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MASTER ACADEMIC POLICIES

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MASTER ACADEMIC POLICIES

(Promulgated in accordance with Decision No. dated on... by the Rector of the University of Science and Technology of Hanoi)

CHAPTER I: GENERAL POLICIES

Article 1. Scope and subjects of application

1. These policies set out the regulations for Master training offered by the University of Science and Technology of Hanoi (USTH).
2. This policy shall be applied to individuals who take part in the Master training process at USTH.
3. A number of Master programs at USTH have co-equivalent diploma with the French counterparts; therefore, besides applying this policy to grant the USTH's diploma, the above programs must also comply with regulations of French counterparts. For the "International Air Transport Operations Management (IATOM)" Master program which is in the process of special transfer between the Ecole Nationale d'Aviation Civile (ENAC) and USTH, the process of admission, studying and diploma granting shall apply the ENAC's regulations.
4. The Research and Education (R&E) Departments, the Post-graduate Unit shall have the function of assisting the Rector to organize, manage, implement the Master training mission, including developing programs, teaching plan, organizing the implementation of teaching plan, examination and exam invigilation, considering the further study, deferment, withdrawal and graduation of the Master students; ensure that all activities must comply with this policy.

Article 2. Form and language of training

1. At USTH, the functional form of teaching - learning is the direct or distance training with interaction between lecturers and students.
2. Depending on each subject, the training hours can be divided into theoretical hours, tutorial hours and practical hours, or a combination of above three forms.
3. Except for foreign language subjects, the teaching-learning language is English.

Article 3. Credits, Subjects, Syllabus

1. Credit is an unit for calculating the student's learning volumes for a certain period of time under standard study conditions. USTH uses the European Credit Transfer and Accumulation System (ECTS). One credit is usually equivalent to 25-30 classroom and self-study hours.
2. Subject is the constituent part of training programs, which is of relatively complete knowledge of a particular field of expertise, designed to facilitate learners to accumulate the whole knowledge of a training program in the studying process. Most of subjects have 2 to 5 credits and which are taught by one or more lecturers. Types of subject of Master study at USTH includes:

- a. Compulsory subject is the subject which has the main knowledge contents of the training program. Students are required to fulfil this subject;
 - b. Elective subject is the subject which has the necessary knowledge contents, reflects the diversity of the training program. Students shall choose from the elective subjects under the instruction to accumulate enough credits for each training program;
 - c. Practice: Students have to fulfill practice activities (if any) to accumulate necessary knowledge through laboratory activities in the laboratories;
 - d. Internship: the time students will be trained in the actual work environment in order to accumulate knowledge, experiences as well as career contacts (Article 4.3).
3. Syllabus is a document that provides specifically tentative contents of one subject, including: its objectives, concepts, skills and knowledge. This document shall be composed by one lecturer or a group of lecturers in charge of this subject, after that it shall be submitted to R&E Department's Science and Education Council for approval.

A syllabus must cover:

- a. Information about the training unit (name of University, faculty, subject...)
- b. Information about lecturers and teaching assistants: name, email address, office address
- c. Information about subject (name of subject, compulsory and elective subjects, number of credits, prerequisite subjects, ...)
- d. Information about teaching and learning organization
- e. List of learning materials (textbooks, reference materials)
- f. Requirements and regulations on examination-evaluation of the studying outcomes.

CHAPTER II TRAINING PROGRAM

Article 4. Structure of training program

2. The Master training program at USTH is designed according to the European model (Bologna process), including 120 credits in two years, each semester has 30 credits.
3. The training program each year includes science subjects, management science and languages (English and/or French)
4. Depending to the program, students have to complete the internship from 2 to 3 months for the 1st Master year and 5 to 6 months for the 2nd Master year. The internship at the end of the 2nd Master year has cumulative grade point average equivalent to of 30 credits. The students must fulfill the internship before graduation.

Article 5. Output standards of the training program

The training program must ensure students' capacity after graduation:

1. Having a solid understanding about the sector they are trained;
2. Having knowledge about relevant social issues;
3. Having understanding about impact of technical solutions in the global and social context;
4. Having ability to identify, systemize and solve technical problems;
5. Having ability to design and execute experiments, as well as analyze and explain data. Having ability to apply advanced techniques, skills and tools in practice;
6. Having ability to work in the multi-disciplinary teams;
7. Having ability to communicate well in the working environment as well as in the social environment;
8. Having ability to acquire and continuous learning;
9. Having knowledge about professional ethics and civil responsibility.

