



VIET NAM NATIONAL UNIVERSITY HCMC  
UNIVERSITY OF SCIENCE

# STUDENT HANDBOOK

ACADEMIC YEAR 2022-2023  
(SUMMARY TRANSLATION)



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Student Handbook is a viral document containing the study regulation where provisions for the recognition of externally acquired academic achievements mentioned at article 13. Please kindly refer to translated pages extracted from the student handbook related to study regulation as follows:

## **ACADEMIC REGULATION ON UNDERGRADUATE LEVEL**

*(Issued together with Decision No. 1175/QĐ-KHTN September 24, 2021 of the President of VNUHCM-University of Sciences)*

### **Chapter I**

#### **GENERAL PROVISIONS**

##### **Article 1. Scope of regulation and application subjects**

1. This Regulation generally provides for the organization and management of undergraduate education under the credit-based training mode of the University of Sciences, Vietnam National University Ho Chi Minh City (hereinafter referred to as VNUHCM-US) including: study programme and study period; form and mode of training organization; planning and organizing teaching; assessing the learning outcomes and awarding diplomas; other regulations for students.

2. This Regulation applies to undergraduate students of formal undergraduate education, units and individuals of VNUHCM-US involved in the undergraduate education by credit-based training mode.

3. This Regulation is the basis for VNUHCM-US to develop and promulgate the specific regulations related to organization and management of formal undergraduate education by credit-based training mode.

##### **Article 2. study programme and training duration**

1. Study programmes are built according to credit units, structured from subjects or modules (hereinafter referred to as modules), in which there must be all required modules and meet the study programme standards according to current regulations of the Ministry of Education and Training. In the case of dual-disciplinary training or major-minor disciplinary, the study programme must clearly show the general and specific learning volume for each discipline.

2. The study programme is the basic information that students need to master in the learning process, including: training level, training objectives, training objects, learning outcomes of knowledge and skills, attitude, professional responsibility of students upon

graduation; the volume of knowledge, structure of the study programme; knowledge volume of theory, practice, and internship of the modules; training plan according to the regulated time; assessment method and form for the Modules; graduation conditions; program execution conditions.

3. The study programme includes the general education knowledge block and the professional education knowledge block. General education knowledge block equips students with a broad academic background; have the scientific worldview and right philosophy of life; understanding of nature, society and humans; master the scientific thinking methods; be ethical, aware of civic responsibility; have the capacity to participate in the construction and defense of the country, in which the compulsory courses prescribed by the Ministry of Education and Training including: political theory, law, physical education, national defense and security education according to current regulations. The professional education knowledge block is presented in two groups, including the Fundamental knowledge block and the Specialization knowledge block to provide students with the necessary initial professional knowledge and skills.

4. The content and learning outcomes of the study programme are generally applicable to different forms and methods of training organizations and students. For those who have graduated from another qualification level or discipline, the actual learning workload is determined based on recognition, or the accumulated credit transfer and the modules exemption in the previous study programme.

5. The study program must be published to students before enrollment and at the beginning of the course; The changes and adjustments related to the study programme implemented in accordance with the current regulations and announced before application, without the adverse effects on students.

6. For each training mode, the study programme is provided with a standard study plan for the whole course to guide students. The duration according to the standard study plan of the whole course for the official training form must be consistent with the duration specified in the Structural Framework of the national education system and also ensure that most students complete the study programme.

7. The maximum time for students to complete the course

Depending on their learning ability, students can shorten or extend their study period as follows:

a) Students are allowed to shorten up to one (01) academic year and extend no more than three (03) academic years according to the study plan. Particularly for the university transfer programme, students may not extend more than two (02) academic years according to the study plan.

b) Exceeding the maximum duration of the course, the student will be removed from the student list of VNUHCM-US

c) Depending on specific cases, the President may consider and extend the training time for students, but must not exceed twice the regulated time of the course corresponding to each study programme.

### **Article 3. Module, detailed syllabus and credits**

#### **1. Module**

a) A Module is a collection of teaching and learning activities designed to accomplish some specific learning objectives, equipping students with knowledge and skills within a narrow range of expertise in the study programme. An ordinary Module is organized for teaching and learning in one semester. Each Module is denoted with a unique Module code specified by VNUHCM-US.

b) There are two types of modules: compulsory module and elective module.

