

Hanoi, *December 22*, 2022

**DECISION**  
**On the issuance of Undergraduate Academic Policies**

**RECTOR**  
**OF UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI**

*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;*

*Pursuant to Higher Education Law No. 08/2012/QH13 dated June 18, 2012;*

*Pursuant to 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 Meeting Minutes of the University Council dated on December 21, 2022;*

*At the proposal of Director of Department of Academic Affairs.*

**DECIDES:**

**Article 1.** Issuing with this decision the Undergraduate Academic Policies of University of Science and Technology of Ha Noi.

**Article 2.** This Undergraduate Academic Policies is effective from the date of signing and replace the Decision No. 627/QĐ-ĐHKHCN dated September 10, 2019.

**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./.

**Recipients:**

- As Article 3;
- Rector;
- Vice Rectors;
- Filing: Admin., DAA.N.

**PRINCIPAL RECTOR**

*(signed and sealed)*

**Jean-Marc Lavest**

## UNDERGRADUATE ACADEMIC POLICIES

*(Promulgated in accordance with Decision No. 1292 /QĐ-ĐHKHCN dated December 22, 2022  
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 at University of Science and Technology of Hanoi (hereafter referred to as USTH) including: education program; admission; organizing and managing academic and research activities for Undergraduates; rights, responsibilities and obligations of students, lecturers; testing and assessment of academic performance; academic misconduct policy; graduation requirements; quality verification and declaration of conditions for quality assurance.

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. The Academic Affairs Department (DAA) and related units are assigned by the Rector to organize, manage and implement the Undergraduate training, including the development of teaching programs and teaching plans, the implementation of teaching plans and examinations, grade-passing, deferment, withdrawal and graduation of Undergraduate students; ensures that all activities comply with these policies.

##### **Article 2. Training method and language**

1. At USTH, teaching - learning method is the direct teaching learning method involving interaction between lecturers and students. Based on actual situations, teaching - learning method can be online. Practical, internship, fieldtrip and online module can be performed outside USTH.

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 academic materials individually or in groups at home, in the library, in the laboratory, etc. according to the plan, tasks and contents assigned by lecturers, and this will be counted as a component of the module's scores.

3. Except for the conditional modules (Article 3.1.f), 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.

### **Article 3. Modules, credits, course syllabus**

1. Each module provides complete knowledge of a scientific subject. It is designed to facilitate learners' gradual acquiring all the knowledge required to complete a study program in the learning process. A module generally consists of 2 to 5 credits, is taught completely in 1 semester by one or more lecturers. There are 6 types of modules: compulsory, elective, prerequisite, equivalence, alternative and conditional modules.

a) **Compulsory** modules contain essential contents of the curriculum. Students are required to complete all these modules;

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

c) **Prerequisites** modules are modules that students must study before studying the next modules;

d) **Equivalence** modules are modules in the same knowledge and credits in training programs of same major or specialty, can be substituted for each other;

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

f) **Conditional** modules are the National Defense 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. USTH follows the Bologna process (European Credit Transfer and Accumulation System - ECTS) with total credits of 180 ECTS for 3 years, equivalent to 30 ECTS for one semester.

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

- a) Information about the academic department;
- b) Information about the lecturer;
- c) Information about the module (title, code, conditional or elective or compulsory, the number of credits, prerequisites, etc.);
- d) Information about learning and teaching modes;
- e) Course objectives, course contents and teaching methods;
- f) Learning materials (textbooks, reference materials);
- g) Requirements and regulations on module testing and assessment.

4. Annually, the contents of each module can be adjusted, supplemented and updated in accordance with the development of science, technology and practical requirements. This change must be approved by Academic Department's Jury or Conseil de Perfectionnement (CdP). Course syllabus and question bank is also adjusted and supplemented accordingly.

## CHAPTER II

### TRAINING PROGRAM

#### **Article 4. Structure of Undergraduate program**

1. The Undergraduate program is completed within three years or four years: three-year program (B1, B2, B3) and four-year program (B0, B1, B2, B3).

