1. **I want to be absent today**

For SU students:

If you want to be absent today, you need to follow the absence request process. For plannable leaves, you should complete the absence application form and submit it with the necessary evidence at least one day in advance of the absence date. For unforeseen matters, you should submit the documentation within three days upon your return to the University. The absence application should be submitted to the Student Information Office on Level 2 or via email at [studentservice@buv.edu.vn](mailto:studentservice@buv.edu.vn).

Sources:

* SU-OCT24-FAQ.pdf - Page 18-22

1. **How can I track PSG points**

For SU students:

You can easily track your PSG activity records, and PSG points through the Student Portal. Here are the steps:

* Step 1: Sign in to the Student Portal using your BUV student email.
* Step 2: Access the 'Student Experience' tab.
* Step 3: Click on 'Activities Log'. This will display all the activities you have participated in successfully, along with the corresponding accumulated PSG points.

Please note that the data on PSG activities will be updated and consolidated frequently within each semester, except for the data on work experience and clubs & societies' activities, which will be updated and consolidated yearly. If you have any questions regarding your PSG credit points, you can contact the PSG administrators via email at [psg@buv.edu.vn](mailto:psg@buv.edu.vn).

Sources:

* SU-JUL24-FAQ.pdf - Page 113
* PSG Programme Handbook.pdf - Page 13

1. **I can not finish my assignment by the deadline**

For SU students:

If you are unable to finish your assignment by the deadline, you should seek advice from your Module Leader or Programme Leader as soon as possible. They will be able to provide guidance on how to handle the situation and may be able to help you work out a solution for submitting your assignment on time. If you need further instruction, you can also send an email to [examoffice@buv.edu.vn](mailto:examoffice@buv.edu.vn). Remember to communicate your difficulties and circumstances honestly and provide evidence if necessary.

Sources:

* Student Handbook 2023-2024.pdf - Page 30-31