– A compulsory module is a module containing the main knowledge of each study programme and is compulsory for students to accumulate.

– An elective module is a module containing the necessary knowledge, but students can choose according to the guidance of VNUHCM-US to diversify their professional direction or choose arbitrarily to accumulate enough modules/credits specified for each study programme.

c) In addition to being classified as compulsory or elective, the modules have other concepts as follows:

– General modules are modules taught for all disciplines as prescribed (National Defence and Security Education, Physical Education, political theory, law...)

– Prerequisite module: The prerequisite course for module A is the module that students must study and pass the exam to register and study for module A.

– The pre-study module: a pre-study module with module A is a module that students must complete the learning process before enrolling and studying module A.

– Parallel Module: two modules are called parallel when students register for this Module, they are required to register for the other module.

– Replacement module: is a module used to replace a changed or adjusted module, no longer being taught in the study programme.

– Equivalent module: A module is called to be equivalent to module A when its knowledge content and duration meet the basic requirements of module A.

– Oriented elective module: is a module that students must choose from the oriented modules for a particular discipline or major.

2. Each module must have a detailed syllabus, which must clearly show: objectives; learning outcomes; the number of credits; periods according to the module structure; prerequisites/pre-study/parallel (if any), teaching content; teaching methods and assessment of learning outcomes; textbooks, references and other regulations (if any).

3. Credits are used to calculate the student's workload. One credit is equal to 15 theoretical lessons; 30 or 45 periods of practice, experiment or discussion; 15 or 30 periods of exercises; 30 periods for essays, big assignments or projects, graduation theses.

4. One period is equal to 50 minutes of direct classroom instruction.

#### **Article 4. training organization mode**

1. The University of Sciences, Vietnam National University Ho Chi Minh City applies credit-based training for the undergraduate level to all courses and training forms.

2. Credit-based training

a) It is a mode of training organization according to each module, allowing students to accumulate credits of each module and implement a study programme according to their study plan, in accordance with the teaching plan of VNUHCM-US;

b) Students who fail a compulsory module will have to retake that module or take an equivalent module as prescribed in the study programme, or study a replacement module if that module is no longer taught. ;

c) Students who fail an elective module will have to retake that module or may choose to study another elective module as prescribed in the study programme.

#### **Article 5. Training form**

1. Formal education

a) Teaching activities are carried out at VNUHCM-US, only practical activities, internships, practical experiences and online teaching can be carried out outside the VNUHCM-US;

b) The duration for organizing teaching activities is from 6 AM to 8 PM on weekdays from Monday to Saturday; The time for organizing particular activities of the study programme shall comply with the regulations of the higher education institution.

2. For priority training disciplines serving human resources for socio-economic development in each period, the VNUHCM-US shall follow the guidance of the Ministry of Education and Training with the appropriate training forms.

## **Chapter II**

### **TEACHING PLAN AND ORGANIZATION**

#### **Article 6. Teaching and learning plan**

1. Teaching and learning plans are organized by course, academic year and semester.

2. The course is the regulated duration for students to complete a particular programme. Depending on the study programme, the course is prescribed as follows:

a) Undergraduate education is carried out for four academic years.

b) Transfer training from the college to university is conducted from one and a half to two academic years;

c) Transfer training, second diploma: the time is determined on the basis of the module and cumulative volume specified for each study programme;

3. The total number of credits in a course is clearly specified in the study programme. The knowledge volume and content of the course are specified specifically for each academic year, each semester in the programme.

4. An academic year of VNUHCM-US is organized as follows:

a) For the regular programme: an academic year has two main semesters, each main semester has 15 weeks. In addition to the two main semesters, the VNUHCM-US may organize an additional summer semester for students to have the opportunity to repeat modules, improve their grades or shorten their study period. Each summer semester has at least 5 study weeks.

b) For Advanced, Associate, High-quality study programmes: an academic year has 03 main semesters with a total of at least 30 study weeks at class.

c) The academic year plan shows the main milestones of training activities in the academic year for all forms and study programmes, is promptly announced to stakeholders before beginning the academic year.

5. Semester plan includes: study plan, the form of teaching and learning (face-to-face or online), academic schedule, exam/test schedule of modules organized during the semester for courses, study programmes and forms of training. Semester plans must be developed and published promptly with all necessary information, ensuring convenience for students to develop study plans and register for courses.

