DECISION
On the issuance of Undergraduate Credit-based Academic Policies

RECTOR
OF UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI

Pursuant to Higher Education Law No. 08/2012/QH13 dated June 18, 2012 and Law amending and supplementing a number of articles of Higher Education Law No. 34/2018/QH14 dated November 19, 2018;

Pursuant to Undergraduate Academic Policies promulgated together with Circular No. 08/2021/TT-BGDĐT dated March 18, 2021 of the Ministry of Education and Training;

Pursuant to Decision No. 2067/QĐ-TTg dated December 9, 2009 of the Prime Minister on the establishment of University of Science and Technology of Hanoi (USTH);

Pursuant to Decision No. 2557/QĐ-TTg dated December 30, 2016 of the Prime Minister on Regulations on organization and operation of USTH;

At the proposal of Director of Department of Academic Affairs.

DECIDES:

Article 1. Issuing with this decision the Undergraduate Credit-based Academic Policies of USTH.

Article 2. This Undergraduate Credit-based Academic Policies is effective from the date of signing and apply for student enrolled from the academic year 2025-2026 and students of English Preparation year 2024-2025.

Article 3. Director of Administration, Director of Department of Academic Affairs, Director of Department of General Education, Directors of Academic Departments, Director of Student Affairs Department, Director of Foreign Language Center, other related units, officers, lecturers and students shall be in charge of implementing this Decision./.

PRINCIPAL RECTOR

(signed and sealed)

Jean-Marc Lavest

CONTENT

VIETNAM ACADEMY OF SCIENCE AND TECHNOLOGY **UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI**	**SOCIALIST REPUBLIC OF VIETNAM** **Independence - Freedom - Happiness**

UNDERGRADUATE CREDIT-BASED ACADEMIC POLICIES

(Issued with Decision No. 837 /QĐ-ĐHKHCN dated 09/9/2025
by the Rector of University of Science and Technology of Hanoi)

CHAPTER I. GENERAL POLICIES

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

1. These policies set out the regulations for Undergraduate program according to credit system at University of Science and Technology of Hanoi (hereafter referred to as USTH) including: education program and timetable; organizing and managing academic and research activities for Undergraduates; rights/responsibilities and obligations of students, lecturers; academic advisors; exam and academic result assessment; credit transfer recognition; academic misconduct policy; graduation requirements.

2. These policies are applied to Academic Departments, General Education Department, Foreign Language Center (hereafter referred to as Department), individuals and units taking part in Undergraduate education program at USTH.

3. These policies are applied for students enrolled from the academic year 2025-2026 and students of English Preparation year 2024-2025.

Article 2.   **Training form, language and method**

1. At USTH, teaching - learning activities are carried out the direct method with interaction between lecturers and students. Based on actual situations, teaching - learning method can be online, direct or blended. Practical, internship, fieldtrip and online modules can be performed inside or outside USTH. In case of natural disasters, complicated epidemics or other force majeure cases, the Rector decides the appropriate method of training.

2. Depending on the modules, there are 3 forms of teaching - learning:

a) Lecture hours: students study lectures or tutorials in the classroom under the direct instruction or via online video given by lecturers;

b) Practical hours: students study through practice, doing experiments, discussing, studying academic materials under the instruction of lecturers;

c) Compulsory tutorial hours: students study and research academic materials individually or in groups outside of class hours according to the plans, tasks and contents assigned by lecturers and this will be counted as a component of the module grade.

3. Except for the conditional modules (Article 3.1.g), foreign languages and some particular majors, the language for learning - teaching is English. For particular modules, majors, the learning - teaching language is specified in the training program.

4. Credit-based training system

a) Credit-based training method refer to a system allowing students to accumulate credits for each module and follow an individualized study plan that in line with the University's teaching plan;

b) Students who fail a core (compulsory) module are required to retake that module or study an equivalent module as specified in the training program, or study alternative module if that module is no longer taught;

c) Students who fail an optional module must either retake that module or choose to study another optional module as specified in the training program.

