

**MINISTRY OF EDUCATION AND TRAINING**  
**HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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**ACADEMIC REGULATIONS**

(Issued together with Decision No. 5445/QĐ-ĐHBK, dated 28/05/2025  
by the President of Hanoi University of Science and Technology)

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### CHAPTER I GENERAL PROVISIONS

#### Article 1. Scope and Applicability

1. These regulations govern the training activities for full-time and part-time/in-service programs that confer bachelor's, engineer's, master's, or doctoral degrees from Hanoi University of Science and Technology (HUST). All other matters which are not addressed in these Regulations will be governed by the training regulations issued by the Ministry of Education and Training (MOET).
2. These regulations apply to undergraduate students, master's and engineer program students, and doctoral candidates of HUST (hereinafter collectively referred to as learners).
3. Level 2 units under or affiliated with HUST, which are assigned training responsibilities, are referred to collectively as schools/faculties/institutes

#### Article 2. Fields of study and academic programs

1. A field of study (hereinafter referred to as "field") is a broad area of specialization, identified by a code in the Statistical List of Higher Education Fields of Study managed by the Ministry of Education and Training (MOET).
2. An academic program is developed based on a credit system and serves as the blueprint for the entire training process of a field. The program clearly specifies its educational level; the target students, admission requirements, and graduation requirements; the educational objectives, standards of knowledge, skills, and the level of autonomy and responsibility of learners upon graduation; the content (curriculum); the study plan based on a standard duration of study; the training methods and formats; the methods for assessing learning outcomes; and the conditions for program implementation.
3. An integrated academic program is a program designed holistically to integrate the knowledge and skills of two educational levels, ensuring continuous learning between the levels to optimize training time for learners. The integrated bachelor's–engineer's and bachelor's–master's programs are 5.5 years in duration with a total of 180 credits. The integrated program includes two levels: bachelor's degree (4 years of study, undergraduate level, awarded a bachelor's degree), and an Engineer degree at level 7 (1.5 years of study, awarded an engineer's degree) or Master's (1.5 years of study, awarded

a master's degree). The integration is reflected in the design of course modules in the bachelor's program, which provide foundational knowledge closely related to the specialized orientations of the engineer or master's programs.

4. The ELITECH program (an abbreviation of *Elite Technology Program*) is a high-quality academic program, demonstrated by several key factors: admission quality, learning outcomes, the value of the graduation diploma, the program delivery method, facilities, as well as the content, teaching methods, and language of instruction. ELITECH is a highly internationalized program, with English as the primary language of instruction, or potentially other foreign languages that meet the program's objectives. The curriculum is developed by referencing equivalent programs from reputable international universities. The program offers favorable conditions for student exchange, credit transfer, and dual-degree opportunities with partner institutions.

5. The Talent Program, a part of the ELITECH program, is designed to identify and nurture students with exceptional abilities, creative thinking, and a capacity for in-depth research. Students are selected for the program based on outstanding academic achievements and research potential. The program ensures that learners are equipped with in-depth knowledge oriented towards research, along with independent and creative thinking skills, to meet the demands for high-quality human resources. Lessons are conducted in small class sizes, with highly qualified instructors and modern teaching methods, which provides optimal conditions for students to develop their potential.

Students in the Talent Programs are also encouraged to participate in scientific research, academic exchanges, and have their earned credits recognized by partner institutions.

6. The standard duration and study load for formal full-time academic programs, excluding supplementary knowledge courses, are specified as follows:

<b>Programs</b>	<b>Participants</b>	<b>Standard Duration</b>	<b>Minimum credits</b>
<b>Bachelor's degree</b>	High school leavers	4 years	132
<b>Engineer's Degree</b>	Bachelor's degree holders (integrated program)	1.5 years	48
	Bachelor's degree holders	2 years	60
<b>Master's Degree</b>	Bachelor's degree holders	2 years	60
	Bachelor's degree holders (integrated program)	1,5 years	48
<b>Doctoral Program</b>	Master's degree holders	3 years	106
	Bachelor's degree holders	4 years	151

7. The study duration for part-time/in-service programs is at least 20% longer than that of the corresponding full-time programs

8. All programs conferring bachelor's, engineer's, master's, and doctoral degrees must be publicly announced prior to admissions, in compliance with the current regulations of the Ministry of

Education and Training (MOET) and Hanoi University of Science and Technology (HUST)’s program standards.

9. Programs may be adjusted and applied to each admission cohort; students enrolled in a given year will follow the curriculum version published for that year. Any updates to the program for a specific cohort may only be applied if they do not affect the accumulated academic results or conduct scores of the learners.

### **Article 3. Study duration and academic planning**

1. HUST conducts its academic activities on an academic year and semester basis. An academic year consists of two main semesters and one summer semester. The summer semester is organized based on learners' needs and the availability of instructors from the university/faculty/institute in charge.

2. The schedule for course registration, class timetables, exam dates, and graduation review adheres to the Academic Calendar of HUST.

3. Based on the standard academic plan for each program, learners develop their own semester-by-semester study plans:

a) Learners are allowed to graduate early if they meet all graduation requirements of the program or graduate later than the standard duration. However, delays in progress must not exceed five main semesters for bachelor’s programs and two main semesters for engineer’s and master’s programs.

b) For learners in articulation/transfer programs who have been granted credit exemptions, the program duration is determined in accordance with the standard program duration, reduced proportionally to the number of recognized and exempted credits. The delay in progress must not exceed three main semesters and must not exceed twice the designed duration of the program.

c) For doctoral programs, the standard duration ranges from 3 to 4 years. Doctoral candidates are considered full-time if they register for 30 credits per academic year. A doctoral candidate may extend the time for dissertation completion up to two times, with each extension lasting at least 6 months, and the total extension period is not permitted to exceed 24 months.

d) For learners in undergraduate programs who are classified as priority candidates under the university admission regulations in effect at the time of their enrollment, the study duration must not exceed twice the standard academic plan duration, or the designed duration in the case of transfer programs.

### **Article 4. Credits and courses**

1. A credit is a unit used to measure academic workload. One credit corresponds to approximately 50 hours of standard learning activities, including lecture attendance, guided study, self-study, research, experiential learning, and participation in assessments.

For classroom-based instruction, one credit requires at least 15 hours of lectures, or 30 hours of practical work, experiments, or discussions; 45 hours of internship; 45 hours of assignments, projects, or a thesis/capstone project. One week of full-time project work is equivalent to 1 credit; one week of full-time internship is equivalent to 0.5–0.6 credits.

2. A course is a component of the curriculum and is completed within a single semester. The typical credit load in each course ranges from 1 to 4 credits, except for certain courses such as internship, capstone project/thesis, master's thesis, and doctoral dissertation, which may carry a higher credit load.

3. Each course is assigned a unique course code and may be included in different academic programs.

4. The curriculum may consist of compulsory and elective course groups, as follows:

- a) Compulsory courses: Learners must complete all courses listed in the designated catalog.
- b) Module-specific elective courses: Learners select a specialization track and must complete all courses listed within that specific module.
- c) General elective courses: Learners select specified number of courses from a given list to accumulate the required credits.