Article 6. Principles for developing new training sectors

1. A new training sector shall be opened if the social demand is high. This view shall be proved through surveys at units where the graduated students work.
2. The new training sector must be in line with the vision and development strategy of USTH.
3. The new training sector must be consistent with the human resources, facilities and current conditions of quality assurance of USTH. It also should draw attention and supports from companies, organizations and financial aids funds.

Article 7. Organize, promulgate the training program

Building, promulgating the training program and assigning the tasks to organize the new training sector must be implemented as the following steps:

1. The Rector of USTH shall establish a group to develop a training program. The training program shall be reviewed and approved through the following process:
 - a. Discussion among stakeholders on the detailed program;
 - b. Reviewed and approved at the USTH's Science and Education Council (SEC);

- c. Reviewed and approved at the Senate;
 - d. University Council voted to approve the program;
 - e. The Rector of USTH shall decide to promulgate the new training program and assign tasks to the Director of R&E Department or a coordinator to coordinate the program.
2. Based on the approved training program, Director of R&E Department or the coordinator and assigned staff shall prepare all necessary conditions for the program, including: lecturers, materials, equipment, testing and evaluation, funding sources and methods of linking with units which will employ future graduated students.
 3. Director of R&E Department or full-time coordinator shall determine the admission targets for the new sector. After the first cohort, the respective training unit shall evaluate and propose the development orientation for the training program.

CHAPTER III ADMISSION

Article 8. Admission targets

1. Annually, based on the conditions for ensuring the training quality, social demands and situation of students who find jobs with their specialized knowledge after graduation, USTH shall make report on conditions and determine the admission target and register the admission target with the Ministry of Education and Training (MOET).
2. The Rector of USTH shall assign the unit in charge to organize the admission work.

Article 9. Conditions for admission interview

Individuals meeting the following requirements are eligible for admission to Master's programs at USTH:

1. Candidates applying for the various training years of the master's program should meet the following requirements:
 - a. M1: Graduated or shall graduate from University in the recruitment year and meet the requirements set by USTH in the annual admission plan.
 - b. M2: Having completed the M1 at a local or international training institution with the Bologna Process may apply for admission to M2 at USTH
2. Being able to use English in studying
3. Having strong motivation to study at USTH
4. Not having been prosecuted for criminal liability or being in the period of execution of criminal penalties.
5. Not having any health problem or medical condition that would preclude full participation in and completion of the training program at USTH. Regarding candidates with disabilities, depending on their health, the requirements of their training sector and the conditions of the Department, the Rector shall consider and decide if they are eligible for the admission;
6. Having completed on time the procedures, legal papers and admission fees.
7. Candidates who do not meet the above conditions and those who are of the following categories are not eligible for admission to USTH:
 - a. Being out of compliance with the military service
 - b. Being currently deprived of enrollment or expelled
 - c. Soldiers or police officers in service who are not allowed to study by the competent authority.

Article 10. Application dossier and procedures

Candidates applying to the USTH Master programs must submit a full dossier in compliance with the requirements of the admission plan of the recruitment year.

Article 11. Admission fee

Admission fee shall be determined every year and decided by the Rector.

Article 12. Admission organization

1. USTH shall publicly announce the admission plan which has been approved by the Rector and registered with the MOET.
2. The Rector of USTH shall issue a decision to establish an Admission jury based on the proposal of admission unit and concerned R&E Department(s).
3. The Admission unit is in charge of receiving and pre-screening application dossiers, coordinating with related Department to organize interviews, announcing the selection results, receiving and dealing with complaints, sending notifications to selected candidates, organizing the welcome and guiding the enrolment procedures for new students in accordance with the admission regulation and admission plan which have been announced.

Article 13. Priority policy in admission

Priority policy in Master admission shall be implemented according to the regulations of the Ministry of Education and Training and those of USTH at the admission time.

