

No.: 698/QD-UEF

Ho Chi Minh City, 1 September, 2025

**DECISION**

**Promulgation of Regulations on training for undergraduate level**

**PRESIDENT**

**HO CHI MINH CITY UNIVERSITY OF ECONOMICS AND FINANCE**

*Pursuant to Decision No. 1272/QD-TTg dated 24 September 2007 of the Prime Minister on the establishment of Ho Chi Minh City University of Economics and Finance;*

*Pursuant to the Law on Higher Education dated 18 June 2012 and the Law on amending and supplementing a number of articles of the Law on Higher Education dated 19 November 2018;*

*Pursuant to Decree No. 99/2019/ND-CP dated 30 December 2019 of the Prime Minister detailing and guiding the implementation of a number of articles of the Law amending and supplementing a number of articles of the Law on Higher Education;*

*Pursuant to Circular No. 08/2021/TT-BGDĐT dated 18 March 2021 of the Minister of Education and Training on promulgating the Regulations on university level training;*

*At the request of the Head of Department of Academic Services and the Chief of University Office.*

**DECISION:**

**Article 1.** Promulgating the Regulations on university training of Ho Chi Minh City University of Economics and Finance.

**Article 2.** This Decision takes effect from the date of signing and replaces Decision No. 215/QD-UEF dated 28 May 2021 of the President of Ho Chi Minh City University of Economics and Finance promulgating the Regulations on university training.

**Article 3.** Members of the Board of Presidents, Chief of University Office, Head of Department of Academic Services, Head of Department of Testing Services, Heads of Faculties, Head of Inspection Committee, Heads of units under Ho Chi Minh City University of Economics and Finance are responsible for implementing this Decision./.

**Recipient:**

- As Article 3;
- Published on the website;
- Save: VT, PDT.

**PRESIDENT**

**Nguyen Thanh Giang**

## **REGULATIONS**

### **University training for undergraduate level**

*(Attached to Decision No. 698/QĐ-UEF dated 1 September, 2025  
 of the President of Ho Chi Minh City University of Economics and Finance )*

#### **Chapter I**

#### **GENERAL PROVISIONS**

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

1. This regulation regulates the organisation and management of university-level training according to the credit system at the Ho Chi Minh City University of Economics and Finance (hereinafter referred to as the University), including: general regulations, training organisation, assessment of learning outcomes, assessment of graduation credits and graduation recognition, other regulations for students, and implementation organisation.

2. This regulation applies to units, officers - lecturers - employees, and students of regular university training courses of the University.

##### **Article 2. Study programme**

1. The study programme is built according to credit units, including objectives, knowledge volume, structure, content, methods and forms of assessment for subjects, majors, training levels, and output standards in accordance with the Vietnamese National Qualifications Framework; ensuring the requirements for interconnectivity between levels and training majors; meeting study programme standards according to current regulations of the Ministry of Education and Training.

2. The content and output standards of the study programme apply to different forms, learning methods and learners. For those who have graduated from other levels or majors, the actual learning volume is determined based on recognition or conversion of accumulated credits and exemption of subjects in the previous study programme.

3. The study programme is issued by the President and is periodically reviewed and adjusted based on references to advanced domestic and international programmes, feedback from lecturers, employers, graduates, educational institutions and other relevant parties to meet social needs.

4. The study programme is made public to learners before enrollment and at the beginning of the course; changes and adjustments related to the study programme are made in accordance with current regulations and announced before application, without causing adverse impacts on students.

5. For each study programme, the University provides a standard full-course study

plan to guide students in registering for courses.

### **Article 3. Credits**

1. Credit is the basic unit used to measure the amount of knowledge, which is also the amount of learning of the study programme, of each component and of each subject in the study programme.

2. One credit is equivalent to 50 hours of standard study time of a learner, including time spent observing lectures, guided classes, self-study, research, experience, and taking tests and assessments.

3. For classroom teaching activities, one credit requires a minimum of 15 hours of theory; or 30 hours of practice, experiment, discussion; in which one hour in class is counted as 45 minutes and is called a lesson.

### **Article 4. Course**

A course is a set of teaching and learning activities designed to achieve a number of specific learning objectives, equipping learners with knowledge and skills in a narrow area of expertise in the study programme. A course is usually organised for teaching and learning in one semester. A course has a knowledge volume of 1 - 4 credits and is denoted by a separate code specified by the University. Types of courses:

1. Compulsory course: A course in the study programme that contains the main knowledge content of the training industry and major and is required for students to accumulate.

2. Elective course: A course included in the study programme, containing necessary supplementary knowledge of the study programme that students are allowed to choose from a limited list of courses to accumulate enough credits required for each study programme.

3. Equivalent course: One or a group of courses in a study programme of another course or major currently being organised at the University that students are allowed to accumulate to replace one or a group of courses in the study programme of the training major.