5. Equivalent and Substitute Courses

a) Two courses are considered equivalent when they share at least 70% of their academic content. If necessary, a learner may choose to take an equivalent course to fulfill a required course in the program, provided that the number of credits of the equivalent course is equal to or greater than the required course. This regulation also applies to cases in which learners wish to improve their cumulative GPA (CPA).

b) Learners are allowed to take a substitute course, as designated by the school/faculty, in place of a required course that is no longer offered in the curriculum.

6. Course Pre-requisites and Enrollment Conditions

The prerequisites and conditions to register for a course are specified in its detailed syllabus and may include one or more of the following:

- a) Prerequisite course: If Course A is a prerequisite for Course B, learners must successfully complete Course A before enrolling in Course B.
- b) Pre-study course: If Course A is a pre-study course for Course B, learners must have registered for and completed Course A (not necessarily passed) before enrolling in Course B.
- c) Concurrent course: If Course A is a concurrent course with Course B, learners must take Course A either before or at the same time as Course B.



7. The detailed syllabus of a course clearly outlines the study workload, prerequisites for enrollment, course objectives and learning outcomes, the extent to which the course contributes to the program's overall learning outcomes, assessment methods, course content, mode and language of instruction, as well as required textbooks and reference materials.

### Article 5. Course grades

1. For courses worth 2 credits or more, the grade is composed of two components: formative assessment and summative assessment, in which the final evaluation accounts for 0.5 to 0.8 of the total weight (or 50% to 80% of the total grade), as specified in the course syllabus. Courses worth less than 2 credits may be assessed either by a combination of formative assessment and summative exam, or by only summative assessment (the final evaluation) only.

2. Formative assessment may include midterm exams, regular quizzes, a combination of midterm and regular tests, or other components such as experiments, projects, essays, and class participation. The specific assessment methods and weightings are clearly defined in the course syllabus. For in-class sessions, attendance records may be used to add or subtract points from the formative assessment score of the course as follows:

No. of absences	0	1-2	3-4	$\geq 5$
Added points/Subtracted points	+1	0	-1	-2

3. The method of assessment and the weighting of the summative assessment are clearly specified in the detailed course syllabus.

4. Online assessment methods may be used if they are comparable to in-person assessments in terms of honesty, fairness, and objectivity. Their use must also be stipulated in a separate written policy.

5. Both formative assessment and summative assessment are graded on a 10-point scale, with increments of 0.5 points. Specific grading rules are as follows:

a) A score below 5 for bachelor's capstone projects/theses or engineer's capstone projects is considered a failing grade.

b) A score below 3 for all other types of courses (other than those specified in point a, clause 5 of this Article) is also considered a failing grade.

c) If a learner misses the scheduled final exam without a valid reason, the exam score will be 0.

6. The final course grade is calculated as the weighted average of the component scores, rounded to one decimal place, and converted to a letter grade based on the rules below. However, if any component score is a failing grade, the overall course grade is an F. For GPA calculation, letter grades are converted into a 4-point scale

10-point Scale Grade	0,0÷3,9	4,0÷4,9	5,0÷ 5,4	5,5÷6,4	6,5÷6,9	7,0÷7,9	8,0÷8,4	8,5÷9,4	9,5÷10
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<b>Letter Grade Equivalent</b>	F	D	D+	C	C+	B	B+	A	A+
<b>4-point Scale Equivalent</b>	0	1	1,5	2,0	2,5	3,0	3,5	4,0	4,0

7. Passing grades for courses are specified as follows:

a) For bachelor's and engineer's programs: a passing grade is D or higher, except for capstone courses (including the bachelor's thesis/capstone project and the engineering capstone project), which require a grade of C or higher.

b) For master's and doctoral academic programs: a passing grade is C or higher.

8. Learners may re-register for a course in which they have already received a passing grade to improve their CPA. The highest grade obtained will be recognized as the official grade for the course.

9. Some special letter grades are used in the following cases and cannot be converted into numerical scores for GPA calculation:

a) Grade I: Course grade is incomplete due to an approved exam deferral.

b) Grade X: Course grade is incomplete due to missing assessment data.

c) Grade R: Course is waived and credit is recognized.

d) Grade P: Applied to pass/fail courses, not included in GPA calculation.

đ) Grade W: Course has been officially withdrawn within the allowed withdrawal period.

#### **Article 6. Exam postponement, exam exemption, grade reappraisal, and grade appeals**

1. Learners are allowed to take the final exam once for each course they have registered for in the semester (even if their formative assessment score is a failing grade), and no exam retake is permitted.

2. Learners who miss the midterm exam due to illness, accident, or other valid reasons may be permitted by the instructor to take a make-up midterm exam or take other alternative assessments.

3. Learners who are unable to take the final exam for a course (already attended and paid tuition) due to illness, accident, or other valid reasons are allowed to postpone the exam. They must then take the final exam for that course within the next two main semesters to complete the grade. Otherwise, the course will be graded F.

4. Learners may request a grade reappraisal or appeal within 7 days from the date the course grade is updated in their academic accounts. Grade reappraisals or appeals do not apply to courses assessed through oral exams or by evaluation committees.

#### **Article 7. Accumulated credits and cumulative grade point average**

1. Accumulated credits refer to the total number of credits from all courses with passing grades since the beginning of the program, including courses that have been waived or recognized for credit.

2. The semester grade point average (GPA) is calculated as the weighted average of the 4-point scale numerical grades for all courses taken in the semester, using the course credits as weights. The GPA is rounded to two decimal places.

3. The cumulative grade point average (CPA) is calculated as the weighted average of the numerical grades (converted to a 4-point scale) for all courses taken since the beginning of the academic program, using the course credits as weights. The CPA is also rounded to two decimal places.

### **Article 8. Transfer to another educational institution**

1. Undergraduate students who wish to transfer to another educational institution must obtain approval from the President of HUST and the head of the receiving institution. Freshman students, senior students, and students under academic dismissal review are not eligible to transfer.

2. Master's students who, due to a change in residence or workplace necessitating a move to another province, are unable to continue their studies at HUST may transfer to another institution (that offers a master's program in the corresponding field) with the approval of the President of HUST and the head of the receiving institution. Students in their final semester or those on academic probation or higher are not eligible to transfer.

3. Doctoral candidates (PhD students) who have at least 12 months remaining in their study period at HUST (according to their official acceptance decision) may transfer to another institution (that offers a doctoral program in the corresponding field) if approved by the President of HUST and the head of the receiving institution.

### **Article 9. Tuition fees**

1. Learners are required to pay tuition fees in full and by the specified deadline.

2. Learners who fail to pay tuition fees in full within the period stipulated in Clause 1 of this Article will be suspended from course registration for the following semester.

3. Learners in bachelor's and engineer's programs who submit a request to withdraw from a course within the first 7 weeks of the semester, and are approved, will only be required to pay 50% of the tuition fee for that course. An exception applies if the withdrawal request is made in the first week of the second main semester: if approved, the learner will not be charged any tuition for the withdrawn course. This provision does not apply to courses taken in the summer semester.

4. Learners in bachelor's and engineer's programs, who submit a request to withdraw from the program, take a leave of absence, or transfer to another institution within the first 7 weeks of the semester, and the request is approved, will be required to pay 50% of the semester tuition fee. This provision does not apply to courses taken in the summer semester.

5. Tuition fees for condensed/abbreviated courses are calculated at 50% of the regular course fee.
6. Tuition fees for doctoral candidates (PhD students) are calculated annually. These fees cover doctoral-level courses, but not supplementary courses.

