

# REGULATIONS ON TRAINING AND ACADEMICS AT UNDERGRADUATE AND COLLEGE LEVELS

## Ho Chi Minh City University of Technology

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English translation of the original regulations, published at

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### CHAPTER I. GENERAL REGULATIONS

#### Article 1. Scope of adjustment and applicable objects

- This Regulation provides for training and academics at university and college level under the credit system, including training organizations; assessment of learning outcomes; review and recognize graduation.
- 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 of Ho Chi Minh City.

#### Article 2. Educational programs

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 major 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, major/specialty. 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 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 specialty, this is also the learning registration sequence that the school recommends. Reports should be followed by students 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/major that the student is studying to be considered for graduation.

### Article 3. Subjects, courses, and credits

#### 3.1 Subject

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 Article 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.

### **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 Military Training, Physical Education, ...).

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

### **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 II. TRAINING ORGANIZATION

### Article 4. Student

#### 4.1 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/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 (part-time training)
- University students in the form of remote learning (remote training)
- 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.

#### **4.2 Training year classification**

After each semester, students are classified the training year according to the number of accumulated credits (CreCmm) 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

#### **4.3 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.

### **Article 5. Training time and plan**

#### **5.1 Organizing 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 (internship/GI) 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 (internship/GI), and graduation thesis (GT) 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 summertime
- 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 (AAO) together with other units. The Principal of university will promulgate this plan for all levels and types of training in the university.

## **5.2 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.

## **5.3 Planning 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).

## **5.4 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.

Bảng 1. Training time

Type of training	Nkh	Nhkc	Nmax	Note
Full-time university (1st degree) (From intake 2019 onwards)	8	8	12	Bachelor program
	9-10	10	14	Engineer program
	10	12	16	PFIEV program
Full-time university (1st degree) (From intake 2018 and earlier)	8	9	13	From intake 2014 (Only Advanced Program from intake 2009)
	9	10	14	From intake 2009 to intake 2013
	9	11	15	Particularly for Architecture major starts from intake 2014
	10	12	16	Particularly for Architecture major from intake 2010 to intake 2013
	10	12	16	PFIEV program
Exchange program	4	5	7	
Full-time university (2nd degree)		6	10	
		7	11	Particularly for Civil engineering major
Full-time university (college transfer to university)	4	5	8	
Part-time university	9	10	20	

Remote university	9	10	20	
Exchange program	6	7	10	

### 5.5 Cases with maximum training duration extended

- Students who are suspended due to military service: the maximum study time is added to the number of semesters (up to 6 semesters) suspended due to military service (see Article 25).
- The following cases may extend the training period up to one semester:
  - + Student is a foreigner.
  - + Students are entitled to priority according to subjects (priority groups 1 and 2) or priority according to region 01 specified in the current regulations on enrollment of regular universities and colleges.
  - + Internationally affiliated students already have a Letter of Acceptance from the affiliated school
  - + Student is a person with a disability
  - + Students who meet the graduation requirements on completing the educational program (number of CreMaj and score of MajGPA) but do not yet meet other conditions for consideration of graduation (standard English, social work) may extend the maximum training time by one semester for students to supplement the conditions to be considered for graduation (not allowed to register for subjects during this extended period).
  - + Other special cases decided by the Principal.

When the maximum training time has expired, including the extended time, if the student is still not qualified to graduate, his/her name will be deleted because of the end of the study period. Regular students who have completed the maximum training period are allowed to drop out of school and switch to part-time training.

### 5.6 Retest

Students from intake 2013 and earlier (not applicable for intake 2014 and later) are extended one semester to participate in the final exam when all of the following conditions are satisfied simultaneously:



- Students who have passed the graduation course (GE/GI) and are in the courses that do not have a second exam (see Article 12).
- The subjects registered for the final exam must be the subjects that have been studied and have non-zero assessment results (absence or prohibition will be counted as zero points).
- Satisfy all other requirements set forth by the academic board and published in the final exam announcement each semester.

Students must apply for the final exam in accordance with regulations and can only register for the final exam once in the Nmax +1 semester for all outstanding subjects in the curriculum of the course-industry/specialization. Cases that do not register for the exam or register incorrectly will not be considered for any reason.

## Article 6. Types of subjects and courses

### 6.1 Compulsory subject, compulsory course

These are the subjects, the sections contain the main knowledge content of the educational program. Students must accumulate compulsory subjects and courses to be considered for graduation or transfer.

### 6.2 Subjects and groups of electives

These are the subjects in the curriculum that contain the necessary content for one of the many career orientations (major / professional direction) that students can freely choose to enroll in.

In the curriculum, elective subjects are grouped with specific regulations on the minimum number of credits that must be accumulated for each group. To be eligible for graduation, students must earn the minimum number of credits specified for the elective subject group. See also the rules on how to calculate the GPA and the number of accumulated credits (Article 19).

### 6.3 Prerequisite subjects, pre-subjects, parallel subjects

Subject A is a prerequisite of subject B: a mandatory condition to register for subject B is to have studied and passed subject A.

- Subject A is a previous subject of subject B: a mandatory condition to register for subject B is that you have studied and have a different final score of subject A (prohibition on CT exam, absence of VT exam and failure to pass KD) is counted as 0.

- Subject A is a parallel subject of a subject B: a mandatory condition to register for subject B is to have registered for subject A. Students are allowed to register for subject B in the same semester as they have enrolled. subject A or in the following semesters.

#### **6.4 Equivalent subjects, alternative subjects**

Equivalence subject is a subject (or group of subjects) belonging to the educational curriculum of a course-industry/major whose content is equivalent (or covers) with the subject (or group of subjects) in the educational curriculum of the course/major. is different. Substitute subject is a subject (or group of subjects) belonging to the educational curriculum of a course/major with similar content and can be substituted for a subject (or group of subjects) belonging to the educational curriculum of the course/specialty. other branches that no longer organize teaching. The list of equivalent and replacement subjects is a supplement to the curriculum of the curriculum during operation and is notified and updated every semester.

Students need to register for courses according to the subject code of the curriculum of the course/specialty they are studying (original curriculum). In case the student passes the equivalent or substituted subject, the subject of the original education program will be scored for exemption (MT) and counted in the number of accumulated industry credits but not included in the cumulative average of the major.

See also the regulations on transcripts, academic records (15.4) exempted points, number of credits considered for exemption (17.4), how to calculate the average score and the number of accumulated credits (Article 18, Article 19).

#### **Instructions for equivalent or alternative subjects:**

- From intake 2014, a new training program is built. The list of equivalent subjects between the old training curriculum (from intake 2008 to intake 2013, especially the part-time system from intake 2009 to intake 2014) and the new training curriculum (applicable from intake 2014,

exclusively from intake 2015) provided by Faculty regulations are as follows (continued to be updated).

- Students should register for courses according to the subject code of the training program of the course they are studying. The school will continue to open the subjects of the old curriculum when students have a need to register and open classes.

- In case students study equivalent subjects instead of studying the correct subjects according to the original curriculum, they will be handled as follows:

- + The equivalent subject studied is recorded on the transcript, calculated into the semester average and calculated into the cumulative GPA, not the cumulative GPA of the major.

- + If the student passes the equivalent subject, the subject of the original training program will automatically record the exempt score (MT) in the transfer/reservation point, which will be counted in the accumulated credits but not in the semester average, the average score cumulative average of the major.

For example, subject A in the old curriculum is equivalent to subject B in the new curriculum. When students of the old training program studying subject B get 8 points in semester 2/15-16, the transcript will be:

**Semester 2/15-16**

Subject B        8

**Transfer/reservation points**

Subject A        MT

Subject B is included in the semester grade point average, in the cumulative GPA but not in the major cumulative GPA.

Subject A counts toward cumulative credits but not semester GPA, cumulative GPA, and cumulative major GPA.

Similarly for students of new training program who have registered for subject A.

If 2 subjects in the old curriculum (including 1 theory and 1 experiment) are equivalent to 1 subject in the new curriculum and the student fails to pass 1 of the 2 old subjects, they must retake that subject.

### **6.5 Equivalence between training forms**

Regular students can only study and accumulate open subjects for the regular system (based on subject groups). Subjects belonging to special programs (High Quality, Advanced, Exchange, ...) are considered regular.

- Students of the full-time program can study and accumulate subjects in the subject groups of the High Quality, Advanced, Exchange programs provided they have an English level of IELTS 6.0 or equivalent.