4. Prerequisite: Course A is a prerequisite for course B, when the necessary condition to register for course B is that the student has accumulated course A.

5. Prerequisite: Module A is a prerequisite for module B, where a prerequisite for registering for module B is that the student has completed module A.

6. Parallel course: Course A is a parallel course of course B, when a mandatory condition for registering for course B is that the student has registered for course A. Students are allowed to register for course B in the same semester as they registered for course A or in the following semester.

7. Conditional course: A course that is not counted as cumulative credits in the study programme, but students must study and be awarded a certificate or complete the course satisfactorily to be eligible for graduation, including: National Defense and

Security Education, Physical Education.

## **Chapter II**

### **TRAINING ORGANISATION**

#### **Article 5. Admission Registration**

1. When registering for admission, students must submit documents as required in the University's Admission Notice. All documents when students enroll are placed in individual file bags and managed at the University's Department of Academic Services.

2. After reviewing and finding that the admission requirements are met, the Department of Academic Services will submit to the President a decision to recognise the student as an official student of the University and issue a student card.

3. All admission procedures must be completed within the time limit specified by the University.

4. Admitted students are provided by the University with full information about the objectives, content and study plans of the programmes, training regulations, obligations and rights of students.

#### **Article 6. Specialisations and majors**

1. Candidates who meet the admission requirements will be arranged by the University to study the registered training majors.

2. For majors with sub-specialties, students register for majors according to the specific regulations of the University for each major. Each student is allowed to register for a number of majors in order of priority. The President determines the number and specific criteria for each major for students to register. The opening of majors in each major is decided by the President based on the actual needs of society for human resources trained in that major and the number of students registering for the major is enough to open a class.

#### **Article 7. Organising the classes**

Classes are organised by subject area or by course.

1. Classes by major (course): are classes that gather students who register to study the same major of a course and are stable to maintain necessary activities and manage students during the learning process. Course classes are named according to the year of admission, level, learning system and major of the students, coded according to the regulations of the University. Each course class has a class executive committee nominated and elected according to the regulations of the University. The work of homeroom teachers for course classes is organised according to the regulations of the University.

2. Semester classes (semester classes): for students who register for the same course, have the same course schedule in the same semester. Each semester class is assigned a unique code. The semester class has a class monitor appointed by the lecturer in charge of the semester class to help the lecturer manage the class (if necessary). The number of students in a semester class is limited by the capacity of the classroom/practice room or arranged according to the specific requirements of the semester. The minimum number of students to consider opening a semester class for

each semester is decided by the President based on the proposal of the faculty managing the semester.

**Article 8. Formal studying**

1. Teaching activities are carried out at the University , except for practical activities, internships, real-life experiences and online teaching that can be carried out outside the University.

2. Teaching activities are held from 06:00 to 20:30 on weekdays from Monday to Saturday; the time for organising specific activities of the study programme is carried out according to the regulations of the University.

**Article 9. Studying time**

1. The university organises training by course, university year and semester.

2. A course is the standard designed time for students to complete a specific programme. Depending on the programme, a university-level course is conducted from 3 to 4 years depending on the training profession for those with a high university diploma or intermediate diploma; from 2.5 to 3 years for those with an intermediate diploma in the same study field; from 1.5 to 2 years for those with a college diploma in the same study field.

3. The maximum time for a student to complete the study programme shall not exceed twice the time according to the standard study plan for the entire course. For students who have been exempted from accumulated credits, the maximum time for the student to complete the study programme shall be determined based on the time according to the standard study plan for the entire course reduced correspondingly to the exempted credits.

**Article 10. Teaching and learning plan**

1. The teaching and learning plan detail the organisation and implementation of study programmes by university year and semester, in accordance with the studying form and studying organisation method.

2. The academic year plan shows the main milestones of training activities in the academic year for all forms and study programmes, and is announced promptly to relevant parties before the start of the academic year. An academic year has two main semesters, each main semester has at least 15 weeks of actual study and from 2 to 4 weeks of examination. Each main semester is organised into 2 study periods and 2 examination periods. In addition, depending on the actual situation and the learning needs of students, the University can organise an additional semester for students to have the opportunity to retake, make up or advance. Each additional semester has at least 5 weeks of actual study and 1 week of examination.

3. The semester plan includes the class opening plan, teaching and learning methods (direct or online), class schedule, exam schedule of the modules organised in the semester for the courses, study programmes and learning methods. The semester plan is built and announced promptly with full necessary information, ensuring convenience for students to build study plans and register for study.

4. The timetable shows the time, location, teaching and learning activities of each class in the courses, forms and study programmes. The timetable of regular classes is arranged evenly throughout the weeks of the semester.

5. Based on the volume and content of knowledge prescribed for study programmes and the standard teaching plan for the entire course, the Department of Academic Services plans to allocate the number of credits for each university year and semester; and creates timetables for each class in each course, form and study programme.