## **CHAPTER II. UNDERGRADUATE PROGRAMS**

### **Article 10. Academic registration**

1. Academic registration is a mandatory process for students in every semester, except for newly admitted students, who are assigned class schedules based on the standard study plan. These students are not required to register but may themselves adjust certain classes. Students must follow the registration process according to the timeline outlined in the Academic Calendar. The academic registration process consists of three phases:

a) Course registration: Students select the courses they plan to take in the upcoming semester. They may register according to the standard study plan or their personalized study plan. This phase typically takes place in the first few weeks of the preceding semester. Based on the number of students registered, HUST determines how many classes are in need to open and then publishes the schedule.

b) Official class registration: Students select specific classes for the courses they registered for. For courses that include multiple components (lectures, exercises, practical classes, labs, etc.), students must register for all required components.

c) Registration adjustment: Students can change classes, cancel classes, or add new classes, including courses which are not previously registered. Each main semester includes two adjustment periods which end before the semester begins. Additional registration for already opened classes is only allowed during the first week of the semester. There is no adjustment period for the summer semester.

#### **2. Number of registered credits:**

a) Students who are not under academic probation as stipulated in Clause 1, Article 19 of these Regulations may register for a maximum of 24 credits and a minimum of 12 credits in a main semester. The minimum credit registration threshold does not apply to final-year students. Students may register for a maximum of 8 credits in the summer semester.

b) Students who are under academic probation as stipulated in Clause 2, Article 19 of these Regulations are eligible to register for a limited credit load.

3. After the registration adjustment period, students may request to withdraw from a course, then the grade of that course is not calculated.

4. For in-class courses, a class is only opened if there is a minimum of 20 students register. Exceptions are handled as follows:

a) Consider opening classes for ELITECH majors or programs with a small number of students, in order to maximize support for students following the standard academic plan.

b) Consider opening classes for 5 to 19 registered students, based on student requests, with tuition fees adjusted according to the applicable multiplier as regulated.

c) Consider opening classes for a group of fewer than 5 students to retake a course in the form of a course project, specifically for those students who have already completed their capstone project/thesis.

5. For in-class courses, consideration to open a condensed class will be given based on students' requests, provided that all of the following conditions are met concurrently:

a) The student has taken the course at least twice but has not yet passed;

b) The student's progress score for the course was 2.0 or higher in the most recent attempt.

c) The students are at least in their third-year of study, as stipulated in Clause 5, Article 12 of these Regulations.

6. The in-class teaching duration for a condensed course should last at least 50% of the standard course duration, with the teaching content focusing on the core knowledge and skills of the course.

### **Article 11. Recognition of grades and credit transfer**

1. The grades that a learner has accumulated from a different educational level, a different academic program, or another educational institution are considered for recognition and transfer into credits for courses within the program.

2. The recognition and transfer of credits are considered based on a benchmark of learning outcomes, course content, study load, course assessment methods, and quality assurance conditions of the program implementation at the following levels:

a) Recognition and transfer on a course basis.

b) Recognition and transfer on a course-group basis.

3. Students are permitted to conduct their capstone project/thesis at a domestic institution (higher education institution, research institute, enterprise, etc.) or at an overseas educational institution under a signed exchange program, but they must defend their capstone project/thesis at HUST to be evaluated and graded. For students in part-time/in-service programs at partner units, the evaluation of the capstone project/thesis may be conducted at the partner unit or at HUST.

4. The maximum number of credits that can be recognized and transferred cannot exceed 50% of the total credits of the entire academic program.

5. Students who have been subject to a decision of dismissal must retake the entire program, with the exception of the National Defense and Security Education program which awards a certificate, if they retake the entrance examination and are admitted,.

## Article 12. Student feedback and evaluation on academic performance

1. At the end of each semester, students do surveys to provide feedback on quality assurance conditions, the effectiveness of learning, and their satisfaction with the classes.

2. A student's academic performance for a semester is evaluated based on the grades of the courses registered in the curriculum, excluding courses with an R grade, foreign languages, Physical Education, and National Defense and Security Education. The evaluation includes the following indicators:

- a) Total number of credits earned from passed courses in the semester.
- b) Total number of credits not earned due to failed courses in the semester.
- c) Semester grade point average (GPA).

3. A student's academic progress is evaluated based on the grades of completed courses from the beginning, excluding foreign language courses, Physical Education, and National Defense and Security Education, and is reflected in the following indicators:

- a) Accumulated credits.
- b) Total number of credits from courses that the student has attempted but not yet passed since the beginning of the program.
- c) Cumulative grade point average (CPA).

4. Academic results of the summer semester are evaluated in the next main semester.

5. Students are classified by academic year level based on accumulated credits as follows:

No of credits earned	< 32	32-63	4-95	6-127	≥ 128
Level	Freshman	Sophomore	Junior	Senior	Higher Senior

6. Students are classified by their academic performance in each semester based on their semester GPA, and their overall academic standing from the beginning of the program is based on their CPA as follows:

GPA or CPA	< 1,0	1,0-1,99	2,0-2,49	2,5-3,19	3,2-3,59	3,6-4,0
Classification	Very poor	Poor	Average	Good	Very good	Excellent

7. When needed, the semester GPA and the CPA at average level or higher may be converted to the 10-point scale according to the following rules:

4 point scale	10 point scale	Conversion formular $10 \text{ point scale} = 4 \text{ point scale} \times a + b$
2,0 - 2,5	5,5 - 7,0	$a = 3,00; b = -0,5$
2,5 - 3,2	7,0 - 8,0	$a = 1,42; b = 3,45$
3,2 - 3,6	8,0 - 9,0	$a = 2,50; b = 0.00$
3,6 - 4,0	9,0 - 10	$a = 2,50; b = 0.00$

### **Article 13. Undergraduate thesis/Capstone project**

Graduation modules include the Bachelor's capstone project and the Bachelor's graduation thesis.

1. Students will be assigned a topic if they meet the requirements of the module, including pre-study courses, prerequisites, corequisites, as specified in the module's detailed syllabus.
2. The capstone project/thesis results are evaluated as follows:
  - a) The score of capstone project/thesis is computed based on different component scores, with a weight of 0.5 for the formative assessment and 0.5 for the summative assessment.
  - b) The scores given by the supervisor, the reviewer, and the evaluation committee members may be marked to the increments of 0.5 points.
  - c) The capstone project/thesis progress score is the average of the supervisor's score and the reviewer's score, rounded to one decimal place. If either the supervisor's or the reviewer's score is below 5, the student is not allowed to defend the capstone project/thesis. In such cases, the defense score from the evaluation committee will be recorded as 0.
  - d) The final evaluation score of the capstone project/thesis is the defense score given by the evaluation committee, calculated as the average of the scores given by committee members, rounded to one decimal place. If any committee member gives a score below 5, the defense is considered failed, and the score will be capped at a maximum of 4.9.

### **Article 14. Undergraduate graduation registration**

1. HUST conducts graduation assessments three times per year—specifically at the end of each main semester and at the end of the summer semester. Students wishing to be considered for graduation must register according to the timeline specified in the Academic Calendar.
2. Students may take more courses than required in the curriculum, but when registering for graduation, they must select the courses to meet the required number of credits of the program or no more than 3 additional credits. Exceptions will be reviewed by the Graduation Committee and submitted to the HUST President for approval.
3. Students who meet all of the following requirements are eligible for graduation:
  - a) Have completed all required courses stated in the curriculum of the program within the designated time, including Physical Education and National Defense and Security Education courses.
  - b) Have met the foreign language proficiency requirements.
  - c) Have achieved a CPA (based on courses registered for graduation) of 2.0 or higher.
  - d) Are not under criminal investigation and are not currently under disciplinary suspension at the time of graduation review.



