

Number: 155/HD-UEF

Ho Chi Minh City, March 3, 2026

INSTRUCTIONS

For online submission of end-of-semester essays, final reports, and projects via the university's online learning system.

I. SCOPE OF APPLICATION AND SUBJECTS OF APPLICATION

1. Scope of regulation

- This document provides guidelines for organizing end-of-course examinations in the form of *essays, final reports, and projects* on the university's online learning system (hereinafter referred to as the LMS System); aiming to specify the relevant contents stated in Decision No. 701/QD-UEF dated September 1, 2025, issued by the Rector of the University of Economics and Finance Ho Chi Minh City regarding the regulations on organizing end-of-course examinations.

- The guidelines include general principles, submission deadlines, exam format, exam confirmation, handling of technical issues, student responsibilities, instructor responsibilities, and implementation procedures.

2. Applicable subjects

- This document applies to courses in full-time and joint undergraduate programs, where end-of-course exams are conducted in the form of essays, final reports, and projects on the LMS system.

- This document applies to the Training Department, the Examination Department, the Faculties, the International Institute, the units of the University, lecturers, students, and all relevant organizations and individuals.

II. INSTRUCTIONS

2.1. General principles

- The university uses a unified software system, the LMS, located at <https://lms.uef.edu.vn>, to organize end-of-course exams in the form of essays, final reports, and projects.

- The university provides accounts to instructors teaching courses and to students to use the LMS system; the scope of access rights for each user is implemented according to the university's regulations.

- A valid exam is one that is submitted by the student on the LMS system using their personal account provided by the university (not submitted on behalf of someone else), is correct for the course, correct for the course class, correct submission category, within the specified deadline, and meets the required specifications (number of files, file format, file name), and fulfills the exam requirements.

- The school confirms student participation and records validly submitted exam papers on the LMS system.

- The school will only address cases of exam submission issues if students send an email reporting the problem within the specified deadline, along with valid evidence such as screenshots.

2.2. Submission deadline

- The deadline for submitting papers is the time announced in the exam schedule, or before 23:59 on the exam day as scheduled if the exam schedule does not specify a particular time.

- Students are allowed to submit their assignments multiple times within the allowed submission deadline. The LMS system will recognize the last submission before the deadline as the student's official exam submission. After the deadline, the LMS system will automatically lock and will no longer accept submissions.

2.3. Exam format

- Students must submit the complete assignment with the correct number of files, in the correct file format and with the correct file names and meet all the assignment requirements.

- File naming conventions:

- For individual submissions: **“Student's Full Name-Student ID-Subject Name”**
- For group submissions: **“Group Name - Subject Name”**

- The group's submission is made by one representative from the group.

2.4. Confirmation of exam participation

- The submission of valid exam papers by students on the LMS system serves as confirmation of their participation in the exam and their submission, having the same legal validity as signing the exam attendance list.

- Students who do not submit their exam papers or submit invalid papers will be considered as not taking the exam and will be recorded as **absent**.

- Specifically for the final report format with a presentation: if a student does not submit their assignment or submits an invalid assignment on the LMS system, the LMS

submission component will be graded at 0 points. If a student participates in the presentation, the presentation score will be recorded according to the course's grading system.

2.5. Handling technical issues

In case of technical issues related to the LMS System:

- Students must take a screenshot of the error, clearly showing the problem, the time the problem occurred, and report the problem to the Examination Department via email at thihocky@uef.edu.vn. Please include a screenshot, no later than 30 minutes after the submission deadline on the LMS system.

- The Examination Department receives information via email, reviews the validity of the supporting documents, and responds to students via email regarding solutions to technical issues, ensuring students' legitimate rights are protected.

- Lecturers must receive official notifications and instructions from the Examination Department to resolve issues for students; they should not independently accept student submissions after an incident without official confirmation from the Examination Department.

2.6. Student responsibilities

- Students should proactively check the exam schedule on the Training Management and Online Services Portal (at <https://daotao.uef.edu.vn/>); and proactively monitor announcements on the LMS System.

- Students must submit their exam papers according to the school's regulations and the instructor's instructions.

- Students are responsible for checking the content, formatting, and openability of their exam files before submitting them.

- In case of technical issues during the submission process on the LMS system, students should follow the instructions in section II.2.5.

2.7. Lecturer responsibilities

- Lecturers are responsible for checking the content related to the end-of-course exams on the LMS system, and for group assignments on the LMS (if the course is group-based); this must be completed no later than two weeks after the exam schedule is announced. If any inaccuracies are found, contact the Examination Department for correction.

- Instructors are responsible for informing and guiding students on the topics, formats, and regulations related to submitting final exams on the LMS system.

- Instructors will only accept and grade valid exam submissions on the LMS system. For exams affected by technical issues (if any), instructors will only accept and process them according to the instructions from the Examination Department.

III. IMPLEMENTATION PROCEDURES

1. This document takes effect from the date of signing.

2. The Examination Department is the lead unit, responsible for guiding, supporting, and supervising the units in implementing this document; and also, for disseminating and guiding students on its implementation.

3. The head of the unit is responsible for disseminating the document to faculty and staff under their management, organizing its implementation and monitoring its execution; and coordinating with the Examination Department in disseminating and guiding students on its implementation.

4. During the implementation process, if any content is deemed unreasonable or requires amendment or supplementation, units and individuals should report it to the School Office for submission to the principal for consideration and adjustment of the Guidelines to conform with legal regulations and the actual situation of the school.

Recipients:

- Announced on the internal portal;
- Announced on the student portal;
- Archived: VT, P.KT.

President

Nguyen Thanh Giang