

No: 09 /QĐ - SIU

HCMC, October 5th, 2019

DECISION

Ref promulgating the “Regulations on university training according to the credit system of the Saigon International University (amended)”

CHANCELLOR OF THE SAIGON INTERNATIONAL UNIVERSITY

Pursuant to Decision No. 1273/QĐ-TTg dated September 24, 2007 by the Prime Minister allowing the establishment of the Saigon International University;

Pursuant to Decision No. 70/2014/QĐ-TTg dated December 10, 2014 by the Prime Minister on promulgating the "University Charter";

Pursuant to Decision No. 43/2007/QĐ-BGDĐT dated August 15, 2007 of the Minister of Education and Training promulgating the Regulations on formal university and college training according to the credit system;

Pursuant to Circular No. 57/2012/TT-BGDĐT dated December 27, 2012 by the Minister of Education and Training promulgating a circular amending and supplementing a number of articles of the Regulations on formal university and college training according to the credit system issued with Decision No. 43/2007/QĐ-BGDĐT dated August 15, 2007 by the Minister of Education and Training;

At the request of the Head of Academic Affairs Office,

DECIDES:

Article 1. Issued with this Decision the Regulations on university training according to the credit system of the Saigon International University (amended).

Article 2. This decision takes effect from the 2019-2020 school year. Previous decisions related to this matter contrary to this Decision are all annulled.

Article 3. Head of Academic Affairs, Head of Testing and Quality Assurance, Leaders of schools and Heads of relevant departments are responsible for implementing this decision./.

Recipients:

- As Article 3;

- Archive: Admin.

CHANCELLOR

No: 09 /QĐ - SIU

HCMC, May 10, 2019

DECISION

Regarding the promulgation of "Regulations on university training according to the credit system" (amended)

CHANCELLOR OF THE SAIGON INTERNATIONAL UNIVERSITY

Pursuant to Decision No. 1273/QĐ-TTg dated September 24, 2007 by the Prime Minister allowing the establishment of the Saigon International University;

Pursuant to Decision No. 70/2014/QĐ-TTg dated December 10, 2014 by the Prime Minister on promulgating the "University Charter";

Pursuant to Decision No. 43/2007/QĐ-BGDĐT dated August 15, 2007 by the Minister of Education and Training promulgating Regulations on formal university and college training according to the credit system;

Pursuant to Circular No. 57/2012/TT-BGDĐT dated December 27, 2012 by the Minister of Education and Training promulgating a circular amending and supplementing a number of articles of the on formal university and college training according to the credit system, issued together with Decision No. 43/2007/QĐ-BGDĐT dated August 15, 2007 by the Minister of Education and Training;

At the request of the Head of Academic Affairs Office,

DECIDES:

Article 1. Issued with this Decision the Regulations on university training according to the credit system (amended) of the Saigon International University.

Article 2. This decision takes effect from the 2019-2020 school year. Previous Decisions contrary to this decision are all annulled.

Article 3. Head of Academic Affairs Office, Head of Testing and Quality Assurance Office, Leaders of schools and Heads of relevant departments are responsible for implementing this decision./.

<p><u>Recipients:</u> - As Article 3; - Archive: Admin</p>	<p>CHANCELLOR</p>

MINISTRY OF EDUCATION AND TRAINING	SOCIALIST REPUBLIC OF VIETNAM
THE SAIGON INTERNATIONAL UNIVERSITY	Independence - Freedom - Happiness

Regulation

On university training according to the credit system

*(Issued with Decision No. 09 /QD-SIU dated May 10, 2019 by the Chancellor of the
Saigon International University)*

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

1. This regulation regulates the formal university training according to the credit system at the Saigon International University including: organization of training; testing and examination; consideration and recognition for graduation.

2. This regulation applies to students of formal and continuing education training at the university level at the Saigon International University in the form of credit accumulation.

Article 2. Higher education program

1. The higher education program (hereinafter referred to as the program) represents the goals of higher education, regulates standards of knowledge, skills, scope and structure of higher education content, methods and forms of training, methods of evaluating training results for each course, major/concentration, and training level of higher education.