Article 3.   Modules, credits, course syllabus

1. A module is a set of teaching - learning activity which is designed to facilitate some specific learning objectives and provide for learners knowledge and skills in a narrow area expertise in the training program. A module is taught completely in 01 semester by one or more lecturers and signed with a module code. There are following modules:

a) Core (compulsory) modules contain essential contents of the curriculum. Students are required to complete all these modules;

b) Optional modules contain the necessary knowledge, which demonstrate the diversity of the curriculum. Students choose the optional modules under the instruction to accumulate enough credits for each program;

c) Prerequisite module for module A is a module that a student must accumulate before registering for that module A;

d) Equivalent modules are modules have same knowledge and credits in the same major or group of majors or fields and can be substituted for one another;

e) Alternative modules are modules equivalent to modules in training program of same major but no longer taught or have been updated, revised;

f) Pre-study module of module A is module that student must complete before registering and studying that module A. The study process of a module is considered completed as the student takes the final exam;

g) Conditional modules are the National Defense and Security Education, Philosophy (for Vietnamese students) and complementary skills. The results of conditional modules are not counted to the grade point average (GPA), but are the condition for graduation.

2. Credit is unit used to determine the academic workload of a student. USTH uses the common European Credit Transfer and Accumulation System (abbreviated as ECTS). One credit is equivalent to 25-30 hours of classroom and self-study. USTH follows the Bologna process (used in many European countries) with total credits of 180 ECTS for 3 years, equivalent to 30 ECTS accumulation for one semester. The distribution of study time (lecture, exercises/discussion, experiment/practice, and self-study) for each module is specified in each module's syllabus.

3. Students must be informed about a detailed syllabus before studying each module. A syllabus must contain the following main contents:

a) Information about the module (name, code, conditional or optional or compulsory, number of credits, prerequisites, etc.);

b) Information about the lecturer;

c) Information about the module's outline and learning hour (lecture hour, practical hour, tutorial hour);

d) Information about objectives, outcomes and component marks;

e) Learning materials (textbooks, reference materials);

f) Requirements and regulations on module testing and assessment.

4. The contents of each module can be adjusted, supplemented and updated in and must be approved by the Rector.

CHAPTER II. TRAINING PROGRAM

Article 4. **Structure of Undergraduate program**

1. The Undergraduate program shall be completed within three (03) to five (05) years depending on the program. Structure of a standard program is regulated as followings:

Year	Credit	Training program
B0	60	English Preparation
B1	60	Foundation
B2	60	Major - Fundamentals
B3	60	Major - Specialization for all majors
From B4 (if any)	60	Major - Specialization for particular majors

In which, B0 English Preparation year is organized for students who have not met the English proficiency requirement. The classification of students to study B0 English Preparation year shall be decided by the Admission Committee based on the student's English proficiency assessment.

Students with entry-level English equivalent to IELTS 4.0-4.5:

- Are exempted from English B0 Stage 01 and awarded mark of 20/20 for that modules. This result shall be considered for scholarship consideration in the B0 year;

- Be exempted from tuition fees for these courses in accordance with the current Regulations on tuition fees and training service fees;

2. Each undergraduate program shall be divided into three groups:

No	Module group	Detailed description
1	Group I: Core (compulsory) modules	- Providing core (compulsory) knowledge of the program - Graduation internship
2	Group II: Major optional modules	Providing specialized knowledge of the program
3	Group III: Broad optional modules	Providing broaden knowledge, possibly not related to the discipline.

3. The maximum time for a student to complete a program shall not exceed twice the standard study duration.

Article 5.   Learning outcome of training program

1. Learning outcomes are the required competencies of students upon graduation, including minimum standards of knowledge, skills, autonomy, and responsibility.

2. Learning outcomes are published on the University's website as well as other related documents.

3. Foreign language outcomes: Students must achieve English proficiency equivalent to B2 and French proficiency equivalent to A1 of the CEFR (Common European Framework of Reference), determined through internal assessment or recognized equivalent language certificates.

4. The Undergraduate program at USTH ensure the following competencies of graduates:

a) Being able to apply scientific and technological and engineering knowledge to solve practical issues;

b) Being able to proficiently use modern techniques, skills and tools relevant to the professional field;

c) Being able to conduct research, analyze result and maintain the ability for self-study;

d) Working effectively in multi-disciplinary teams and communicate proficiently in professional and social environments;

e) Having understanding about the impact of engineering solutions in a global and local context;

f) Having knowledge of contemporary social issues, responsibility with community being willing to become a global citizen.