6. The timetable shows the time, location, teaching and learning activities of each class belonging to courses, forms and study programmes. The regular class timetables are evenly distributed throughout the semester weeks. In cases, if it's necessary to schedule a concentrated study time, the number of teaching periods for any module must not exceed 15 hours/week and 4 hours/day.

7. Class time distribution

a) Timetable of classes at 227 Nguyen Van Cu campus:

Morning	Afternoon	Evening
Period 1: 6:00 – 7:30	Period 7: 12:30 - 13:20	Period 13: 18:00 - 18:50
Period 2: 7:30 - 8:20	Period 8: 13:20 - 14:10	Period 14: 18:50 - 19:40
Period 3: 8:30 - 9:20	Period 9: 14:20 - 15:10	Period 15: 19:40 - 20:30
Period 4: 9:20 - 10:10	Period 10: 15:10 - 16:00	
Period 5: 10:20 - 11:10	Period 11: 16:10 - 17:00	
Period 6: 11:10 - 12:00	Period 12: 17:00 - 17:50	

b) Timetable of classes at Linh Trung campus:

Morning	Afternoon
Period 1: 7:30 - 8:20	Period 6: 12:30 - 13:20
Period 2: 8:30 - 9:20	Period 7: 13:20 - 14:10
Period 3: 9:20 - 10:10	Period 8: 14:20 - 15:10
Period 4: 10:20 - 11:10	Period 9: 15:10 - 16:00
Period 5: 11:10 - 12:00	Period 10: 16:10 - 17:00

**Article 7. Module registration Organization**

1. Module registration:



a) At the beginning of each semester, students must follow the announcement to know about the modules that will be opened in the semester and register for the modules via the website of the Academic Affairs Office or the Faculty.

b) The total number of credits of modules prescribed for each semester is calculated including: the number of credits of the newly registered modules, the retaken module and the grade improvement module.

c) The module registration results of each student are announced in the student account and on the VNUHCM-US' website. Module registration results clearly indicate the module name, module code, class code, number of credits and study schedule for each module.

d) Students who do not participate in the registered modules are considered to have voluntarily dropped out and must receive a zero score (point 0).

## 2. Minimum and maximum number of credits per semester

a) The minimum number of registered credits in a semester:

- For Advanced, Associated, High-Quality programme: 10 credits minimum.
- For the regular programme: a minimum of 14 credits (excluding National Defense Education, Physical Education and General Foreign Languages).

b) The maximum number of registered credits prescribed for the main semester:

- For Advanced, Associate, High-Quality programme: up to 22 credits.
- For the regular programme: a maximum of 25 credits.
- The maximum number of registered credits prescribed for the summer semester is 12 credits

– In special cases, students want to register more than the maximum number of credits or less than the minimum number of credits in a semester, they need to have the request application and approved by the Faculty and the VNUHCM-US' President

c) For students studying two study programmes at the same time, the maximum total number of registered credits for each main semester is 37, each summer semester does not exceed 15 credits

3. Module registration adjustment: according to the Module registration adjustment plan for each semester.

## 4. Student Responsibilities:

a) Proactively monitoring the module registration results to confirm or adjust if any.

b) Fully fulfilling the requirements such as attending class, doing exercises, practicing, experimenting, participating in discussions, taking regular exams and the final exams.

### **Article 8. Teaching and learning organization**

#### 1. Requirements on the teaching and learning organization:

a) Promoting the professional capacity and professional responsibility of the academic staff, in accordance with the working regime regulation of the lecturers;

b) Promoting the active role together with upgrading the responsibility of students, creating conditions and motivation for students to study harder; maintain the university discipline, improve training quality and effectiveness;

c) Having an internal inspection and monitoring mechanism and a quality improvement system based on collecting and evaluating feedback from students.

#### 2. Online teaching and learning:

a) The President decides to organize classes online when meeting the conditions under current regulations.

b) For formal education, up to 30% of the total volume of the study programmes can be conducted in online classrooms. In case of natural disasters, complicated epidemics and other unexpected circumstances, the higher education institutions shall comply with the guidance of the Ministry of Education and Training and VNUHCM.