#### **Article 11. Requirements for organising teaching and learning**

1. Promote the professional capacity and professional responsibility of the teaching staff, in accordance with regulations on working regime of lecturers.

2. Promote the proactive role and at the same time enhance the responsibility of students, create conditions and motivation for students to strive to study; maintain university discipline, improve the quality and effectiveness of training.

3. There is an internal inspection and monitoring mechanism and a quality improvement system based on collecting and evaluating learners' feedback.

#### **Article 12. Online teaching and learning**

1. The university organises classes in a completely online format or a combination of online and in-person formats based on current regulations on the application of information technology in management and organisation of online training; has solutions to ensure quality and evidence that the quality of organising online classes is not lower than the quality of in-person classes.

2. For full-time training, a maximum of 30% of the total study programme volume is conducted via online classes. In case of natural disasters, complicated epidemics and other force majeure circumstances, the University shall follow the instructions of the Ministry of Education and Training.

#### **Article 13. Assignment of lecturers to teach**

The assignment of lecturers to teach, lecturers to guide students in doing experiments, practices, internships, projects, topics, theses and other learning activities is carried out by the unit managing the course according to the teaching plan of the university year and semester under the chairmanship of the Department of Academic Services.

#### **Article 14. Get feedback from learners**

Periodically each semester, the University conducts student feedback on the teaching activities of lecturers for all courses held during the semester. The organisation of feedback collection and the use and publication of student feedback collection results are carried out in accordance with the University's Regulations on survey activities of relevant parties.

#### **Article 15. Responsibilities and powers of lecturers assigned to teach and guide students**

1. Responsible for course content before the University and the law.

2. Carry out teaching and assessment work according to the approved detailed course outline, on schedule, on time, and with the required number of periods. Carry out the preparation and design of lecture content, learning resources, learning guidance activities, testing and evaluation on the University's Online Learning System

(lms.uef.edu.vn).

3. Marking process assessments, creating end-of-term exams and marking end-of-term exams; ensuring progress according to the University's regulations. Process assessments and marking end-of-term exams must be accurate, objective and fair.

4. Strictly comply with labor regulations, regulations on working regime of lecturers and relevant regulations of the University.

#### **Article 16. Responsibilities of units in organising teaching and learning**

1. The Department of Academic Services and the course management units carry out the responsibility of organising teaching and learning according to the functions and tasks of the unit and the current Regulations on student and course management of the University.

2. Responsibilities of the Inspection Committee:

a) Monitor the implementation of teaching plans and progress of lecturers;

b) Check and supervise teaching work of lecturers such as: absence, extra teaching hours; late arrival, early departure; absence without reporting...

c) Check the physical facilities to ensure training quality such as: classrooms, practice rooms, laboratories, materials, equipment for teaching and learning...

#### **Article 17. Responsibilities and rights of students when participating in learning**

1. Have a proactive attitude, actively study and comply with the rules and regulations of the University.

2. Prepare lessons before class, participate in learning and carry out activities according to the instructions and requirements of the lecturer.

3. Fully and correctly implement the lecturer's requirements for the subject.

4. Respect and be polite to teachers; unite and help each other in the learning process.

5. Fight against negativity and cheating in learning and exams. Strictly comply with the University's Regulations on Academic Integrity.

6. Preserve and protect the university's property.

#### **Article 18. Announcement of the University's training plan**

1. At the beginning of the course, the University announced to students:

a) Study programme, full-time study plan of each training major;

b) Training regulations and rules related to student learning, training and living;

c) Rights and obligations of students;

d) Other information related to training activities.

2. At least 1 month before the new semester starts, the University will notify students:

a) Time for organising course registration for the semester, necessary instructions on course registration;

b) The timetable for the expected courses taught in the semester includes the following information: Course code, course name, number of credits, course class name, class period, teaching and learning method, classroom, location, prerequisites for course registration, maximum number of students in the course class and other notes for course registration.

### **Article 19. Register for courses**

1. Before the start of each semester, students must research and study to understand the study programme, training plan and course registration plan for the semester. The registration of courses to be studied for each semester must ensure the prerequisites of each course and the learning sequence of each specific programme.

2. Students must register for the courses they plan to take in the semester, including: new courses, some failed courses (to retake) and some passed courses (to improve grades, if any) based on the list of open courses and registration conditions of each course.

3. Students register for courses according to the procedures and instructions of the Department of Academic Services, according to the course registration plan each semester and within the time limit prescribed by the University.

4. The compulsory courses in the semester will be registered in advance by the Department of Academic Services for students (official schedule). Students register for elective courses (official, specialized, physical education, second foreign language for language majors), register for additional courses to be retaken (failed courses), courses to be taken in advance, make-up courses, improvement courses, courses in the second study programme (dual degree, dual major) in classes that do not overlap with the official schedule.