4. Students who meet the graduation requirements will be granted official graduation recognition and awarded a diploma by decision of the President of HUST within 3 months from the date they fulfill all graduation requirements and related obligations.

5. Students who have exceeded the maximum allowed study duration as stipulated in Clause 3, Article 3 of these Regulations, but have not yet graduated due to incompleteness of National Defense and Security Education or Physical Education courses, are permitted 3 additional years at maximum to register and complete the missing courses and request graduation review.

6. Students who are not eligible for graduation may request a certificate acknowledging the courses they have completed in the program.

#### **Article 15. Cumulative GPA (CPA) and undergraduate graduation classification**

1. The cumulative GPA (CPA) is the overall GPA computed based on the courses registered for graduation.

2. Graduation classification is determined based on the CPA, following the academic performance classification specified in Clause 6, Article 12. However, in the following cases, students with a CPA classified as "Good" or higher will have their graduation classification reduced by one level:

a) The number of credits from repeated courses exceeds 5% of the total number of credits used in calculating the CPA. This regulation does not apply to credits from courses retaken for grade improvement.

b) The student has been put on probation or higher status during their study time at HUST.

#### **Article 16. Temporary leave and voluntary withdrawal from study**

1. Temporary leave refers to a period of absence from study for one semester or more.

2. The conditions for temporary leave, the maximum duration of leave, and re-enrollment procedures are defined as follows:

a) A student may take temporary leave if granted permission through a decision issued by the President of HUST.

b) Leaves due to illness, maternity, or accident requiring long-term treatment will not count toward the total study duration if the total leave duration does not exceed four main semesters. Leaves beyond four semesters will be counted toward the total study duration.

c) Leaves due to mobilization into the armed forces (as specified in an official decision by the competent authority) will not count toward the total study duration.

d) For other temporary leaves for other reasons not specified in points b and c of Clause 2 of this Article, students must have completed at least one semester of study. The maximum permitted duration of such leaves is four main semesters, and this period will count toward the total study

duration. Students in this category will be subject to academic dismissal if they exceed four semesters of leave.

d) Students must submit a request to return to study no later than one week before the start of the new semester. For those who were mobilized into the armed forces or assigned international duties, a certificate of mission completion must be submitted together with the request.

3. If students apply for temporary leaves during the final exam period of a semester (as defined in the Academic Calendar), the leave will take effect from the start of the next semester. The student may request to postpone exams for any unfinished courses.

4. Once the temporary leave takes effect, all registered courses for that semester will be canceled, and tuition will be charged in accordance with Clause 4, Article 9 of these Regulations. Exceptions to this rule—covered under Points b and c, Clause 2 of this Article—will be treated in accordance with tuition decisions made by the President of HUST.

5. Voluntary withdrawal: Students who find themselves ineligible or no longer wish to continue studying at HUST may submit a request for withdrawal and will be considered for formal approval. Once the withdrawal request is approved and a decision is issued, the students will not be re-admitted.

### **Article 17. Transfer of program or mode of study**

1. Students who have completed their first academic year (including any approved temporary leave) may be considered for a transfer to another program if they meet the following requirements:

- a) Meet the admission requirements of the targeted program;
- b) Have a CPA classified as “Good” or higher ( $CPA \geq 2.5$ );
- c) Are not currently under academic probation;
- d) Are not under disciplinary action.

2. Students enrolled in Talent Programs are allowed to request a transfer back to their originally admitted program or to a standard program in the same major, provided they meet the corresponding admission requirements.

3. Students with a CPA classified as “Good” or higher ( $CPA \geq 3.2$ ) are permitted to apply for a transfer into Talent Programs in the same major upon completion of their second academic year.

4. Students in the following cases are eligible to request a transfer to a program under the part-time/in-service modes at HUST, if wished:

- a) Students are currently studying in full-time programs;
- b) Students who were subject to academic dismissal due to poor academic performance;
- c) Students are unable to complete their program within the permitted duration.

These cases will be considered if the student's remaining time is still within the eligible time frame for part-time study. This clause does not apply to students who voluntarily withdrew.

5. Academic results from previously completed courses by students will be reviewed for retention and equivalency with the corresponding courses in the new program or mode.

6. Students from other institutions wishing to transfer to HUST must meet the admission criteria of the equivalent program in the same intake year and must receive approval from both the President of HUST and the Head of their current institution. The total study duration is calculated from the date of initial enrollment at the first institution.

7. For exceptions, the President of HUST will set up a Committee to assess and reach a final decision.

### **Article 18. Concurrent enrollment in second programs**

1. Full-time students may register to take additional courses from a second program. However, they will only receive official benefits and be eligible for graduation recognition in the second program after successfully registering for that program.

2. Students are allowed to register for a second program as early as when they have been classified at the sophomore level of their first program. At the time of registration, students must have a CPA classified as an *Average* or higher ranks and meet the admission requirements for the second program in the corresponding year.

3. While studying the second program, students must consistently fulfill the study load requirements of their first program, maintain a CPA of *Average* or higher, and not be under academic probation. Students who fail to meet these conditions will be removed from the second program's enrollment list.

4. The maximum eligible study time for students pursuing dual programs concurrently is the same as the maximum duration specified for the first program.

5. When enrolled in a second program, students may receive credit recognition for equivalent courses in terms of content and workload from the first program. These recognized courses will be marked as "R" (Recognized). The same courses shared in the two programs will be credited and graded for both programs.

6. Students pursuing two programs must register for graduation in the same term for both programs. A student will only be considered for graduation from the second program if they meet the graduation requirements for the first program and registered for the second program no later than two years before the intended graduation date.

7. Students who are recognized as having graduated from both programs will be awarded two separate diplomas and two corresponding diploma annexes.

### **Article 19. Academic probation and dismissal**

1. Academic performance is evaluated at the end of each main semester to determine the status of academic probation for students, as follows:

a) Academic probation is raised by one level if the number of failed credits (unearned credits) in the semester exceeds 8.

b) Academic probation is raised two levels if the number of failed credits in the semester exceeds 16, or if the student drops out or fails to register for the semester without approval.

c) Students will be on level 3 of academic probation if their total number of unearned credits since the beginning of the program exceeds 24 credits.

d) Students currently under academic probation level 1 or 2 will be lowered by one level if the number of failed credits in the semester is less than or equal to 4.

đ) Students under academic probation level 3 will be lowered to level 2 if their total unearned credits since enrollment is less than or equal to 24. This downgrade is applied regardless of the criteria for raising probation status in point a and b above.

e) Academic probation is not applicable for summer semesters.

2. Academic load limitation is enforced for students on level 2 probation or higher, requiring them to register for a reduced number of credits in the first semester of the academic year. Specific regulations are as follows::

a) Students in standard programs may register for a maximum of 14 credits and a minimum of 8 credits per main semester;

b) Students in ELITECH programs or international joint programs may register for a maximum of 18 credits and a minimum of 8 credits per main semester.