<b>Year</b>	<b>Credit (ECTS)</b>	<b>Four-year program</b>	<b>Three-year program</b>
B0	60	English Preparation	
B1	60	Foundation	
B2	60	Major - Fundamentals	
B3	60	Major - Specialization	

As for the four-year one, students study English for one year (B0) before following their major in the next three years (B1, B2, B3). Students are classified by the Admission Jury into the appropriate program based on their language proficiency.

2. The maximum time for students to complete the course: 6 years for 3-year program, 7 years for 4-year program. For program with more than 4-year official training time, the maximum time for completing is regulated in the training program.

## **Article 5. Learning outcome**

1. Learning outcomes define learners' knowledge contents, skills, attitudes (awareness and quality), jobs that students can take after graduation; and other particular requirements for each level and each major.

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

3. Foreign language outcomes: students pursuing a Undergraduate degree must achieve the foreign language proficiency requirement of the program, reflected in internal examinations' results and foreign language certificates. For students getting a diploma of USTH, the required proficiency is equivalent to B2 level according to the Common European Framework of Reference for Language (CEFR).

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

a) Being a responsible citizen with understanding of professional and ethical responsibilities; and being willing to become a global citizen;

b) Being able to apply knowledge to science and technology to deal with practical and strategical issues;

c) Being able to conduct experiments, as well as to analyze and interpret data;

d) Being able to work in multi-disciplinary teams;

e) Being able to identify, formulate, and solve engineering problems;

f) Being able to communicate effectively in professional and social environments;

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

h) Being able to acquire knowledge, gain skills and engage in life-long learning;

i) Having knowledge of contemporary social issues;

j) Being able to use the techniques, skills, and modern engineering tools necessary for practice.

5. Particularly, the Undergraduate program in Aeronautical Engineering (Maintenance Engineering) 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

### ADMISSIONS

#### **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 for the following academic year, reporting and submitting to the University Council of USTH for decision.

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

#### **Article 7. Choosing major**

1. In the application form, a candidate needs to register for majors in order of priority. Candidate's acceptance will be considered by the Admission Jury according to students' proficiency assessment and the order of priority.

2. In some special cases, students may submit the application to change the major (under the approval of Directors of related academic departments) at the second semester of B1 year. Academic Department where student wish to transfer notifies conditions of academic results at the beginning of the second semester. Based on the students' expectation and academic results, characteristics of the major, and the approval of related academic directors (based on student's academic appropriateness), the DAA submits to the Rector to approve of major transfer. Student accepted to transfer is required to study modules of their new major and pay tuition fee according to current regulations.

3. After the foundation year B1, students who change the major (after submitting the application and getting approval from Directors of related Academic Departments and the Rector) are required to study modules of their new major and pay tuition fee. The study results in the Foundation year and common modules of B2 and B3 of the old major will be transferred to the new one for graduation reviewing.

#### **Article 8. Enrollment**

1. During the enrollment process, accepted candidates must fulfill the obligations and follow the instructions in the letters of acceptance. All enrollment procedures and personal information provision have to be completed within 15 days from the enrollment date specified in the letter of acceptance.

2. The Department of Student Affairs (DSA) hosts the registration and provides new students sufficient information including: a student identification number, access

to the internal digital workplace, study plan, Undergraduate academic policies, student policies and other related regulation of USTH.

**Article 9. Conditions to organize a training program**

After receiving the application dossiers of the first year, if there is a major that does not meet the required number of students to effectively organize the program (10 students), the Rector considers and makes decisions regarding opening the major's training program for that academic year. Registered students will be consulted to transfer to their next registered major in order of priority. In special cases, the Rector makes the decision.

**CHAPTER IV**

**ORGANIZATION OF ACADEMIC ACTIVITIES**

**Article 10. Semester, academic year and training schedule**

1. An academic year includes 2 semesters. Each semester is comprised of 16 - 18 weeks of teaching and learning and 2 weeks for final examination.

2. An academic year lasts from the first day of instruction to the last day of final examination. In addition, there is a conditional subject on national defense and security education at the end of the first year.