- Students of High-quality, Advanced, Exchange programs can only register for subjects in the right group of high-quality, advanced, international-linked programs. The form of registration for transfer is not applied to study with the mass mainstream, including subjects taught in Vietnamese.

- Time of application

- Intake 2019 and courses with intake 2019 onwards: from Semester 192
- Intake 2018 and earlier: from Semester 202

- Special cases

- In some special cases, students of High Quality, Advanced, Exchange programs are approved, allowing them to register for courses in subject groups of the regular program when students need to repay their loans. urgent subject to transfer or graduate
- Students study in the same regular class but still pay tuition fees according to the regulations of High Quality, Advanced, Exchange programs.

- For cases considered for learning with the mass regular system:

- If in the original curriculum, these subjects are taught in Vietnamese: they will be included in the number of CreMaj and TDBTLN.
- Other cases: not included in the number of CreMaj and MajGPA

- Part-time students can study and accumulate open subjects for part-time and full-time at the same level of study organized at the school and at affiliated institutions.
- Remote students can learn and accumulate open subjects for the form of training in part-time, remote and full-time at the same level of study, organized at the school and at affiliated institutions.

## Article 7. Tuition fees

### 7.1 How to calculate tuition fees

Tuition is calculated based on the number of credits of the course, the number of course periods, except for some special cases, or calculated by semester/school year.

From intake 2018 onwards, the tuition fee of each semester is calculated according to the number of credits. Tuition is calculated separately for the main semester, summer semester, sub-semester, audition and is calculated as the total number of student credits registered in that semester multiplied by the fee for one credit and plus the tuition fee for the student. subjects have their own rules.

From the academic year 2019, the tuition fee of the main semesters is calculated at 50% of the tuition fee per academic year. If the student exceeds the maximum number of design credits for each (main) semester (see 9.2), the excess credits will be calculated according to the number of credits. In special cases, when students are allowed to study less than the number of design credits, students can be deducted tuition fees. Tuition fees for the semesters are calculated based on the number of credits.

Tuition fees for a credit, regulations on tuition fees for projects, internships, thesis, ... and subjects with separate tuition fees are considered and regulated by the school's principal. education level, training system, training form for each semester. Tuition fees for special programs are regulated separately.”

### 7.2 Tuition payment

Students must pay tuition fees on time for registered courses and/or have official schedule. Students check and pay tuition fees through the school's online payment gateway. Unpaid tuition fees will be debited. For the main semester tuition, students must pay the tuition fee at least 50%

before the middle of the semester and pay the rest before the last week of the semester (specific deadline is announced each semester). Students who pay late or do not pay will be deducted training points (minus 5 points / time of violation). Students who still do not complete the tuition fee after the deadline in the semester will be suspended from studying, canceled the official course registration results and academic results (if any) of the semester.

For the tuition fee for the semester and the audition, students must pay the full tuition fee before the 3rd week of the semester (specific deadline is announced each semester). Students who pay late or fail to pay will have their timetable deleted, their name will not be able to attend the test/exam, and they will not be able to register for the next semester. In this case, the student must pay the tuition fee (even though it is late) and submit an application stating the reason for the delay in order to be considered for the exam and to be registered for the next semester. Repeated violations will not be considered.

The students who are considered for exemption or reduction of tuition fees according to the policy should contact SAO to make a dossier in accordance with regulations. In case of unexpected difficulties, students need to contact SAO to apply for a postponement of tuition payment. If considered deferred payment of tuition fees, students must pay in the next semester this tuition fee together with the tuition fee of the next semester. No postponement for 2 consecutive semesters is considered. Only consider postponement, exemption or reduction of tuition fees for regular students by 1 in the main semesters, not for extra semesters.

Particularly for Advanced, High quality, and Exchange programs:

- Students must pay the full tuition fee according to the specific deadline announced in each semester.

- Students who have not completed the tuition fee after the payment deadline:

- For the main semester or summer auditions: Suspended from school; canceled all results of subject registration (including the same subjects of the mass regular); scholarships are not considered; not be granted a certificate of student; 10 training points deducted.
- For the extra semester in the main semester: The schedule of the registered subjects will be deleted; remove the name from the checklist/exam and not allow the test for the next

extra semester; tuition fees debited; scholarships are not considered; not be granted a certificate of student; 10 training points deducted.

## Article 8. Student class and subject class

### 8.1 Student class

Organized by faculty, training course and by a teacher in charge. Teachers also take on the role of advising students in the class on academic issues, helping students to plan their study activities in each semester and prepare a plan for the entire training course. The organization of activities of the student class, the roles and responsibilities of the homeroom teacher are specified in the Student Work Regulations of HCMUT.

### 8.2 Subject class

A class of students who register for the same subject, have the same timetable in a semester, and have the subject class name. Subjects are opened according to the curriculum of the curriculum and according to the needs of each semester. Project subjects, graduation thesis (GT, GE) are opened in each main semester.

The number of students in a subject class is limited by the capacity of the classroom, laboratory or arranged according to the specific requirements of the subject. The average number of students in a subject class for all types of subjects is as follows, except for special cases specified separately:

- Political and general subjects: 140 students. Particularly, the subjects in the lecture hall are calculated according to the capacity of the lecture hall.
- Basic subjects of the whole faculty: 100 - 120 students
- Basic subjects: 60 - 80 students
- Specialized subjects, foreign languages, Physical education, Introductory technical subjects: 40 – 60 students
- Subjects under the Advanced, High-Quality, Exchange programs: 30-45 students (for Political subjects: 60-80 students)

The minimum number of students to organize a class is 60 students with general and general subjects; 15 students with narrow specialized subjects; 30 students with other subjects. The AAO and the OISP will consider opening classes in other special cases. Allow Faculties to request the maximum number of students for a group of subjects that can exceed the above regulations.

## Article 9. Subject registration

### 9.1 Subject registration

Students make course registration according to the process and duration in the Course Registration Notice of each semester published on the Training Department website.

In each semester of study at the school, students must register for the subject and have an official schedule. Students who do not have a timetable for the main semesters will be forced to suspend their studies (or students apply for a temporary suspension) and will not be issued a certificate of studenthood (see 26.2).

During the summer period, it is possible to organize internship subjects in accordance with the official teaching plan and at the same time organize the summer semester (not required) for students to register for subjects as needed.

Students must register their own subjects at each end of the semester to have an official timetable for the next semester, especially students in year 1 are set a fixed timetable for the first semester. Students need to carefully monitor the course registration schedule of the semesters and follow the correct process, on time.

- For the main semester: usually the registration of the subject is made in May for semester 1, in November for semester 2.

- For sub-semesters: usually the registration of the subject is made in September for the 1th semester of the auditorium, in January for the 2th semester and in May for the summer semester. Students are not allowed to register for the semester without the main semester schedule, special cases are considered separately.

In order to register for a subject, students must meet the prerequisites, pre-course subjects, parallel subjects and other binding conditions.



In one semester, including the main semester and the accompanying sub-semesters, only one subject is allowed in a single session. Two grade summaries of the same subject code cannot be allowed in the same semester transcript.

### **9.2 Design credits for one main semester**

The number of credits designed for a major semester is designed in educational program in the direction of evenly distributing subjects throughout the training period and ensuring the study and working time of students in accordance with the working time as prescribed by law. From intake 2019, the maximum number of design credits for a primary semester is 17 credits.

### **9.3 Maximum credits for one main semester**

The maximum number of credits allowed to register in a primary semester (CreMax) is 21 credits. Separate cases:

- Students are quite good ( $GPA \geq 7.5$  or talent-engineering program students): CreMax = 25 credits (Not applicable to semester with graduation internship and graduation thesis) and must be approved by the Faculty.
- Students of Vietnam-France High Quality Engineer (PFIEV) program from intake 2018 to the past): CreMax = 35 credits.
- Classes with an out-of-hours main semester are not limited to the Tcmax but are limited by the time fund that can be scheduled.

### **9.4. Minimum credits require for one main semester**

Regular students must register for the subject with a minimum academic volume of:

- 14 credits for each primary semester, except for the semesters after the planned training period (See Article 5) and except for English semesters of the English language training program. Particularly, students with weak or poor academic performance (ranked based on SemGPA of the previous semester or CmmGPA, under Article 13) are required at least 10 credits. From intake 2018 to the past, allowing the minimum number of credits to be equal to the number of credits designed in the curriculum. Students who do not meet English standards each year, allowing to enroll in less than 10 credits.