3. Academic dismissal applies to students with extremely poor academic performance in the following cases:

a) A student is on level 3 academic probation for the second consecutive time.

b) A student exceeds the maximum study duration or is no longer able to meet graduation requirements within the permitted timeframe as specified in Clause 3, Article 3 of this document.

## **Article 20. Disciplinary actions for student violations**

Violations and corresponding disciplinary measures are handled in accordance with the current regulations stipulated in the Regulations on Student Affairs for Full-Time Undergraduate Students of the University.

## **CHAPTER III ENGINEER PROGRAMS**

### **Article 21. Academic Registration for Engineer Programs**

1. Academic Registration: Students must follow the academic registration process in accordance with the standard study plan or their individual study plan. Students may register for a minimum of 12 credits and a maximum of 24 credits in a main semester. The minimum semester credit limit does not apply to the final semester.

2. The academic registration process follows the provisions in Clause 1, Article 10 of these Regulations.

3. During their bachelor's studies, students may register for up to 15 credits of courses in the Engineer Program .

### **Article 22. Internship and Engineer Capstone Project**

1. Students in an Engineer Program will be assigned a Engineer Capstone Project (ECP) topic only after being recognized as official students in the program and meeting the requirements for the ECP course. These include pre-study courses, prerequisites, corequisites, as specified in the module's detailed syllabus.

2. The graduation internship must be conducted at a company or enterprise and must meet the required duration as stipulated by regulations.

3. The ECP topic must be closely related to the internship content or address professional issues arising from the enterprise's actual needs.

4. The evaluation of the ECP results will follow the provisions in Clause 2, Article 13 of these Regulations. The ECP will be deemed satisfactory if the course grade is C or higher.

### **Article 23. Registration for Graduation**

1. HUST conducts graduation assessments three times per year—specifically at the end of each main semester and at the end of the summer semester. Students wishing to be considered for graduation must register according to the timeline specified in the Academic Calendar.

2. Students may take more courses than required in the curriculum, but when registering for graduation, they must select the courses to meet the required number of credits of the program or no more than 3 additional credits. Exceptions will be reviewed by the Graduation Committee and submitted to the HUST President for approval.

3. Students who meet all of the following requirements are eligible for graduation:

- a) Have completed all required courses in the program within the stipulated time frame;
- b) Have met the foreign language proficiency requirement;

c) Have a CPA of 2.0 or higher;

d) Are not under criminal investigation and are not currently under disciplinary suspension at the time of graduation review.

4. Students who meet the graduation requirements will be granted official graduation recognition and awarded a diploma by decision of the President of HUST within 3 months from the date they fulfill all graduation requirements and related obligations.

5. Students who are not eligible for graduation may request a certificate acknowledging the courses they have completed in the program.

#### **Article 24. CPA and graduation classification for the Engineer Program**

1. The CPA for the entire program is calculated based on the grades of the courses registered for graduation in the Engineer Program.

2. The graduation classification is based on the CPA as defined in Clause 6, Article 12 of these Regulations. However, in the following cases, the graduation classification of students with a CPA at the *Good* level or higher will be lowered by one level:

a) The number of credits from repeated courses exceeds 5% of the total credits used in calculating the CPA of the program. This does not include credits from courses retaken to improve grades;

b) The student has been subject to disciplinary action of probation status or higher during their time in the program.

#### **Article 25. Temporary leave, voluntary withdrawal, and academic dismissal**

1. For students who are mobilized into the armed forces or assigned to perform national or international duties, the period of temporary leave (as specified in the decision issued by a competent authority) will not be counted toward the total study duration at HUST.

2. Students who are ill, have accidents with long-term treatment, or are on maternity leave in accordance with regulations are allowed to take temporary leave. The period of leave (as specified in the medical certificate issued by a competent healthcare facility in accordance with the Ministry of Health's regulations) will not be counted toward the total study duration if it does not exceed two main semesters in total; temporary leaves last more than two semesters will be counted toward the total study duration. Special cases will be decided by the President of HUST.

3. For temporary leave requests due to reasons not covered in Clauses 1 and 2 of this Article, the maximum allowed leave period is two main semesters, and this period is counted toward the total study duration. The students in this category will be considered for academic dismissal if their leave exceeds two main semesters.

4. Students must submit a request to return to study no later than one week before the start of the new semester. For those who were mobilized into the armed forces or assigned international duties, a certificate of mission completion must be submitted together with the request.

5. If a student requests temporary leave during the final exam period according to the Academic Calendar, the leave will take effect from the start of the next semester. The student may request to postpone exams for any unfinished courses.

6. When the temporary leave status takes effect, all courses registered for in the semester will be canceled and tuition fees will be calculated in accordance with Clause 4, Article 9 of these Regulations, except for the cases specified in Clause 1 and Clause 2, Article 25 of these Regulations, in which the decision on tuition fees will be made by the President of HUST.

7. Students who find themselves ineligible or no longer wish to continue studying at HUST may submit a request to withdraw from the university, and this request will be considered for formal approval. Once the withdrawal request is approved and a decision is issued, the students will not be re-admitted.

8. Students are subject to academic dismissal in the following cases:

a) The student exceed the maximum study duration or is no longer able to meet graduation requirements within the designated time as stipulated in Point a, Clause 3, Article 3 of these Regulations.

b) The student does not register for any courses for two consecutive semesters.

#### **Article 26. Disciplinary actions**

Disciplinary actions for students in the Engineer Program are taken in accordance with Article 20 of these Regulations.

## **CHAPTER IV**

### **MASTER PROGRAMS**

#### **Article 27. Registration for courses in Master programs**

1. Academic registration: students must complete the academic registration process via their personal academic accounts, following either the standard study plan or their own individual plan. Students enrolled in the full-time format may register for up to 24 credits per main semester, but no more than 45 credits per academic year. Students enrolled in the part-time/in-service format may register for up to 20 credits per semester, and no more than 30 credits per academic year. The final semester is not subject to the maximum semester credit limit, but students must still comply with the maximum year credit limit.

2. For in-class courses, the minimum class size is 5 students. For classes with fewer than 5 students, the course may be offered in the form of a capstone project, thesis, or specialized essay to replace classroom instruction.

#### **Article 28. Supplementary courses and credit recognition**

##### **1. Supplementary Courses:**

a) Students who hold a bachelor's degree in a field closely related to their intended master's program must complete up to 15 supplementary credits.

b) The list of required supplementary courses and their credit values are determined during the application review process, based on the benchmark between the applicant's undergraduate curriculum and the corresponding standard undergraduate curriculum at HUST.

c) Supplementary courses must be completed before taking courses in the standard master's curriculum.

##### **2. Credit Recognition and Transfer:**

a) Students may be considered for credit recognition and transfer (marked as grade R) for some courses they have previously completed in another master's program or in a specialized program. Transfer courses must have been passed with a minimum grade of C (or equivalent).

b) Courses eligible for recognition are determined during the application review process by benchmarking the applicant's completed curriculum with HUST's standard master's curriculum in the relevant field.

c) Students enrolled in HUST's integrated bachelor–master programs may register for up to 15 credits of master's-level courses.

d) Transfer courses do not count toward the calculation of the CPA.



đ) Students transferring into HUST's master's program from other domestic or international institutions may be considered for credit recognition for equivalent courses, based on their academic records at the previous institution.

3. Transfer academic results are valid for up to 5 years. The total number of transfer credits must not exceed 30 credits.