5. Particularly, the Undergraduate program in Aeronautical Engineering (Maintenance Engineering B1 + B2) not only ensures general competences as stipulated in Article 5.4 but also ensures that students achieve no less than 75% of the total Multiple Choice Question points and attend over 90% of the course duration to be able to attend B1/B2 exam organized by Civil Aviation Administration of Vietnam (CAAV).

CHAPTER III. ADMISSION

Article 6.   Enrolment targets and policies

1. Based on the social demand, facilities and conditions to assure academic quality, and the situation of students having jobs that fit their major after graduation, USTH annually defines the enrolment targets for each specialty and submit it to the Rector for decision.

2. USTH enrolls by its own method and using High School Examination which is published in the Undergraduate Admission Information of the corresponding academic year.

Article 7.   Enrollment

1. During the enrollment process, accepted candidates must fulfill all obligations as prescribed by the University. All enrollment procedures and personal information declarations must be completed within 15 days from the enrollment date.

2. The Department of Student Affairs hosts the registration and provides new students sufficient information including: a student identification number, study plan, Undergraduate academic policies, student policies and other related regulation of USTH.

Article 8.   Conditions to organize a training program

After receiving the application dossiers of the first year of the program, if any program does not meet the required number of students for effective teaching and learning (10 students), the Rector shall consider and decide whether open the training program for that academic year. In case a program is not organized, admitted students shall be advised to transfer to a related program if they meet the admission conditions of that program. In special cases, the Rector shall make the decision.

CHAPTER IV. ORGANIZATION OF TRAINING ACTIVITIES

Article 9.   Teaching plan

1. The teaching plan is prepared annually by the Department of Academic Affairs, in coordination with relevant Departments, and submitted to the Rector for approval. The Rector shall approve, issue and assign the related departments for implementation.

2. At the beginning of the intake, Department of Academic Affairs and Departments shall inform students about:

a) Curriculum and training plan for each program;

b) Requirements for quality assurance and program's standards;

c) Current academic policies.

3. The teaching plan of the academic year and semester timetables shall be delivered by the Academic Department and the Department of Academic Affairs to all units, lecturers, and students at least two weeks before the start of the semester.

Article 10.   Semester and teaching schedule

1. An academic year includes 02 semesters.

2. The conditional modules on National Defense and Security Education shall be organized annually.

3. Teaching activities are scheduled from Monday to Saturday.

4. Class schedules are arranged evenly throughout the weeks of the semester. One class hour is equivalent to 50 minutes.

Morning		Afternoon	
Class period	**Time**	**Class period**	**Time**
1	07h30 – 08h20	6	13h00 – 13h50
2	08h25 – 09h15	7	13h55 – 14h45
3	09h25 – 10h15	8	14h55 – 15h45
4	10h25 – 11h15	9	15h55 – 16h45
5	11h20 – 12h10	10	16h50 – 17h40

Article 11.   Organization of module and course classes

1. A course class consists of students in the same program and in the same intake. The course class has a class monitor and/or vice monitor (elected or appointed by the Department).

2. A module class is organized for students taking the same module according to the same timetable. Each module shall be assigned a unique code determined by the University and may be used across multiple training programs. Lecturer who teaches the module is responsible for managing the class.

3. Core (mandatory) modules shall be organized with at least one class per academic year.

4. The optional module won't be opened if the number of registered students is lower than 10. In such cases, students are requested to register for another available module to fulfill their required credits for the semester. Exceptional cases shall be considered and decided by the Rector.

Article 12.   Registration and adjustments

1. Students must accumulate a minimum of 180 credits (except credits of B0 year) throughout of the program. The minimum credits of particular majors are specified in the training program.

2. Course registration is a mandatory activity for students each semester. For modules with multiple components (such as lectures, tutorials, practical, laboratories, etc.), students must register for all required components.

3. For first-year students, the University arranges the first semester according to the standard training plan. From the second semester onward, students shall register for their own study load.

4. The total number of credits in a semester includes both newly registered modules and retaken modules. The study load for each semester shall be at least 20 credits and no more than 40 credits, except for final-year students and those with deferred study status.

5. Academic advisors shall guide students in registering for modules suitable to their needs and academic conditions. Course registration of each semester must ensure prerequisites are met and follow the sequence of the specific training program.

6. Students who do not attend the modules they have registered for shall be considered as having voluntarily withdrawn and shall receive a grade of 0.