- 01 subject for each main semester for the semesters outside the planned training period.

Note: The minimum number of credits for scholarships to encourage learning is separately regulated (See study incentive scholarship regulations). Students who are registered for the subject but have a zero-degree SemGPA will be forced to leave school by voluntarily leaving school (See 27.2).

#### **9.5. Maximum number of credits/subject in a secondary semester**

During the semester of the open hearing in parallel with the main semester, students are allowed to register a maximum of 4 subjects but do not exceed 10 credits.

During the summer semester, students are allowed to register a maximum of 5 subjects but not exceed 12 credits.

#### **9.6. Maximum number of lessons for one day in the main semester**

During the main semester, students are enrolled for up to 10 lessons in a day.

#### **9.7. Constraints on the classification student year in training and subjects are allowed to register**

The level of subject is defined as follows:

- First year subject: For all students in the years.
- Second year subject: for students from the second year or more
- Third year: for students from the third year or more
- Fourth year: for students in the third and fourth year or more
- Fifth year: for students from the fourth and fifth year or more

The school uses the subject code XXLYYY to distinguish the school year, in which XX stands for major/faculty, L is the year and YYY is the order of subject.

### **Article 10. Graduate internships, graduate thesis and special subjects**

#### **10.1 Graduate Internship (GI)**

a. Conditions for registration of GI

- Students are entitled to a maximum debt of 16 credits according to the CreMaj when studying on schedule. When calculating CreMaj, subjects registered in the previous main semester are considered to be achieved (excluding hearing subjects).

- Meet the conditions of prerequisites, previous subjects, parallel subjects of GI.

- *Guidance: When considering the number of credits accumulated in the major, the subjects being studied in the previous main semester are included in the cumulative credit number (although there are no points or have not been achieved) and the subjects in the semester are counted as the number of credits calculated if the results are achieved.*

b. Notes when registering for GI:

- GI subjects are usually held in the summer, students register for GI in the summer course registration period.

- If the Faculty has organized the GI in the main semester, the student registers the subject along with other subjects in the course registration period for the main semester. Note that some disciplines do not allow the study of other subjects along with GI and do not allow registration of subjects that coincide with the calendar prescribed by the Faculty for the major (not considering the personal's GI calendar).

- College students register for GI in the same semester as GE.

- For undergraduate classes equal to 2 (evening) and remote training programs, no restrictions on the number of subjects and credits registered with the GI. For associate training programs and other special programs, there may be separate regulations on GI.

## **10.2 Graduate Thesis - GT (university) / Graduate Essay - GE (college)**

a. Conditions for registration of GT/GE:

- Students are entitled to a maximum debt of 7 credits according to the CreMaj number of the course when studying on schedule. When calculating CreMaj, subjects registered in the previous main semester are considered to be achieved (excluding extra semesters).

- Meet the conditions for prerequisites, previous subjects, parallel subjects of GT/GE. Especially for out-of-school internship/GI subjects, if there are no official results at the end of the internship, the Faculty shall send a provisional assessment table for students to register for GT.

The Faculty must submit official score results before week 4 of the semester for post-inspection and cancellation of GT/GE subjects if they are not eligible.

- Meets English standard requirements (see Appendix 1 &2).
- Achieving the number of social work days: at least 10 days (university level); 6 days (college level) (See Article 23).
- *Guidance: When considering the number of credits accumulated in the major, the subjects being studied in the previous main semester are included in the cumulative credit number (although there are no points or have not been achieved) and the subjects in the semester are counted as the number of credits calculated if the results are achieved.*

b. Note:

- In addition to GT/GE, some educational programs also apply the graduation part in the form of graduation exams.
- In some educational programs, GI is held in the same semester with GT/GE.

### **10.3 Internship, off-campus tour**

The way and time of organizing internships and off-campus tours including GI are specified by the Faculty and published each semester. Tuition is charged individually for each subject. This tuition fee includes contact costs, internship guidance organization, other direct expenses, etc. and excluding the types of travel and accommodation expenses of lecturers and students.

### **10.4 Foreign language subjects**

General foreign language subjects are organized to help students improve their level and meet foreign language standards upon graduation. Students can improve their level by obtaining prescribed foreign language certificates and are considered for exemption from study/transfer of corresponding grades for foreign language subjects. (See Appendix 1).

In second degree, part-time, remote training programs, students are encouraged (not required) to participate in foreign language subjects.

## **10.5 Military training, Physical Education**

a. Military Training (MT): MT subjects are organized in the first or second year as planned by the Center for Military Training – VNU for each student. Tuition fees collected by HCMUT according to the the Center for Military Training. Re-studying the MT section or re-studying some subjects of this section is directly registered with the Center for Military Training. The MT class may be considered as a waiver if the student has obtained a MT certificate at the corresponding level of study or has completed his military service (see 17.4).

b. Physical Education (PE): PE subjects are held during the main or secondary semesters at the school. From the 2018 course, the tuition fees for education subjects were calculated as 01 credit subjects. From the 2019 course to later, students can study up to 03 PE subjects in the main semesters and have been charged general tuition fees according to the semester / academic year. If they do not, students must re-study and pay tuition fees for these education subjects as 01 credit subjects.

The PE course may be considered as long as the student has completed the PE (at HCMUT or other units); have certification of participation in sports that are sufficiently required at the prescribed units; or when a regular participant in PE clubs or PE teams (of HCMUT or other units); or under other regulations (if any). The practical part of the PE is exemption review as long as a doctor's appointment and a hospital certificate (see 17.4).

From intake 2018 to the previous, students must complete the PE after the 3rd year to be registered for the subject of the 4th year. From intake 2019 to later, students must complete the PE after the 2nd year to be registered for the subject of the 3rd year.

## **Article 11. Cancel, withdraw subjects**

### **11.1 Cancel subjects**

The registered course may be canceled before the start of the semester by the student during the course registration or cancelled by the AAO because it is not eligible for registration (prerequisite, credit number, ...) or is not eligible to open classes (singular, coincidentally, ...). Cancelled subjects will not be in schedule and no tuition fees are charged.

## 11.2 Withdraw subjects

The registered course may be withdrawn after the semester has begun until the end of the 6th week of the main semester (or the 3rd week of the secondary semester). The withdrawn subject will be removed from the schedule, removed from the class list, not included in the number of registration credits, not recorded in transcripts, graded RT (17) in the grading system and charged tuition fees.

Cases with good reason may be considered for withdrawal after the specified time (see 17.1), however must be before the last week of the exam and before the end of the course.

The withdrawal of the subject must ensure the minimum number of semester credits as prescribed.

### Article 12. Re-study, improved learning, second exam

In case students have a grade of totaling subjects that do not meet:

- For compulsory subjects: Students must register to study these subjects in the main or secondary semesters after that (see 5.1).

- For electives: Students register to study these subjects or other electives of the same group to ensure the accumulation of sufficient credits accumulated by the elective group. Students can apply to study one subject several times (re-study) to improve the MajGPA.

Note:

- All subjects (study once or twice, study in the main or secondary semester) registered and have an official schedule are recorded in the semester transcript (except for the subjects allowed to withdraw).

- See how to calculate the semester average score in Article 18.

- See how to calculate the cumulative average score in Article 19.

Dedicated subjects of special programs (PFIEV) are allowed to hold the second final exam. The conditions for taking this exam are that students have registered their subjects, participated in the study, participated in the examination, took the exam and had final scores as failed but not zero, did not miss the exam, were not banned from the exam. The scores of the second final

exam are substituted for the first final exam score and keep other component points (assignments, tests, experiments, etc.).

Part-time and remote students may be re-studied during the re-study semesters with 50% of the lessons and in some specific cases allowed to take the second exam at the discretion of the Principal.

## CHAPTER III. ASSESSMENT OF LEARNING OUTCOMES

### Article 13. Rating scale

The official rating scale is a 10-point scale. Other scales are for reference only. The classification of academic results is specified in Table 2.