3. Teaching time is from Monday to Saturday.

**Article 11. Training plan**

1. The training plan is prepared annually by the DAA after working with related departments then submitted to the Rector. The Rector approves, issues and assigns the related departments for implementation.

2. At the beginning of a course, DAA, Departments inform students about:

- a) Curriculum and training plan for each specialty;
- c) Requirements for quality assurance and educational standards;
- d) Current academic policies.

3. A detailed schedule of the study program will be delivered to units, students and lecturers at least 2 weeks before each semester.

**Article 12. Organization of module and course classes**

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

2. A module class consists of students in the same module and in the same semester. Lecturer who teaches the module is responsible for managing the class with academic assistant's support.

3. The module class won't be opened if the number of registered students is lower than 10. Students are then requested to register for another available module to fulfill their credit requirement for the semester. In other cases, the Rector makes the decision.

4. Depending on each module, each academic year, lecturers and facilities, the Rector decides the maximum number of students for each class.

5. Timetable of module classes are distributed evenly over weeks of the semester. One hour of the module class is counted as 50 minutes.

### **Article 13. Registration for modules**

1. Each student is required to accumulate 180 credits for the whole training program (except B0 year), 30 credits of each semester on average. Students are allowed to register at least 24 credits per semester excluding credits of retaking the semester or module.

2. Registration of elective modules:

a) Students are allowed to choose one or more modules from a list of elective modules correlated with their specialties (if any in that semester);

b) Elective module registration is only eligible for students who meet the deadline;

c) The elective module(s) will be cancelled if the number of registered students is below the minimum number according to Article 12.3;

d) Students can register one or more modules which are not related to their specialty. The study results are shown in Complementary modules section in their Academic transcript, but not counted to the final assessment of their whole training program. Students must attend these courses and pay tuition fee corresponding to the number of credits registered.

3. Graduation Internship:

a) An internship from 3 to 6 months at the end of B3 is required for all students. The content of the internship has to relate directly to the students' graduation thesis. Internship and graduation thesis are compulsory before student's graduation and counted 9 - 15 ECTS, except for special case decided by the Rector;



b) Annually, the directors of the academic departments provide a list of lecturers together with the topics for graduation internship for students to choose. This list includes internships at businesses, research institutes and laboratories in Vietnam and abroad;

c) Students are required to write an internship final report as graduation thesis in English which must be approved by the Graduation Thesis Jury;

d) The Director of Academic Department shall submit a list of thesis-marking Jury for the Rector's approval;

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

**Article 14.      **Withdrawing or replacing registered module****

1. Students are allowed to withdraw from or replace (a) registered subject(s) if:

a) Students submit the form of withdrawal to the Department at least 2 weeks before the beginning of the subject;

b) A substitute subject is available at that time (excluding compulsory modules). The Director of the Department will make a decision about this issue.

2. Students are not allowed to withdraw from or replace the registered module(s) after the class has started.

**Article 15.      **Credits transfer recognition****

1. Academic results obtained in previous official studies of another training program or institute are reviewed and approved to modules of USTH program.

2. Jury consider and recognize credit transfer base on matching output standard, content, learning volume, module assessing method and conditions ensuring the program's quality.

**CHAPTER V**

**RIGHTS/RESPONSIBILITIES AND OBLIGATIONS OF STUDENTS,  
ACADEMIC ADVISOR AND LECTURERS**

**Article 16.      **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 regulation on organization of exams and scoring.

3. Students have to fulfill all of the 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 17. 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, DSA, DAA 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 32.
6. To seek for other academic supports, students need to submit a written letter to the DAA.
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.

**Article 18. 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 department. Academic advisor must be USTH's lecturer.

1. Responsibilities of academic advisors:

a) Advising students to choose a suitable major or optional 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 advisor:

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 19. Lecturer**

### 1. Responsibilities of the lecturer

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 allowed to participate in professional training subject to the University's approval.