7. Students may register for optional modules according to their personal preferences. If a student accumulates more credits than required by the program, only the optional modules with the highest grades shall be included in the cumulative GPA. Remaining accumulated optional modules shall be recorded in the Transcript/Annex to the Diploma (under auxiliary courses) but shall not be counted in the cumulative GPA. Any adjustment requests must be submitted to the Department no later than two weeks before the Graduation Committee meeting.

8. Withdrawal from the registered modules: In addition to the official withdrawal period, students may submit a withdrawal request within the first two weeks of the modules, provided they maintain the minimum registered credit load. Tuition fees shall not be refunded.

9. Students may transfer between classes, cancel a class, or register for additional classes according to the University's announcement. Changes shall be accepted if the request within the prescribed deadline and it is approved.

Article 13.   Graduation Internship

1. Students may either undertake a graduation internship or take the graduation examination. The method (internship or examination) shall be proposed by the Department and approved by the Rector.

2. Students are eligible to register for the graduation internship after accumulating a minimum of 126 credits, including at least 90 core credits. The internship shall last three months and shall be directly related to the student's graduation thesis. The internship and thesis shall carry 12-15 credits.

3. The academic Department shall submit to the Rector for approval the list of students undertaking the internship, along with information of supervisors and internship topics. Internship locations may include enterprises, educational institutions, research institutes, and laboratories in Vietnam or abroad.

4. The graduation thesis must be written in English and evaluated by the Graduation Thesis Jury.

5. The Director of Academic Department has the right to disapprove of student's graduate defense in case the final report/thesis is disqualified by the supervisor and the reviewers.

Article 14.   Academic results recognition and credits transfer

1. Academic results accumulated by students from another training program or from another higher education institution may be recognized by the University and transferred into equivalent credits of the enrolled program.

2. The Committee for recognition of academic results and credit transfer shall review and decide on the recognition and transfer of credits based on the comparison of learning outcomes, course content, study load, assessment methods, and quality assurance conditions of the program.

3. The maximum volume of credits recognized and transferred shall not exceed 50% of the total study load of the program in which the student is enrolled at the University.

CHAPTER V. RIGHTS/RESPONSIBILITIES AND OBLIGATIONS OF STUDENTS, ACADEMIC ADVISOR AND LECTURERS

Article 15.   Responsibilities of students

1. Students must obey the timetable and be punctual. Attendance is checked during each lesson by lecturers.

2. Students must obey the regulations of USTH.

3. Students have to fulfill all of the study tasks and instructions given by lecturers.

4. In case of sickness or accident, hospital certification is obligatorily required with round stamp and must be submitted to the Academic assistant in three (3) days after the examination day or assignment due date.

5. All cases of students' academic dishonesty including cheating, coping and facilitating academic dishonesty are prohibited and punished.

6. Students on internships must comply fully with the regulations of the host institute and of USTH.

Article 16.   Rights of students

1. Students are provided a full Undergraduate training program, teaching plan of the academic year, the semester and the module.

2. Students are facilitated in their study, are considered for scholarship based on their study results, are encouraged to participate in research activities and scientific publications.

3. Students own the right to share their opinions with Departments, Department of Student Affairs, Department of Academic Affairs, Department of Quality Assurance and Examination on the training program, method, and content of teaching provided by lecturer in each module.

4. Students are provided with academic transcripts once per academic year upon request. For other support, students are required to submit a written letter to the related departments or specialized units.

5. Students have the right to leave University temporarily and reserve their study results according to Article 31.

6. To seek for other academic supports, students need to submit a written letter to the Department of Academic Affairs.

7. Students have the right to withdraw from USTH for personal reasons. In this case, students are requested to follow the withdrawal procedure clarified in Article 31.

8. Students are allowed to graduate earlier when they have met all the graduation requirements of the training program or graduate later than the standard study time. The maximum time for students to complete the program is specified in Article 4.3.

Article 17.   Academic advisor

Academic advisor is the position assigned by the Rector to manage the courses of the training program based on the proposal of the Director of the academic departments. Academic advisors must be USTH's lecturers.