2. The program is developed by schools on the basis of the framework program issued by the Minister of Education and Training. Each program is associated with one academic discipline (single discipline) or with several disciplines (single disciplinary or multidisciplinary education; concurrent curricula).

3. The program is structured from courses belonging to two knowledge blocks: general education and professional education.

Article 3. Course and credit

1. A course is a relatively complete amount of knowledge, associated with a subject that is convenient for students to accumulate during the learning process. The course is designed specifically as part of a subject or is structured as a combination of many subjects with a volume of 2 to 4 credits. The content is taught completely and evenly distributed over a semester and is denoted by a separate code prescribed by the school.

Types of courses:

a) Compulsory courses are courses that contain the main knowledge content of each program and are required for students to accumulate;

b) Elective courses and groups of courses are courses and groups of courses that contain necessary knowledge content, but students are allowed to select (or not to select) according to the school's instructions in order to diversify their professional direction. Students can choose elective courses in the list of elective courses to accumulate the required number of courses for each program.

c) Equivalent courses are one or a group of courses in the program of another program being organized at the University that students are allowed to accumulate in order to replace one or group of courses in the program that they are pursuing.

d) Prerequisite course: Course A is a prerequisite for course B. The condition to study course B is that the student has accumulated course A.

e) Pre-study course: Course A is the pre-study part of course B. The condition to study part B is that the student has studied part A.

f) Concurrent course: Course A is a concurrent course of course B. The condition to register for course B is that the student has registered for course A.

2. Credits are used to calculate a student's learning load. One credit is equal to 15 theoretical lessons. One class period is calculated as 50 minutes. One theory credit is converted to:

30 - 45 practice, experiment or discussion periods;

45 - 90 hours of internship;

45 - 60 hours of essays, major assignments or projects, graduation thesis, 1 week of internship.

For theoretical or practical or experimental courses, to receive one credit, students must spend at least 30 hours of personal preparation.

Article 4. Assessment of learning results

Student learning results are assessed after each semester through the following criteria:

1. Number of credits of courses that students register to study at the beginning of each semester (referred to as registered study load).

2. The semester's average score is the weighted average score of the courses that the student is registered to study in that semester, with the weight being the corresponding number of credits for each course.

3. The amount of accumulated knowledge is the amount calculated by the total number of credits of the courses that have been assessed on a scale of A, B, C, D from the beginning of the course.

4. Cumulative average score is the average score of the courses and is assessed by the letter grades A, B, C, D that the student has accumulated, calculated from the beginning of the course until the time of assessment at the end of each semester.

Chapter II

ORGANIZATION OF TRAINING

Article 5. Training time and plan

1. Organization of training by course, school year and semester.

a) A course is the time designed for students to complete the program of a specific discipline. Depending on the program, the course is specified as follows:

A university course is taken from three and a half to four years of study for those with a high school diploma or intermediate diploma; from one and a half to two years of study for those with a college diploma in the same field of study.

b) An academic year has two main semesters, each main semester has at least 15 weeks of actual study and 3 weeks of exams. In addition to the two main semesters, depending on the actual situation and learning needs of students, the University organizes an extra semester (summer semester) so that students can retake the course; make-up or study ahead of schedule. The extra semester has at least 5 weeks of actual study and 1 week of exams.

2. Maximum study time

Maximum time to complete a program:

Program	Standard period	Maximum period
University education	4 years	8 years
Continuing education	2 years	4 years

Subjects entitled incentives policies as prescribed in the Regular University Admission Regulations are not limited in the maximum time to complete a program, but must comply with the University's regulations on reserving study results.

Article 6. Enrollment

1. When registering for admission, students must submit documents as prescribed in the current University Admission Regulations. All documents when students enroll must be placed in each individual's file bag managed by the Office of Academic Affairs

2. After considering eligibility for admission, the Office of Academic Affairs submits relevant documents to the Chancellor to sign a decision recognizing the official acceptance and issue a student card;

3. All admission registration procedures must be completed within the time limit prescribed in the current University Admission Regulations.