## CHAPTER VI

### EXAMINATION AND STUDY EVALUATION

#### Article 20. Evaluation of module results

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

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

- Process score accounts from 20% to 50% of the total subject score; is evaluated on the component marks such as seminar participation score; practice score; attendance score; regular, periodic, mid-term test score; 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 score accounts from 50% to 80% of the total subject score.

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: written examination (multiple choice questions or 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. Answer keys and score scales must be sent to the DAA along with the examination questions according to the current regulations of managing and exam organization.

**Article 21. Method of calculating course score, modules score, average score**

1. Process score and final exam score are marked on a 20 scale with 1 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 score for French modules of B2 year; are exempted from taking the module but must take exam to get score for modules of B3 year. Students get DELF B1 or TCF 300 are exempted from taking both module and exam, awarded the maximum score for French modules of the program. French modules belong double degree are separately regulated. Students considered by the Council to pay the registration fee 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. Score 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 score is rounded with 1 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:

<b>Evaluation</b>	<b>20 scale</b>	<b>ECTS scale</b>	<b>4 scale</b>
Passed	18.0 - 20.0	A+	4.0
	16.0 - 17.9	A	3.7
	14.0 - 15.9	B+	3.5
	13.0 - 13.9	B	3.0
	12.0 - 12.9	C+	2.5
	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 score is 10.0 or higher, while the module is marked *failed* if the score is below 10.0.

6. Formula to calculate average score:

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 score of one semester, one academic year or the accumulated average score;

$a_i$  is the score 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 22. 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 23. Graduation thesis evaluation**

1. Each department Director issues a Graduation Thesis Evaluation Jury (consisting at least 3 judges) and submits for the Rector's approval.

2. The graduation thesis is marked in a 20 scale with 1 digit after the decimal point.

3. The results of the graduation thesis are announced within 1 week after judging.

4. In case the thesis is disqualified, students need to register for thesis redefend/redo (depend on Jury's decision) and must pay fees corresponds to retake/redo fees of graduation thesis's credits.

#### **Article 24. Study evaluation**

Student's study result is evaluated right after semesters or after each academic year based on following components:

1. Study workload: Total number of credits registered in the semester

2. The volume of accumulated knowledge: total number of credits of modules passed from the beginning of the program.

3. Average score of the semester: average score based on weighted credits of registered modules (both passed and fail), which is rounded with 2 digits after the decimal point.

4. Average accumulated score: average score based on weighted credits of passed modules from the beginning of the program up to consideration time, which is rounded with 2 digits after the decimal point.

5. Results of Philosophy, national defense education and complementary skills are excluded from the average score for the semester and the average accumulated score.

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

7. Average accumulated score is used for school withdrawing consideration, academic classification/ranking and graduation ranking.

## 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 from 5 minutes onwards 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 score 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 invigilating and grading, teaching activities: depending on severity of the offence, penalties shall be decided according to the Working Regulations of USTH.

**Article 29. Evaluations for grade-passing and class transfer**

1. Students who accumulate at least 40 ECTS in a year have a right to enroll for the next academic year. B0 students are approved for grade-passing if they accumulate at least 40 ECTS and must satisfy at least one of the following two conditions:

- Accumulate all English modules of stage 3;
- Achieve IELTS certificate from at least 5.0.



Students who are not eligible for grade-passing must register to redo modules with score below 10.0 in the next academic year. Students of double degree program must accumulate at least 120 ECTS as finishing B2 year to continue B3 year in France.

2. Students who find themselves not competent enough in English to study professionally may apply for temporary absence, all results (including component grades) (if any) are reserved so that they are able to study English at USTH. In this case, students only have to pay tuition fees for credits they retake.

3. Students who find themselves unable to meet academic requirements may have a right to transfer to lower levels.

4. If students meet input English requirements for a certain discipline, they can choose appropriate modules of later semesters to enroll.

5. Students can work on various modules intensively to shorten English learning period when they meet entry requirements of next upper levels.