1. Responsibilities of academic advisors:

a) Advising students to choose a suitable modules according to the needs and learning conditions of students, the objectives and requirements of the training program;

b) Advising students about learning and researching methods, helping students develop professional skills and soft skills to meet the learning outcome requirements;

c) Helping students solve difficulties in learning. Warning students about their deterioration in studying results;

d) Reporting to the Director of the academic department on the issues related to the program and the training quality of the assigned major at the end of each semester and of the academic year, or upon request.

2. Rights of academic advisors:

a) Being entitled to reduce the required number of teaching hours and receive allowances in accordance with the Regulations on internal expenditure of the USTH;

b) Being allowed to participate in professional training.

Article 18.   Lecturers

1. Responsibilities of the lecturers

a) Delivering lessons, giving tests, evaluating the courses impartially and accurately, in accordance with the approved syllabus and teaching plans;

b) Receiving evaluations and constantly improving teaching methods; developing cognitive abilities, creative abilities, occupational skills, and soft skills; training students on self-study method, creative thinking and work ethics;

c) Monitoring and evaluating students in a lecture, class discussion, practice; experimentation, teamwork, and self-learning; researching as the announced project.

2. Rights of the lecturers

a) Lecturers have rights to decide students to take exam, get out of the class if students violate regulations required by lecturers. The lecturer is entitled to expulse the student from the class;

b) Being participated in professional training subject to the University's approval.

CHAPTER VI. EXAMINATION AND STUDY EVALUATION

Article 19.   Evaluation of module results

1. Students' study results are the combination of results of module marks. The marks are calculated as follows:

a) For specialty-related modules, the mark includes:

- Process mark accounts from 20% to 50% of the total subject mark; is evaluated on the component marks such as seminar participation mark; practice mark; attendance mark; regular, periodic, mid-term test mark; essay and presentation; and assignments as required by the lecturer and informed to students in advanced through detailed outline of module and teaching plan;

- Final exam mark accounts from 50% to 80% of the total subject mark.

b) For graduate internship or group project modules: students realize and complete the tasks in internships and group under the lecturer supervision and present their thesis for internship or project report under the evaluation of a jury. Marks are counted as following:

- Supervisor's mark (20%);

- Review's mark (30%);

- Jury members (50%).

2. Conducting periodic and mid-term evaluation is the activities of lecturers at the time specified in the module outline, in order to assess the level of achieving the module objectives at the corresponding period of students.

3. Practical part in a module is evaluated as follows:

a) Practical part mostly refers to lab-work or outside practice such as field trip;

b) The portion of the practical part is decided by the lecturers with the approval from the Director of the department.

4. Evaluation methods of a module are proposed by lecturers with the approval by the Director of academic department.

5. The final examination of a module can be carried out using the following forms: presentation, multiple choice questions, essays, oral examination, group project or a combination of those.

6. Test questions, essay topics, assignments and final examination must be relevant to the contents described in the syllabus.

Article 20.   Method of calculating course mark, modules mark, average mark

1. Process mark and final exam mark are marked on a 20 scale with 01 digit after the decimal point.

2. For French language module, students are exempted from taking the module if they provide valid certificate of French Language Proficiency at least from level A2 (or at least TCF 200 valid until the beginning of the course) before the module ends. Students get DELF A2 or TCF 200 are awarded the maximum mark for core French modules; are exempted from taking the module but must take exam to get mark for optional French modules. Students get DELF B1 or TCF 300 are exempted from taking both module and exam, awarded the maximum mark for core and optional French modules of the program. French modules belongs to the double degree program are separately regulated. Students are entitled to tuition reduction of the French language modules according to the current regulations on tuition fee and fees.

3. Students absent from mid-term test or practical test will receive mark zero (0), but are permitted to participate in the final exam.

4. Mark of the module is the average of partial evaluation exam results and final exam result considering the portion of each factor as prescribed in the syllabus of the module. The module mark is rounded with 01 digit after the decimal point, then converted from the 20 scale to the 4 scale GPA and ECTS scale as presented in the table below:

Evaluation	20 scale	ECTS scale	4 scale
Passed	17.0 - 20.0	A+	4.0
	15.0 - 16.9	A	3.6
	14.0 - 14.9	B+	3.2
	13.0 - 13.9	B	2.5
	12.0 - 12.9	C+	2.3
	11.0 - 11.9	C	2.0
	10.0 - 10.9	D	1.5
Failed	0.0 - 9.9	F	0.0

5. The 20 scale is the official scale used to evaluate academic performance, graduation, study result classification. A module is marked *passed (accumulated)* if the mark is 10.0 or higher, while the module is marked *failed* if the mark is below 10.0.

