

# REGULATIONS ON TRAINING AND LEARNING AT UNIVERSITIES AND COLLEGES

Ho Chi Minh City University of Technology

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# Chapter 1

## General rules

### 1.1 The scope of adjustment and the object of application

- This Regulation stipulates university and college education and training according to the credit system, including: training organization; Assess learning outcomes; graduation review and recognition.
- This regulation applies to all lecturers and students of training courses at university and college level at Ho Chi Minh City University of Technology - Vietnam National University.

### 1.2 Education program

The educational program (EP) at the university and college level includes knowledge of two blocks:

- General education knowledge block (including subjects in the fields of social sciences - humanities, natural sciences and mathematics) to equip learners with: broad academic background; scientific worldview and correct human life view; understanding of nature, society and people; master scientific thinking methods; appreciate the cultural heritage of the nation and humanity; have ethics, awareness of civic responsibility; have the capacity to build and defend the country.

- The block of professional education knowledge is expressed in 2 groups of knowledge: the group of basic knowledge (basic knowledge of the industry or interdisciplinary) and the group of specialized knowledge - through which learners are equipped with the necessary knowledge. and vocational skills needed to enter the labor market.

The curriculum is a complete set of documents that include all the necessary information to organize training for a degree according to a specific program, industry/speciality. The most basic information in each EP:

- A list of all subjects, modules, certificates to be completed and, respectively, the total number of required credits accumulated per educational program, the standard average time and the maximum time to complete the content. content of this program

- The training program is a plan to arrange the subjects and the constituent modules of the educational program according to the sequence of semesters with the most essential constraints. The planned training program is developed by the functional unit of the school suitable for each form of training organization, and announced separately for each training course-industry/speciality, this is also the learning registration sequence that the school recommends. Reports should be followed by students in order to create the most favorable conditions for enrollment and knowledge acquisition.

Students must complete the subjects, modules and requirements as prescribed by the curriculum of the course-industry/major that the student is studying in order to be considered for graduation.

### 1.3 Subjects, courses and credits

#### 1.3.1 Subjects

A subject is a collection of knowledge about a particular area of expertise and is a complete unit that is taught and assessed within a semester. Learning activities are taught in a course include one or a combination of some of the following:

- Teaching theory: organized into subject classes;

- Teaching, practical guidance, exercises, discussions: organized in general classes or divided into separate groups;
- Teaching experiments, practicing in laboratories, workshops;
- Guide internships, graduate internships at external institutions;
- Guide projects, essay reports, large assignments;
- Guide and evaluate graduation theses, graduation essays; subject study and graduation exam.

Each subject has a subject number with a specified number of credits. Some subjects have prerequisite courses, pre-courses or parallel subjects (see Clause 6).

Each subject has a detailed outline showing the following basic contents: a summary of the course; prerequisite subjects, previous subjects, parallel subjects; main contents of chapters; textbooks, reference materials; course assessment (component scores and assessment rates); output standard; ... The course outline is approved and published together with the educational program and the planned training program. In case of adjustment, the course outline must be issued at least 2 weeks before the applicable semester.

Teachers must inform students about the regulations of the subject in the first lessons of the subject and publish it on the BKeL teaching support system along with the subject outline.

### 1.3.2 Course

A course is a combination of several subjects that are linked together to form a common knowledge block, and a certificate can be awarded upon completion of the course (such as a certificate of National Defense Education, Physical Education and Training, ...).

Graduation modules are organized in one of the following formats: Graduation Thesis (LVTN) at the undergraduate level, Graduation Thesis (TLTN) at the college level, a combination of the Graduate Internship (TTTN) subject. with LVTN/TLTN, a combination of internship, a group of thematic subjects and a graduation exam.

### 1.3.3 Credits

Credit is a standard unit used to quantify the learning volume of students. One credit is equal to 15 theory lessons (equivalent to one class period/week in the main semester of 15 weeks); 30 periods of practice and experiment; 45-90 hours to visit the internship at the facility; 45-60 hours of writing essays, major assignments, projects, graduation theses, graduation theses. One lesson is equal to 50 minutes.

For theoretical or practical courses, experiments, to acquire one credit, students must spend an average of 15-30 hours in preparation and self-study (equivalent to 1-2 hours/week in the main semester 15 week). To prepare for the test, students need to spend at least 2/3 days for one credit.