#### 3. Classroom organization

a) Module class: is a class consisting of students studying the same module in the same period and the same lecturer forming a module class. Each module class is identified with a unique code specified by the VNUHCM-US. The President prescribes the minimum and maximum student number for each module depending on the type of module. If the number of students registered is less than the minimum student number, the class will not be held.

b) Activity class: includes students of the same cohort, the same discipline and the same study programme, organized into one activity class, the number of students for each activity class prescribed according to regulations on student management.

#### 4. Provisions on the training organization

a) The President promulgates the provision on the implementation of formal undergraduate education.

b) The President promulgates regulations on collecting students' feedback on the conditions of quality assurance and the learning efficiency for all classes of the Higher Education Institution and the publicity of students' feedback, including content, extent, and form of dissemination.

### **Chapter III**

#### **LEARNING OUTCOME ASSESSMENT AND DIPLOMA AWARD**

##### **Article 9. Module evaluation**

1. For each module (except graduation thesis/graduation internship/graduation project), students are assessed at least equal to the sum of two-component marks including the learning process grade and final exam grade (final exam grade). The component marks are evaluated on a 10-point scale. The assessment method, assessment form and weight of each component mark are specified in the detailed outline of each module, approved by the Faculty and approved by the President. The learning process grade and the final exam grade are determined as follows:

a) The learning process grades account for 50% to 60%, including at least three of the following forms: regular tests during the learning process; discussions; practice/internship; big assignment; attendance; mid-term exam; seminar report.

b) The end-of-module exam grade (final exam grade) accounts for the remaining proportion (not less than 40%). The form of the final exam can be the written exam (multiple choice or essay); oral examination; thematic report/essay/project; held directly at VNUHCM-US as prescribed. In force majeure cases due to natural disasters or epidemics, the final exams in the form of a written exam may be held online; The President decided to choose the final exam by the online method instead of the offline method as prescribed, ensuring honesty, fairness and objectivity like offline assessment.

2. For the practical module: students must take part in all practical exercises. The total grades for module assessment are the component marks including scores of practical exercises accumulated in the semester, attendance points, and the final practical exam grades.

3. The organization of exams, tests, exam duration, making exam questions, invigilating, marking exam papers, exam review, and archiving the exam papers will be announced in the provision of the educational testing tasks of VNUHCM-US

## **Article 10. Assessment of graduation projects, graduation theses/ graduation internships/graduation project thesis**

### **1. Graduation thesis and project**

At the beginning of the last semester of the course, based on the student's wishes and regulations of the Faculty in charge of training, the Faculty Council considers and makes the list of students allowed to take part in graduation project or graduation thesis/graduation internship/ graduation project thesis (hereinafter referred to as the graduation thesis) as follows:

a) Do a graduation thesis that has a total volume of 10 credits.

b) Do a graduation project and study some career-oriented specialization modules that have a total volume of 10 credits.

c) Choosing some career-oriented specialization modules with a total amount of 10 credits as prescribed by the study programme.

d) Conditions for making a thesis or graduation project are based on the following criteria:

- The cumulative point average of the course.
- Other criteria as prescribed by the Faculty in charge of training.

2. Students conduct graduation thesis and projects during one semester at the last semester of the course. Depending on the discipline characteristics, students may be assigned earlier topics for graduation thesis

### **3. Assessment of graduation thesis and project**

a) Evaluation of graduation projects and theses is carried out by the Evaluation Council of Graduation Projects and Thesis (hereinafter referred to as Assessment Council).

b) the President signs the decision to establish the evaluation council based on the proposal of the Faculty in charge of training. The Graduation Thesis Evaluation Council consists of 5 members, the Graduation Project Evaluation Council consists of 3 members including 01 chairman, 01 secretary and members. Members of the Evaluation Council are VNUHCM-US' lecturers or may invite professors with relevant expertise outside of VNUHCM-US.

c) The graduation thesis and graduation project are evaluated on a 10-point scale. The final grade for graduation theses and projects is rounded to one decimal place,

which is the average score without coefficients of all members including Council members, instructors and reviewers. If the Faculties have different regulations on the final grade for the graduation thesis, graduation project compared to this calculation method, the regulation on this score calculation method of the Faculty must be proposed in writing and approved by the President.

d) The evaluation results of the graduation thesis, and graduation project must be announced immediately after the defense session, calculated into the average grade and cumulative average grade based on the total number of credits of the graduation thesis/ graduation project.

e) To organize the defense session and evaluation of the graduation thesis and project online in case of force majeure due to natural disasters or epidemics, the President decides to organize the defense and evaluate graduation project, graduation thesis by online mode instead of offline mode. Instructions for organizing the defense and evaluating graduation projects and theses according to the attached Appendix 1.