4. Enrolled students are provided with full information about the goals, content and learning plans of the programs, academic affairs regulations, obligations and rights of students.

Article 7. Arrangement of student to programs/majors/concentrations

1. Candidates who meet the admission requirements will be arranged by the University to study the registered program.

2. For programs with majors/concentrations, students register majors/concentrations according to the University's specific regulations. Each student can register a number of majors/concentrations in order of their priority. The Chancellor stipulates the number and specific criteria for each major/concentration. The opening of majors/concentrations is

decided by the Chancellor on the basis of the actual needs of society for human resources and the number of students registered for that major/concentration.

Article 8. Classroom organization

Classes are organized by major/concentration or by course

1. Class by major/concentration is a class that gathers students registered to study the same major of a course. Student classes must be organized stably from beginning to end to maintain necessary activities of the entire course. Depending on actual conditions, the Principal stipulates the minimum number of students for each class.

2. Class by course is a class for students who register to study the same course, on the same schedule, in the same semester. If the number of registered students is lower than the prescribed minimum number, the class will not be held and students must register to transfer to other courses. Depending on actual conditions, the Chancellor stipulates the minimum number of students for each class.

Article 9. Registration of study load

1. The minimum number of credits that each student must register for each semester is specified as follows:

a) 14 credits per semester, except for the last semester of the course, for students with normal academic standing;

b) 10 credits for each semester, except for the last semester of the course, for students who are in a period of weak academic performance.

c) There is no minimum study load for students in the extra semester.

2. Students who are currently ranked as having weak academic performance are only allowed to register for a study load of no more than 14 credits per semester. There is no limit to the amount of study registration for students with normal academic performance.

3. Register for courses:

- At the beginning of each semester, the University informs students of the timetable applicable during the semester.

- Students must register for courses before the new semester begins within the University's prescribed time (*newly admitted students do not have to register for courses for the first semester*) and register for additional courses (repeated courses (failed courses), overtaken courses, make-up courses, and improvement courses). Classes of additional courses must not overlap with the students' formal learning schedule.

4. In each semester, based on the number of course registrations before each semester, the University arranges class schedules, lecture halls, and lecturers accordingly..

Article 10. Withdrawal of registered courses

1. Withdrawal of courses from the registered study load is only accepted no later than 1 week from the beginning of the semester. From the 2nd week onwards, the University does not handle cases of withdrawal of courses and tuition fees. Beyond the above deadline, the course will still remain on the registration form and if the student does not attend class, it will be considered voluntarily dropping out and must receive an F grade.

2. Conditions for withdrawing registered courses:

- a) Students must submit an application for withdrawal to the Office of Academic Affairs;
- b) Approved by the management school or by decisions of the Chancellor;

Article 11. Repetition of courses

1. Students whose required courses receive an F grade must register to retake that course in one of the following semesters until they receive a grade of A, B, C or D.

2. Students whose elective courses receive an F grade must register to retake that course or change to another equivalent elective course.

3. For any courses with passing results, students are allowed to register to retake that same course or an equivalent course to improve the cumulative average score. The highest score will be taken to calculate the cumulative average score.

Article 12. Sick leave

Students who request sick leave during the course of study or during exams must submit a written request to the dean within one week from the date of illness, accompanied by a certificate from the University's health agency, or local health authorities or hospitals.

Article 13. Academic ranking

1. After each semester, based on the cumulative average score, students are ranked in terms of academic performance as follows:

- a) Normal rank: If the cumulative average score is 2.00 or higher (on a 4-point scale).
- b) Weak rank: If the cumulative average score is less than 2.00, but has not yet been academic expulsion.

Article 14. Temporary leave

1. Students have the right to submit to the Chancellor a written request for temporary school leave and reserve their results in the following cases:

a) Being mobilized into the armed forces;

b) Sickness or accident requiring long-term treatment. Students are required to secure confirmation from a medical agency;

c) Personal needs. In this case, the student must study for at least one semester, not fall into the cases of academic expulsion specified in Article 15 of this Regulation and must achieve a cumulative average score of not less than 2.00 (according to the 4 point grade scale). Temporary school leave due to personal needs must be counted into official study time according to regulations.