Article 14. Admission procedures for foreign students

1. Foreigners or overseas Vietnamese, hereinafter collectively referred to as foreign students, are eligible for admission at the USTH, including:
 - a. Foreign students within the framework of intergovernmental agreement signed between Vietnamese and French governments
 - b. Foreign students within the framework of cooperation agreements signed between USTH and education organizations and/or foreign companies
 - c. Independent foreign students
2. Admission conditions
 - a. Academic achievements and English ability: similar to the conditions for Vietnamese candidates
 - b. Not having any health problem and medical condition that would preclude full participation in and completion of the training program at USTH.
 - c. Be able to cover tuition fees and living expenses in Vietnam.
3. Note: Foreign students within the framework of intergovernmental agreement signed between Vietnamese and French governments can enroll in the respective majors at USTH, the selection will be conducted by the admission jury:
 - a. Graduated or shall graduate from University in the recruitment year may apply to admission of M1 (*).
 - b. Students who have completed M1 (or students-engineers who have completed 2nd year of engineering) may apply for admission of M2. After completing the M2 at USTH, student will receive a Master diploma given by USTH and diploma (s) of the institution (s) in France where student originally registered.
 - c. Students may also apply for one semester (*) according to the agreement between the two universities (in this case, students can be exempted from the admission jury)

(*) Students will not receive a diploma but will receive a transcript and a certificate for credits completed.

Article 15. Enrollment

1. The Rector shall sign the decision on recognition of admission results and list of the 1st year students.
2. To be enrolled, the selected candidates must fulfill on time the procedures and financial obligations as instructed in the admission notice.
3. All procedures for registration and declaration of personal information under the USTH's regulations must be completed on time as guided on the admission notice. Without obligations completion within deadline, the admitted results will be automatically cancelled.
4. After completion of enrollment procedures, students shall be provided information, including: student ID, email account, and master academic policy setting out rights and obligations of students.
5. Admission and Students Affairs Department shall organize the admission and reception of students.

Article 16. Supplementary courses

If a candidate who passed the admission interview but has the Bachelor diploma with specialty different to the Master training sector that he/she is going to study, he/she has to take supplementary courses of the USTH undergraduate program. According to the proposition of the admission jury, the decision on requirement of taking supplementary courses will be issued by the Rector for each candidate. The candidate is required to pay additional tuition fees according to the tuition fee rate for USTH Undergraduate program.

CHAPTER IV

ORGANIZATION OF TRAINING AND RESEARCH ACTIVITIES FOR STUDENTS

Article 17. Teaching time

One academic year consists of 2 semesters. The accumulated credits for each student in every semester must be not less than 30 credits (special cases shall be decided by the R&E Department's jury). At the beginning of the course, the R&E Department shall inform students about:

- Training program and plan for each training specialty
- Detailed timetable is updated at: <http://usth.edu.vn/timetables/>

Article 18. Internship

1. Students must register the subjects for Master 1 Internship (M1) and Master 2 Internship (M2) according to the guidelines of corresponding R&E Department.
2. Every year, each corresponding R&E Department should provide a list of internship topics for students and students can choose the suitable one to his/her training program. This list includes internships in the industrial environments, institutes and laboratories in Vietnam and abroad.
3. Master 2 internship topic is the graduation thesis topic, and must be related to the student's training sector and approved by the Head of corresponding R&E Department.
4. Students must write an internship report in English and present to 01 Jury established by the Head of R&E Department (for M1 internship) and by the Rector (for M2 internship)
5. Each Master graduation topic shall have maximum 2 supervisors. In case of 02 supervisors, it is required to clarify the main supervisor (60%) and the co-supervisor (40%) in the decision of assigning internship topic.
6. The internship supervisors are required to have Ph.D diploma or higher and at least one year experience; or he/she must be an engineer or master working in enterprises with at least 5 years experience in the corresponding fields.
7. Students of USTH are free to register at French training institutions. Student is obliged to fulfill requirements on compulsory insurance and other related requirements in case of studying or doing internship in France.
8. The internship agreement will be prepared and signed as follows:
 - a. For internships in Vietnam or abroad (except France): The agreement is signed between the student, the supervisor, the representative of the host institution and USTH
 - b. For internships in France: The agreement will be signed between the student, the supervisor, the representative of the host institution and the French training establishment where the intern is enrolled (or USTH in some special cases)

Article 19. Scientific research activities of students

The student's scientific research activity is an important and necessary activity in the training process. It contributes to improve the training quality and creative capacity of students. Scientific

research activities include:

1. Participate in the FabLab, scientific clubs and seminars;
2. Propose, present and implement annual scientific projects for students of USTH;
3. Participate in the research activities in USTH, contribute to scientific researches at conferences/scientific seminars and publish scientific papers in the specialized publications;
4. Participate in field surveys, scientific experiments and complete the graduation thesis.