#### **Article 11. Module grade Calculation**

1. Module grade on a 10-point scale, which is the final grade to evaluate the module outcomes, calculated from total component marks multiplied by the respective weights, rounded to one decimal place, and converted according to the 4-point scale and grade as follows:

<b>10-point scale</b>	<b>4-point scale</b>	<b>grade</b>
9.0 to 10.0	4.0	A+
8.0 – below 9.0	3.5	A
7.0 – below 8.0	3.0	B+
6.0 – below 7.0	2.5	B
5.0 – below 6.0	2.0	C
4.0 – below 5.0	1.5	D+
3.0 – below 4.0	1.0	D
below 3.0	0.0	F

2. The 4-point scale and grade are for reference only and converted when necessary, not used to record and classify evaluations.

3. For the registered modules, students are responsible for fully and strictly complying with all lecturers' requests for classes, homework, practice, experiment, and discussion, taking the mid-term exam and the final exam. If no task is performed, the student will receive a zero score (0) for the respective component marks.

4. A module with a score of 5.0 (five) or higher is considered a passing module, the number of credits for this module counted as the accumulated credits

5. Students who are absent from the exam or assessment without a valid reason must receive a zero score (0) for the corresponding component score/exam mode. In case, a student is absent from the final exam with an absent request letter and valid reason will be postponed according to the provisions of Article 12 of this regulation.

#### **Article 12. Exam Postponement**

1. Unexpected circumstances with legitimate reasons (eg: illness, accident, unexpected difficult circumstances) cannot take the final exam, students will be considered for exam postponement.

2. The score of the deferred module is denoted I (grade I). To receive grade I, students must complete the semester tuition fee and submit an application clearly stating the reason for the exam postponement together with necessary confirmed documents to the Academic Affairs Office within 05 working days from the exam date to be considered for the exam postponement.

3. The student will not get zero point (0) for the module that is considered for grade I in that semester. Students must apply to retake the deferred module within the next academic year. Students who do not have to pay tuition fees for the Module with the grade I when they are considered for re-registration of this module.

4. For the examination to get the learning process grade, in case the student is absent from the test for an appropriate reason, the lecturer in charge of teaching will actively allow the student to be re-examined at another time prior to the final exam date of that module. Component marks of the deferred course will not be reserved.

#### **Article 13. Academic result recognition and credit transfer (study exemption)**

1. Students who have passed or have a passing score for a module at another University, if they want to apply for an exemption from that module, they must apply the application with confirmation of the syllabus content, number of periods, number

of credits, and module grades to submit to the VNUHCM-US at the beginning of the semester.

2. VNUHCM-US will consider recognizing and transferring credits based on comparing learning outcomes, learning content and students' workload, module assessment methods and quality assurance conditions. If approved, the exempted module will have the grade that the student has achieved at another University with the word reservation. In case the specific score is not determined, the exempted module will have a grade denoted M (grade M).

3. Reserved grades and exempted grades (M) are not included in the semester grade point average (GPA) and cumulative GPA.

4. Recognized and transferred maximum volume does not exceed 25% of the minimum learning volume of the study programme.

#### **Article 14. Repeating modules and studying for improved grades**

##### 1. Repeating modules

a) Students who do not have enough scores to pass the module must register to repeat that module, the score of last time of studying that module is the official grades of the module.

b) For compulsory modules with the below five scores (5.0), students must register to repeat those modules.

c) For elective modules with the below five scores (5.0), students are allowed to register to repeat those modules for that course or choose a different module among the elective modules specified for each study programme.

##### 2. Studying for improved grades

a) For modules that have been passed but want to improve their grades, students must register to repeat those modules and pay tuition fees as prescribed. The final grade is the official grade for the module.

b) Depending on the actual teaching conditions for the modules, VNUHCM-US will specify the modules that cannot be taken to improve grades (if any).

c) Improved grades are not used in the grade average calculation of that semester for scholarship consideration but included in the GPA and cumulative GPA.

