

**DECISION**  
**On the issuance of Master's Academic Policies**

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

*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 Circular No. 23/2021/TT-BGDĐT dated August 30, 2021 of the Ministry of Education and Training on the issuing the admissions and academic policies of master program;*

*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 Meeting Minutes of the USTH Senate dated on March 15, 2024;*

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

**DECIDES:**

**Article 1.** Issuing with this decision the Master's Academic Policies of University of Science and Technology of Hanoi.

**Article 2.** This Master's Academic Policies is effective from the date of signing and replace the Decision No. 392/QĐ-ĐHKHCN dated August 14, 2018 of the Rector of USTH on the issuance of Master Academic Policies.

**Article 3.** Director of Administration, Director of Department of Academic Affairs, Director of Department of Quality Assurance and Examination, Head of Student Affairs Department, Director of Foreign Language Center, Director of academic departments, Director of the related units, officers, lecturers and master's students shall be in charge of implementing this Decision. / JF

**Recipients:**

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

**PRINCIPAL RECTOR**

*(signed and sealed)*

**Jean-Marc Lavest**

## **MASTER'S ACADEMIC POLICIES**

*(Promulgated in accordance with Decision No. 228 /QĐ-ĐHKHCN dated 26/3/2024  
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 Master's training 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 Master's level; rights, responsibilities and obligations of students, lecturers; testing and assessment of academic performance; academic misconduct policy; graduation requirements.

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

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

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

1. 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 modules 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.

2. The language of instruction is English (except for French modules).



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

1. A module or Teaching Unit (TU) forms a complete course, including all the lectures, tutorials and practical session related to a common pedagogical subject. A module provides knowledge about a specific aspect, generally a scientific one but also related to humanities (English, French, management...). It may rely on other modules in the Master's training program or in bachelor programs. It is designed to facilitate learners' gradual acquisition of all the knowledge required to complete the TU, and more generally the full Master's training program. There are 5 types of modules including compulsory, elective, prerequisite, equivalent, and alternative modules.

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

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

c) Prerequisite modules are modules that students must study before studying the next modules.

d) Equivalent modules are modules which have the same number of credits, belong to the same major or specialty, and can be substituted for each other in the Master's training program.

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

2. Credit is a unit for calculating the student's learning volumes for a certain period of time under standard study conditions. USTH follows the Bologna process (European Credit Transfer and Accumulation System - ECTS), in which one credit is usually equivalent to 25 - 30 classroom and self-study hours.

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, types of modules, the number of credits, prerequisites, etc.).

d) Information about learning and teaching modes.

e) Module objectives, module 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 the Jury organized by the Academic Department or Conseil de Perfectionnement (CdP). Course syllabus and question bank are also adjusted and supplemented accordingly.

## **CHAPTER II**

### **TRAINING PROGRAM**

#### **Article 4. Structure of Master's training program**

1. The Master's training program at USTH includes 120 credits in two years. One academic year consists of two semesters, each semester has 30 credits. The accumulated credits for each student in every semester must not be fewer than 30 credits (special cases shall be decided by the Academic Departments and grade-passing Jury).

2. The total maximum time for students to complete the Master's training program is four years for students enrolling from the first year (M1) and three years for students enrolling from the second year (M2).

#### **Article 5. Learning outcome**

The Master's degree program must ensure that students have the following skills after graduation:

1. A solid understanding about the discipline.
2. Knowledge of relevant social issues.
3. Understand the impact of technical solutions in a global and social context.
4. Ability to identify, systemize and solve technical problems.
5. Ability to design and execute experiments, and analyze and explain data.
6. Be able to apply advanced techniques, skills, and tools in practice.
7. Ability to work in multi-disciplinary teams.
8. Ability to communicate well in the working and social environments.
9. Ability to acquire and continue learning.
10. Knowledge about professional ethics and civil responsibility.



## CHAPTER III

### ADMISSION

#### **Article 6. Enrollment targets**

Based on the social demand, facilities, study and research conditions, the Admissions Committee for Master's training programs annually set the enrollment targets for each specialty for the following academic year, and submit to the Ministry of Education and Training (MOET) for report.