Article 20. Organization and management of scientific research activities of students

The organization and management of students' research shall be assigned as follows:

1. At R&E Department level:
 - a. Build and develop the plan on scientific research activities of students for each specialty;
 - b. Implement the students' scientific research in connection with other scientific activities of the unit. Create conditions for students to take part in and become members of research groups, participate in the implementation of science-technology activities;
 - c. Organize scientific conferences for students, evaluate, classify and reward for students' scientific research work;
 - d. Support, guide the student scientific club, and organize scientific seminars for students.
2. At USTH level:
 - a. Consider and annually award excellent scientific research work of USTH's students evaluated by the jury;
 - b. Provide financial supports to students' scientific research activities in accordance with the current USTH regulations

CHAPTER V
OBLIGATIONS, RESPONSIBILITIES AND INTERESTS OF
STUDENTS, LECTURERS AND ACADEMIC ASSISTANTS

Article 21. Obligations of students

1. Perform duties of citizens in accordance with the provisions of laws. All acts of violations of Vietnamese laws shall be strictly prohibited. Do not use or store any types of weapons, explosive devices in the University area. Do not use, keep or illegally distribute uncontrolled substances or illegal drugs for any reasons within the University.
2. Respect lecturers, staff, officials and students at the University.
3. Inform to the student affairs units any changes related to the personal information (address, phone number...)(if any)
4. Adhere to the timetables: attend class fully and on time
5. Do not use phone in a classroom and examination room
6. Do not smoke in the University area
7. Students must comply with lecturers' requirements during the studying time
8. Students must comply with financial obligations according to USTH's regulation
9. In case of illness or accident, students must submit the hospital's legal certification to the training assistant within 3 days of the examination day or deadline for submitting the assignment
10. All forms of dishonest in studying includes: impersonation, cheating, copying and tolerance for dishonest acts shall be strictly prohibited.
11. Internship students must fully comply with regulations of the receiving units and USTH's regulations.

Article 22. Rights of students

1. Be treated with respect and equally.
2. To be fully provided with programs, training plan of the intake, academic year, semester and subject.
3. To be facilitated in their study, research activities, scientific and technology publications
4. To have the right to address their opinions to Students Affairs Department, USTH's evaluation and quality assurance unit on training program, teaching method and teaching contents of lecturers in the specific subjects.
5. To be granted the study transcripts 01 time/01 academic year upon request. For other supports, students need to request in written document and the units in charge shall consider based on a case by case basis.
6. To be allowed to reserve the studying results and temporary absences as stipulated in Article 39
7. To have right to withdraw from the university for personal reasons. Students are required to follow the withdrawal procedure according to Article 38.
8. Be granted the Master degrees after meeting all the requirements in the respective specialty

Article 23. Lecturers

1. Responsibilities and rights of lecturers:
 - a. Perform tasks of the person who signed the labor contract in accordance with regulations of the Law on Education, Law on Cardes and Civil Servants and relevant laws; preserve

the quality, prestige, honor of teachers; respect the personality of the learners; treat learners equally; protect legitimate rights and interests of learners; participate in the management of training unit;

- b. Strictly implement regulations of the training unit and of USTH;
- c. Teach, examine and evaluate subjects in an objective and accurate manner according to the course syllabus and approved teaching plan;
- d. Deal with evaluations and regularly improve teaching methods; develop cognitive abilities, creative abilities, professional and soft skills; train students the self-study method, creative thinking and professional ethics;
- e. Manage students in classroom and laboratories;
- f. Take part in building training program, developing subject syllabus, materials serving for teaching-learning activities;
- g. Guide students in scientific research;
- h. Implement scientific research and apply its results to teaching and practical application;
- i. Perform other tasks assigned by the head of Department.

2. Benefits of lecturers

Enjoy common and preferential benefits regulated by the State, allowances and remunerations according to the internal spending regulations of USTH.

Article 24. Academic assistants of R&E Departments

1. Responsibilities of academic assistants of R&E Departments:

- a. Arrange timetables, classrooms and inform lecturers and students;
- b. Coordinate with the Students Affairs Department to manage students' information such as list of students and personal information of each student;
- c. Make sure to prepare well and guide all administrative procedures related to the invitation and payment to invited lecturers in accordance with regulations;
- d. Organize, monitor the examination and ensure confidentiality of exam; enter and summarize grades for subjects; preserve the exam, keys and all exam papers as requested at Article 27.
- e. Perform other related tasks assigned by the USTH, R&E Department and Post-graduate Unit.