6. Formula to calculate average mark:

The average grade of the semester, the academic year and the cumulative average grade are calculated by the following formula and rounded to 2 digits after the decimal point:

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

In which:

A is the average mark of one semester, one academic year or the accumulated average mark;

a_i is the mark of the module at the order i;

n_i is the credit of the module at the order i;

n is the total number of modules.

Article 21.   Module examination organization

1. Module testing and marking have to be completed by lecturers in charge of the module. Examination organization is performed as the current regulations on exam managing and organization.

2. Due to actual situations, USTH may hold a supplementary examination so that students can improve academic results from which the best attempt is taken.

Article 22.   Graduation thesis evaluation

1. Each department Director suggest a Graduation Thesis Evaluation Jury (consisting at least 03 judges) and submits for the Rector's approval.

2. The graduation thesis is marked in a 20 scale with 01 digit after the decimal point.

3. The results of the graduation thesis are announced within 01 week after judging.

4. In case the thesis is disqualified, students must register for thesis redefend/redo depend on Jury's decision and must pay fees.

Article 23.   Academic result evaluation

1. Student's study result is evaluated right after each semester according to the following criteria:

a) Total number of credits registered in the semester.

b) The volume of accumulated credits is the total number of credits of modules passed from the beginning of the program.

c) Average mark of the semester: average mark based on weighted credits of registered modules (both passed and fail), which is rounded with 02 digits after the decimal point.

d) Average accumulated mark: average mark based on weighted credits of passed modules from the beginning of the program up to consideration time, which is rounded with 02 digits after the decimal point.

2. Results of conditional modules (Philosophy, National Defense and Security Education, complementary skills...) are excluded from the average mark for the semester and the average accumulated mark.

3. The average mark for each academic year is used for study performance, scholarship and reward after each academic year.

4. Average accumulated mark is used for school withdrawing consideration, academic ranking and graduation ranking.

Article 24.   Academic year classification

1. Academic year classification is an assessment of student's academic progress which is based on the accumulated credit numbers compared to the average credit numbers accumulated in each academic year corresponding to the training program. After each semester, students are classified academic year with accumulated credit numbers as followings:

Academic year classification	Accumulated credits
B0 year	< 60 /IELTS < 5.0
B1 year	< 40
B2 year	40 – 79
B3 year	From 80
B4 year (*)	From 120
B5 year (*)	From 160

(*) for particular majors

2. Students are considered to have completed the B0 program with one of the following conditions:

- Complete the study process of all 60 credit program in the program (attend at least 70% of the study time of each module) and accumulated at least 40/60 credits (passed), or;

- Have an English certificate equivalent to IELTS 5.0 or higher. Students who meet this condition can register for modules of foundation program.

3. During the B0 English program, in order to be approved for completing the B0 program ahead of schedule and register for some modules of foundation year in advance, students can submit an additional English certificate with the following conditions:

- Having an English certificate equivalent to IELTS 5.0 or higher;

- Not being banned from taking exam of any module in the training program until the time of submitting the certificate.

CHAPTER VII. ACADEMIC DISCIPLINES

Article 25.   Penalties for students

Depending on the acts of indiscipline or misconduct, one of penalties is applied according to the current student regulations.

Article 26.   Academic misbehavior and disciplinary framework

1. Repeated late arrival for lecturers and lab works: the lecturer is entitled to expulse the student from the class. Debarring from examination is applied to the students who are absent over 30% of the total course attendance requirement. In case the student is debarred from taking the final exam, student must redo the module.

2. Disruptive talking, using mobile phones, interfering with teaching activities, ranging from mild to severe, penalties vary from reprimands to expulsion.

3. Failure to follow lecturers' in-class requirements, chronic avoidance of work, including rebellious attitudes that affect class's learning environment or laboratory's safety requirements: depending on the severity of the offence, penalties vary from reprimands to suspend.

4. Unauthorized or over-allowed absences: according to the nature and extend of the act, penalties vary from reprimands to removing names from student list.

5. Substituting for another person or permitting another person to substitute for oneself for class attendance: depending on the severity of the offence, penalties vary from reprimands to suspend.