#### **Article 7. Subjects and eligibility for admission**

Vietnamese citizens and foreigners are eligible for admission at the USTH if they meet the following requirements:

1. Candidates applying to the Master's training program from M1 (the students will study for two years) must have obtained or shall obtain a Bachelor degree or higher-level qualification in relevant study fields in the enrollment year.

2. Candidates applying to the Master's training program from M2 (the students will study only the second year of the Master's training program) must meet one of the following requirements:

a) Candidates who have completed M1 at local or international foreign universities following the Bologna process, i.e. have obtained a diploma Maitrise in France or have completed 240 ECTS-European Credit Transfer and Accumulation System, and pass the application review process.

b) Candidates who have obtained Engineering degrees from institutions accredited by CTI/PFIEV, or from other training institutions recognized by authorities, and must be approved by the Admissions Committee.

c) Candidates who have obtained a four-year Bachelor degree ranked Good or higher, recognized by the French government as equivalent to the first 60 ECTS after obtaining a Bachelor, can pass the application review process, and must be approved by the Admissions Committee with the decision of Rector.

3. Candidates have obtained a language proficiency certificate equivalent to level 4 promulgated in the six-level foreign language proficiency framework of Vietnam (see Annex) or one of the following requirements:

a) A bachelor's degree or a postgraduate qualification in English, or a recognized training program using English as the main language of instruction.

b) Having completed USTH's English Intensive course.

4. Having strong motivation to study at USTH.

5. Not having been prosecuted for criminal liability or being in the period of execution of criminal penalties.

6. Not having any health problem or medical condition that would preclude full participation in and completion of the training program at USTH. Regarding candidates with disabilities, depending on their health conditions, the requirements of their training sector and the conditions of the Department, the Rector shall consider and decide if they are eligible for the admission.

7. Strictly following instructions and submitting application dossier and fees as required. International candidates within the framework of intergovernmental agreement signed between Vietnamese and French governments and those within the framework of cooperation agreements signed between USTH and education organizations and/or foreign companies are exempt from paying the application fee.

8. International candidates must have financial evidence showing that they or their sponsor have sufficient funds to cover tuition and living expenses for the proposed period of study.

9. Candidates who do not meet the above conditions and those who are of the following categories are not eligible for admission to USTH:

- a) Being out of compliance with the military service.
- b) Being currently deprived of enrollment or expelled.
- c) Soldiers or police officers in service who are not allowed to study by the competent authority.

#### **Article 8. Admissions methods**

The admissions process consists of a preliminary selection based on the candidate's competency dossier and an interview session\*.

Candidates applying to the USTH Master's training programs must submit a full competency dossier\*\* in compliance with the requirements of the admissions announcement of the enrollment year. Candidates may also apply for one semester\*\*\* according to the agreement between the two universities (in this case, candidate will be exempted from the admission jury).

(\*) International candidates wishing to follow the Master's training program at USTH as part of a delocalization program, must attend an interview jury with representative of French university and USTH.

(\*\*) International candidates, who are exchange students, have completed M1 at USTH and aspire to continue M2 at USTH, must submit a nomination letter from French partner University or evidence of enrollment at French partner University, as well as an application form; they are exempt from the admissions interview jury.

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



## **Article 9. Admissions organization**

1. Annually, USTH publicizes the admissions announcement for Master's training programs on the university website and/or other social media at least 45 days prior to the deadline of application, including the following information:

- a) Subjects and eligibility for admissions.
- b) Enrollment targets, training programs.
- c) Admissions methods.
- d) Plan for admissions waves
- e) Application dossier.
- f) Tentative tuition fee, application fee.
- g) Other relevant information.

2. The Rector of the USTH decides on the organization of admission committees for Master's programs, their tasks and powers. He establishes the admissions committee for the Master's programs each year, in order to implement the work related to admissions.

3. The Admissions unit is in charge of following tasks:

- a) Receiving and pre-screening application dossiers.
- b) Coordinating the organization of interviews with the relevant Academic Departments.
- c) Announcing the selection results.
- d) Coordinating the handling of complaints with the Department of Quality Assurance and Examination (DQE).
- e) Sending notifications to selected candidates.
- f) Cooperating with the Department of Student Affairs (DSA) and Department of International Cooperation (ICO) to organize the welcome and guide new students through the enrollment procedures in accordance with the admissions regulation and the admissions announcement.