2. Students wishing to resume their study must submit to the Chancellor a written resume request at least one week before the start of the new semester.

Article 15. Academic warning, expulsion

1. Academic warnings are issued each semester to inform students of their poor academic results and to help them secure appropriate study directions in order to graduate within the prescribed maximum time. Students are subject to an academic warning if their semester average is below 0.80 for the first semester; below 1.00 for subsequent semesters.

2. After each semester, students will be subjected to academic expulsion if they fall into one of the following cases:

a) Subjected to academic warning for 2 consecutive semesters;

b) Dropping out without reasons;

c) Exceeding the prescribed maximum study time according to Clause 2, Article 5 of this Regulation;

d) Being disciplined for the second time for taking exams for other student or asking other to take the exam for himself/herself (impersonation);

e) Failure to fulfill the tuition obligations according to the University regulations.

The University will issue a decision for academic expulsion to students who are subjected to academic expulsion, or a decision of dismissal to students submitting an dismissal application and remove their names from the student list.

3. No later than one month after the student's decision of dismissal, the University issues a notice to the locality where the student has registered for permanent residence. In cases where the student has been accepted to programs of lower level or continuing education

programs, students who are subjected to the academic expulsion specified in points a, b and d, Clause 1 of this Article, have the right to apply for transfer to the new programs and transfer the academic results. The Chancellor considers and decides the transfer on each case.

Article 16. Concurrent curricula

1. A student following concurrent curricula is a student who wishes to register for a second program so that upon graduation, he or she will be awarded two degrees.

2. Conditions for concurrent curricula:

a) The discipline of the second curriculum shall be different from the one of the first curriculum;

b) The concurrent curricula shall be performed when the student has completed the first semester of the first year in the first curriculum;

c) In the first curriculum, the student shall be graded higher than “poor-ranking”;

3. Any student following the second curriculum who is subject to poor-ranking grades in the second curriculum shall suspend the second curriculum in the next semester.

4. The time limit for a student following concurrent curricula to complete his/her study is the time limit prescribed for the first curriculum specified in clause 2 Article 5 of this Regulation. When following the second curriculum, the student will have the results of the courses having a similar amount of knowledge of the first curriculum reserved.

5. A student shall be eligible for consideration for graduation in the second curriculum only when he/she is eligible for graduation in the first curriculum.

Article 17. Transfer

1. A student may be considered for school transfer in the following conditions:

a) The student transfer the residence within the study duration or the student has disadvantage conditions that needs to transfer to a school near to his/her residence to facilitate his/her study;

b) The student transfers to a school providing the same major or speciality with the one the student is participating;

c) The transfer is approved by both the director of the current school and the new school;

d) The student is not of the cases forbidden from school transfer specified in clause 2 of this Article.

2. School transfer is forbidden in the following cases:

- a) Student have taken the enrollment exams like other people but fail or have the result lower than the benchmark of the target school;
- b) The student other than the entities eligible for enrolling to the target school;
- c) The student is a freshman or a senior;
- d) The student is incurring a disciplinary measure of warning level or higher.

3. Procedure for school transfer:

- a) Any student wishing to transfer school shall submit an application according to the regulation of the school;
- b) The director of the target school may decide to accept or not; decide the future study of the student, the recognition of the courses of the student that are reserved and the amount of courses that the student needs to supplement on the basis of the difference between the curricula of the schools before and after transfer.

Chapter III

TESTING

Article 18. Assessment of course

1. Regarding the courses containing on theory contents or both theory and practice contents: Depending on the characteristics of the course, the course's grade is calculated on the basis of a part or all of the on-going scores, including the scores of the regular tests during the course; the scores of class participation of student; the scores of the practice; the score of attendance; the mid-term test result; the score of thesis and the final test result, where the final test result is always compulsory and have the weighing factor of not under 50%.