#### **Article 15. learning outcome evaluated by semester, academic year, and course**

1. Student's learning outcomes are evaluated after each semester, after each academic year, or course of modules within the requirements of the study programme that the student has studied, corresponding to two average score calculation methods as follows:

a) GPA: is the average score of the modules that the student has studied in a semester, in an academic year or from the beginning of the course, calculated based on the official grade of the module and the weight is the number of credits of that module

b) Cumulative GPA: is the average score of the modules that the student has achieved in a semester, in an academic year or from the beginning of the course, calculated according to the official marks of the module and the weight is the number of credits for that module.

c) The exam results of the following modules are not included in GPA or cumulative GPA:

- National defense and security education;
- Physical education;
- Foreign languages (general);
- Basic informatics;
- Other modules as prescribed in the study programme.

d) Result or condition evaluation for the grant of certificates for the National Defense - Security education and Foreign Language modules in accordance with general regulations of the Ministry of Education and Training, Vietnam National University Ho Chi Minh City.

2. How to calculate GPA and grade

a) The GPA or cumulative GPA of the semester, academic year or course is calculated according to the following formula:

$$A = \frac{\sum_{i=1}^N a_i n_i}{\sum_{i=1}^N n_i}$$

In there:

**A** is the average score

**a<sub>i</sub>** is the module score of the i<sup>th</sup> module.

**n<sub>i</sub>** is the number of credits for the i<sup>th</sup> module.

**N** is the total number of modules



b) Semester GPA and cumulative GPA are used for dropout consideration, academic warning, academic grade, and graduation rank. Semester learning outcomes and graduation results are graded as follows:

- Apply for cohort 2021 and later:

<b>GPA</b>	<b>Grading/rank</b>
<b>a. Passing grade</b>	
9 to 10	Excellent
8 – below 9	Very good
7 – below 8	Good
5 – below 7	Average
<b>b. Fail grade</b>	<b>Grade</b>
4 – below 5	Weak
below 4	Poor

- Apply for cohort 2021 and earlier:

<b>GPA</b>	<b>Grading/rank</b>
<b>a. Passing grade</b>	
9 to 10	Excellent
8 – below 9	Very good
7 – below 8	Good
6 – below 7	Fairly good
5 – below 6	Average
<b>b. Fail grade</b>	<b>Grade</b>
4 – below 5	Weak
below 4	Poor

3. Students' academic year qualification graded based on the number of credits accumulated from the beginning of the course (referred to as N) and the average credit number per academic year according to the study plan is 38 credits, specifically as follows:

- a) First-year qualification:  $N < 38$ ;
- b) Second-year qualification:  $38 \leq N < 76$ ;

c) Third-year qualification:  $76 \leq N < 114$ ;

d) Fourth-year qualification:  $114 \leq N$ .

#### **Article 16. Process the learning outcomes according to credits**

1. At the end of each main semester, students are warned related to studying if they fall into one of two cases as follows:

a) The total number of credits achieved in a semester is less than 7 credits (except for students who have achieved a minimum of 130 cumulative credits).

b) The GPA of the previous semester is less than 3.0 or the GPA of the previous consecutive 2 semesters is less than 4.0.

2. Students are forced to withdraw from VNUHCM-US in the following cases:

a) Do not pay tuition fee on time prescribed by VNUHCM-US;

b) Arbitrarily dropping out of VNUHCM-US or not taking an exam for one main semester or more;

c) Being warned for the third time in a row;

d) Disciplined of being forced to drop out of university according to current regulations;

e) The study period exceeds the duration limit specified in Clause 7 Article 2 of this Regulation.

3. Students who are expelled will be removed from the student list. VNUHCM-US will notify students no later than one month after the dropout decision issued.

4. In case the students are forced to drop out, Students' accumulated academic results are still stored at VNUHCM-US

#### **Article 17. Graduation consideration and recognition**

1. Students must carry out the process and procedures for graduation consideration and recognition right after meeting the graduation conditions.

2. At the end of each semester, VNUHCM-US will notify students of graduation consideration.

3. Students are considered and recognized for graduation when they fully meet the following conditions:

a) Up to the graduation time, they have not been criminally prosecuted or are not being disciplined at the academic suspension level;

b) Accumulating enough number of modules and total credits as prescribed by the study programme;

c) Having completed all modules of National Defense - Security Education (with a certificate of National Defense-Security Education) and Physical Education;

d) Meeting foreign language standards as prescribed by the University;

e) Meeting the standard of computer skills as prescribed in the study programmes of VNUHCM-US;

f) Students who are eligible to graduate in any semester must submit a graduation application to be considered to graduate in that semester. Students are allowed to apply for score cancellation for elective modules if they do not affect the condition of being recognized for graduation.