## **Article 10. Priority policy in admission**

Priority policy in Master's admission shall be implemented according to the regulations of the MOET and those of USTH at the admissions time.

## **Article 11. Enrollment**

1. During the enrollment process, accepted candidates must fulfill all the obligations and follow all 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. DSA hosts the registration and provides new students with sufficient information including a student identification number, access to the internal digital workplace, study plan, academic policies, student policies, and other related regulations of USTH.

**Article 12. Supplementary courses**

Candidates who graduate from university with a relevant major may be required to take supplementary courses to meet the training programs' requirements according to the decision of the Admissions Committee (if any).

## **CHAPTER IV**

### **ORGANIZATION OF ACADEMIC ACTIVITIES**

**Article 13. Teaching plan**

1. The teaching 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, DSA, DAA and Departments inform students about:

- a) Curriculum and teaching plan for each major/specialty.
- b) Requirements for quality assurance and learning outcomes.
- c) Current academic policies.

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

**Article 14. Internship**

1. Students have to complete an internship of 1 to 2 months for the 1<sup>st</sup> year of the Master's training program (if the module is compulsory in the training program) and 5 to 6 months for the 2<sup>nd</sup> year of the Master's training program. The graduation internship at the end of the 2<sup>nd</sup> year of the Master's training program represents 30 credits.

2. Students are required to write a graduation thesis in English, related to the student's training discipline and the topic must be approved by the Director of the Academic Department.

3. Each Master's thesis may have a maximum of 2 supervisors. In the case of 2 supervisors, it is required to have at least one full-time supervisor from USTH.

4. A student may defend the M1 internship report or M2 graduation thesis if and only if he submits his report or graduation thesis in time.



5. The Director of Academic Department submits the list of members of the thesis defense jury to the Rector for approval (through DAA).

6. Students must pay the tuition fee to USTH before studying or doing internship at a French partner University, and pay the student and campus life contribution (Contribution de Vie Etudiante et de Campus – CVEC) at the partner university (where applicable).

#### **Article 15. Scientific research activities of students**

The student's scientific research activity is an important and necessary part of the training process. It contributes to improving the training quality and the creative capacity of students. Scientific research activities include:

1. Participate in the FabLab, scientific clubs and seminars.
2. Propose, present, and implement annual scientific projects for USTH students.
3. Participate in USTH research activities, contribute to scientific research at conferences/scientific seminars and publish scientific papers in specialized publications.
4. Participate in field surveys, scientific experiments and complete the graduation thesis.
5. Scientific research and management activities of students comply with the current regulation on the organization of research and innovation activities at USTH.

#### **Article 16. Credits transfer recognition**

1. Academic results obtained in previous official studies of another training program or institution are reviewed and transferred as accumulated credits at USTH by the credits transfer recognition Jury.
2. The Jury considers and recognizes credit transfer based on compatibility between different training programs in terms of module's learning outcomes, content, learning volume, module assessing method and conditions ensuring the program's quality.

## **CHAPTER V**

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS AND LECTURERS**

#### **Article 17. Responsibilities of students**

1. Perform duties of citizens in accordance with the provisions of laws. Any act of violation of Vietnamese laws is strictly prohibited.
2. Respect lecturers, staff, officials and students at the University.
3. Inform to DSA (and/or relating Academic Department) any changes related to personal information (address, phone number...) (if any).

4. Follow the timetable and be punctual. Attendance is checked during at each class by the lecturers.

5. Comply with the Master's academic policies, the Regulation on organization of exams and scoring and the Student Policy.

6. Do not use electronic devices for purposes other than studying in classrooms.

7. Do not smoke in the University area.

8. Comply with lecturers' requirements during studying time.

9. In the event of illness or accident, students must submit the hospital's legal certification to the Academic Department within 3 days of the examination day or the deadline for submitting the assignment.

10. Any form of dishonesty in studying including impersonation, cheating, copying and tolerance for dishonest acts, is strictly prohibited.

