

## NOTICE

### **On issuing the guidelines on score improvement examinations**

Pursuant to the Academic Policy for Undergraduate Degree issued with the Decision No. 627/QĐ- ĐHKHCN dated September 10<sup>th</sup>, 2019 by the Rector of University of Science and Technology of Hanoi;

Based on the students' expectation for improving study results,

The University of Science and Technology of Hanoi (USTH) issues the guidelines on score improvement examination as follows:

#### **I. Conditions of score improvement**

- Students who have the final exam score of 10.0 or higher are allowed to register for a score improvement examination with a view to increasing the cumulative average grade.
- The maximum number of credits registered for the improvement examination is 10 credits/semester. In special cases, students may submit the application to USTH for consideration.
- There is no limit to the number of times of score improvement examinations for each module.

#### **II. Principles of score improvement**

- Students who do not attend the examination without an appropriate reason receive grade 0 (zero).
- The score of an improvement examination is the module score of that improvement examination. The process scores are preserved for references but not used for calculating the module score of improvement examinations. After the students participating in an improvement examination, the module score is the highest among the module scores of all examinations they have taken.
- Regarding the score improvement modules, students only pay examination fees, not tuition fees.
- Students are only allowed to cancel the registration for score improving examinations before paying the fees.
- The improved scores will not be used for USTH's scholarship assessment.



### III. Procedure of score improvement examination

**Step 1:** Students check the final examination schedule, complete the registration form of score improving examinations and submit to the Department of Academic Affairs (DAA) two weeks before the final examination.

**Step 2:** Students pay fees at the Department of Accounting-Finance before the score improving examination.

**Step 3:** Within 3 days of registration for the examination to improve the score, students bring the Payment Receipt and Registration Form to DAA to record the payment of the fee ( If students do not do this, the students are considered to have voluntarily cancelled their registration for score improving examinations).

### IV. Organization of score improvement examinations

- Students register for the score improvement examination following the above procedure.
- Score improvement examination is organized at the same schedules with the final and retake examination of USTH, except for special cases that are determined by the Rector Board.
- In case the score improvement examination is not organized or the students are not qualified to register for the improvement examination, the students will be informed.

This regulation is effective from the date of issuance.

**Recipients:**

- Principal Rector (to report);
- Rector (to report);
- Academic departments (to inform students);
- Student Affairs, Accounting – Finance;
- Archives: Admin., DAA

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VICE RECTOR

  
TRƯỜNG  
ĐẠI HỌC  
KHOA HỌC VÀ  
CÔNG NGHỆ  
HÀ NỘI

  
Nguyễn Hải Đăng