The choice of on-going assessment and weighing factors of the scores as well as the formula for calculating the final result for assessment shall be designed by the lecturers approved by the Director of school and shall be specified in the syllabus of the course.

2. Regarding the practice courses: students shall sufficiently attend the practice lessons. The arithmetic mean of the practice lesson in a semester that is rounded to 1 decimal place is the final result of the practice course.

3. The lecturer in charge of the course is responsible for designing the test questions and giving on-going assessment, excluding the final tests.

Article 19. Final tests

1. At the end of each semester, the University shall organize one and only final test.

2. Time for review for the test of a course shall be proportional to the number of credits of such course, at least 2/3 days for each credit.

3. Conditions for taking the final tests.

a) Students must fully participate in the practice classes and the practical part of the courses which includes both theory and practice;

b) Students must complete all major assignments, tests, reports after each practice, experiment, etc. as specified in the detailed outline of the course;

c) Students who are not eligible to take the final tests must receive a score of zero (0) and must register to retake that course in the following semesters.

d) Students who arrive 15 minutes late or more for the final tests will not be allowed to take the tests and must receive an “F” for that course.

Article 20. Design of question sheets, form of tests, marking and the limit number for taking final tests

1. Periodic tests, mid-semester tests, and practice tests are designed by the lecturer in charge of that course.

2. The final test questions shall be appropriate to the contents of the course specified in the curriculum. The question sheet may be designed or taken from the question bank according to the regulations on testing

3. The format of final tests can be a written exam (multiple choice or essay), oral exam, essay writing, major assignment, or a combination of the above forms. The exam formats are proposed by lecturers and approved by the dean.. The exam formats are required to be announced to students at the beginning of the semester.

4. The marking of the final test containing theory questions only and the marking of theses and coursework shall be carried out by the 2 lecturers.

5. The marking of the final test in the form of an oral test shall be carried out by the 2 lecturers. The scores of oral tests shall be published when the test finishes. If the two

lecturers who are in charge of marking the test fail to conclude agreement of the score, it shall be decided by a marking lecturer or head of subject groups or the dean.

6. Any student who is absent from the final test without good and sufficient reason shall be considered having taken the test and received 0 point for the main stage. Such students may take the auxiliary stage right then (if any) if allowed by the dean of the faculty.

The final test scores and the average score of the course shall be written on 3 copies of transcripts according to the form regulated by University and shall be signed by the marking lecturers. One of which shall be retained at the Office of Academic Affairs, another shall be sent to the Office of Testing and Quality Assurance and the other shall be sent to the registrar office of the school within 1 week after the marking finishes.

6. Any student who is absent from the final test without plausible reason receives an “O”. Students who are absent with legitimate reason need to follow procedures to receive an “I” grade (grade of incomplete course, specified in Article 22).

Article 21. Review of the final test results, appeal of periodic and midterm test results

1. Students have the right to request for review of the final test results. The request for review must be sent to the Office of Academic Affairs within 07 days from the date of test results announcement. The test results after review are final.

2. Students have the right to appeal to the periodic test results and midterm test results directly to the lecturer in charge of the course when the results are announced publicly in class. Once the transcript has been submitted to the University, students no longer have the right to appeal. In case there are differences between the published score sheet and the scores sheet which are input into the academic management system, the student is responsible for notifying and requesting the Office of Academic Affairs to re-check and give the student official responses.

Article 22. On-going assessment and course grades

1. Course grade is determined by the total scores of all the components of assessment of the course multiplying the respective weighting factor

2. On-going and final-exam scores are graded according to a 10-grade scale and rounded to 1 decimal place and converted to the 4-grade scale as follows:

Ranking		10-point grade scale	4-point grade scale	
			Letter	Number
Pass (cumulative)	Excellent	8,5 10	A	4
	Good	7,0 8,4	B	3
	Satisfactory	5,5 6,9	C	2
	Poor	4,0 5,4	D	1
Not pass	Fail	Below 4,0	F	0

The 4-point grade scale is the official assessment scale, used to consider academic performance, graduation, academic ranking and student outcomes for students.

