

STATUTES

On university-level training

(Issued together with Decision No. /QD-SIU dated June 2021

by the Chancellor of The Saigon International University)

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulation and subjects of application

1. This statute regulates the organization and management of university-level training under the credit system at The Saigon International University, including training organization; assessment of academic performances and issuance of diplomas; other rules for students.

2. This statute is applied to units and students of training courses at the regular university level at the Saigon International University.

Article 2. Training program

The training program is built in credit units, including objectives, outcome standards, knowledge load, content structure, and modules that are in accordance with the Vietnamese qualification framework; ensure requirements about transfer between training levels and specialties; meet training program standards according to current regulations of the Ministry of Education and Training. The program is periodically reviewed and adjusted according to regulations.

1. The contents and outcome standards of the training program are applied generally to different training forms and methods and different learners. For those who have graduated from another degree or other discipline, the actual academic load is determined on the basis of accreditation, or the transfer of credits accumulated and exemption from modules in the previous training program.

2. The training program is made public to learners before enrollment and at the beginning of the course; Changes and adjustments related to the training program shall be made in accordance with current regulations and announced before application, without causing adverse impacts on students.

3. For each program, the university provides a full-course standard study plan to guide students to enroll.

Article 3. Duration of training

1. Organize training by course, academic year and semester.

a) The course is the time designed for students to complete the training program of 1 specific discipline. Depending on the program, the course is prescribed as follows:

- An undergraduate course is conducted between three and a half and four academic years for holders of high school diplomas; from one and a half to two academic years for holders of college diplomas in the same training discipline.

b) An academic year has two main semesters, each main semester has at least 15 weeks of practical study and 3 weeks of examination. In addition to the two main semesters, depending on the actual situation and learning needs of students, the university organizes an additional semester (summer semester) for students to have conditions to retake the course, have make-up lessons or take courses beyond their levels. The additional semester has at least 5 weeks of practical study and 1 week of examination.

2. Maximum study time

The maximum time to complete the curriculum includes:

Training program	Designed time	Maximum time
University	4 years	8 years
College-University Transfer	2 years	4 years

- For students studying in university alliance program and exempted from the accumulated credit load, the maximum time to complete the course is determined on the basis of the time according to the standard full-course study plan reduced in proportion to the exempted load.

- After the maximum period of the course, the student will be removed from the list of students of the university.

Article 4. Method of organizing credit training

Credit-based training is a method of organizing training into module classes, allowing students to accumulate credits of each module and implement the training program according to the individual learning plan, in accordance with the teaching plan of the training institution.

1. Credits are used to calculate a student's academic load. One credit is stipulated to be worth 15 lessons of theory, or 30 periods of practice, experiment or discussion; 45 hours of internship at the facility, working on essays, large assignments or projects, graduation thesis. One lesson lasts 50 minutes. For theoretical or practical, experimental modules, in order to earn a credit, students must spend at least 30 hours of individual preparation.

2. Module is a relatively complete amount of knowledge, associated with a subject that is convenient for students to accumulate in the learning process. Modules are individually designed as part of the subject or structured as combinations of multiple subjects that are worth from 2 to 4 credits. The content is fully taught and evenly distributed over a semester and denoted by a unique code prescribed by the university.

Types of modules:

a) Compulsory modules mean modules containing the main knowledge contents of each program and are compulsory for students to accumulate;

b) Elective modules and groups of modules are modules and groups of modules containing necessary knowledge contents, but students can select according to the university's guidance to diversify their professional directions or optionally select in the list of elective subjects to accumulate a sufficient number of modules prescribed for each program;

c) Equivalent module: means one module or a group of modules in a training program of another course - discipline that is being organized training at university is allowed to accumulate to replace one module or a group of modules in the program of the training discipline;

d) Prerequisite module: Module A is the prerequisite module of module B, a necessary condition for learning module B is that students have accumulated module A;

e) Advanced module: Module A is the advanced module of module B, a necessary condition to learn module B is that students have studied module A;

f) Parallel modules: Module A is the parallel module of module B, a mandatory condition to register for module B is that students have registered for module A. Students are allowed to register for module B in the same semester students register for module A or in the following semester;

g) Conditional module: A module that is not counted in the number of credits accumulated in the training program, but students must study and be granted certificates or complete modules with satisfactory results to be eligible for graduation, including Defense - security education, Physical education, English skills, Informatics skills.