Table 2 . Rating scale

Rating		Scale 10 (official)		Scale 4 (reference)	
		From	To	Text points	Scores
Achieve (Cumulative)	Outstanding	≥ 9,00	10	A+	4,0
	Good	≥ 8,00	< 9,00	A	3,5
	Fairly	≥ 7,00	< 8,00	B+	3,0
	Pretty average	≥ 6,00	< 7,00	B	2,5
	Average	≥ 5,00	< 6,00	C	2,0
Failed (Unscuculed)	Weak	≥ 4,00	< 5,00	D+	1,5
	Poor	≥ 3,00	< 4,00	D	1,0
		0	< 3,00	F	0

### Article 14. Special points

In addition to the points on the 10-point scale, there are special points specified in Table 3.

Table 3 . Special points

Point type	Scores	Text points	Notes
Banned (see 17.3)	11	CT	It is calculated as a score of 0
Exemption from study, exemption from exams (see 17.4)	12	MT	Achieve but not count on the GPA
Absence of exams (see 17.1)	13	VT	It is calculated as a score of 0
Absence of exams with permission (see 17.2)	22	VP	Failed and not counting on the GPA Meet conditions of previous subjects
Postpone the exam, be allowed later (see 17.2)	14	HT	Failed and not counting on the GPA Meet conditions of previous subjects
No points yet	15	CH	Not yet calculate to the total credit and GPA
Subject withdrawal	17	RT	Not on the scoreboard
Failed	20	KD	It is calculated as a score of 0
Pass	21	DT	Pass but not count on the GPA

## Article 15. Assessment of learning outcomes

### 15.1 Subject assessment (examination, exam, ...)

The list of students officially attending the assessment of subjects such as examination, examination, project protection, thesis protection, ... (collectively, the list of entries) issued by the AAO. In case of special reasons, students are not on the list of candidates granted a license by the AAO. Only students who are on the list of candidates or have a permit to take the test can participate in the assessment of the subject. Teachers and examiners are not allowed to arbitrarily add names to the list of candidates and do not allow students who are not on the list of candidates or do not have a permit to take the exam to take the subject assessment.



Students participating in the examination/exam must sign the list of entries or permits for the exam. Cases where there is no signature are considered absent.

The subject is assessed as pass having a grade of 5.0 or higher or having an MT or DT score. The school/faculty/department has the right to perform cross-making and cross-marking.\

### **15.2 Component points, subject summary scores**

In a subject there may be many component points such as assignment scores, test scores, test scores, attractions/base internships, large assignment points/projects, mid-term test scores and end-of-term test/protection scores. The course results are assessed by the subject summing score, which is calculated from the component points according to the corresponding assessment rate. The subject may stipulate that certain components (component scores) are mandatory, meaning that if this component mass is not completed (with a failed component score), students may be banned from taking the exam.

There must be an assessment rate for the assignments, experiments, large assignments, projects, tours/internships if the subject includes the corresponding sections. Special cases must be considered and decided by the Principal. Each subject must have at least two component points.

The rate of assessment for final exam scores must not be less than 50%.

The final exam may include writing (writing and/or multiple choice), Q&A/protection, reporting large assignments/projects, or a combination of these forms.

The course results are assessed by the subject summary score, which is calculated from the component points according to the corresponding assessment rate specified in the subject outline. Where the final test score and/or test score (if any) are less than 3, the official summary score is counted as the smallest of the points: final test scores, test scores, and summary scores from all component points according to the assessment ratio.

Component points are rounded to 0.1 and subject summation scores are rounded to 0.5 (odd points below 0.25 are rounded to 0.0; odd scores from 0.25 to below 0.75 are rounded to 0.5; odd scores from 0.75 to below 1.0 are rounded to 1.0).

Separate cases:

- In some cases, there are only summary points, no component points: project subjects, internships, graduation courses, ... The subjects assessed in the form of protection, the final score is the end-of-term protection point. The test subjects calculate the summing score calculated from the score of the experiments and/or test scores.
- The graduation section summary score is calculated from the average of the points given by the members of the board, of the instructor and of the critic and rounded to 0.01. Points given by members of the council, of the instructor and of the counterproduction must not be skewed by more than 2 points. In case of deviation of more than 2 points, the Council must consult and consider to adjust accordingly and be decided by the council collective (in which, when voting for opinions, the votes of the Chairman of the Council are weighted 10% higher than other members of the Council). All final opinions and conclusions must be written into the council minutes."

### **15.3 Publishing academic results**

The teacher must publish the component points (except the final exam score), return the work for students to see and collect, explain the questions related to these component points during class hours. After the test/exam date of at least one week, the teacher must publish the test/exam papers (except for the multiple choice papers) and the above answers on the BKeL System after the test date of at least 2 weeks, the main teaching teacher of the subject group is responsible for entering the score on the online system and submit to the Faculty / AAO the official summary transcript (signed by the Teacher and the Department / Faculty). For subjects without an exam date, the deadline for submission is at the end of the last week of exams. Tests/exams (in different forms), large assignments, essays, projects, reports (experiments, internships, GI, GT/GE, etc.), grading slips and minutes of protection councils, etc. (here in general, the test/exam) must be stored in the Department in a storage mode for at least two years to demonstrate the results of the subject assessment. At the same time, at least 10% of the tests/exams along with the tests/exams and answers at the Department of Subject matter must be stored for a period of time in at least one course to prove the assessment and accreditation. If there is an error after having submitted the transcript (for a maximum period of one month), the teacher submits the Score Adjustment Slip (signed by the Teacher and Department/Faculty),

then makes adjustments on the online system, prints and submits the adjusted transcript as the first time.

The results of the course are published in the form of:

- Official points are announced by the AAO at the school's training portal.
- Transcripts announced by Department/Faculty/Center/OISP. The originals of the list of entries and official scoreboards are stored long-term at the AAO. Subject assessment results, SemGPA, CmmGPA, CreCmm, ... be updated by the AAO central database system of the school and published on the training portal.

#### **15.4 Academic transcripts**

The university issues official transcripts when requested. The information on the transcript includes the results of all subjects (belonging to or not in the curriculum of the course/major) from the beginning of the course to the time of grant (excluding canceled or withdrawn subjects), including registered subjects and having official schedule and subjects transferred points/reserved/points exempted; SemGPA, CmmGPA, CreCmm, ....

From the intake 2014 to the past, the university granted transcripts after students had graduated. The information on the transcript includes the name of the major/major group of graduation, the name of the diploma granted, the MajGPA, the CreMaj and the information about academic results as on the transcript. The original transcript is only issued once. Students can register to print copies if the need arises.

From intake 2015 to later, the university issued transcripts when students graduated or when required. The information on the transcript as prescribed above with the academic results is printed according to the training program, a subject appears once with the highest score (if students study multiple times), the subjects accumulated outside the training major are printed in their own headings. Graduates will have more information about the graduate major/major group, the name of the diploma granted, MajGPA, the CreMaj and the name of the graduation thesis .

In addition, the university can issue semester transcripts when required. Information on the semester transcript as prescribed above with the academic results printed on each semester.

From the 1st semester of the academic year 2018-2019, students graduated from HCMUT are granted an appendix. Information on the appendix by explaining the degree, curriculum, major/major group.

#### Article 16. Inspection, complaints about scores

Students view the learning results on the training portal and immediately reflect to the AAO if there is a discrepancy between the summary score published at the training portal and the summary score published on the official transcripts (signed by lecturers, departments/faculties). Questions and complaints about component points (except final exam scores), students directly contact lecturers. To report the final exam (or the second test), students submit an application at AAO within 5 working days from the date the Faculty announces the score and submits the score at AAO. AAO then forwards the assessment slip to the lecturer/subject to review the test, make adjustments to the score (if any) and respond to the AAO to publish the results of the survey. Do not grade examinations in the form of multiple choice, laboratory, internship, subject project, graduation thesis and examination (if any). With the test in the form of a multiple choice, if there is a big difference between the published score and the self-evaluating score according to the answer, students can ask the AAO to re-examine the grading.

#### Article 17. Absence of exams, postponement of exams, exam bans, exemptions from exams

##### 17.1 Absence from exam/test

Students who do not attend the course assessment will receive a Missing Test (VT) score. The VT score is calculated as a score of 0.

##### 17.2 Absent the exam with permission and postponement

a. Absence of class examinations: Students contact the teacher to be considered if there is a good reason.

b. Absent focus tests:

- In case of a decision of the school to send to the exam, work: Students or related units request the teacher to take another component score (including test score) as test points or the teacher organizes additional examination and takes this result as a test score.