A course is considered “pass” (cumulative) if the course's assessment score is D or higher. However, D is conditional “pass”. Students may choose to retake the course to improve in order to ensure the cumulative average score over the years. For courses that do not have sufficient information to be included in the semester's average score, the following symbols can be used:

I Incomplete

X No grade reported.

Regarding courses in which scores are permissible to transfer, the grading “R” shall be used enclosed with the result.

3. The grading A, B, C, D or F is applied in the following cases:

a) The courses having sufficient on-going scores, including the absence from class or exams without permission subject to receiving 0 point;

b) The transference from I grade, after having the on-going scores on which the students was permitted to fall behind;

c) The transference from X grade.

4. Apart from the cases specified in clause 3 of this Article, “F” grade is assigned to any student who commits violations against the regulations on examination and is the regulated entity of the decision on F grade.

5. The “I” grade is applied in the following cases:

a) During the course or during the final tests, student gets sick or has accident and cannot take the exams; such case shall be approved by the dean of the management faculty;

b) Students cannot take the on-going tests or exams due to objective reasons, approved by the dean of faculty.

Except for the special cases regulated by the Chancellor, before a new semester starts, the student receiving “I” grade shall complete the remaining tests for transference of scores. If the student has not completed the course or the transference of score but not subject to expulsion, he/she may continue their study in the next semesters.

7. The “R” grade is applied in the following cases:

a) The course results that are graded A, B, C or D in the assessment at the beginning of the semester (if any) for a number of courses of which exams are organized early enabling the accelerated study.

b) The courses whose results are recognized to be applicable to students who transfer from another school or another curriculum.

Article 23. The calculation of GPA

1. Before calculating the semester GPA and the cumulative GPA, the letter grades of each course shall be converted in number (4-point grade scale) as follows

A Is equivalent to 4

B Is equivalent to 3

C Is equivalent to 2

D Is equivalent to 1

F Is equivalent to 0

If the scale has more levels, the Chancellor shall regulate the conversion with 1 decimal place.

2. The semester GPA and the cumulative GPA shall be calculated according to the following formula and rounded to 2 decimal places:

Where:

A is the semester GPA or the cumulative GPA

a_i is the grade of the i th course

n_i is the credits of the i th course

n is the total number of courses.

The semester GPA used for consideration for scholarships or awards after every main semester shall be calculated only by the 1st result of the courses. The semester GPA and the cumulative GPA used for consideration for expulsion or grading of or the graduate grading shall depend on the highest final-exam result of each course.

Chapter IV

CONSIDERATION AND RECOGNITION FOR GRADUATION

Article 24. Graduation internship and thesis/project

1. Graduation internship is a 3-credit course for university students, with an internship period of 14 weeks.

- Students who meet the prescribed schedule can register for the graduation internship.
- Students who wish to register for the internship to graduate ahead of the prescribed schedule must complete the core courses required by the program and be approved by the management school.

- Students must implement their internship according to the University's general plan and fully comply with the rules and regulations of the University and the internship establishment. Requirements regarding professional aspects, time, and progress are implemented according to the guidance of internship supervisor at the internship establishment and lecturers.

- At the end of the internship, students must submit an internship report to the management school.

2. Graduation project/thesis is a course with a load of 07 credits.

- Students are required to complete the core courses according to regulations of each school for the corresponding program.

- Students may register for the thesis/project along with the graduation internship or after completing the graduation internship.

- Students can only write his/her thesis/project once he/she has completed and submitted the graduation internship report.

- Graduation thesis/project is calculated into the cumulative average score

- During the process of implementing the project/thesis, students must comply with the regulations and requirements regarding expertise, time, progress, and must not change the chosen topic without written approval of the appointed supervisor. Supervisors have the right to stop the implementation of the thesis/project and give the student an “F” if he/she does not fully comply with the requirements/assigned tasks or fail to meet the prescribed progress.

- After completing the thesis, students present the thesis to a panel of 03 members. The thesis score is the average of the scores given by the panel, supervisor and reviewer.

- Lecturers assigned to guide and supervise students on the internships and graduation thesis are responsible for supervising and guiding students through the internship process, internship reports and the graduation thesis.