5. The minimum study volume (in credits) that a student must register for in each main semester (except the last semester of the course) is not less than  $\frac{2}{3}$  of the average volume of a semester according to the standard study plan; the maximum study volume does not exceed  $\frac{3}{2}$  of the average volume of a semester according to the standard study plan.

### **Article 20. Withdraw registered credits**

1. The withdrawal of credits from the registered course load must be done no later than the first week of the semester or session. From the second week onwards, the University will not process requests to withdraw credits and tuition fees. Beyond the above deadline, the credits will remain in the registration list of the semester or session and if the student does not attend class, he/she will be considered to have voluntarily dropped out and will receive an F grade .

2. Conditions for withdrawing registered courses:

a) Students must write an application to the University's Department of Academic Services or do it through the online service portal;

b) Not violating the conditions on the minimum number of credits students must register to study in each semester as prescribed in Clause 5, Article 19 of these Regulations.

### **Article 21. Retake and improve grades**

1. For compulsory or compulsory elective courses according to majors and minors, students with an unsatisfactory final score must re-register for the course when the course is offered. For elective courses, students can choose to re-register for the same course or choose to study other elective courses in the same group to ensure they accumulate enough credits.

2. For any course that has been passed, students are allowed to register to improve their cumulative GPA. The highest score between the courses will be taken to calculate the cumulative GPA used for graduation ranking.

## **Chapter III**

### **ASSESSMENT OF LEARNING RESULTS**

#### **Article 22. Course evaluation**

1. For courses taught and learned in class, students are evaluated through 3 component scores as follows:

a) *Process scores* are weighted at 30% and include:

- Attendance score: Weight 10%, if a student is absent from 1 session, 1 point will be deducted (on a 10-point scale), if a student is absent from the fourth session onwards, including excused absences, the attendance score is 0;

- Scores for participation in in-class or out-of-class activities, in seminars, scores for individual or group tests (in-class or at home), scores for other forms of assessment: Weight 20%;

b) *The midterm score of the course* has a weight of 20%, including the forms of in-class tests: theory, practice, oral tests, essays, assignments, etc.;

c) *The final exam score (semester final exam score)* has a weight of 50%: Students must take the final exam according to the university's general exam schedule. If a student misses the final exam without a valid reason, he/she will receive an F and must retake the course.

2. Special cases other than the above regulations will be decided by the President.

3. The lecturer in charge of the subject directly creates the exam questions, tests and grades the components. The grading of the final exam is carried out according to the Regulations on organising the final exam.

4. Component scores including process scores and midterm scores must be kept as evidence at the course management unit.

5. Component scores are graded on a 10-point scale. The assessment method and form of assessment for each component score are specified in the detailed syllabus of each course.

### Article 23. How to calculate credits

1. The course score on a 10-point scale is calculated from the sum of the component scores multiplied by the corresponding weight, rounded to one decimal place and classified into letter grades, corresponding to a 4-point scale, except for the cases specified in Article 24 of this Regulation. Course scores include:

a) Graded pass type, applied to credits calculated into the average academic score, including:

Classification	10-point scale	4-point scale	
		Letter grade	Score
Obtain	from 8.5 to 10	A	4.0
	from 7.0 to 8.4	B	3.0
	from 5.5 to 6.9	C	2.0
	from 4.0 to 5.4	D	1.0

A course is considered passed (cumulative) if the course assessment score is D or higher. However, D is a conditional pass. Students should study to improve their D to ensure the condition of cumulative GPA over the years.

b) Ungraded pass type, applied to subjects that only require passing, not counted in the average study score:

P: 5.0 or higher (on a scale of 10).

c) Failed type:

Classification	10-point scale	4-point scale	
		Letter grade	Score
Failed	from 0 to 3.9	F	0

2. The 4-point scale is the official assessment scale, used to process learning outcomes, classify academic performance, consider graduation requirements and graduate rankings for students.

### Article 24. Special point types

Some special cases use letter grades that are not included in the GPA as follows:

Point symbol	Meaning	Interpretation
I	Incomplete score due to permission to postpone exams and tests	Applicable to cases of absenteeism and permitted postponement of exams
X	Score not complete due to insufficient data	Applicable to cases where the Department of Academic Services has not received sufficient assessment results.

Point symbol	Meaning	Interpretation
R	Exemption points and recognised credits	Not counted in semester GPA, university year GPA, cumulative GPA

### **Article 25. Conditions for receiving and processing points I**

1. In case of excused absence, the Department of Academic Services will consider and give a score of I when the student meets the following conditions:

- a) Registered for the course, assigned a timetable and completed the required content of the course;
  - b) Tuition fees for the respective semester have been paid in full;
  - c) Not on the list of banned candidates proposed by the lecturer;
  - d) For objective or force majeure reasons, it is impossible to complete a part of the required volume of the course or, in general, not to participate in the final exam of the course.
- d) Comply with the scoring process I.