### **Article 29. Registration of Master's thesis topic**

1. Students must register for their thesis topic during the first semester of the program, using one of the following methods:

a) Select a topic and the name of a supervisor from the list of proposed topics provided by the school/faculty/institute.

b) Propose their own topic, along with a detailed research outline and the name of a proposed supervisor.

2. Based on the submitted registration information, HUST will review and then issue an official decision on the thesis topic and supervisor assignment. Students whose proposals are not approved must re-register.

3. After receiving the decision on the thesis topic assignment, the student must build a plan for the master's thesis, which must be approved by the assigned supervisor.

4. Students may request a change of topic or supervisor during their thesis work. These changes must be made at least 6 months before the end of the permitted study duration (including any extensions, if applicable).

### **Article 30. Master's thesis**

1. A thesis is a scientific report that summarizes the student's main research results and must meet the following requirements:

a) It must contribute to theoretical, academic, or technological development or innovation and creativity; and demonstrate the student's research capability.

b) It must be in accordance with Vietnamese culture, ethical standards, and social norms.

c) It must comply with academic integrity regulations and current legal provisions on intellectual property.

2. The thesis manuscript must conform to the formatting and presentation standards as guided by HUST.

### **Article 31. Conditions for master's thesis defense**

A student is eligible to defend their master's thesis if all of the following conditions are met:

1. Successfully completed all the courses required by the program.

2. Met the foreign language proficiency requirement, equivalent to level 4/6 of the Vietnamese 6-level Foreign Language Proficiency Framework, or other equivalent certificates as regulated by the Ministry of Education and Training; or holds a university degree (or higher) in a foreign language major, or in another major where the program was entirely delivered in a foreign language. The entry and graduation language requirements must be of the same language.

3. The supervisor and reviewer confirm that the thesis manuscript has met all quality and scientific standards for defense.

### **Article 32. Grades of master's thesis**

1. The grade of master's thesis consists of the thesis defense grade plus a scientific publication bonus (if applicable), defined as follows:

a) The thesis defense grade is the average grade given by all council members in the defense session. The final grade is rounded to two decimal places, and each member grades on a 10-point scale, allowing increments of 0.5 points.

b) The scientific publication bonus applies to students who meet one of the following requirements: Have a scientific article related to the content of the thesis that has been published or accepted for publication in a scientific journal or conference proceedings; have completed an accepted final report of a university-level research project for which the student was the main researcher, or have participated as the main contributor in a completed and accepted research project led by the thesis supervisor, where the research addresses key issues of the thesis. The bonus score ranges from 0.5 to 1.5 points and is decided by the thesis evaluation committee.

2. The thesis evaluation committee may grade 8.5 or higher for the thesis defense only if the student has a scientific publication related to the thesis content.

### **Article 33. The second master's thesis defense**

1. When the thesis is deemed unsatisfactory and the student still has at least 3 months of study time left, they are allowed to revise and improve the thesis to defend for the second time within 3 months from the date of the first defense.

2. If the second defense still does not meet the requirements and students still have at least 6 months of study time left (as per the maximum study duration specified in Point a, Clause 3, Article 3 of these Regulations), they may, upon request, register for a new thesis topic. A third defense is not permitted for each thesis topic.

3. Students are required to cover all costs related to the revision, improvement, and second defense, as well as the implementation and defense of the new thesis topic, if applicable.

### **Article 34. Master's degree requirements and graduation classifications.**

1. Students are considered for graduation when meeting all of the following conditions:

a) The master's thesis is deemed satisfactory.

b) The student has completed revisions to the thesis as required by the thesis evaluation council and has published the full text of the thesis on the official website of HUST for at least 30 days, except for topics requiring confidentiality, which follow state regulations.

c) The final version of the thesis has been submitted to the Ta Quang Buu Library in accordance with HUST's formatting requirements, within 20 days from the date of a successful defense.

d) The student is not under criminal investigation and not subject to disciplinary suspension at the time of graduation review.

2. The graduation classification is based on the CPA for all completed courses, including the master's thesis. Courses that were recognized for credit transfer are excluded from the CPA calculation for graduation classifications.

<b>CPA</b>	2,0 - 2,49	2,5 - 3,19	3,2 - 3,59	3,6 - 4,0
<b>Classification</b>	Average	Good	Very good	Excellent

3. Students who meet all graduation requirements are granted a decision recognizing their graduation and awarded a degree by the President of HUST within 02 months from the time that all graduation requirements are fulfilled and all related obligations are completed.

4. Within 5 years from the end date of the course, students who do not graduate have the right to request a certificate for the academic credits they have accumulated in the study period.

### **Article 35. Temporary leave and academic record retention**

1. For students assigned to military service or national/international duties, the period of temporary leave (as specified in the decision issued by the competent authority) will not be counted toward the total study duration at HUST.

2. Students who are ill, involved in long-term medical treatment, or on maternity leave (as per regulations) are allowed to take temporary leave. . The period of leave (as specified in the medical certificate issued by a competent healthcare facility in accordance with the Ministry of Health's regulations) will not be counted toward the total study duration if it does not exceed two main semesters in total. Any leave beyond two semesters will be counted towards the total study duration.

3. For other personal reasons not stated in Clauses 1 and 2, the students must have completed at least one semester at HUST and must not be under academic dismissal or disciplinary actions in order to be considered for temporary leave. The maximum leave duration is 12 months, and this time will be included in the total study duration.

4. Students must submit a request to return to study no later than one week before the start of the new semester. For those who were mobilized into the armed forces or assigned international duties, a certificate of mission completion must be submitted together with the request.

5. Retention of academic results during temporary leave: All courses for which students have received assessment results (or are eligible for assessment) in the semester will be counted. These

results, including both passed and failed courses, will be retained along with results from previous semesters.

### **Article 36. Extension of study period and withdrawal from study**

1. Students who fall behind the standard timeline of the master's program must submit a request for an extension of their study duration.

2. Students who no longer meet the conditions or who do not wish to continue their studies at HUST may submit a written request to withdraw. Once the withdrawal request is approved and a decision is issued, the students will not be re-admitted.

3. Students are subject to compulsory withdrawal in the following cases:

a) The student exceeds the maximum study duration or is no longer able to meet graduation requirements within the permitted timeframe as specified in Clause 3, Article 3 of this document.

b) The student fails to register for any courses for two consecutive semesters.

c) The student is prosecuted for criminal liability or violates academic or examination regulations to the extent that compulsory withdrawal is required.

## **CHAPTER V**

### **DOCTORAL PROGRAMS**

#### **Article 37. Planning and progress reporting**

1. Doctoral candidates are considered official members of the school/faculty/institute (hereinafter referred to as the academic unit) immediately after the decision recognizing them as doctoral candidates is issued; they are subject to be under supervision and monitoring of their academic and research plans by the academic unit.

2. Based on the standard academic plan of the doctoral program, doctoral candidates must develop their own detailed plans by semester and academic year, and report them to the academic unit and the supervisor for approval.

3. Doctoral candidates must fully participate and present their reports at periodic scientific seminars held by the academic unit; they are responsible for reporting academic and research progress as required by both the academic unit and the doctoral candidate management unit.

4. Every six months from the date of the decision on doctoral candidate recognition, candidates must present a progress report covering the previous six months' progress at a scientific seminar organized by the academic unit and submit the report to the Department of Academic Affairs of HUST.