Article 27.   Examination malpractice and disciplinary framework

1. Substituting for another person or permitting another person to substitute for oneself to take a class, a test, or any class-related assignment for the first time: one-year suspension; for the second time: expulsion.

2. Copying or attempting to copy the work of another student, including assignment, thesis: depending on the severity of the offence, penalties vary from reprimand to

expulsion. At the reprimand level, the students have to rewrite and redefend his/her assignment or graduation thesis. The module total mark shall be deducted under the Disciplinary Committee decision. Jury's members and working orders are regulated in the current student regulation.

3. Being party member to 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. Violation in the examination room: following the current regulations on exam organization managing.

Article 28.   Disciplinary framework for staff in training activity

Employees's violation, detected during or after the mission in admission procedures, exam inviglating and grading, teaching activities: depending on severity of the offence, penalties shall be decided according to the Working Regulations of USTH.

Article 29.   Retake, restudy and mark improvement

1. Retake

a) Students can retake once time for each registration of that module if the module mark is below 10.0. The retake exam is held immediately after the final exam. The retake mark will be replaced for the previous final exam mark and be counted with the component marks.

b) No retaking for some practical modules.

c) Students who are absent at the final examination with a justifiable reason (accepted by the Director of the Department) may be considered for attending another exam (if any) in the year and the mark will be counted as the first one.

d) Students have the right to apply for a regarding to academic departments within 01 week after announcing marks;

e) Students need to complete the payment for retake, re-assessment fee according to the current regulations on tuition fee and fees.

2. Mark improvement

a. Students who have the module mark of 10.0 or higher are allowed to register once/module for improving mark. The maximum number of credits registered for the improvement examination is 10 credits/semester;

b. Students can take the improvement exam in the first exam of another class with the same module. The higher mark is chosen and calculated with the component marks of the module.

c. In some special cases, the University considers to organize supplementary examination. The organization and implementation will be decided by the Rector.

3. Restudy

a) Students are required to restudy in the following cases: not eligible to take the final exam; failed both the final exams and retake exam;

b) Apart from the modules mentioned in the point (a) of this Article, students have the right to restudy to improve the study results.

Article 30.   Academic warning and forced expulsion

1. Students are warned at the end of each semester if violating one of following cases:

a) The total number of credit not achieved in the semester exceeds 50% of the registered study load, or the total number of uncompleted credits from the beginning of the course exceeds 30;

b) The semester GPA is below 6.0 for the first semester, below 8.0 for the subsequent semesters;

c) The number of registered credits is below 20.

2. Students are expelled in the following cases:

a) Fail to accumulate enough credits regulated in each training program after time regulated in Article 4.3;

b) Being warned academic status in 03 consecutive semesters;

c) The average grade of 02 consecutive semesters is 0;

d) Dropping out of school without reason for 01 semester (without decision for deferment, no registration, number of resisted study credit is 0);

e) Students do not submit application to retake program after deferment time;

f) Students violate regulation and being forced expulsion by the USTH Committee;

g) Disciplinary violations of a serious level, causing negative impacts on the School and society, or violations of the law are punishable by imprisonment.

Students whose name are listed in the expulsion decision will be deleted from the official student lists of the University. Within 01 month since the expulsion decision is effective, the Department of Students Affairs must notify the students via email address provided by USTH and the family's address declared by students. The tuition fee will not be refunded.

Article 31.   Temporary leave of absence and withdrawal

1. A student can apply a temporary leave form and reserve the academic records in the following cases:

a) Participating in military service;

b) Assigned, represented for nation to attend international exams, competitions;

c) For personal reasons: being serious illness or accidents that require long term treatment, a student must provide legal certification of the medical institution where the student is receiving treatment;

d) For other personal reasons, students are required to complete at least one semester and not being in suspension or disciplined.

2. To reserve the school record, students shall need to fulfill their duties as required by the University and apply to the Department of Student Affairs and get approval of the Director of the Department and the Rector. The maximum duration allowed for reserving school record is 01 year and a student is not allowed to reserve the school record for more than 02 consecutive times. After the end of reservation period, students must contact the school if they want to extend the reservation time. The temporary leave of absence due to personal reason is counted in the maximum time for a student to complete the program as regulated in Article 4.3.

3. Students who are temporarily absent wishes to restart study shall need to apply again to the Department of Student Affairs and approved by the Director of the Department and the Rector at least two weeks prior to the ending of the deferment time.