2. Benefits of academic assistants of the R&E Department:

- a. Enjoy common and preferential interests regulated by the State, allowances and remunerations according to the internal spending regulations of USTH.
- b. Take part in the training courses to improve his/her professional knowledge.

CHAPTER VI

EXAMINATION AND EVALUATION OF LEARNING OUTCOMES

Article 25. Evaluation of subject results

1. Subject results can include: attendance mark, midterm mark, essay mark, assignment, big exercise and final exam mark.
2. The final exam can be done in the form of writing tests (objective tests or essay), oral examination, reports or combination of these forms.
3. The selection of subject assessment forms and weight factor of component marks and final exam mark proposed by lecturers must be approved by the R&E Department and defined in the subject syllabus.

Article 26. Method of calculating exam mark, subject mark and average mark

1. Component marks and final exam marks shall be counted on a scale of 20 (from 0 to 20), with perhaps 2 decimal places.
2. Subject mark is the sum of the component marks and final exam mark after calculating weights as defined in the syllabus and rounded to two decimal places.
3. Semester average mark is the credit-weighted average of subject marks that students studied in that semester, rounded to two decimal places. The semester average score shall be used to determine expulsion, temporary absence, scholarship or rewards after each semester

Article 27. Organization of tests and final examination

1. Examination questions and evaluation shall be done by lecturers.
2. Students shall be allowed to participate in the final exam if lecturers agree that he/she is eligible for the final exam and he/she has fulfilled tuition fees.
3. If many classes study the same subject in a semester, the final exam shall be held at the same time using the same test for all classes.
4. Students should know the schedule (timetable and venue) for the exams. Reasons such as: timetable misunderstanding and disadvantage of traffic situation shall not be accepted
5. Final examination organization
 - a. Written examination or multiple choice questions
 - Depending on actual situation, each Faculty shall assign staff, assistants, and/or lecturers to invigilate the final exam;
 - Invigilators must be fair and serious;
 - Invigilators are not allowed to do private work and use mobile phone while invigilating the examination;
 - When receiving the examination papers, invigilators have to:
 - Count and note the number of papers written by students
 - Ask students to write correctly the number of examination papers and sign into the examination attendance, and absolutely not allow students to sign before submitting the examination papers.
 - Invigilators shall not make mistakes, lose the examination papers, let students exchange the examination papers, add to the examination paper or submit other papers.

- Name and ID of students violating exam regulations must be noted in the examination record signed by the violated student or witness.
 - Invigilators hand over examination papers to the academic assistants. The examination papers shall be cut note and sent to the lecturer in charge by the academic assistant. (hard copies or scan)
- b. Oral examination organisation
- Students are interviewed and evaluated by the lecturers of the subject
6. Steps to give scores:
- a. Lecturers give marks, fill the results into the form and sign this form. In case the subject is taught by foreign lecturers or invited lecturers, the lecturer can print the form, sign and scan this form and send to the assistant.
 - b. The assistants shall complete the examination paper to obtain a full transcript (for self-examination, test), and at the same time, print the lecturers' forms and lecturers' emails for record.
 - c. At the end of each semester, the R&E Department shall organise Semester jury to discuss and consider marks for subjects.
 - d. The result of each subject after the jury shall be informed to students. For any questions, students are invited to contact the academic assistants through emails/or letters within 05 days since results announcement. The academic assistant shall contact lecturers or related instructors to answer students.
 - e. Head/Co-Head of the R&E Department shall sign Semester results
 - f. Training assistants shall enter marks into the Mark Management System of the USTH.
7. Exam questions, keys and all the final exam papers after being evaluated must be kept and archived in the Post-graduate Unit at least two years since the examination day. The exam results shall also be archived in soft files in the USTH's database. Transcripts, list of final exams (attached with electronic file) are the permanent records of the training unit.