#### **Article 38. Supplementary courses and doctoral courses**

1. Supplementary courses are designed to equip doctoral candidates with knowledge and professional competence to conduct their research projects.

a) For candidates already holding a master's degree: the amount of supplementary coursework is determined based on the completed master's level courses, the knowledge that needs updating or adding, and the requirements of the field and research topic. A minimum of 4 supplementary credits, equivalent to 2 courses, is required.

b) For candidates without a master's degree: supplementary courses include all courses in a research-oriented master's program in the relevant field, excluding the master's thesis.

c) Doctoral candidates must take supplementary courses within the programs (undergraduate or master's levels) they are in and attend the corresponding classes of that program.

2. Doctoral courses aim to deepen theoretical understanding, update the latest knowledge in the field, develop research methodology, and improve the application of research methods in the chosen research area or topic.

a) Each candidate must complete a minimum of 8 credits, equivalent to 3–4 doctoral courses.

b) Candidates must complete the academic registration via their academic account within the first 4 weeks of the semester. A doctoral course is delivered if there are at least 5 doctoral candidates

enrolled; if there are less than 5 doctoral candidates, the course may be offered in the form of a capstone project, thesis, or specialized essay to replace classroom instruction.

3. Doctoral candidates must complete all required supplementary courses and doctoral courses with a minimum grade of C within 2 years from the date of official admission. If candidates are unable to complete the requirements within the 2-year period, they may apply for an extension of up to 6 additional months. Failure to meet the requirements beyond this extended period may result in termination from the program.

### **Article 39. Literature review and doctoral thematic studies**

1. The literature review requires the doctoral to demonstrate their ability to analyze and evaluate both domestic and international research works directly related to the dissertation topic, thereby defining the objectives and research tasks of the doctoral dissertation.

a) The literature review must be conducted under the guidance of the academic supervisor. It is assessed in the form of a scientific report presented at the relevant academic unit. The literature review is considered "pass" if it is approved by both the supervisor and the unit.

b) The doctoral candidate must complete a satisfactory literature review within 12 months from the date of official admission.

2. The doctoral thematic studies aim to enhance the candidate's capacity of research skills, updating knowledge, and addressing specific issues directly related to the dissertation topic. Candidates may develop their thematic studies from their own published papers that are directly related to the dissertation and published in ISI/Scopus-indexed journals.

a) The candidate must complete three doctoral thematic studies, equivalent to 6 credits, at least one month before submitting the application for dissertation evaluation at the academic unit.

b) The doctoral candidate must register for the doctoral thematic studies. The titles of the studies are proposed by the candidate and must be approved by the supervisor.

c) The doctoral thematic studies are evaluated in the form of a scientific presentation with an evaluation subcommittee. A topic is considered "pass" if the average score given by the subcommittee is 5.5 or higher on a 10-point scale.

### **Article 40. Doctoral dissertation**

1. The doctoral dissertation is the scientific research outcome of the doctoral candidate, containing new theoretical and practical contributions in a specialized field. It must be valuable in expanding scientific knowledge and fully resolving the problems posed by the dissertation topic.

2. The written dissertation must conform to the formatting and presentation guidelines provided by HUST, including specifications on structure, page length, citation format, and the bibliography.

3. The dissertation must strictly comply with laws on intellectual property rights, specifically:

- a) Fully cite and clearly indicate sources of all referenced research results from other authors (if any);
- b) If the dissertation uses content from collaborative scientific works in which the candidate is a co-author, written consents must be obtained from the other co-authors allowing the candidate to use the group's research findings;
- c) Comply with regulations on academic integrity, intellectual property rights, and other related legal provisions.

#### **Article 41. Requirements for defending a doctoral dissertation**

1. A doctoral candidate is eligible to register for dissertation evaluation at the academic unit (defense at institutional level) if all the following requirements are met:

- a) Has completed all coursework, reports, and thematic studies required by the doctoral program within the permitted time;
- b) Is the principal author (first-named or sole corresponding author) of at least two research articles based on the dissertation results, including: one article published in a scientific journal indexed in the ISI-Scopus list, and one published in a scientific journal which is required by the State Council for Professorship with at least 0.75 points according to the field-specific scoring framework; or is the main author of two peer-reviewed international scientific articles related to the dissertation which are published in the scientific journals required by the State Council for Professorship with at least 0.75 points under the same scoring framework for each;
- c) The total score of all publications listed in Point b, Clause 1 of this article must be at least 2.0 points for each type of publication as defined by the State Council for Professorship (points are not divided among co-authors);
- d) The dissertation must have been reviewed and evaluated in scientific seminars, with the final seminar explicitly concluding (in the meeting minutes) that the dissertation is approved for defense at the institutional level;
- đ) The supervisor (or supervising group) must confirm that the quality of the dissertation meets requirements and approve the candidate's registration for institutional-level defense.

2. Conditions for a doctoral candidate to defend the dissertation at the University level.

- a) The candidate's dissertation must be recommended by the academic unit for evaluation at the university level;
- b) The dissertation must be approved by independent reviewers, who agree that it meets the standards to be defended in front of the university-level committee.

#### **Article 42. Evaluation of the doctoral dissertation**

1. The evaluation of a doctoral dissertation at the institutional level is specified as follows:

a) The candidate is allowed to defend the dissertation at the institutional level if they meet all the conditions specified in Clause 1, Article 41 of these Regulations and complete the documents on the institutional-level defense registration at least 90 days before the end of the maximum allowed study duration for the doctoral program as defined in Clause 3, Article 3 of these Regulations. If the study duration is shorter than 90 days, the doctoral candidate must apply for an extension of study duration as regulations.

b) The Institutional Dissertation Evaluation Committee (hereinafter referred to as the “institutional committee”) is established by decision of the rector/faculty dean/institute director under authorization of the President of HUST. The committee consists of 7 members, including a chairperson, a secretary, 2 reviewers, and other members. The dissertation defense at the institutional level must take place no sooner than 21 days and no later than 45 days from the date the committee is officially established.

c) The institutional-level dissertation evaluation is conducted in the form of a scientific seminar, which may be held once or multiple times, until the dissertation is considered eligible to be defended at the university-level evaluation committee.

d) The dissertation may only be proposed for evaluation at the university-level if at least 6 out of 7 members of the institutional committee approve the dissertation (as recorded in the dissertation review forms).

đ) Within 20 days after the completion of the institutional-level evaluation, the doctoral candidate must complete all revisions and supplements to the full dissertation text as recommended by the institutional committee.

2. The full text of the dissertation and its summary must be sent to independent reviewers for feedback before the dissertation is submitted for evaluation at the University-level Dissertation Evaluation Committee. The candidate must complete a written response to the independent reviewers' comments, with the support of their supervisor(s), within 15 days from the date of receiving the reviewers' evaluations.

