affairs, Finance and Economy, National Education and Youth, National Defense are respectively in charge of the execution of this arrete.

Saigon, August 9, 1955
NGO DINH DIEM

Copy of the Authentic Original, made by:
the Head of the Administrative Service,
Pham Duy Suu