Article 28. Evaluation of graduation thesis

1. The R&E Department propose the list of jury members for Graduation Thesis Jury and submit to the Rector for approval.
2. The graduation thesis jury consists of at least 5 members including a chairman, 2 reviewers, 1 scientific secretary and one member. It is required that at least 2 members of this jury come from another institutes or French partner institutions, and one of these 2 members is reviewer. The jury will be held only when there is presence of the chairman, secretary, at least one reviewer and the written evaluation of the other reviewer.
3. The graduation thesis is graded on a scale from 0 to 20, with two (02) digits after the decimal place. The result of graduation thesis is based on the following points:
 - a. Evaluation from the internship supervisor: 20%
 - b. Evaluation of the report from reviewers: 30%
 - c. Evaluation of internship defense by the jury: 50%
4. The graduation thesis is equivalent to 30 credits and counted to the accumulated average mark of the whole course.

CHAPTER VII ACADEMIC AFFAIR HANDLING AND DISCIPLINE

Article 29. Discipline forms for students

Depending on the nature, levels, consequences of the violations, one of the following disciplines shall be applied:

1. Reminders: Applied to the first offence at a mild level: Lecturer, academic assistants or staff in charge of USTH shall directly remind the student about the offence.
2. Reprimand: Applied to cases where reminders have been repeated or the first offence but causing consequences. Head of the R&E Department shall issue a statement of reprimand.
3. Warning: Applied to cases where the student has received reprimands but still violates or the first offence but causing serious consequences.
4. One academic year suspension: Applied to those who are still in the period of warning but violate disciplines or seriously violate behaviors that students are not allowed to do.
5. Expulsion: Applied to students who do not pay tuition fees for one semester, absent without permission for one semester or more, retention over 1 year without extension and 2 years without returning to study if there is no good reason in writing.
6. Forced dismissal: Applied to cases where he/she in the period of one academic year suspension but continues to violate disciplines or violates seriously, causing adverse impacts to the USTH and society.

Article 30. Discipline Council

A disciplinary jury is established by the Rector when it is necessary to handle violations from the level of warnings and upwards.

Article 31. Violation of academic regulations and disciplinary framework

1. Regularly and systematically being late to class: lecturer reminds and has the right to not allow the students to come in the class if he/she arrives 5 minutes late.
2. If the student is absent for more than 50% of the class, lecturer has the right to not allow the students to take the final exam. If the students are not allowed to take the final exam, he/she has to learn this subject again.
3. Making noise, using mobile phones, doing private work in the class, practicing hours or self-study hours: depending on the levels, the settlement shall be implemented from reprimand to dismissal.
4. Being absent without notice: depending on the levels, the settlement shall be implemented from reminders to removing the name from the list of students.
5. Studying for someone else or hiring someone else to study: depending on the levels, the settlement shall be implemented from reprimand to dismissal.

Article 32. Violation of exam regulation, tests and disciplinary framework for students

1. Students who impersonate another student or allowed himself/herself to be impersonated by another person in the examination: 1st violation: 1 year suspension; for the 2nd violation: expulsion.
2. Asking someone or copying the work of someone, including assignment, thesis: depending on the severity of the offence, penalties vary from reprimand to expulsion. At the reprimand

level, the student will have to rewrite and re-defense his / her assignment or graduation thesis. The subject mark or thesis mark shall be deducted under the Disciplinary Council decision.

3. Participating in any arrangement whereby a person other than the candidate fraudulently represents, or intends to represent, the candidate in an examination or test, or an assignment, a thesis: expulsion. In serious cases, the students shall be handed over to the appropriate authorities for legal actions.
4. Offences in the examination room:
 - a. For the students who have the first offence of communicating with another student, the invigilator shall reprimand the first time.
 - b. For students who violate the following mistakes:
 - Being reprimanded, but continuing to communicate with others during an examination;
 - Exchanging student's scripts, drafts and test papers with others
 - Copying from another student's test, paper, project, or other assignment
 - Dishonestly receiving help from another person (students, staff) during the examination
 - Receiving aid or assistance from another student during the examination.

At this level, the invigilator shall make a report for the Department to handle at the reprimand level or consider reducing the exam mark.

- c. For students who violate one of the following mistakes:
 - Being reported in the Item 4.b (Article 32) but continuing to violate other regulations in the examination room.
 - Bringing materials or tools that are not allowed in the examination room.
 - Illegally sending the test outside of the examination room or to other students.
 - Having incooperative attitudes that affect other students in the examination room.

For this level, the invigilator shall make a report; the violating student must sign in the report and immediately leave the examination room; at the same time, he/she will receive zero (0) mark for this test. The Disciplinary Council shall recommend penalties from warning to dismissal.