4. After temporary leave time, student name will be deleted from the student list if student do not submit a request to back to school.

5. Students are allowed for withdrawal for personal reason: student apply form and approved by the Rector.

Article 32.   Student exchange and training cooperation

1. On the basis of agreements on mutual recognition of training process between USTH and training institutes, USTH allows students to take training courses supplied by those institutes and vice versa.

2. Under approval of the two side's representatives, the number of credits that students register to take at those institutes may not exceed over 25% of total credits of a training program (National Defense and Security Education module is excluded).

Article 33.   Procedures for major change and school transfer

1. Major change

a) Students who wish to change the major must have completed at least 1 semester of the 1st year (B1) and have an average accumulated mark of 10.00 or above;

b) The changed major must have similar orientation to the current major;

c) Students are not allowed to apply for major change as they are under disciplinary action.

d) Students submit the application to change major as noticed by the school. Based on the students' expectation, academic results and appropriateness, the requirement of major, and the approval of related academic directors, the Department of Academic Affairs collects the list and organize the Committee for major change. According to the meeting minutes, the Rector makes decision for approving major change. Students accepted for major change are required to study modules of their new major.

e) The detailed regulation and guide is announced annually.

2. School transfer

a) A student is permitted to transfer to another university as the student is not the first-year or final-year student, not being disciplined at the level of suspension of study, in regulated training time and fulfill the withdraw procedure at USTH.

b) A student is allowed to be transferred to USTH only when the student satisfies all requirements in Undergraduate Admission Information of that year, and approved by the current Academic Department.

c) The Rector shall consider special cases.

CHAPTER VIII. GRADUATION RECOGNITION

Article 34.   Graduation Committee and issuing degree

1. The Graduation Committee includes: Rector, Vice-Rector, the Director of Department of Academic Affairs, the Director of the Department of Student Affairs, Directors of Academic Departments and related units.

2. Academic Departments send the list of students who are considered for graduation to the Department of Academic Affairs. The Department of Academic Affairs summarizes the results for graduation review, coordinates with the Department of Student Affairs to check the graduation conditions of each student and make a list of students who are eligible for submission to the Graduation Committee. There are 04 waves of graduation recognition each year.

3. Based on Meeting Minutes of Committee, the Rector makes decisions on recognizing graduation and issuing degree within 3 months since the students complete all the graduation conditions and the responsibilities with the University. Degree issuance is performed as the current regulations on managing degree.

Article 35.   Graduation requirement

1. In order to graduate, students must:

a) Complete all required modules and credits of the respective specialties. The average marks for all modules are 10.00 or above;

b) Complete all the conditional modules (Philosophy, National Defense and Security Education)

c) Meet the requirements of foreign language outcomes of the University;

d) Complete tuition fees and all students' obligations to the University;

e) Meet the current student conduct and activities regulations.

f) Until the time of reviewing graduation, there is no criminal prosecution or not being disciplined at the level of suspension of study.

g) Students who complete the training program earlier than the standard training time need submit form for Academic Department for graduation recognition.

2. Students who do not meet requirements on graduation for failure in completion of conditional courses may fulfill missing courses and submit for graduation recognition within 03 academic years of the last day of official training duration.

3. Students who have not graduated may be conferred the transcript containing accumulated training courses at USTH.

Article 36.   Graduation classification

1. The classification of Undergraduate degree follows these following criteria:

Classification	20 scale	4 scale
Excellent	17.00 - 20.00	3.60 - 4.00
Very good	15.00 - 16.99	3.20 - 3.59
Good	13.00 - 14.99	2.50 - 3.19
Average good	12.00 - 12.99	2.00 - 2.49
Average	10.0 - 11.99	1.50 - 1.99

2. Graduation classification for those with classes "Excellent" shall be lower one class in following circumstances:

a) The volume of retake modules exceeds 5% of total number of credits prescribed for a program;

b) Students with penalties at level of "warning" or more.

CHAPTER IX. TERMS OF ENFORCEMENT

1. This Regulation is effective from the date of signing.

2. In the course of implementation, if there are any updates or adjustments, individuals, units inform the Department of Academic Affairs to collect and report to the Rector for decision.

PRINCIPAL RECTOR

(Signed and sealed)

Jean-Marc Lavest