3. Professional courses: Students who are not assigned to implement graduation projects or thesis must register for professional courses, if he/she has not accumulated a sufficient number of credits prescribed by the program.

The format of graduation thesis/project or studying and taking tests for professional courses is proposed by the Dean and approved by the Chancellor.

Article 25. Assessment of graduation thesis

1. The Chancellor shall decide the list of lecturers in charge of assessing the theses. A graduate thesis shall be assessed by 2 lecturers.

2. The thesis shall be graded in letter according to the regulations in points a and b clause 2 Article 23 of this Regulation. The results of the theses shall be announced not later than 3 weeks since they are submitted.

The grades of the theses are included in the final cumulative GPA.

3. Any student having a thesis receiving F grade shall redo the graduate thesis or take some more professional courses whose total number of credits is equivalent to the one of the graduate thesis.

Article 26. Conditions for consideration and recognition of graduation

1. A student shall satisfy the following conditions to be considered and recognized graduation:

a) The student is not liable to criminal prosecution or is not incurring an academic suspension until the time of consideration for graduation;

b) The student has completed the required courses prescribed by the curriculum

c) The final cumulative GPA is at least 2.00;

d) The student has the certificates of completion of National Defense Education and Physical Education courses, applicable to the disciplines that are not specialized in military education and physical education.

đ) Hold other certificate required by the student outcomes

e) Submit an application to the Office of Academic Affairs to request for graduation consideration for early or late graduation

2. After each semester, the graduation consideration council shall depend on the requirements for recognition of graduation specified in clause 1 of this Article to formulate the list of students eligible for graduation.

The Graduation consideration council shall include the Chancellor or the authorized Vice Chancellor as the President, the head of Academic Affairs as the secretary and the deans of specialized schools and head of the Student Affairs as members.

3. Depending on the request of the Graduation consideration council, the Chancellor shall sign the decision on recognition of graduation for eligible students.

Article 27. Issuance of the Certificate of graduation, reserve study, transfer of program and form of education

1. Certificates of graduation are issued according to the main discipline (single disciplinary or multidisciplinary education). The graduate grades shall be determined according to the final cumulative GPA as follows:

a) Excellent: the cumulative GPA is from 3.60 to 4.00;

b) Good: the cumulative GPA is from 3.20 to 3.59;

c) Fairly good: the cumulative GPA is from 2.50 to 3.19;

d) Average: the cumulative GPA is from 2.00 to 2.49.

2. The graduate grade of a student having the final results at excellent or good level shall be 1-level degraded in the following cases:

a) The number of failed credits exceeds 5% of the total credits regulated in the curriculum;

b) The student has incurred a disciplinary measure of warning level or higher during the study time.

3. The study results of students shall be recorded to the transcript by courses. The transcript shall state the major (concentration) or minor (if any).

4. If the study results of students satisfy the regulation in clause 1 Article 26 of this Regulation for the curricula corresponding to different disciplines, then the student shall be granted different graduate certificates corresponding to such disciplines.

5. If a student has not completed a military education or physical education course but the time limit of study has been exceeded, within 5 years since he/she terminates his/her study, he/she may return to University to complete the course to be eligible for graduation.

6. Any student who does not graduate is granted a certificate of the completed courses at school. Such students may apply for transfer to another program according to the regulations in clause 2 Article 15 of this Regulation.

Chapter V

HANDLING OF VIOLATIONS

Article 28. Disciplinary action against students who violate regulations on exams and testing

1. During the on-going tests, the preparation of theses, coursework or mid-term tests, final tests, preparation of graduate theses, any student committing violations against the regulations shall be imposed disciplinary penalties for each violation.

2. Any student who takes an exam by the name of another student and any student who requests another to take an exam by his/her name shall incur an academic suspension of 1 year (applicable to the initial violations) or incur an academic expulsion (applicable to the second violations).

3. Except for the cases specified in clause 2 of this Article, penalties on students who commit violations shall comply with the provisions in the Regulation on formal undergraduate enrollment./.