Article 33. Violation of admission regulation, exam regulation, tests, teaching and disciplinary framework for staff

Employees who take part in the work of admission, invigilation, exam organization and test marking violate the regulations (detected during the mission or after the exam), and lecturers violate teaching regulations, depending on the severity of offence, they shall be applied the disciplinary forms according to the USTH's working regulation.

Article 34. Violation of regulation on civilized lifestyle, construction of pedagogical environment

1. Smoking in prohibited areas: verbal reprimand to written warning
2. Consuming alcoholic beverages at university: verbal reprimand to dismissal
3. Insubordination or refusal to comply with university employees: depending on the severity of the offence, penalties vary from warning to dismissal
4. Damaging of university property: depending on the severity of the offence, penalties vary from reprimand to dismissal and paying damage cost

5. Involving in fighting or organizing fighting: suspension of one academic year or dismissal. In a serious case, the students shall be handed over to the appropriate authorities for legal actions.
6. Taking unauthorized persons into university premises, negatively affecting university security and order: depending on the severity of the offence, penalties vary from suspension to dismissal.
7. Stealing, harboring stolen property: depending on the severity of the offence, penalties vary from warning to dismissal. In a serious case, the students shall be handed over to the appropriate authorities for legal actions.
8. Storing and trafficking of weapons, explosives, inflammables and contraband goods under the regulations of the State: dismissal and the students shall be handed over to the appropriate authorities for legal actions.
9. Other violations shall be handled according to the seriousness of the case and / or handed over to the appropriate authorities for legal actions.

Article 35. Violation of tuition fee regulation

A student must pay tuition fee each semester. Tuition payment due is determined by unit in charge. Penalties for late payment are conducted by semester.

1. Late payment: The specialized Unit shall release a notice. If the payment continues to be late, a student shall face penalties, ranging from reprimand to warning
2. Removing name from the student list for the student who fails to pay tuition fee in one semester
3. In special cases where students submit an Application of Financial Difficulties, the student shall be permitted an extension of tuition payment due. In case the students do not pay their scheduled payment amount by the due date, they are subject to penalties depending on the severity of the offence: reprimand to removing names from student list.

Article 36. Retake examination

1. In the first three semesters, the outcome of each semester depends only on the average mark of this semester. The semester average shall be calculated based on the average mark of the teaching unit multiplied by its credit weight on a scale of 20. This average must be equal or higher than 10/20.
2. In each semester, teaching unit marks can be offset for each other regarding subjects with average marks more than 7 and less than 10. Depending on the decision of the Faculty Council at each mark considering period, the marking offset can not be applied to some subjects (such as 1st year master internship mark and essay mark).
3. Credits shall only be accumulated if the overall average mark of relevant teaching unit is equal or higher than 10 scores.
4. All students have the right to refuse the score offset by sending a letter to the relevant academic assistant within 5 days from the date of notification of the result. In this case, the students will retake the exam for all subjects with the scores lower than 10.
5. Students with semester average mark less than 10 or teaching unit average mark less than 7, and students refusing the mark offset right (as above), shall retake the exam. The highest mark of the 2 exams shall be used to calculate new overall average mark.

6. Students can register to retake the exam with the aim of getting higher marks if USTH holds that exam again. If the student voluntarily register to retake the exam, he/she has to accept the 2nd mark even this mark is lower than the first one.
7. Students are required to submit an application to the R&E Department within 05 days from the date of notification of the result if they want to retake the exam and accept the result of this exam.
8. If the student has the average mark of the final exam of all subjects from 10/20 or higher and no subject under 7/20, that student is considered to complete the semester.
9. Students are required to pay the retake-examination fee and they can only retake the exam once. If the students do not pass the exam, the students have to study the course again, pay the tuition fee of this subject as mentioned in the enrollment year.

Article 37. Redo Internship

If the internship mark is under 10/20, the Internship Jury shall issue decisions whether the students must do internship again or make report again and present in front of the Jury.

Article 38. Suspension and dismissal

1. Voluntary withdrawal: A student can withdraw from USTH if he/she submits the withdrawal letter that is approved by the Rector.
2. A student is forced to terminate his/her study for the following reasons:
 - a. Failing to accumulate 120 credits after 5 years
 - b. Violating regulations and the Disciplinary Committee deciding to terminate his/her study;
3. For the above mentioned cases, the tuition fee is not refunded.