4. The President shall promulgate a decision to establish a Graduation Review Council to administer the graduation consideration work. The composition of the Graduation Council includes: The Chairman of the Council is the President or the Vice-President; Head of Academic Affairs Office as a standing member; other members are Dean of Faculty, Deputy Head of Academic Affairs Office, Head of Student Affairs Office as members.

5. The President shall promulgate a decision to establish a Secretariat of the Graduation review Council to implement the tasks of receiving and checking graduation documents, graduation consideration, announcing graduation lists, printing and issuing diplomas. The composition of the Secretariat includes: The Head of the Secretariat is the Head of the Academic Affairs Office, the Deputy Heads of the Secretariat is the Deputy Heads of the Academic Affairs Office; other members are committee members.

6. Based on the results of graduation consideration and the proposal of the Graduation review Council, the President shall issue a decision on graduation recognition for students who meet all conditions as prescribed.

#### **Article 18. Diploma Issuance**

1. Students who have submitted graduation applications, if they meet the graduation requirements, will be granted a diploma by the Principal within 03 months from the time that student fully meets the graduation requirements and fulfills obligations to VNUHCM-US.

2. Diplomas are awarded according to the training discipline. The degree grant is carried out in accordance with the current regulations on diplomas and certificates.

3. Graduation rank is determined based on the cumulative GPA of the whole course specified at Point b, Clause 2, Article 15 of this Regulation. The student graduation ranks with cumulative GPA are excellent and very good will be reduced by one level if they have been disciplined with caution level or higher during their studies.

4. Students' academic results are recorded in the transcript for each module and distributed together with the diploma.

5. Students who have exceeded the prescribed study period but are not eligible to graduate because they have not completed the National Defense-Security Education or Physical Education modules or have not met the learning outcomes in foreign languages, information technology, within 03 years from the date of graduation, they can complete these modules and apply for graduation recognition.

6. Non-graduate students are granted certificates of accumulated modules in the VNUHCM-US' study programme if needed.

7. Students must carry out the graduation consideration process and procedures right after completing the study programme and meeting the graduation requirements.

8. At the end of each semester, VNUHCM-US will notify students of graduation consideration.

## **Chapter IV**

### **OTHER PROVISIONS FOR STUDENTS**

#### **Article 19. Temporary absence, drop out**

1. Students may apply for a temporary absence and reserved their achieved academic results in the following cases:

- a) To be assigned to the armed forces;
- b) To be mobilized by the authority in order to represent the country to participate in international competitions and tournaments;
- c) Being sick, pregnant or having an accident requiring long-term treatment with disease document certified by a competent medical examination and treatment establishment as prescribed by the Ministry of Health;

d) Having unexpected difficult circumstances (with evidence) but needing to study at least 01 semester at VNUHCM-US and not being considered for expulsion or disciplinary consideration.

2. Temporary absence for personal reasons specified at Points c and d, Clause 1 of this Article must be included in the official study period specified in Clause 7 Article 2 of this Regulation.

3. When the period of temporary dropout has gone, if students want to be admitted back to study at the university, they must apply for repeating their module as prescribed.

4. Students request to drop out for personal reasons, except for the case of being considered for expulsion or disciplinary consideration, if they want to study at VNUHCM-US again, they must take part in the entrance exam as other candidates.

5. The President promulgates a decision on temporary drop out, admission back to University and expulsion; Students who apply for a temporary drop out are allowed to reserve their accumulated academic results.

#### **Article 20. Program transfer, university transfer**

1. Students who are considered to transfer from an Advanced, Associated, or High-Quality programme are considered to transfer to the regular programme of the same discipline/ discipline group when they fully meet the following conditions:

a) Not being a first-year or final-year student, not being considered for expulsion and still having enough study period as prescribed in Clause 7 Article 2 of this Regulation;

b) Students who meet the admission requirements of the study programme, training major/group of disciplines in the same cohort;

c) The university meets all the conditions for quality assurance and has not yet exceeded its training capacity for a study programme in the same training discipline/ discipline group in accordance with current regulations of the Ministry of Education and Training;

d) Approved by the Dean in charge of the study programme and training disciplines and by the President.