- In case of coincident examination or emergency (funeral, hospitalization, ...): Students or relatives who make additional inspection applications to send AAO with proofs (in case of hospitalization must have a hospitalization certificate, do not accept prescriptions / medical examination books / social insurance papers / ...) within 5 days from the date of absence of inspection (only counting the working day). The AAO considers and notified the GV to organize additional inspections and take this result as a test point.

c. Absence of final exams:

- In case of coincident exam schedule or decision of the school sending to take the exam, work: Students or related units make an application to be postponed to send the AAO with necessary confirmations before the test date. The AAO considers and decides for students to receive a Deferred Test Score (HT) for the summation score (cancel the existing component points). Students must register for the final exam within one academic year to take this result as an alternative to the HT score. After this period, if there is no replacement point, the HT score will be converted into a VT absentee.

- In case of emergency (funeral, hospitalization, ...): Students or relatives who make applications for absence of the exam are allowed, ask for the opinion of the staff in charge of students, send the AAO with proofs (in case of hospitalization must have a hospitalization certificate, do not accept prescriptions / medical examination books / social insurance papers / ...) within 5 days from the date of absence (only counting the working day). The AAO considers and decides for students to receive a Permissible Absence (VP) score for the summation score (canceling existing component points), and only allows it when the student is not banned from the final exam or has a expected final score of sufficient points (see 15.2). From semester 183 to the past, after receiving VP points, students must register for this subject in the next semester (no one-time tuition fee is charged for one academic year, including the semester). From semester 191, after receiving VP points, students must register for the final exam with the subject open within one academic year. If the student scores, this VP score will be converted to a Pass (DT) score. In case the test student does not achieve, the test score will be taken as an overall score instead of the VP score. VP scores will not be replaced by later grades and CmmGPA is calculated from the highest point of study (see Article 18, Article 19, Article 14).

- In some special cases, students are considered for the secondary exam to obtain results to replace HT points or be considered for bonus points (see 17.4).

d. Notes on postponement and absence of permitted exams:

- Subjects with HT and VP scores are considered to be subjects studied before considering the conditions for registration of subjects.

- Do not consider HT, VP for subjectwork, internship, GI, GT. Up to 5 subjects are HT, VP in one semester, the remaining absent subjects can be considered for withdrawal when there is a legitimate reason (see 11.2).

- Other special reasons are considered by the AAO.

- Particularly, students who have decided to receive A grades in the middle or end of the previous term (currently no longer applicable) and are allowed to take the I-point deletion test need to monitor the test/exam schedule and register to delete the I score at the AAO. For subjects that no longer hold centralized examinations, after receiving the I-point deletion slip from the AAO, students need to contact the Faculty for the test schedule. Students are allowed to delete grade I in the main class, attendance or summer class with the training system. Students must take the test/clear the I point as soon as the subject is opened within the next year, after this period the point I turns into the absent VT test score (equivalent to a score of 0).

### **17.3 Ban from exam**

Subjects subject to be banned from taking the exam in the cases specified in 24.1.

Subjects banned from the exam will score a Forbidden Test (CT) on the transcript of the subject.

### **17.4 Exam exemption, study exemption**

a. Exemption and bonus points:

Cases of exemption from examination and award:

- Students who achieve excellent or special achievements in the course of study (according to the criteria published by the Faculty at the beginning of the semester) are considered by the Faculty for exemption from the exam and score bonuses or test exemption points (MT) on the semester transcript (as proposed by the Teacher and Department) and transferred to the AAO for decision.

- Students achieve high results in national Olympic exams; is a member of the International Olympic Games; excellent results in school-level thematic competitions; have scientific reports at the national and national levels: be considered by the organization of exemption and score bonus points on the semester transcripts for subjects directly related to the above subjects and topics (with the consent of the teacher in charge of the subject) and transferred to the AAO for decision. If the subject has taken the test and has gained points, the bonus score is credited to the transfer/reservation point.

b. Exemption from study and transfer of points:

Subjects in the major that meet the conditions are considered for exemption from study and transfer of grades (scored on the transfer/Transcript). A subject is considered to transfer points only once during the time of study at the school, not counting the transfer of points for foreign language subjects from the foreign language test on admission.

Cases considered for exemption from study and transfer of points:

- Having achieved the subject score (or equivalent subject) at the same level, the training system in the course has been granted a degree at HCMUT.

- Has achieved the subject score (or equivalent subject) at the same level, the training system in the previous course at HCMUT when transferred from the regular system through the part-time system. The time limit for exemption by the maximum training period of the part-time program from the time of regular admission to the time of consideration.

- Having achieved high results in the foreign language examination when admission or having satisfactory foreign language certificates: to be considered for transferring points for foreign language subjects as prescribed in Appendix 1.

- Especially in cases where the subject has been achieved. study at the same level, the training system in the previous course at HCMUT or at other schools can be considered by the AAO for exemption from study and submitted to the Principal for decision (transfer or score exemption) for each specific case.

c. Considering exemption from study and scoring exempt:'

Subjects in the curriculum that meet the conditions are considered exempt from study and score exemption (scored on the transfer/ Transcript). The total number of credits considered exempt from no more than 50% of the total credit of the educational program.

Cases of exemption from study and exemption scoring:

- Having achieved equivalent/replacement course scores at the same level, the training system at HCMUT during the training period (automatically considered exempt according to the list of equivalent/replacement subjects).
- Having achieved equivalent subject scores at the same level, the training system at the school before being allowed to transfer schools or at the school has been allowed to send to school.
- Have obtained a certificate or have completed political courses, MT, PE.
- Having achieved points in math and natural sciences, socio-economic-social-legal knowledge at the same level and training system at HCMUT during the previous training period of students but students have not graduated. The period of exemption is a maximum of 03 years from the time the student achieves his studies.
- Having achieved equivalent subject scores at the same level, training system at other schools and has been identified by HCMUT equivalent subjects on the basis of reviewing two programs of the two schools (applied exclusively to the university system equal to 2).
- There have been equivalent subject scores at the college level at HCMUT and have been identified by HCMUT equivalent subjects on the basis of reviewing two programs of the college and university level (applied exclusively to the inter-university system).
- Having achieved equivalent subject scores at the university or college level at other schools and have been identified by HCMUT equivalent subjects on the basis of reviewing two programs of the two schools (applicable exclusively to part-time and remote training system).



## Article 18. Semester Cumulative Credits, semester average score

### 18.1 Semester Cumulative Credits (CreSem)

CreSem is the number of credits for subjects registered and achieved in the semester (subjects may or may not belong to the course/major), including subjects transferred from the secondary semester to the main semester.

### 18.2 Semester Average Score (SemGPA)

SemGPA and CreSem are used to assess academics during a semester of students. Students with a 0 in SemGPA will be forced to leave school by voluntarily leaving school (See 27.2). SemGPA is calculated from the point of the registered subjects and has schedule in the semester according to the following formula and rounded to 0.01 (including subjects transferred from the secondary semester to the main semester, excluding the withdrawn subject):  
$$\text{SemGPA} = (\sum \text{Final points of the subjects} * \text{Subject credits}) / (\sum \text{The credits of subjects})$$

Notes when calculating SemGPA:

- CT points, VT points and KD scores are calculated as points 0; Other special texting points do not count on SemGPA. See also the provisions on special points in Article 14.
- Do not count the points transferred / reserved to SemGPA.
- If there is a subject that is tested a second time, then calculated according to the larger score between the two exams.

## Article 19. Cumulative credits, cumulative average score

### 19.1 Cumulative credits (CreCmm)

The cumulative credits (CreCmm) is the total number of credits of all subjects achieved from the beginning of the course to the time of calculation, belonging to or not belonging to the course/major, including reserved/transferred subjects and subjects with MT/DT grades, Each subject code is counted only once.

The number of accumulated credits (CreMaj number) is calculated similar to the number of credits accumulated but only considers the subjects of the program/major is studying.

Where the subject is equivalent, instead, see the provisions at 6.4.