3. The evaluation of the doctoral dissertation at the university level is specified as follows:

a) The doctoral candidate may defend the dissertation at the university level if they meet all the conditions stipulated in Clause 2, Article 41 of these Regulations and complete the application for evaluation by the University-level Dissertation Evaluation Committee.

b) The University-level Dissertation Evaluation Committee is established by decision of the President of HUST and consists of 7 members, including a chairperson, a secretary, 3 reviewers, and other members. The dissertation defense must be held within 2 months from the date of establishment of the university-level committee. The defense will not be held if the chairperson, secretary, or 2 or more committee members are absent.

c) The schedule, location, and public notice of the dissertation defense, including the dissertation summary, full text, and a summary of the novel contributions in both Vietnamese and English (or



another foreign language), must be publicly posted on HUST's official website at least 7 days before the defense date.

d) The dissertation is evaluated through a secret ballot vote (approve or disapprove). The dissertation will not be approved if 2 or more members of the university-level committee who are present at the defense vote to disapprove. The committee must issue a formal resolution clearly stating its conclusion, either rejection of the dissertation with reasons or approval with required revisions or additions (if any).

#### **Article 43. Re-evaluation of the doctoral dissertation**

1. If the University-level Dissertation Evaluation Committee resolves not to approve the dissertation but permits a re-defense, the candidate is allowed to revise and supplement the dissertation and may request a second defense within 6 months. This case is applied to the doctoral candidate who is still within the permitted duration of study. The second University-level Evaluation Committee must include at least 5 members who were part of the first committee, including those members who voted against the dissertation. All members must be present at the second defense. The procedures and evaluation process for the re-defense need to follow the provisions specified in Clause 3, Article 42 of these Regulations.

2. The doctoral candidate is responsible for all costs related to the revision, supplementation, and organization of the second defense.

3. If the second defense of the dissertation still does not meet the requirements, the doctoral candidate is not allowed to take a third defense of the dissertation.

#### **Article 44. Conferral of the doctoral degree**

1. Conditions for a doctoral candidate to be considered for the doctoral degree:

a) The candidate's dissertation has been approved by the University-level Dissertation Evaluation Committee.

b) The candidate has completed revisions and supplements to the dissertation according to the resolutions of the University-level Evaluation Committee, and these have been confirmed by the supervisor(s), the management unit, and the committee chair;

c) If the dissertation is required to have an external verification as notified by the Ministry of Education and Training (MOET), the verification results must meet the required standards; or, if the verification results from MOET are not yet received within 60 working days after the review committee received the documents from HUST, this condition is also considered fulfilled;

d) The candidate has submitted both hard and soft copies of the final complete version of the dissertation and its abstract—bearing the signatures of the candidate and the supervisor(s), along with the confirmation from HUST—to both the Vietnam National Library and Ta Quang Buu Library at HUST, after all required revisions per the University-level Evaluation Committee and external review committee (if applicable);

đ) The final complete version of the dissertation has been published on HUST's official website (except for dissertations classified as confidential) for a minimum of 3 months.

2. Based on the submitted doctoral degree application, for candidates who meet all graduation requirements, the President of HUST issue a decision recognizing the doctoral qualification and grant the doctoral degree after consulting the University's Science and Training Council. The doctoral degree will be issued within 30 working days from the issued date of the decision on doctoral qualification recognition.

3. Doctoral candidates who do not graduate have the right to request certification for the academic credits accumulated in the doctoral program.

#### **Article 45. Changes during the doctoral program**

1. Changes to the dissertation topic proposed by the Doctoral candidate and the supervisor(s) are only permitted within the first half of the doctoral program duration.

2. Adding or changing academic supervisors must be done no later than 12 months before the program end date as specified in the decision recognizing the doctoral candidate (including any extensions), except in force majeure cases.

3. Transfer to another educational institution follows Clause 3, Article 8 of these Regulations.

4. The President of HUST may consider and decide to shorten the study duration by up to 1 year if the candidate completes all requirements ahead of schedule.

5. If the candidate is unable to complete the dissertation on time, they must submit a request for an extension at least 60 days before the program deadline. To be eligible for the extension, the candidate must have: Completed the literature review, completed all required supplementary and doctoral courses, completed all required doctoral thematic studies, fulfilled all financial obligations and other requirements.

6. A doctoral candidate will be dismissed in the following cases:

a) Upon reaching the program's maximum time limit without completing the requirements of program, or if the dissertation is not approved by the University-level Evaluation Committee (including the case of re-evaluation under Article 43);

b) If they seriously violate responsibilities as a doctoral candidate or any laws or regulations, as concluded by the academic committee or competent authorities;

c) If they violate HUST's rules and regulations at a level that results in dismissal.

7. A candidate who no longer wishes to continue the doctoral program at HUST may submit a request to withdraw, which will be reviewed for approval.

#### **Article 46. Recognition and transfer of academic and research results**

The results of doctoral-level courses that a Doctoral candidate has accumulated during the doctoral program may be retained, recognized, or transferred in the following cases:

1. The candidate is dismissed from the doctoral program and wishes to pursue a master's program in a corresponding field, provided they meet the requirements of the current regulations on admission of master's education.

2. The candidate transfers to a different major or a different academic institution.

3. The candidate previously withdrew or was dismissed and later re-applies and is accepted as a new Doctoral candidate at HUST.

4. The results of doctoral-level courses are valid for recognition within a 5-year period. Only courses with a passing grade of C or equivalent or higher are eligible for recognition. The recognition and transfer must align with the content and requirements of the current doctoral program. The process is based on the proposal from the doctoral admission review committee. If the doctoral candidate is transferred from different institutions or re-admitted as a new doctoral candidate, the maximum amount of transferable academic results do not exceed 50% of the total doctoral-level course requirements in the program.

## **CHAPTER VI**

### **ORGANIZATION AND IMPLEMENTATION**

#### **Article 47. Transitional provisions**

1. For admission cohorts with official decisions recognizing doctoral candidates after August 1, 2025, HUST implement the provisions of the Doctoral Admission and Training Regulation issued together with Circular No. 18/2021/TT-BGDĐT dated June 28, 2021, by the Minister of Education and Training, and these Regulations.

2. For admission cohorts with decisions recognizing doctoral candidates between August 15, 2021, and before August 1, 2025, HUST implement the provisions of the Doctoral Admission and Training Regulation issued together with Circular No. 18/2021/TT-BGDĐT dated June 28, 2021, by the Minister of Education and Training, and the academic regulations issued under Decision No. 3095/QĐ-ĐHKB-ĐT dated December 22, 2021, by the President of HUST.

3. For admission cohorts with decisions recognizing doctoral candidates before August 15, 2021, HUST implement the provisions of the Doctoral Admission and Training Regulation issued together with Circular No. 08/2017/TT-BGDĐT dated April 14, 2017, by the Minister of Education and Training, and Regulation No. 2764/QĐ-ĐHKB-SĐH dated August 28, 2017, issued by the President of HUST.

#### **Article 48. Commencement**

1. These Regulations comes into force from the first semester of the 2025–2026 academic year and will replace the academic regulations issued under Decision No. 4600/QĐ-ĐHKB dated June 9, 2023, by the President of HUST.

2. These Regulations apply from the first semester of the 2025–2026 academic year to all training cohorts, except for certain clauses as follows:

a) Point a, Clause 2, Article 15 (regarding the downgrade of graduation classification) will apply to cohorts admitted from 2022 onwards.

b) Clauses 1, 2, and 3 of Article 17 (regarding the transfer between programs) will apply from the second semester of the 2024–2025 academic year.

c) Clause 2, Article 18 (regarding concurrent enrollment in two programs) will apply to cohorts admitted from 2022 onwards.

d) Clause 1, Article 24 (regarding the CPA of engineer programs) will apply from the second semester of the 2024–2025 academic year.

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