Article 5. Forms of formal training

1. Teaching activities are carried out at the university, except practical activities, internships, practical experiences and online teaching that can be carried out off-campus;

2. The time for organizing teaching activities ranges from 06:00 to 20:00 on weekdays from Monday to Saturday; the time for organizing specific activities of the training program shall comply in accordance with the University's regulations.

Chapter II

PLANNING AND ORGANIZING TEACHING

Article 6. Apply for admission

1. When applying for admission, students must submit documents as prescribed in the current University Admission Regulations. All documents when students enter must be placed in each individual's file bag managed by the Training Department of the university.

2. After considering the eligibility for admission, the Training Department shall submit to the principal for signature a decision recognizing the person who comes to study as an official student of the university and issuing a student card;

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

4. Admitted students are provided with full information about the objectives, contents and study plans of the programs, training regulations, obligations and interests of students.

Article 7. Teaching and Learning Plan

1. Teaching and learning plans detail the organization and implementation of training programs on an academic year or semester basis, in accordance with training forms and modes of training organization.

2. The school year plan shows the main time marks of training activities during the school year for all forms and programs and is promptly announced to relevant parties before the start of the school year. Each academic year has 02 main semesters, each main semester has from 15-16 weeks of study and from 2 to 4 weeks of exams. In addition, the university organizes an additional semester for students to have conditions to restudy their course, and have a makeup or advanced class, each extra semester has at least 5 weeks of study and 1 week of exams.

3. Semester plans include class opening plans, teaching and learning forms (offline or online), class schedules, exam schedules of modules held during the semester for courses, training programs and training forms. Semester plans are developed and announced promptly with all necessary information, ensuring convenience for students to develop their study plans and register for their studies.

4. The timetable shows the time, place and teaching and learning activities of each class of the training courses, forms and programs. The schedule of normal module classes is arranged evenly during the weeks of the semester.

5. Based on the volume and content of knowledge prescribed for training programs and standard teaching plans for the whole course, the Training Department makes a semester-by-semester timetable for each class of the form courses and training programs.

Article 8. Organize classes

Classes are organized by specialization or by module

1. Specialized class (*student class*): is a class that gathers students enrolled in the same training major of a course. The student class must be organized stably from the beginning to the end of the course to maintain the necessary activities of the entire course. Depending on actual conditions, the principal sets a minimum number of students for each class.

2. Modular classes (*module classes*): for students enrolled in the same module, same timetable, in the same semester. If the number of students registering is less than the prescribed minimum number, classes will not be held and students must register to transfer to other modules with classes, if the minimum study load for each semester is not met. Depending on actual conditions, the principal sets a minimum number of students for each class.

Article 9. Academic registration organization

1. Before the start of each semester, the Training Department guides students to register for modules during the semester. The registration of the modules that will be studied for each semester must ensure the prerequisites of each module and the learning sequence of each specific program.

2. Students must register for the modules they intend to study in the semester including new modules, some unpassed modules (to restudy) and some passed modules (to improve grades, if any) based on the list of modules opened and the registration conditions of each module.

3. Students must register for modules before the new semester starts within the time stipulated by the university (*newly admitted students do not have to register for modules for the first semester of the course*) and register for additional modules for restudying class (*failed modules*), modules of advanced classes, makeup classes, improving classes with the following course into classes do not coincide with the regular schedule. Students who fail to take registered modules are considered to have dropped out on their own and received an F.

4. The minimum academic load (in credits) that students must enroll in each main semester (except for the last semester of the course) is not less than $\frac{2}{3}$ of the average volume per semester according to the standard study plan; The maximum academic load does not exceed $\frac{3}{2}$ of the average volume per semester according to the standard study plan.

Article 10. Withdraw registered sets

1. The withdrawal of modules 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 modules and tuition fees. Outside the above deadline, the module will remain on the application form and if the student does not attend university, it will be considered as voluntarily dropping out of school and must receive an F.

2. Conditions for withdrawing registered modules:

a) Students must write their own application to the Training Department of the university;

b) Not violating the conditions on the minimum number of credits students must enroll in each semester specified in Clause 4, Article 10 of this regulation.