## 19.2 Cumulative Average Score (CmmGPA)

The cumulative GPA (CmmGPA) is the average score of all subjects from the beginning of the course to the time of calculation, belonging to or not belonging to the course/major in which, including reserved/transfer points, each subject code is calculated only once according to the following formula and rounded to 0.01:

$$\text{CmmGPA} = (\sum \text{Final points of the subjects} \times \text{The subject's credit}) / (\sum \text{The total credits})$$

Notes when calculating CmmGPA:

CT points, VT points and KD scores are calculated as 0 points; other special text points (including MT points) do not count as CmmGPA. See more provisions on special points in Article 14. In case of studying equivalent subjects, replacing, viewing the provisions at 6.4 The case of a subject (calculated according to the subject code) has many times of study, according to the study with the highest score (if the times the study has an MT score and the score is calculated, according to the time the study has the highest score; if the times the study has an MT score and the score is not achieved, the time of study has an MT score)

For electives, CmmGPA is calculated from the highest score of the number of credits specified in the group of electives. The cumulative GPA (MajGPA) is calculated similar to the cumulative GPA but only considers the subjects of the course/major.

## Article 20. Graduation recognition

Students are accredited to graduate, are granted degrees and transcripts when all the following conditions are satisfied:

- a. Has been recognized as a student by level of study, form of training, major/specialization;
- b. Completion of CTGD of the course/major, having a minimum CreMaj number equal to the total credit of the course/major and having a MajGPA of at least 5.00;
- c. Meeting the Standard English requirements (see Appendix 1 &2);
- d. Until the time of graduation consideration, no discipline for suspension of study and no criminal liability prosecution;

e. Achieving a minimum full-course training score. At least the average type; Having a PE certificate (or achieving PE subjects); There are a minimum of 15 days of social work (undergraduate level)/10 days (college level) (not applicable to students in second degree, part-time, remote training);

f. MT certificate (not applicable to students with foreign nationality, students in second degree, part-time, remote training).

Students who have not reached MT, PE, but have expired the maximum training period, within 5 years from the date of having to stop studying, are supplemented to be eligible for graduation consideration.

HCMUT considers graduation and holds graduation ceremonies, awarding degrees twice a year. During the graduation procedure, the school grants temporary graduation certificates to students. This paper is valid from the date of issuance to the date of receipt of the diploma (up to 6 months) and this paper does not replace the diploma. International associate students after completing phase 1 at HCMUT will be transferred to an associate school abroad when eligible and granted a diploma by the associate school when eligible (See Regulations on Transfer).

## CHAPTER IV. GRADUATION

### Article 21. Graduation rating

The graduation rating is calculated based on MajGPA as follows:

- Excellent: from 9.00 to 10
- Good: from 8.00 to close to 9.00
- Pretty: from 7.00 to near 8.00
- Decent average: from 6.00 to near 7.00
- Average: from 5.00 to near 6.00

The Excellent category will be reduced to a Good category when it falls under one of the following cases:

- Having a study time exceeding the standard Nhkc semester number.

- Having the number of credits of subjects that do not meet the re-study exceeds 5% of the total credit of the program.
- Have been disciplined during the period of study from the school-wide warning level or higher (see Article 24).

## CHAPTER V. OTHER TERMS

### Article 22. Scholarship

#### **22.1 Scholarships to encourage learning**

Regular students (first degrees) with good academic results are considered for scholarships to encourage study each semester (See details in the Regulations on Scholarships to Encourage Learning). Advanced, High Quality and Exchange programs are considered for scholarships according to their own regulations.

#### **22.2 Scholarships sponsored by other units**

Students are also considered for scholarships funded annually by units at the faculty, school and out-of-school levels. See details at the announcement of the criteria and procedures of each scholarship. SAO is responsible for gathering information on funding scholarships together with faculties, units, student unions and youth unions to guide students on how to participate in scholarship review. Students need to contact SAO for details.

### Article 23. Medical, extracurricular activities, civic activities

To ensure the rights and conditions of students' study, all students are required to have health insurance and accident insurance. Laboratories, internship workshops in the school, facilities to receive students to practice, ... have the right to request students to present health insurance cards, accident insurance when coming to do experiments, internship. SV are obliged to participate in full health examinations, annual citizen activities as announced by SAO.

Students must participate in extracurricular and community activities organized by the Faculty, Youth Union, Student Union and units. These activities are converted into social work days and used for graduation registration (see 10.2) and graduation consideration (see Article 20). Students must participate and achieve training points for the semesters to be considered for

rewards, scholarships (see Article 22) and graduation consideration (see Article 20). Refer to the detailed in the Student Affairs Regulation issued by SAO. Students in second degree, part-time, remote training, is separately regulated. Violations will be recommended by SAO disciplinary forms with the highest level being for a one-semester suspension of study.

#### Article 24. Disciplinary action

The following violations during study or during examinations/exams (hereafter referred to as exams) will be disciplined.

##### 24.1 During the exam

Exchange and spin while taking the test: make a record, minus 30% of the score, recidivistic in the same exam, minus 50% of the test score, continue to recidivate, suspend the exam, decided by the examination officer.

Quarrels, disorder, threats to assault or assault others in the exam room: suspension of examination, decided by examination officials. Serious cases of supplementation of disciplinary forms shall be decided by the disciplinary council.

Use of documents and means of information to be distributed and exposed: suspend the exam, decided by the examination officer. In case of serious consequences, additional forms of discipline shall be decided by the disciplinary council.

Intentionally retain the test papers after requesting the resubmitting of the test papers of the examination officer in case the test papers clearly state "re-submit the test papers after the exam": make a record, except for at least 50% of the test score. Serious cases of supplementation of disciplinary forms shall be decided by the disciplinary council.

Write and draw contents that do not conform to the test requirements on exam papers, exam papers, draft papers: up to 100% of test scores can be deducted. Serious cases of supplementation of disciplinary forms shall be decided by the disciplinary council.

Examination, thanks to the examination: Suspension of study of all students involved, recidivism will be forced to stop studying (according to the student work regulations).

The deduction of grades is carried out by the teacher or the test score.

In case of suspension of the exam, the lecturer in charge of teaching will give the test absence score.

## **24.2 While studying**

Late class: Handle according to the subject outline decided by the teaching officer.

Absent more than 20% of the class hours of the subject: Forbidden exam, receiving test ban points, proposed by the lecturer in charge of the subject, the Faculty's Board of Directors shall make a decision.

Absence of 01 session or more of experimental practice subjects: Handling according to the provisions of the subject outline, decided by the lecturer in charge of teaching.

Failing to fully implement the mandatory parts of the subject as prescribed in the subject outline: Handling according to the provisions of the subject outline, decided by the lecturer in charge of teaching.

## **24.3 Cheating in Learning**

Plagiarism when making subject projects, graduation thesis: Except for 50-100% of the score, depending on the level, guided by lecturers, critical lecturers, grading boards. Serious cases of supplementation of disciplinary forms shall be decided by the disciplinary council.

Do the homework (assignments, practices, projects, dissertations, ...) households, thanks to the work: Except for 50-100% of the scores of all students involved, depending on the level, instructors, critical lecturers, grading boards decide. In severe cases, suspension of all students involved or recidivism will be forced out of school (according to the student work regulations).

Use fake certificates, fake medical examination and treatment certificates, forged faculty signatures, other student signatures: handle from reprimand to forced suspension, decided by the disciplinary board.

## **24.4 Recidivifol**

Violations that have been disciplined if recidivism will be dealt with in the form of a one-tier aggravated increase.

## 24.5 Violation in an organized manner

Organized violations will be disciplined from warning to forced withdrawal, decided by the council, and at the same time, reported to the responsible agencies for handling in accordance with the law.

### Article 25. Academic warning

Academic warnings are a form of warning students about poor academic performance to be able to strive for more progress.

Students are warned to study if violating one of the following cases at the time of processing the school:

- Not accumulating enough minimum credits (10 credits per semester, excluding the suspended semester).
- CmmGPA < 4.00 (for first semester: 3.00).

Students who are warned to study should contact the head teacher for advice to have a suitable study plan to strive for better results. If the next semester is no longer violated, students will be automatically removed from the school warning list. If violated for 2 consecutive semesters, students will be warned to study level two. If violated in 3 consecutive semesters, students will be forced to stop studying (see 27.2). Particularly for english-language programs, only academic warnings are considered from the time students meet english language entry standards.

### Article 26. Stop studying, re-accepting students.

Students may suspend their studies for personal reasons or be forced to pause. During the suspension or suspension period, students are not allowed to register for subjects, registered subjects (if any) will be canceled, will not be allowed to participate in academic activities at the school and are not certified as students. After the suspension, according to the time limit stated in the decision, students must carry out the re-collection procedure to continue their studies or can carry out the procedure for one semester of suspension.