2. Cases processed under point I:

a) Case 1: If the student is absent from an exam with permission due to a conflicting class schedule, exam schedule, or is sent by the University to attend Olympic exams, short-term seminars, group or social activities, etc., he/she must submit a request to receive a grade of I as soon as the incident arises, along with the necessary confirmations, no later than the date of request for absence.

b) Case 2: If absent from the exam due to unexpected reasons (illness, accident, etc.), the student must submit an application or have someone else submit an application to the Department of Academic Services, along with reasonable supporting documents, within 05 days from the date of absence (working days only). After the above deadline, the student will not be considered for scoring I.

3. Within the next 01 academic year, students with a grade I must follow the course schedule and exam schedule to register to remove the grade I. After 01 year, if the student still does not have a course assessment score, the grade I will automatically be converted to an F.

### **Article 26. Organise final exams**

1. At the end of each semester and sub-semester, the University organises a final exam. Each semester, students are allowed to take the exam once.

2. The course management unit plans semester exams for the courses it manages, according to the published detailed course outline. The Department of Academic Services schedules the exams. The semester-end exam schedule is announced at least 02 weeks before the exam date.

3. The organisation of the final exam is carried out according to the University's regulations on organising final exams.

**Article 27. Exam questions, exam format, and final exam grading**

1. The final exam of the semester is in accordance with the content of the semester as specified in the course outline. The creation of exam questions or taking them from the exam bank, keeping exam questions confidential, and organising the exam are carried out according to the current regulations and procedures of the University.

2. The final examination forms include essays, computer-based practical examinations, multiple-choice examinations, oral examinations, essays, final reports, projects, or a combination of these forms. The president or authorized person is responsible for approving the appropriate examination forms for each course upon the request of the dean, head of the department, or head of the subject, and as specified in the detailed course syllabus. The final examination form is announced to students at the beginning of the semester.

3. The final exam marking of each course for essay tests, computer-based practical tests, essays, final reports, and projects must be done by 02 lecturers.

The final oral exam must be conducted by two lecturers. The oral exam score will be announced after each exam session. In case the two lecturers cannot agree on the exam score, it will be submitted to the head of the department or the dean of the faculty for decision.

4. Course grades are announced to each student after each final exam.

5. The final exam scores are recorded on the transcript according to the university's unified form, signed by both examiners, and confirmed by the faculty leader or department head (for subjects not under the faculty's management). The deadline for announcing the final exam scores to students is no later than 02 weeks after the final exam date. The original transcript is kept at the Department of Academic Services, the faculty office keeps the scanned or photocopied transcript.

6. The president shall prescribe the preservation of test papers, the marking process and the retention of test papers after marking. The retention period of written tests, computer-based practical tests, essays, final reports, and projects (hard copies or test data files) shall be at least one year from the end date of the course.

7. Students who are absent from the final exam without a valid reason will be considered to have taken the exam once and will receive an F grade for that course. Students who are absent with a valid reason from the final exam must follow the procedure to request an I grade according to Article 25.

**Article 28. Review and appeal scores**

1. Students have the right to appeal their coursework and midterm grades directly to the instructor when the instructor announces the grade in class. Once this grade sheet has been submitted to the University, students no longer have the right to appeal these component grades.

2. Students have the right to request a review of the final exam results (including essay tests, computer-based practical tests, multiple-choice tests, essays, final reports, projects), and graduation internship reports when they find that the results are too different from their own assessment. Students must complete the review request procedure on the online service portal within 07 days from the date of announcement of the corresponding course results or according to the University's review notice. Students

pay the review fee according to the University's regulations. Students can view the results after 10 days from the review deadline. The review results are final.

3. When any discrepancy is detected between the published score sheet and the score entered and stored in the academic management system, the student is responsible for notifying and requesting the Department of Academic Services to re-check and respond to the student about the test results.

### **Article 29. Assessment of learning outcomes**

Students' learning outcomes are evaluated after each semester or after each university year, based on the results of the courses within the requirements of the study programme that the student has studied and has scores according to the following criteria:

1. Total credits of courses that students fail in a semester, in a university year, or have outstanding debts from the beginning of the course.

2. Total credits of the courses that the student has achieved since the beginning of the course (cumulative credits), including exempted and recognised credits.

3. The average score of the courses that a student has studied in a semester (semester average), in a university year (university year average) or from the beginning of the course (cumulative average), calculated according to the official score of the course and the weight is the number of credits of that course.

4. Semester average score is used to classify student academic performance by semester and process academic results (academic warning, forced expulsion).

5. The average score of the academic year (only calculated in 02 main semesters) is used to consider the conditions for maintaining admission scholarships and granting talent scholarships to students.

6. The cumulative GPA is calculated based on the highest score in each course taken by the student. The cumulative GPA for the entire course used for graduation ranking is only calculated for courses in the study programme.