6. All changes to English programs are only made within four weeks from the beginning of semester.

### **Article 30. Restudy and retake**

#### **1. Retake:**

a) Students are required to retake the test if the grade point is below 10.0. During the retest, the component score will not be included in the grade point average;

b) Students who retake the exam will be accepted to pass the subject when the retest score is at least 10.0 points. Retest scores are counted as final points;

c) Retesting for each module will be held only once in a school year. No retesting for some practical modules. For one module, students are allowed to retake the exam within official study time of Undergraduate training program after the first official exam. Due to this deadline, students must reenroll for a new semester or new module to earn the required credits;

d) Students who are absent at the end of the semester examination session with a plausible reason statement (accepted by the Director of the Department) may be considered for retest and the score will be counted as the first one, otherwise, the student will receive a 0 (zero);

e) Students have the right to apply for a regrading to academic departments within 1 week after announcing scores;

f) Regrading, retaking students need to complete the payment for the fee and tuition (if any).

2. Restudy the module:

a) Students are required to restudy in the following cases: failed to fully participate in module; failed both the final exams and retesting within official Undergraduate program;

b) Apart from the modules mentioned in the point (a) of this Article, students have the right to reenroll;

c) Students who repeat the study may not need to attend all the hours of the uncompleted module but must take the exam and take the component scores as they did for the first time (do not use the old component scores).

### **Article 31. Suspension and termination**

1. Voluntary suspension: A student can apply a Suspension letter to university to be approved by the Rector.

2. Compulsory termination: A student is forced to terminate his study for the following reasons:

a) A student fails to accumulate 180 credits after time regulated in Article 4.2;

b) A student violates regulations and the Disciplinary Committee decides to terminate his/her study.

At least 1 month after the student has decided to withdraw; the DSA must notify the locality where the student has a permanent residence.

For the above-mentioned cases, the tuition fee will not be refunded.

### **Article 32. Temporary suspension**

1. Students can take a temporary suspension and reserve academic record in the following cases:

a) Participating in military service;

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

c) For health reason: due to 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) Retake USTH's English course(s);

e) For personal reason: a student in this case is required to complete at least one semester and not being in suspension or disciplined.

2. To reserve the school record, a student shall need to fulfill their duties as required by the University and apply to the DSA 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 2 consecutive times. The school record reservation time will be counted to the total amount of time a student is allowed to follow their course regulated in Article 4.2.

3. A student who is temporarily absent wishes to restart his/her study shall need to apply again to the DSA and approved by the Director of the Department and the Rector at least two weeks prior to the beginning of the semester.

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

**Article 33. 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 Rector, 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 module is excluded).

**Article 34. School transfer procedures**

1. A student is permitted to transfer to another university after fulfill the withdraw procedure at USTH.

2. A student is allowed to be transferred to USTH only when s/he satisfies all requirements in Undergraduate Admission project of that year, and approved by his/her current Academic Department.

3. The Rector shall consider special cases.

## **CHAPTER VIII**

### **GRADUATION RECOGNITION**

**Article 35. Graduation Jury and issuing diploma**

1. The Graduation Jury includes: Rector, Vice-Rector, the Director of the DAA, Directors of Departments, the Director of the DSA and related units.

2. Academic Departments send the list of students who are considered for graduation to the DAA. The DAA summarizes the results for graduation review, coordinates with the DSA to check the graduation conditions of each student and make a list of students who are eligible for submission to the Graduation Jury. There are 4 waves of graduation recognition each year.

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

**Article 36. Graduation requirement**

1. In order to graduate, students must:

a) Complete all required modules the respective specialties (180 ECTS in total).

The average scores for all modules are 10.00 or above;

b) Complete all the conditional modules (philosophy, national defense)

c) Meet the foreign language requirements of the University;

d) Complete all students' obligations to the University;

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

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 3 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 37. Graduation classification and diploma**

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

Class	GPA (4 scale)	GPA (20 scale)
Excellent	3.60 – 4.00	17.00 – 20.00
Very good	3.20 – 3.59	15.00 – 16.99
Good	2.50 – 3.19	13.00 – 14.99
Average good	2.00 – 2.49	12.00 – 12.99
Ordinary	1.50 – 1.99	10.0 – 11.99

2. Graduation classification for those with classes “Excellent” and “Very good” shall be lower one class in following circumstances:

- a) The volume of retake training courses exceeds 5% of total number of credits prescribed for a program;
- b) Students with penalties at level of “warning” or more.