Continuous suspension periods of no more than 2 main semesters and are still included in the maximum study time. Tuition fees of the suspended semester are fully charged, reduced or

waived in accordance with tuition regulations. The decisions to suspend and receive are decided by the Principal at the proposal of the AAO.

### **26.1 Study suspension**

Students may offer to take a one-semester suspension for personal reasons. The first semester of the course alone allows only the suspension of force majeure cases that cannot be studied. The time of application for suspension is not later than the 6th week of the semester (except in force majeure cases). After this time, students are not allowed to pause but may apply for consideration of not being forced out of school by arbitrarily leaving school (because SemGPA is zero) (see 27.2).

Particularly in case of suspension for military service, the suspension period is calculated according to the duration of military service and does not count towards the maximum study time (see 5.4).

### **26.2 Forced study suspension**

Students are forced to suspend their studies if they violate one of the following cases:

- Disciplinary violations at the level of suspension (see Article 24).
- No registration for coursework and/or no formal schedule of the semester (see Article 9).

### **26.3 Re-accepting students**

After the time limit is suspended or forced to be suspended (according to the time limit stated in the decision), students must actively carry out the procedures for re-receipt before the course registration of the semester (semester 1, semester 2, summer semester). After the acceptance decision is made, students must proceed to register for the subject.

Particularly in case of suspension at the Pre University English semester (applicable to english-language curriculums), students comply with the regulations and must meet the official English standard to be re-admitted (see Appendix 2.2).

## **Article 27. Stop studying**

Students may be out of school for personal reasons or forced out of school. In some cases, suspension is allowed to be temporarily revoked when the conditions are satisfied.



The decisions to quit school and temporarily receive are decided by the Principal at the proposal of the AAO.

### **27.1 Stop studying for personal reasons**

Students may request to be dismissed for personal reasons (health, academics, study abroad, transfer of schools, transfer of training system, etc.).

### **27.2 Forced stop studying**

Students are forced to drop out of school if they violate one of the following cases:

- Disciplinary violations at the level of forced suspension (see Article 24).
- The maximum training period has expired, including the extended allowed time (see 5.4) but has not completed the curriculum.
- Suspension of study or forced suspension of study continuously beyond 2 main semesters.
- Failure to register for the subject and/or without the main schedule 2 consecutive semesters (excluding the semester of suspension).- Poor academic performance (warned of 3 consecutive semesters).
- Arbitrarily leaving school (with SemGPA equals 0). In case of forced suspension due to academic reasons of poor academic performance, it may be temporarily revoked for one semester if the following conditions are met: - Having CmmGPA and the minimum CreCmm number equal to the provisional standard decided by the Academic Council each semester.
- Having completed the review procedure at the Faculty on time and having registered the subject for the semester of consideration. Review and accept. In case of forced dismissal by voluntary absence from school due to SemGPA's degree, if students register for subjects in the next semester, they are considered not forced to leave school, other cases students must apply to be considered not forced to leave school by arbitrary absence. Cases with special reasons will be considered by the Principal at the request of the AAO and issued a temporary acceptance decision. After being temporarily accepted, if there are no violations in the next semester, students will be automatically officially admitted.

## Article 28. Dual major training

### **28.1. Dual major training in the direction of second degree**

During the first-major training period (the major has been matricized or interdisciplinary/transferred), students are enrolled and accumulate subjects of the first and second disciplines (except graduation). Students from the end of the first year and after having been interdisciplinary, can apply to study dual disciplines in the direction of a second degree; or after being eligible to graduate from the first major, the student applied for a postponement of graduation (first degree) to continue the second discipline (keeping the student code). The maximum training time of the two-discipline training is the maximum training time of the first major. Conditions for students to study two disciplines: there is still enough time to study (during the maximum training period); with the consent of the Second Dean of Management; The second major must have the same entrance exam, the same level, the training system as the first. Students studying dual disciplines in the direction of a second degree are only allowed to apply for the graduation part of the second discipline after having completed the graduation part of the first discipline; or apply for a dual-discipline graduation to complete both graduation courses at the same time. The dual-major graduation course must be agreed by the Faculties of Management of the two disciplines of students to assign the topic, assign co-instructors and must be protected by the joint graduation thesis assessment board of both disciplines. When eligible to graduate from both disciplines, students apply to graduate from both disciplines and are considered for two degrees at the same time. Students can apply to stop studying but also to be considered for graduation and granted a degree for the first discipline.

### **28.2. Training and granting second degrees after first degrees**

Students who already have a formal university degree from HCMUT or other public universities are entitled to attend a two-degree formal university admission (see statutes and admission notices by two). Students who already have a regular university degree of HCMUT are considered directly. The second degree class can be held separately outside of hours if it is sufficient in number and according to the needs of the learner or studied together with regular daytime classes. The subjects included in the second degree that students have accumulated (according to the first degree of HCMUT) are considered exempt from study and transferred

points. Students who have university degrees from other schools are considered exempt from school and score exempt. See the rule at 17.4. When eligible to graduate from a second discipline, students apply to graduate and be considered for a degree.

### **28.3. Dual-major training in the direction of sub-major**

During the first-major training period (the major has been matricized or interdisciplinary/transferred), students are registered to study and accumulate subjects of the first and second disciplines. Students studying in a sub-discipline are not allowed to register for the graduating part of the second discipline. The maximum training time of the two-major training in the direction of the sub- major is the maximum training time of the first major. When eligible to graduate from the first major, at the same time complete the eligibility to graduate from the minor discipline, the student registers to graduate from the first and secondary majors and is considered for a degree for the first. The sub-major graduation information is clearly stated in the transcripts and annexes of the diploma but is not granted into a separate diploma. If you are eligible to graduate from the first major, but are not yet eligible to graduate from the secondary discipline, you can apply for a postponement of graduation (first degree) to continue the second discipline in the direction of sub-discipline (keeping the student code). However, students can still apply to stop studying but the secondary discipline to be considered for graduation and granted a degree for the first discipline.

### **Article 29. Transfer to another university**

1. Students are considered for transfer if the following conditions are satisfied:

- a) During the period of study, if the family moves residence or the student is in difficult circumstances, it is necessary to move to the school near the family residence for the convenience of study;
- b) Apply to transfer to a school with the same industry or belongs to the same industry as the training discipline that the student is studying;
- c) With the consent of the Principal of the school to apply for transfer and the school requests to transfer to;

d) Not in one of the cases where the transfer of the school specified in Clause 2 of this Article.e)  
Separately transferring the school to the English-language curriculum of OISP, the student must meet the official English standard (see Appendix 2.2)

2. Students are not allowed to transfer schools in the following cases:

- a) Students who have taken the entrance exam under the general exam, but have not been admitted to the school or whose exam results are lower than the school's admission points for transfer;
- b) Students who are outside the school's prescribed selection area applying to transfer;
- c) First- and final-year students;
- d) Students who are in the process of being disciplined from warning onwards up.

[Article 30. Assign major, assign specific major, transfer to another major, transfer to another program](#)

### **30.1. Assign major**

Students who are admitted to the major group will be assigned from the second year (end of the first year) according to the plan of each Faculty. Students can be transferred in the same group of admissions after being interdisciplinary if there is a good reason and the consent of the Dean. The Faculty transfers information about the division to the AAO immediately after the division to act as a basis for students to register for subjects, organize classes and consider graduation.

### **30.2. Assign specific major**

The university does not assign specific majors to students, except for specialties that are privately enrolled. During the course of study, students can accumulate specialized credits of the specific majors and are free to choose a major to accumulate credits. When eligible to graduate from the field of study, and at the same time meet the graduation conditions of one or several majors, students can apply to graduate from these majors and be granted a degree of the specific major. The graduation information of majors is clearly stated in the transcripts and annexes of diplomas. In case students are eligible to graduate from the industry, but do not meet the graduation conditions of any major, they are only granted a degree of the major and do not write specialized

information in the transcripts and appendixes. Faculties can assign classes for students by specialization to assign suitable specialized lecturers as head teachers to manage classes, advise and guide students.