11. Interns must fully comply with regulations of the receiving units and USTH's regulations.

#### **Article 18. Rights of students**

1. Be treated with respect and equality.

2. Receive full information about programs, training plan of the intake, academic year, semesters and modules.

3. To be supported with their study, research activities, scientific and technological publications.

4. To have the right to share their opinions to the relevant Academic Department, DSA, DAA, DQE on training program, teaching method and teaching contents of lecturers in their specific modules.

5. May obtain study transcripts once per academic year upon request. For other assistance, students must apply in writing, and the units in charge will consider the situation on a case-by-case basis.

6. Be allowed to reserve studying results and temporary absences as stipulated in Article 32.

7. Have right to withdraw from the university for personal reasons. Students are required to follow the withdrawal procedure according to Article 31.

8. Be granted the Master's degrees after meeting all the requirements in the specialty concerned.

#### **Article 19. Responsibilities of Lecturers**

1. Perform the tasks of the person who signed the labor contract in accordance with regulations of the Law on Education, Law on Cadres and Civil Servants and relevant



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

2. Strictly implement training unit and USTH regulations.
3. Teach, examine and evaluate students in an objective and accurate manner according to the course syllabus and approved teaching plan.
4. Provide the syllabus of module before starting the course.
5. Deal with evaluations and regularly improve teaching methods; develop cognitive abilities, creative abilities, professional and soft skills; train students in self-study method, creative thinking and professional ethics.
6. Manage students in the classroom and laboratories.
7. Take part in building training program, by developing module syllabus, materials for teaching and learning activities.
8. Guide students in scientific research.
9. Implement scientific research and apply its results to teaching and practical application.
10. Perform other tasks assigned by the Director of Department.

**Article 20. Rights of Lecturers**

1. Lecturers have the right to exclude students from the exam or ask them to leave the classrooms if they violate the regulations.
2. To be allowed to participate in professional training courses under the University's approval.

## **CHAPTER VI**

### **EXAMINATION AND STUDY EVALUATION**

**Article 21. Evaluation of module results**

1. Module results may include attendance score, midterm score, essay score, assignment (process score) and final exam score. The final exam score accounts at least 50% of the total module score.
2. The final exam may take the form of writing tests (objective tests or essays), oral examinations, reports or a combination of these forms.
3. The selection of module assessment forms and the weighting of component and final exam scores proposed by lecturers must be approved by the Academic Department and stated in the module syllabus.

**Article 22. Method of calculating course score, modules score, average score**

1. Component scores and final exam scores are calculated on a scale out of 20 with one digit after the decimal point.

2. The module score is the sum of the component scores and final exam score after the calculation of the weights as stated in the syllabus and rounded with one digit after the decimal point in the benefit to the students. The conversion of the module score from the 20 scale to the 4 scale GPA and ECTS scale is presented in the table below.

**Table 1. Grading system at USTH (at Master's level).**

<b>Evaluation</b>	<b>20.0 scale</b>	<b>ECTS scale</b>	<b>4.0 scale</b>
Passed	16.0 – 20.0	A+	4.0
	14.0 – 15.9	A	3.7
	13.0 – 13.9	B+	3.5
	12.0 – 12.9	B	3.0
	11.0 – 11.9	C+	2.5
	10.0 – 10.9	C	2.0
Failed (but valid for compensation)	9.0 – 9.9	D	1.0
	7.0 – 8.9	E	0.5
Failed (no compensation)	0.0 – 6.9	F	0.0

3. The semester average score is the credit-weighted average of the scores obtained by students in the modules during that semester, rounded to two decimal places in the benefit to the students. The semester average score shall be used to determine scholarship or rewards expulsion, temporary absence after each semester.

4. Formula to calculate the 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 two 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 23. Module examination organization**

Module testing and scoring have to be completed by lecturers in charge of the module. Examination organization complies with current regulations on organization of exams and scoring the exam.

### **Article 24. Graduation thesis evaluation**

1. The Academic Departments propose the list of jury members for graduation thesis (M2) Jury and submit to the Rector for approval through DAA at least one week before the defense.

2. The graduation thesis Jury consists of at least 05 people including a chairman, 02 reviewers and other members, 01 scientific secretary (the supervisor cannot be a member of the jury). It is required that at least 01 reviewer of this jury come from another institute or from French partner institution. The jury will be held only when at least two-thirds of the jury members including the chairman, secretary and at least one reviewer are present, and the other reviewer sends the written evaluation. Online defense can be implemented with the consent of the jury members and students.