## **CHAPTER IX**

### **QUALITY ASSURANCE AT PROGRAM LEVEL**

#### **Article 38. Structure of Quality Assurance system at Program level**

Program level Quality Assurance system at USTH includes 2 tiers: University level and Department level:

- University level: including Rector Board and the responsibility unit (DAA);
- Department level: including the person(s)-in-charge assigned by Department and CdP established according to the proposal of Department.

#### **Article 39. Responsibilities of individuals, units of Quality Assurance system**

##### 1. Rector Board:

- Taking whole responsibility and directing, managing activities of quality assurance at USTH;
- Promulgating strategic plan, specific regulations and annual action plan on quality assurance.

##### 2. DAA:

- Consulting to design objectives, specific regulations and annual implementing plan on quality assurance at USTH;
- Being responsible for designing survey forms and deploying survey activities according quality assurance plan approved annually;
- Monitoring, supporting, supplying implementation guidelines on quality assurance such as establishing internal quality assurance system, writing self-assessment report, implementing external accreditation, consulting improvement plan after accrediting;
- Connecting components of Quality Assurance system for unifying quality Assurance practice at USTH.

##### 3. Departments:

- Appointing Quality Assurance person(s)-in-charge who will response for cooperating with the DAA to deploy quality assurance assignments in appropriateness with approved plan;

- Directing and implementing specific regulations, plan issued by USTH on quality assurance at program level;

- Directing lecturers to send survey forms for feedback of student on training courses; take part in developing, reviewing and improving training programs, courses syllabuses annually; join quality assurance and accreditation activities if required.

- Announcing and reminding student to fulfil survey forms and join quality assurance and accreditation activities at the request of USTH;

- Collecting feedback on teaching quality and planning to overcome weakness if any;

- Being responsible for deploying CdP plans such as: proposing members; holding meetings and reporting implementation results through the DAA.

#### 4. Person(s)-in-charge of Quality Assurance:

Person(s)-in-charge of Quality Assurance shall be assigned by the Department and responsible for:

- Taking in main charge of quality assurance action at Department level;

- Cooperating with DAA to implement Quality Assurance Plan approved by USTH annually;

- Consulting detail actions on Quality Assurance at Department such as reviewing, self-assessing, surveying, ect;

- Being member of the Working Group on program level external accreditation for preparing dossiers and self-assessment reports if required.

#### 5. CdP:

The CdP is established to implement Quality Assurance assignments by academic year with the main functions on consultation of reviewing and evaluating training programs and solutions to improve training programs quality (following the current regulations on CdP).

### **Article 40. Quality Assurance Activities at Program level**

#### 1. Implementing principles:

- Quality Assurance is responsibility of whole individuals and units under the USTH;

- Training activities are implemented on the basis of quality culture;

- Training quality shall be controlled and evaluated at different levels for continuous improvement at USTH;

- Information related training programs, training achievements and quality assurance specific regulations shall be public regularly in accordance with current legal rules.

2. Detail activities:

Detail activities on quality assurance are followed annual action plan issued by USTH, details as following:

- a) Establishing the CdP;
- b) Reviewing and self-evaluating training programs;
- c) Accrediting training program periodically;
- d) Surveying for feedback on quality of teaching activities and training program;
- e) Implementing checking and tracking teaching and testing activities;
- f) Cooperating for declaring quality regulations at program level;
- g) Organizing refreshing courses on quality assurance if requested.

## CHAPTER X

### TERMS OF ENFORCEMENT

1. This Regulation is effective from the date of signing, replacing for Decision No. 627/QĐ-ĐHKHCN dated September 10, 2019 of USTH Rector on the issuance of Undergraduate Academic Policies.

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

**PRINCIPAL RECTOR**

*(Signed and sealed)*

**Jean-Marc Lavest**