### **Article 30. Formula for calculating average score**

Semester average, yearly average and cumulative average are calculated on a 4-point scale according to the following formula and rounded to 02 decimal places:

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

In there:

$A$  is the semester average, university year average or cumulative average.

$a_i$  is the score of the  $i$ th subject.

$n_i$  is the number of credits of the  $i$ th course.

$n$  is the total number of credits.

### **Article 31. Academic ranking, university year level ranking**

1. Students are classified according to their semester average, yearly average or cumulative average as follow:

From 3.60 to 4.00 :	Excellent;
From 3.20 to 3.59 :	Excellent;
From 2.50 to 3.19 :	Good;
From 2.00 to 2.49 :	Average;
From 1.00 to 1.99 :	Weak;
Below 1.00 :	Poor.

2. Students are ranked by year level based on the number of credits accumulated from the beginning of the course (abbreviated as N) and the average number of credits per academic year according to the standard study plan (abbreviated as M), specifically as follow:

- a) First year level:  $N < M$ ;
- b) Second year level:  $M \leq N < 2M$ ;
- c) Third year level:  $2M \leq N < 3M$ ;
- d) Fourth year level:  $3M \leq N < 4M$ .

### **Article 32. Academic performance warning**

Academic warnings are issued at the end of each semester to help students with poor academic performance to know and plan appropriate study plans so that they can graduate within the maximum time allowed to study the programme. Academic warnings are based on a number of conditions as follows:

a) The total number of credits not achieved in a semester exceeds 50% of the registered volume in the semester, or the total number of credits outstanding from the beginning of the course exceeds 24;

b) Semester average score is below 0.8 for the first semester of the course, below 1.0 for subsequent semesters;

c) Cumulative GPA below 1.2 for first year students, below 1.4 for second year students, below 1.6 for third year students , below 1.8 for students in following years.

### **Article 33. Forced to drop out of university**

1. After each semester, students are forced to drop out of university if they fall into one of the following cases:

- a) Received academic warning for two consecutive semesters;
- b) Study time exceeds the limit prescribed in Clause 3, Article 9;
- c) Failure to fulfill tuition obligations for semesters according to the University's regulations;
- d) Dropping out of university without a reason;
- d) Being disciplined for the second time for taking the exam for someone else or asking someone else to take the exam for someone else.

2. The university decides to expel students who are subject to forced expulsion and remove their names from the student list. These students who want to return to university must take the entrance exam like other candidates.

3. No later than one month after the student decides to withdraw from university, the University will notify the locality where the student has registered permanent residence.

#### **Article 34. Recognition of learning outcomes and credit transfer**

1. The student's learning outcomes accumulated from another training level, another training major or another study programme, another course or from another training institution are considered and recognised by the University and converted into credits of the subjects in the study programme being studied.

2. The University's professional council considers recognition and credit conversion based on comparison of output standards, content and volume of study, methods of course assessment and conditions to ensure quality of programme implementation at the following levels:

- a) Recognition and transfer by subject;
- b) Recognition and conversion by subject group;
- c) Recognition and conversion of the entire study programme .

3. Conditions for recognition and conversion by subject or group of subjects:

a) Students must submit an application for exemption from study and recognition of course credits according to the University's form, along with a valid transcript of the study programme they have studied, to the Department of Academic Services at least 1 month before the end of the first semester of the course.

b) In case a student requests the University to consider recognising or transferring credits from a previous study programme that he/she has studied but not yet graduated from, the period for consideration of exemption from study and recognition of credits for the subjects passed in the old programme shall not exceed 5 years from the date the student stops studying in the old programme, calculated from the last semester shown on the student's valid transcript.

c) The proposed grade for exemption and credit recognition must be C or higher for the courses that are included in the GPA or P for the courses that are not included in the GPA according to the regulations of the study programme being studied.

4. The maximum volume of recognised, transferred credits shall not exceed 50% of the minimum volume of study of the study programme .

## **Chapter IV**

### **EVALUATION OF GRADUATION COURSES AND RECOGNITION OF GRADUATION**

#### **Article 35. Organising and evaluating graduation internships , graduation topics/theses**

The organisation, management and evaluation of graduation internships and graduation theses are carried out according to the University's Regulations on the organisation of graduation internships and graduation theses at university level.

#### **Article 36. Graduation conditions and graduation recognition**

1. Students are considered and recognised by the University as having graduated from the study programme when they meet the following conditions:

a) At the time of graduation, not being prosecuted for criminal liability or not being under disciplinary action at the level of suspension from university;

b) Accumulate enough credits and complete other required content as required by the study programme;

c) The cumulative GPA of the entire course must be 2.00 or higher; the grade of the specialized subject/graduation thesis must be C or higher.

d) Have a National Defense Education certificate and complete the Physical Education course;

d) Have other certificates that meet output standards according to the University's regulations;

e) Pay all tuition and fees in full and fulfill obligations as prescribed by the University;

g) Submit an application to the Department of Academic Services or through the online service portal to request graduation consideration in case of meeting the conditions to graduate early or late compared to the designed time of the course.