3. The graduation thesis is graded on a scale from 0 to 20, with one digit after the decimal place. The result of graduation thesis is based on the following points:

- a) Evaluation of the internship supervisor: 20%
- b) Evaluation of the report from the reviewers: 30%
- c) Evaluation of internship defense by the jury: 50%

4. Students obtaining graduation thesis score strictly below 10.0 must redo the internship during the next academic year, or to re-defend in the same year if their Master organizes a second session. In case of second session, students failing again must redo an internship during the next academic year. The eventual second defense (re-defense) must be organized within 15 days after the first defense and before the end of the same academic year. No third defense is allowed in the same registered year.

5. Students need to register for thesis re-defense or internship redo (depending on Jury's decision) and must pay the fees corresponding to retake/redo of graduation thesis's credits.

### **Article 25. Graduation thesis appraisal**

1. When there are reflections, complaints, denunciations or in other cases at the request of management, USTH shall decide to organize the appraisal of the thesis.

2. Thesis appraisal Jury has the same composition and standards as the graduation thesis Jury; the members of the graduation thesis Jury do not participate in the thesis appraisal Jury.

**CHAPTER VII**  
**ACADEMIC CONDUCT POLICY**

**Article 26. Penalties for students**

Depending on the acts of violation or misconduct, penalties are applied according to the current student regulations and policy.

**Article 27. Academic misbehavior and disciplinary framework**

1. If students are repeatedly late for lessons and laboratory work of more than 5 minutes, the lecturer is entitled to expulse them from the class. Debarring from examination may be applied to students absent for more than 30% of the total course attendance requirement. In case the student is debarred from taking the final exam, student must redo the module.

2. Penalties for misbehavior such as disruptive talking, use of mobile phones or interfering with teaching activities vary from reprimands to expulsion depending on the severity of the offence.

3. Penalties for failure to follow lecturers' in-class requirements, chronic avoidance of work, and rebellious attitudes that affect class's learning environment or laboratory's safety requirements, vary from reprimands to suspension depending on the severity of the offence.

4. Depending on the extend of the act, penalties for unauthorized or over-allowed absences vary from the reprimand to the removal from student list.

5. Penalties for substituting for another student or permitting another person to substitute for oneself for class attendance, vary from reprimand to suspension depending on the severity of the offence.

**Article 28. Examination malpractice and disciplinary framework**

This complies with current regulations on organization of exams and scoring the exam.

**Article 29. Disciplinary framework for staff in training activity**

In the event of violations by employees detected during or after their mission during admission procedures, monitoring and grading examination, and teaching activities, sanctions will be decided depending on the severity of the offence, in accordance with the Working Regulations of USTH.

**Article 30. Retake examination**

1. In the first three semesters, the outcome of each semester depends only on the average score of this semester. A semester is considered valid when its grade point average (GPA) is higher than or equal to 10.0 and no module's score is below 7.0. If the



semester GPA is below 10.0, students must retake modules whose scores are below 10.0. In case the semester GPA is higher than or equal to 10.0 but some modules' scores are below 7.0, students must retake all modules whose score are below 7.0 and they can choose to retake certain modules whose scores range from 7.0 to 10.0.

2. A module is valid when its score is greater than or equal to 10.0. Modules whose scores are higher than or equal to 7.0 and below 10.0 can be considered as valid if the semester GPA is larger than or equal to 10. Depending on the decision of the Jury organized by the Academic Department at the end of one semester, the 7.0 threshold can be released for some modules (such as the 1<sup>st</sup> year Master's internship score and thesis score).

3. Students have the right to refuse the compensation of modules' scores by sending a letter to the relevant Academic Department within 5 days from the date of notification of the result. In this case, students need to register for (a) retake exam(s). Retake scores are counted as the final score. Component scores will not be included in the module's result.

4. Students are required to pay the retake exam fee and they can only retake the exam once. If the students do not pass the exam, they have to redo the module.