2. Students are considered to transfer university when they fully meet the following conditions:

a) Not being a first-year or final-year student, not being considered for expulsion and still having enough study period as prescribed in Clause 7 Article 2 of this Regulation;

b) Students who meet the admission requirements of the same study programme or training discipline of the same cohort at the university that students want to transfer to;

c) The University that students want to transfer to has all the conditions for quality assurance and has not yet exceeded the training capacity for that study programme or discipline according to current regulations of the Ministry of Education and Training.

d) Approved by President of Higher education institution (HEI) that student taking part in and the HEI where student wants to transfer to study.

### 3. Procedures for transferring to study at another HEI

a) The student fulfills the studying application at the university that they want to transfer to.

b) Students submit applications to the university that they are attending, including transfer applications and the evidence of admission approval of the President of the university that students want to transfer to study.

c) The university that has a student who wants to transfer to study at another university receives the application, considers it, and decides on the transfer for the student according to regulations.

d) The President of the university that receives the transfer student makes the decision to admit students and recognizes the accumulated courses as prescribed.

4. The maximum study period for the transfer students is the maximum time to complete the respective course as prescribed in Clause 7 Article 2 of this regulation.

### **Article 21. Student exchange and training cooperation**

1. In the case of training cooperation between Higher Education Institutions, the mutual assessment and recognition of the number of credits that students accumulate at other training cooperation institutions shall not exceed 25% of the total volume of the study programme.

2. The university will specify the conditions for student exchange, training cooperation, recognition of academic results, and credit transfer for students when implementing the study programme and publicizing them on the HEI's website (if any).

### **Article 22. Studying two study programmes at the same time**

1. Students are considered to study at the same time two study programmes at the registration time when the student meets all the conditions as prescribed as follows:

a) Meet the quality assurance threshold of the second study programme in the enrollment year

b) The training discipline of the second study programme (second discipline) must be different from the training discipline of the first study programme (first discipline);

c) The training form and level must be the same between the two study programmes;

d) Have completed at least two semesters of the first discipline;

e) Achieve at least 15 credits per semester (excluding Foreign Languages, National Defense-Security Education, Physical Education, Basic Informatics).

f) The preceding semester before the time of graduation consideration of the first discipline must have a cumulative GPA of at least 7.0 or higher.

g) Other regulations of the Faculty in charge of training (if any).

2. During the process that students studying two study programmes at the same time, students will be removed from the list of registered students for the second programme if they fall into the following cases:

a) The cumulative GPA of the first study programme is below the average score.

b) Achieve less than 15 credits/semester (excluding Foreign Languages, National Defense-Security Education, Physical Education, Basic Informatics).

3. The maximum study period for students studying two study programmes at the same time is the maximum time prescribed for the first study programme, specified in Clause 7 Article 2 of this Regulation. When studying in the second study programme, students are recognized for the learning outcomes of the module with equivalent content and knowledge in the first study programme.

4. Conditions for students to be considered for diploma grants of a second discipline:

a) Awarded the diploma of the first discipline.

b) Be Eligible for graduation consideration in the second discipline.

c) Submit the graduation application of the second discipline within the maximum time specified for the first study programme.

5. The university only organizes the second study programme for students when meeting the requirements for quality assurance about admission target and training capacity; and specifying the process, procedures, conditions for registration and diploma grants for the second programme.

**Article 23. Handling of violations against students**

1. Students who cheat in exams, tests, the learning outcomes assessment will be disciplined for each module that they violated according to provisions of the current Regulation on high school graduation exams due to promulgated by the Ministry of Education and Training, except for the case specified in Clause 2 of this Article.

2. Students who take the exam for other students or ask someone to take the exam for them will be disciplined at academic suspension level for 01 (one) year for the first violation and be expelled for the second violation.

3. Students who use fake records, diplomas, and certificates as conditions for admission or graduation will be forced expulsion; if Graduation diplomas have already been granted, they will be revoked or deleted.

**Article 24. implementation provision**

1. This regulation applies to cohorts from the academic year 2021-2022.

2. This regulation takes effect from the signing date

3. During the implementation process, depending on actual requirements, the President will consider and decide to amend accordingly./.