### **30.3. Switching majors/switching programs**

Students are allowed to switch major/major groups, switch programs if the following conditions are satisfied:

- a) Points of admission: There are admission points that achieve the admission points of the major/major group transferred accordingly form of successful or straight admission;
- b) Major/major group switch: only applicable to advanced, high-quality, internationally affiliated programs;
- c) Switch programs:
  - + Transfer from regular program to Advanced, High Quality, Exchange program: must achieve a minimum IELTS 6.0 or equivalent;
  - + Moving from advanced, high-quality programs to mass programs: must be the right major / major group that has been admitted;
  - + Do not transfer from exchange programs to other programs (regular, advanced, high quality) unless successful in the regular program;
- d) Transfer consideration period: Only consider transfer once at the end of the first year from the time of admission (especially in case of transfer to the exchange program, the time for transfer consideration is not specified);
- e) Transfer criteria: The number of students transferred has not exceeded 10% of the enrollment target of the major/major group (in smaller numbers between the original major and the moving major). The OISP transfers information to the AAO and submits to the Principal to make the decision to transfer the major/major group, transfer the program at the end of the first academic year to implement at the beginning of the second year.

Special cases will be decided by the Principal.

## Article 31. Terms of execution

This regulation is applied instead of the academic regulation and the adjustments and supplements to the previously issued academic affairs. Previous regulations contrary to this statute were abolished. The adjustment and supplementation of the provisions of this regulation shall be decided by the Principal at the request of the Academic Council.

### Appendix 1: Regulations on foreign languages (applicable to Vietnamese-language curriculums)

### Appendix 2: English regulations (applicable to English-language curriculums)

#### 1. English test upon admission

- Students must take the English test (in IELTS format) organized by the OISP when entering to grade English.
- If the test results < 6.0, students will be scheduled to study English corresponding to the level (not canceled or withdrawn).
- In the  $\geq 6.0$ , students will be considered directly into the main program of the school, considering exemption from studying English.
- If students have had an official English certificate (EC) meeting the standard (see section 2.b) and have completed the EC submission procedure, students are considered directly into the stock market, do not attend the entrance English test, do not study English subjects 1, 2, 3, 4 (for the 2018 or earlier course)/ IELTS level 1, 2, 3, 4 (for the 2019 or later course).

How to classify English class

- Apply for intake 2018 and before

<b>Total qualification test scores</b>	<b>Classes</b>	<b>Exemption from class</b>
$\leq 2.5$	English 1	
3.0 - 4.0	English 2	English 1

4.5	English 3	English 1, 2
5.0 - 5.5	English 4	English 1, 2, 3
≥ 6.0	Entering the main program	English 1, 2, 3, 4
Have a qualified English certificate		

Apply for intake 2019 onwards

Total qualification test scores	Classes	Exemption from class
≤ 2.5	IELTS LEVEL 1	
3.0 - 4.0	IELTS LEVEL 2	IELTS LEVEL 1
4.5	IELTS LEVEL 3	IELTS LEVEL 1, 2
5.0 - 5.5	IELTS LEVEL 4	IELTS LEVEL 1, 2, 3
≥ 6.0	Entering the main program	IELTS LEVEL 1, 2, 3, 4
Have a qualified English certificate		

## 2. English requirements

### a) English requirements for intake:

English requirement	IELTS format test	English 3	English 4
English requirement for intake	6.0	7.0	5.0

*The points in the table above are the minimum points to be achieved.*

- Students must meet the English input standard to register for main program subjects in year 1 and 2 (except for subjects taught in Vietnamese).
- After two years from admission, students who do not have English language input will be forced out of school.
- In case of suspension of study, students comply with the regulations and must meet the official English standard to be re-admitted.

**b) Official English requirements:**

English requirement	IELTS	TOEFL iBT	TOEIC (*)
Official English requirements	6.0	79	700

*The points in the table above are the minimum points to be achieved.*

*(\*) TOEIC certificates only apply from intake 2014 or earlier*

- Students who have met the official English standard are considered to meet the entrance English standard and meet the English standard for graduation consideration (see instructions on how to apply for a foreign language certificate on the AAO website).
- Students must meet the official English standard after 4 semesters (before the registration of subjects for the 5th semester) to register for main program subjects from year 3, otherwise students can only register for subjects of main program in year 1, 2 and subjects taught in Vietnamese.
- After 6 semesters (before the registration of the subject for the 7th semester) students who do not meet official English requirements will be suspended, the maximum suspension period of one year. In order to be accepted back, students must meet the official English requirements.
- After 8 semesters (before the registration of the subject for the 9th semester) students who do not meet official English requirements will be forced to drop out of school.

**3. Transfer points for English subjects**

Students with satisfactory English certificates will be registered to transfer points for English subjects as follows (see instructions on how to apply for foreign language certificates and how to apply for transfer points for foreign languages on the AAO website).



International English Certificate			English subjects			
IELTS	TOEFL iBT	TOEIC (*)	AVTC1	AVTC2	AVTC3	AVTC4
6.0	79	700	10	10	7.5	6.5
6.5	93	740	10	10	10	7.5
7.0	101	780	10	10	10	10

The points in the table above are the minimum points to be achieved.

(\*) TOEIC certificates only apply for intake 2014 and earlier

#### 4. Exchange program:

Students need to see more English standard regulations for transfer as required by the partner university.

#### 5. English standard when receiving graduation thesis (GT) and graduation consideration

Students must have a qualified international English language certificate to be eligible for GT and consider graduation.

Program	English standard received GT and graduation consideration		
	IELTS	TOEFL iBT	TOEIC
High Quality / Advanced	<b>6.0</b>	<b>79</b>	<b>700 (*)</b>

The points in the table above are the minimum points to be achieved.

(\*) Toeic certificates only apply from 2014 or earlier. Students note that the TOEIC 02 skills (Listening & Reading) certificate  $\geq 700$  is used to consider meeting the English language standard for GT, to consider graduating students must achieve additional TOEIC (Speaking & Writing) certificates with a minimum score of 245.

## Appendix 3: Regulations on information technology skills

### **1. Information Technology Application Skills Requirements**

From the intake 2019, students of mass programs must meet basic or advanced information technology (IT) application skills standards or IC3 or MOS international certificates. Students must take at least 02 of the 05 mos certification tests (Word, Excel, PowerPoint, Outlook, Access).

### **2. Binding conditions**

Students must meet basic IT application skills standards (or advanced or IC3 or MOS international certificates) after year 1 to be enrolled in main program subjects in 2. Advanced, high quality program students must meet advanced IT application skills standards (or IC3 or MOS international certificates) after year 3 to be registered for GT.

### **3. How to qualify**

- Students attend internal IT application skills tests, do not issue certificates, organized by the AAO or OISP in collaboration with training centers in HCMUT and meet the standards. Students of regular programs are tested once only and are free. Advanced, High Quality programs are tested once for basic IT application skills and once for advanced IT application skills and are free both times. Students wishing to receive certificates, will not be free and must pay the entrance fee as prescribed by the organizer.
- Students submit valid IT application skills certificates from institutions with the function of issuing certificates of the school and other units or international certificates in IT. Student are encouraged to have an IT certificate upon graduation.

### **4. IT application skills standards for students studying for a second degree have graduated with a first degree at HCMUT and regular students switch to part-time form**

- Students who attend university with a second degree, have graduated from the first degree at HCMUT for no more than 02 years, and regular students switch to part-time form, within 02 years from the time of resignation from the regular program, at the time of admission to the university with a second degree or entering part-time form are allowed to use the results of internal IT application skills tests during university first degree to consider the IT application skills of the newly matriculated program.

## Abbreviation

Abbreviations	Interpretation
BKeL	E-Learning Platform
CP	Curriculum
EP	Educational programs
HCMUT	Ho Chi Minh City University of Technology
VNU-HCM	Vietnam Nation University, Ho Chi Minh City
TP	Training points (see Article 23)
SemGPA	Semester Grade point average (see 18.2)
CmmGPA	Cummulative Grade point average (see 19.2)
MajGPA	Major Cummulative grade point average (see 19.2)
ReTr	Remote training program
MT	Millitary training
SB	A school board responsible for promulgating the necessary regulations, regulations and processes to operate the entire training process. The Board of Directors consists of key deans and departments led by the Principal or Vice-Chancellor in charge of training as president and head of training department as council secretary.
GT	Graduation thesis
SAO	Student Affairs Office
PFO	Planning and Finance Office
OISP	Office for International Study Programs
AAO	Academic Affairs Office
CreMax	Maximum credits allowed for registering in a semester (see 9.2)

CreCmm	Cummulative credits from all training time (see 19.1)
CreMaj	Cummulative credits from all training time of a major (see 19.1)
Cre	Credits
CreTui	Tuition Credits (see Article 7)
GE	Graduation Essay
GI	Internship for graduation