

Mẫu số: xxxxx

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| VNU, Vietnam Japan University, Hanoi  Đơn vị/Unit: xxxxxxx |

**TỜ TRÌNH/PROPOSAL**

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| Kính gửi/To: | Ban Giám hiệu/The Rectorate Board | | | |
| **Nội dung để xuất/Subject:** | [Ghi tóm tắt nội dung cần đề xuất] | | | |
| Hồ sơ kèm theo/ Attachments | Dự toán, kế hoạch chi tiết triển khai, [Liệt kê các tài liệu đính kèm] | | | |
| **Phê duyệt của BGH/Approval** | | | **Content of the proposal** | | |
| **Ban Giám hiệu/Rectorate Board**  **PHT/Vice Rector**  **Nguyen Hoang Oanh** | | | 1. Nội dung đề xuất/Proposal description  [Mô tả tóm tắt các nội dung chính của đề xuất nhiệm vụ/công việc, kinh phí dự kiến]  [Lưu ý về kinh phí cần bổ sung thông tin:  VJU: VNDxxx  TC: VNDxxx  Tổng/Total: VNDxxx  (or just TC/VJU: VNDxxx, if only TC of VJU supports is proposed)]  2. Đề nghị BGH phê duyệt/Request for approval  [Mô tả tóm tắt nội dung cần BGH phê duyệt]  Xin trân trọng cảm ơn/Sincerely thanks, | | |
| Ngày/Date: | | |
| **Dự án TC/TC Project** | | | **Phòng KHTC/Planning & Finance Office** | **Deputy Chief of Academics & Student Affairs Office** | **Chuyên viên/Prepared by** |
|  | | |  |  |  |
| Ngày/Date: | | | Ngày/Date: | Ngày/Date: | Ngày/Date: |

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| TRƯỜNG ĐẠI HỌC VIỆT NHẬT  VIETNAM JAPAN UNIVERSITY | | | | | |  | | |  |  |  |
| **[Tên đơn vị đề xuất]**  **DỰ TOÁN/COST ESTIMATION**  **[Ghi tên sự kiện/công việc]** | | | | | | | |  | | | |
| **TT/No.** | **Hạng mục công việc/Item** | **Đơn vị tính/Unit** | **Số lượng/**  **Quantity** | **Đơn giá/Unit price** | **Thành tiền/**  **Amount** | **Trong đó/of which** | |
| **VJU** | **JICA TC** |
| (1) | (2) | (3) | (4) | (5) | (6) = (4) \* (5) |  |  |
| **1** |  |  |  |  |  |  |  |
|  | **Tổng cộng/Total** |  |  |  |  |  |  |
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| **Ban Giám hiệu/ Rector Board**  Ngày/Date: | **Dự án TC/**  **TC Project**  Ngày/Date: | **Phòng KHTC/ Planning and Finance Office**  Ngày/Date: | **Trưởng/Phụ trách đơn vị đề xuất/Head of the proposal unit**  Ngày/Date: | **Chuyên viên/Prepared by**  Ngày/Date: |