2. For students who register for a second study programme in the form of a dual degree or dual major, upon completion of the programme, the University will consider recognising them as having graduated from the second major or certifying the completion of the dual major programme at the same time or after the first study programme according to regulations.

3. After each semester, the Graduation Council shall, based on the graduation recognition conditions specified in Clause 1 of this Article, establish a list of students eligible for graduation.

4. The university's graduation council is chaired by the President or Vice President authorized by the President, the Head of the Department of Academic Services is the Secretary and the members are the Deans of Faculty Management, Head of Student Affairs Department, Head of Finance Department, and Chief of Office.

5. Based on the proposal of the Graduation Council, the President issues a decision to recognise graduation and completion of the dual-major programme for qualified students.

**Article 37. Issuance of diplomas , diploma supplements and certificates of completion of study programmes**

1. University degrees are awarded according to the training major according to current regulations of the Ministry of Education and Training and the University.

2. Graduation rank is determined based on the cumulative average score of the entire course as follows:

a) Excellent: Cumulative GPA from 3.60 to 4.00;

b) Excellent: Cumulative GPA from 3.20 to 3.59;

c) Fair: Cumulative GPA from 2.50 to 3.19;

d) Average: Cumulative GPA from 2.00 to 2.49.

3. For students with an excellent or good cumulative GPA, their graduation rank will be reduced by one level if they fall into one of the following cases:

a) The number of credits to be retaken exceeds 5% of the total number of credits required for the entire programme.

b) Students who have been disciplined at the level of warning or higher during their studies.

4. Students' learning outcomes are recorded in the transcript for each subject. The transcript must state the major (intensive direction) or minor (if any).

5. If students' learning results satisfy the provisions in Clause 1, Article 36 of this Regulation for a number of study programmes corresponding to different training majors, students will be awarded different graduation certificates corresponding to those training majors.

6. Students are granted a diploma supplement along with their diploma according to the regulations of the University.

7. Students who complete the dual major programme will be granted a certificate of completion of the dual major programme and a transcript according to the University's regulations.

8. Students who have completed the maximum study time as prescribed but are not yet eligible to graduate due to not completing the National Defense - Security Education or Physical Education courses or not meeting the output standards in foreign languages or information technology, within 03 years from the date of leaving university, may complete the missing conditions and request consideration for graduation recognition.

9. Students who do not graduate are awarded certificates for the credits accumulated in the University's study programme.

## Chapter V

### OTHER REGULATIONS FOR STUDENTS

#### **Article 38. Temporary leave of absence , withdrawal from university**

1. Students are allowed to take a temporary leave of absence and reserve their study results in the following cases:

- a) mobilized into the armed forces;
- b) Being mobilized by competent authorities to represent the country in international competitions and competitions;
- c) Sickness, maternity or accident requiring long-term treatment with certification from a competent medical examination and treatment facility as prescribed by the Ministry of Health;
- d) For other personal reasons. In this case, the student must study at the University for at least one semester and is not subject to consideration for expulsion or disciplinary action .
- e) Failure to complete course registration procedures within the specified timeframe, no official course registration results.

2. Temporary leave of absence due to personal needs is counted in the official study time specified in Clause 3, Article 9 of this Regulation;

#### 3. Temporary leave of absence procedures

a) The President decides to allow students to take a temporary leave of absence upon the recommendation of the Department of Academic Services. The decision clearly states the reason and the period of time the student is allowed to take a temporary leave of absence, along with the related obligations that the student must fulfill.

b) The maximum period of temporary leave of absence is 01 year. In case of temporary leave of absence to perform military service, the period of performing military service shall not be counted in the maximum period of time to complete the study programme.

c) Time for procedures: at least 01 week before the semester starts. After approval, students can reserve tuition fees until they return to continue their studies. In case of late procedures, the President will consider and resolve on a case-by-case basis.

4. Re-admission: Students who are temporarily absent from university must complete the re-admission procedures within the time specified in the decision to temporarily suspend their studies. The Department of Academic Services compiles the records and submits them to the President to decide on the student's re-admission.

5. Students who withdraw from university for personal reasons, except in cases of forced withdrawal or disciplinary action. These students who wish to return to university must take the entrance exam like other candidates.

6. Students who withdraw from university will be granted a certificate of the accumulated credits in the University's study programme if required.

### **Article 39. Change major, change training facility, change learning form**

1. Students are considered to transfer to another programme or major when they meet the following conditions:

a) Not subject to consideration for forced expulsion from university and still having enough study time as prescribed in Clause 3, Article 9 of this Regulation;

b) Students who meet the admission requirements of the programme and training major in the same enrollment period;

c) With the consent of the heads of specialized units in charge of the programme, training sector and the President of the University.