# Chapter 2

## Training organizations

### 2.1 Students

#### 2.1.1 Types of students

Official students of HCMUT are students who have passed the corresponding entrance exam according to the enrollment regulations, have completed the admission procedures and have a decision to recognize students according to the course-industry/major, including:

-Regular university students (first degree): including mass programs and special programs (Talent Engineer Program, High Quality Engineer training program in Vietnam PFIEV (Vietnamese France), Advanced program, English program, ...)

- Regular college students
- Regular university students with a second degree
- University students work while studying (VLVH)
- University students in the form of Distance Learning (DTTXa)
- International affiliated students (study phase 1 at HCMUT, phase 2 at affiliated schools abroad and awarded degrees by affiliated schools)

In addition to official students, HCMUT also accepts exchange students for the purpose of supplementing short-term knowledge and does not accept university degrees. Exchange students include students studying at another university (domestic and foreign) and officials working in agencies, enterprises, and research institutes who wish to enroll in a limited number of universities. discipline of subjects.

To be admitted as an exchange student, a minimum qualification is required to ensure effective study. In some cases, students must pass a level test before they can study and be accepted by the Principal for a time limit for each specific case. Exchange students must fully comply with the regulations on registration of subjects like all other students, but they are not allowed to register for graduate courses. Tuition fees for exchange students are regulated at a separate rate similar to the level applied to the training program outside the obligation plan.

Exchange students are only granted certificates of learning results for the subjects studied, are not recognized as official students of the school and therefore are not entitled to the same social benefits and regimes as official students. Exchange students are not allowed to switch to the official system, and are not considered for graduation diplomas.

#### 2.1.2 Training year classification

After each semester, students are classified the training year according to the number of accumulated credits (TCTL) as follows:

- First year students: less than 28 credits
- Second year students: from 28 to less than 56 credits
- Third year students: from 56 to less than 80 credits
- Fourth year students: from 80 to less than 128 credits
- Fifth year students (for training programs over four years): from 108 credits

#### 2.1.3 Change the form of training

Full-time university students may be converted to part-time or remote training, even if the training period has expired but it has not been more than 10 years since the year they entered a regular program. Part-time

student can be considered to switch to remote training.

## 2.2 Training time and plan

### 2.2.1 Semesters

Official semesters:

- Semester 1: includes 15 weeks of study and 2-3 weeks of course assessment
- Semester 2: includes 15 weeks of study and 2-3 weeks of course assessment
- Summer Semester: 8 weeks for internship subjects (TTTN/TT) outside the campus

In addition, extra semesters (optional) include 5-10 weeks of study and 1-3 weeks of subject assessment. In the extra semesters, project, internship (TTTN/TT), and graduation thesis (LVTN) subjects are not available.

Extra semesters:

- Overtime Semester: organize after-school subjects in parallel with semester 1 and semester 2
- Summer Semester: organize courses during the summer time
- Additional Semester which is held in the period between 2 main semesters

Exchange, transfer students (master's students), transfer students, ... are allowed to attend together (optional) with the main semester class and are considered to be in attendance.

The annual plan for organizing training activities is specified in the School Year Chart, which is organized by the Academic Affairs Office together with other units. The Principal of university will promulgate this plan for all levels and types of training in the university.

### 2.2.2 Standard training time

The standard training time is the number of semesters (Nhkc) designed so that an average student can complete the educational program of a discipline being held at the school, according to a training form and a specific type of degree (see Table 1).

Programs are standardized with 16 credits per semester. Affiliate and cooperation programs are converted according to the characteristics and origin of each program.

### 2.2.3 Planned training time

Planned training time (Nkh) is the total number of semesters designed according to the instructional plan for students enrolled in a training course in a particular form of training (see Table 1).

### 2.2.4 Maximum training time

- Maximum training time  $N_{max}$  is the maximum number of main semesters for a student to attend HCMUT to complete the educational program (see Table 1). The starting time is counted from the time the student enrolls, especially for programs taught in English, it is counted from the time when the student meets the English standard for entry (but not more than one year from the time of admission).

- The semesters that are allowed to be suspended, and the semesters studied at other schools before transferring to HCMUT are included in the total training time.

Table 2.1: Training time

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## Chapter 3

# Assess learning outcomes

## Chapter 4

# Graduation



## Chapter 5

## Miscellaneous