Article 39. Reservations and temporary absences

1. Students can reserve academic records and take a temporary leave in the following cases:
 - a. Participating in military service;
 - b. For health reason: due to serious illness or accidents that require long term treatment. Student must provide official certification of the medical institution where the student is receiving treatment;
 - c. For personal reason: Student is required to complete at least one semester with a GPA of the whole semester not lower than 10/20; For other special cases with submission letter mentioning the circumstances, USTH shall consider on a case by case basis.
2. In order to reserve the study results, the student is required to implement all his/her obligations to USTH. At the same time, he/she has to submit to the Student Services Department a letter with approval of the Head of the Research- Training Department and Rector Board's representative.
3. For students who take temporary absences and want to study again, he/she is required to submit to the Student Services Department a letter with approval of Head of the Research- Training Department and Rector Board's representative at least 2 weeks before the new semester starts.

4. The maximum duration for the reservation of studying results is 1 year and not more than 2 consecutive times. After finishing the reservation period, the student is required to contact USTH if he/she wishes to extend his/her reservation time.

Article 40. Procedures for changing school and studying sector

1. Student is permitted to move from USTH to other university if approved by the USTH Rector Board.
2. Student is allowed to move to USTH if he/she meets the requirements of USTH.
3. In special cases, the R&E Department shall consider case by case.
4. Transcripts: In principle, the master training program shall accept the university moving of students. The transcripts shall be considered and reviewed by the Department's Council.
5. Master students of USTH are allowed to move among majors in the same Department. Students are required to submit an application to ask for moving to another major. Based on the student's application as well as his/her study results, the Department's jury shall decide whether the student is eligible to move to another major and which subject results can be transferred and which subjects the student needs to study again.

CHAPTER VIII
CONDITIONS FOR RECOGNIZING THE GRADUATION

Article 41. Jury for determining students to study 2nd year and graduation jury

1. The R&E Department shall recommend to establish a Jury to review students who meet the requirements for studying 2nd year and a Graduation Jury which shall be approved by the Rector. The Jury is responsible for examining, considering conditions of each student to see whether he/she is eligible to do the 2nd year of Master program or to graduate and then requesting the Rector to issue decisions for recognition.
2. The Jury to review students who meet the requirements for studying 2nd year and a Graduation Jury normally includes:
 - a. Staff who are in charge of Master program,
 - b. Staff who are in charge of specialties (or representative)
 - c. Staff in charge (or representative) of Universities in France where students register to study.

Article 42. Graduation conditions

1. In order to graduate, students must complete all compulsory subjects in the respective majors (120 credits in total).
2. Students only receive the graduation diploma after they have fulfilled all compulsory financial obligations.
3. Exchange students who are admitted to the 2nd year of Master program can be recognized for graduation based on the second year result. Transcripts issued by USTH only present the subjects that students studied at USTH.

Article 43. Graduation recognition and diploma

1. The Master students shall receive the Graduation diploma issued by USTH in accordance with the decision on graduation recognition issued by the USTH's Rector based on the proposal of graduation jury.
2. With Master program in cooperation with France, respective French university is in charge of issuing their Master diploma for students enrolled at their university
3. The Graduation Classification System for Master program:
USTH shall apply the graduation classification system for students who graduate from USTH's Master training program.

Classification	USTH's marking system	Vietnamese marking system	US marking system	Alphabet marking system
Excellent	≥ 18	≥ 9	4	A+
Very Good	$16 \leq < 18$	from 8 to 9	from 3 to 4	A
Good	$14 \leq < 16$	from 7 to 8	from 2 to 3	B
Fairly good	$12 \leq < 14$	From 6 to 7		
Average	$10 \leq < 12$	from 5 to 6	from 1 to 2	C/D
Fail	< 10	< 5	< 1	F

4. The diploma is only granted once
5. The diploma is directly granted to the student or legally authorized person after the graduation ceremony.



CHAPTER XI
IMPLEMENTATION

Article 44. Enforcement effect

This Regulation shall come into effect from 2018.

Article 45. Amendment of regulations

In the process of implementation, if any problems arise or the regulations appear to be not suitable in certain cases, the regulations shall be reviewed, modified and supplemented.

Article 46. Performance of units and individuals

The R&E Department, the Post-graduate unit, Finance-Accounting Department, Admission and Student Services Department, individuals, related units and all students studying the Master program at USTH shall be responsible for implementing this Regulation. /.