

NOTICE
On issuing the guidelines of specialty change

Pursuant to the Academic Policy for Undergraduate Degree issued with the Decision No. 627/QĐ-ĐHKHCN dated September 10th, 2019 by the Rector of University of Science and Technology of Hanoi, the University of Science and Technology of Hanoi (USTH) issues the guidelines of specialty change as follows:

1. Conditions of specialty change

- A student who wish to change the specialty must have completed at least 1 semester of the 1st year (B1) and has an average accumulated score of 10.00 or above.
- The specialty that the student wishes to be changed to must be academically appropriate with the specialty that he/she currently enrolls.
- Applications for changing from any specialty to Aeronautical Maintenance and Engineering Operations are not allowed.
- The student is not currently paying a penalty.
- The application for specialty change is approved by the department where he/she is currently enrolled and the department managing the program that he/she wishes to move to.

2. Procedure of specialty change assessment

Step 1: Department of Academic Affairs (DAA) informs academic departments about the plan of specialty change assessment. Academic departments inform students about the plan, provide the application form and instruct students to submit the application forms according to plan.

Step 2: Students prepare the application forms according to plan. B1 students submit their forms to Department of General Education; B2 and B3 students submit their forms to DAA.

Step 3: The Specialty Change Assessment Jury considers the students' applications for specialty change based on the opinions of related departments and other relevant matters.

Step 4: Based on the conclusions of the jury, DAA compiles and submits the results of specialty change assessment to the Rector Board for approval.



Step 5: DAA sends the list of students who are allowed to change specialties to academic departments and students. Students contact the department and class to participate in the training program.

The guidelines are effective from the date of issuance.

Recipients:

- Principal Rector;
- Rector;
- Academic departments;
- Student Affairs, Accounting – Finance;
- Archives: Admin., DAA

PP. RECTOR 
VICE RECTOR



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