2. Students are considered for transfer of training facilities when they meet the following conditions:

a) Not a first-year or final-year student, not subject to consideration for forced expulsion from university and still having enough study time according to the provisions of Clause 3, Article 9 of these Regulations;

b) Students who meet the admission requirements of the programme, major, and enrollment period at the place of transfer;

c) The transfer location has sufficient conditions to ensure quality and does not exceed the training capacity for that study programme and field according to current regulations of the Ministry of Education and Training;

d) With the consent of the President of the training institution requesting the transfer and the training institution requesting the transfer.

d) Students complete all documents according to the University's regulations.

### **Article 40. Study two programmes at the same time**

1. Studying two study programmes at the same time in the form of a dual degree or dual major is for students who meet the conditions specified in Clause 2 of this Article and have the need to register to study a second programme so that upon graduation they will be awarded two degrees, or a certificate of completion of the dual major programme.

2. Conditions for studying two programmes at the same time:

a) Students may register for the second programme at the earliest after completing the first semester of the first academic year of the first programme;

b) Academic performance is calculated based on cumulative average score ranked average or higher and meets the admission requirements of the second programme in the year of admission;

c) During the time a student studies two programmes at the same time, if the cumulative average score of the first programme is below the average score or is on academic warning, he/she must stop studying the second programme in the following semester.

3. The maximum time allowed to study for students studying two programmes at the same time is the maximum time prescribed for the first programme, as stipulated in Clause 3, Article 9 of these Regulations. When studying the second programme, students will have their results recognised for the courses with equivalent content and amount of knowledge in the first programme.

4. Students are only considered for graduation from the second programme, or for a certificate of completion of the dual programme if they meet the graduation requirements of the first programme and have registered at least 02 years before the graduation date of the second programme.

5. The process, procedures, and conditions for registration and issuance of a second degree or certificate of completion of a dual-major programme are implemented according to the University's Regulations on organising dual-degree and dual-major training.

#### **Article 41. Articulation study for people with other degrees**

1. Students of the joint study programme shall carry out the study programme and register for study according to the general plan like other students of the same training form. Based on the recognition and conversion of credits, students shall be exempted from the corresponding credits corresponding to the accumulated study volume as prescribed in Article 34 of this Regulation.

2. Conditions and procedures for admission to bridging courses; recognition, credit transfer and course exemption for bridging students will be specifically stipulated in writing by the President .

#### **Article 42. Auditing**

1. Auditing students are those who have graduated from university or are students studying at a training institution or those who are working (with a high university diploma or higher) and have the need to study to equip themselves with the necessary knowledge. The above subjects are called auditing students.

2. Auditing students are not recognised as official students but are only granted a transcript or certificate of the registered course when meeting the requirements of the University and are not allowed to do a graduation thesis.

3. Auditing students are responsible for fully complying with course registration regulations like official students.

#### **Article 43. Handling of violations against students**

1. Students who cheat in exams, tests, and learning outcome assessments , depending on the severity, will be subject to disciplinary action for each subject violated in the following forms: reprimand, warning, suspension from the exam, deduction of exam points, cancellation of exam results, based on the current High University Graduation Exam Regulations issued by the Ministry of Education and Training.

2. Students who take exams for others or ask others to take exams for them will be subject to disciplinary action including a one-year suspension from university for the first offense and forced expulsion for the second offense.

3. Students who use fake documents, diplomas, or certificates as admission or graduation conditions will be forced to leave university; graduation diplomas, if already granted, will be revoked or canceled.

## **Chapter VI**

### **IMPLEMENTING ORGANISATION**

#### **Article 44. Storage**

1. Admission decisions, original transcripts, graduation recognition decisions, and original graduation certificate issuance books for students are archived documents that are permanently preserved.
2. Other documents related to enrollment and training are stored and preserved throughout the training process.
3. The destruction of documents related to enrollment and training that have expired is carried out in accordance with current regulations of the State and the University.

#### **Article 45. Responsibility for implementation**

1. The Board of Presidents member in charge of training is responsible for directing, operating and supervising the implementation of this Regulation.
2. The Department of Academic Services is a unit Preside over, be responsible for guiding, supporting and supervising units in implementing this Regulation; at the same time disseminate and guide learners to apply the Regulation.
3. The head of the unit is responsible for disseminating the Regulations to officers - lecturers - employees under the management unit, organising the implementation and supervising the implementation of the Regulations . This ; at the same time, coordinate with the Department of Academic Services in disseminating and guiding learners to apply the Regulations.

#### **Article 46. Effective date**

This regulation comes into force according to the Decision issued by the President.

#### **Article 47. Implementation**

During the implementation process, if there is any unreasonable content that needs to be revised or supplemented, units and individuals should report to the University Office to submit to the President for consideration and adjustment of the Regulations to suit legal regulations and the actual situation of the University./ .

**PRESIDENT**

**Nguyen Thanh Giang**