### **Article 31. Withdrawal and Dismissal from the University**

1. Withdrawal: A student can submit a Withdrawal letter to university to be approved by the Rector.

2. Dismissal: A dismissal occurs for the following reasons:

a) A student fails to accumulate 120 credits after time regulated in Article 4.2.

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

The DSA must notify the locality where the student has a permanent residence at least 1 month after the student has decided to withdraw or has been dismissed.

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

### **Article 32. Academic leave of absence**

1. Students can request a voluntary suspension and their academic records are maintained in the following cases:

a) Participating in military service.

b) Being assigned to represent Vietnam to attend international exams or competitions.

c) For health reasons: 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) 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 have their academic record maintained, 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 academic records maintenance is 1 year and a student's academic record is not allowed to be maintained more than 2 consecutive times. The academic records maintenance time will be counted to the total amount of time a student is allowed to complete their training program as regulated in Article 4.2.

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

4. After suspension time, if a student does not submit a request to resume their study, their name will be deleted from the student list.

**Article 33. Student exchange and training cooperation**

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.

**Article 34. School transfer procedures**

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

2. A student is allowed to be transferred to USTH only when he satisfies all admission requirements of that year and approved by the Rector of USTH. Besides, his training time is available as regulated in Article 4 and he must not be in suspension or disciplined.

3. The Rector shall consider special cases.

## **CHAPTER VIII**

### **GRADUATION RECOGNITION**

**Article 35. Graduation Jury and Diploma issuance**

1. The Graduation Jury includes Rectorate, the Director of DAA, Directors of Academic Departments, Staff in charge/or representative of Universities in France where students are enrolled, the Director of 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 related units to check the graduation conditions of each student and prepare a list of students who are eligible for submission to the Graduation Jury.

3. Based on Meeting Minutes of Jury, the Rector makes decisions on recognizing graduation within 2 months since thesis defense; within maximum 3 months in case of organizing the thesis appraisal. The diploma is issued within 1 month since the date of issuing the graduation recognition. Diploma issuance complies with current regulations on managing diploma.

### **Article 36. Graduation requirement**

1. In order to graduate, students must:

a) Complete all required modules of the specialties (120 ECTS in total for students enrolling from M1 and 60 ECTS for students enrolling from M2).

b) Fulfill all students' obligations to the University.

c) Until the time of graduation examination, there is no criminal prosecution or university penalties.

2. Students who have not graduated can request the transcript containing accumulated training courses at USTH.

### **Article 37. Graduation ranking and diploma**

1. The Master's students shall receive the Graduation diploma issued by USTH in accordance with the Decision on graduation recognition issued by the USTH's Rector based on the proposal of Graduation Jury.

2. As for Master's training programs in cooperation with France, French partner university is in charge of issuing Master's diploma for students enrolled at their university.

3. USTH shall apply the graduation ranking system as shown in Table 2 for students who graduate from USTH's Master's training programs.

**Table 2. Graduation ranking system at USTH (at Master's level).**

<b>Ranking</b>	<b>GPA (20 scale)</b>
Excellent	18.00 – 20.00
Very good	16.00 – 17.99
Good	14.00 – 15.99
Average good	12.00 – 13.99
Ordinary	10.00 – 11.99

**CHAPTER IX**

**TERMS AND CONDITIONS**

1. This Regulation is effective from the date of signing.
2. In the course of implementation, if there are any updates or adjustments, individuals or units inform DAA to collect and report to the Rector for decision. *JM*

**PRINCIPAL RECTOR**

*(Signed and sealed)*

**Jean-Marc Lavest**



## ANNEX

**Conversion table of Foreign Language Degrees and Certificates equivalent to Level 4 of the 6-level Foreign Language proficiency framework used in Vietnam for admission and academic training at Master's level**

<b>No.</b>	<b>Certificate/Degree</b>	<b>Level/ Score Level 4 equivalent</b>
1	TOEFL iBT	46 - 93
2	IELTS	5.5 - 6.5
3	Cambridge Assessment English	B2 First/ B2 Business Vantage/ Linguaskill Score 160 - 179
4	TOEIC (4 skills)	Listening: 400 - 489 Reading: 385 - 454 Speaking: 160 - 179 Writing: 150 - 179
5	Aptis ESOL	B2