Article 11. Re-enroll, improve learning

1. Students whose compulsory modules receive an F must re-enroll in that module in one of the following semesters until they achieve grades A, B, C or D.

2. Students whose elective modules receive an F grade must re-enroll in that module or change to another equivalent elective module.

3. For any modules that have already achieved results, students are allowed to re-register for the same module or equivalent module to improve the cumulative overall GPA. The highest score between the 2 times will be taken to calculate the cumulative GPA used for graduation ranking.

Article 12. Organize teaching and learning

1. Requirements for teaching and learning organization:

a/ To promote the professional capacity and professional responsibilities of the teaching staff, in accordance with regulations on the working regime of lecturers;

b) Promote the active role while heightening the responsibility of students, creating conditions and motivation for students to make efforts to study; maintain school discipline, improve the quality and effectiveness of training;

c) Establish an internal inspection and supervision mechanism and a quality improvement system based on collecting and evaluating learners' feedback.

2. Online teaching and learning:

a) The university organizes online classes when meeting current regulations on information technology application in management and organization of online training; come up with quality assurance solutions and prove that the quality of online classes is not lower than the quality of face-to-face classes;

b) For formal training, a maximum of 30% of the total volume of the training program shall be conducted by online classes. In case of natural disasters, complicated epidemics and other force majeure circumstances, the university follows the guidance of the Ministry of Education and Training.

3. Assign teaching instructors

a) The assignment of lecturers as head teachers and academic advisors shall be proposed by the institutional unit manager, Training Department submits to the principal for decision;

b) The assignment of teaching lecturers and lecturers to guide students in experiments, practice, internships, projects, theses and other learning activities shall be carried out by the managing unit according to the teaching plan of the academic year or semester under the chairmanship of the Training Department.

4. Get learner feedback

Every main semester, the university collects student feedback on the quality assurance and learning effectiveness conditions for all classes of the school. The organization of collecting opinions and using and announcing the results of collecting feedback from learners shall comply with the Regulations on the organization of quality assurance survey activities of the university.

5. Responsibilities and rights of lecturers assigned to teach or guide students

a/ To take responsibility for teaching content towards school and law;

b) Carry out the teaching and assessment work in accordance with the approved module detailed outline, required number of periods and on schedule as prescribed;

c) Make exam papers and test questions, grade the process and ensure that the module finishes on schedule according to the University's regulations. The evaluation of the process and the marking of the module must ensure accuracy, objectivity and fairness;

d) Strictly abide by the regulations of the University and the Branch.

6. Responsibilities of specialized units and related management and support units

a) Responsibilities of training units (Training Departments, Faculties) are to perform their functions and tasks and follow current regulations of the university;

b) Responsibilities of the Administration & Student Services Department are to inspect the conditions of facilities and ensure the quality of training; inspect and supervise the teaching work of lecturers in the implementation of regulations on schedules, manners and attendance.

7. Responsibilities and rights of students when participating in learning

a) To abide by the rules and regulations of the university;

b) Be active in learning; prepare lessons before class, participate in learning and perform activities according to the instructions and requirements of the teachers;

c/ To be respectful and polite to lecturers; united to help each other in the learning process;

d/ Counteract negativity and cheating in study and examinations.

Chapter III

ASSESSMENT OF LEARNING OUTCOMES AND ISSUANCE OF DIPLOMAS

Article 13. Module evaluation

1. For modules that are only theoretical or have both theory and practice:

Students are assessed through the following 3 component points:

a) Process score (20%) includes attendance score 10%, scores for participation in class activities, individual or group tests 10%;

b) Mid-term exam score (30%) includes at-class tests, theory, practice, oral tests, essays, large exercises, etc.;

c) Final exam scores (50%) include final exams according to the common schedule of the university or the form of writing essays, making projects, and presentations according to subject characteristics. If students skip the final exam of the module without a good reason, they will receive an F and must retake that module.

2. For practice modules: Students must attend all practice lessons. The grade of the practice module is the average of all practice report grades rounded to one decimal place during the semester.

3. The lecturer in charge of the module shall directly issue exam questions, test questions and grade the assessment of the part; grading the final exam shall comply with the regulations on the organization of the module-end exam.

4. Component scores are graded on a scale of 10 points (rounded to 1 decimal place), the assessment method and assessment form for each component score are specified in the detailed outline of each module.

A module assessment score (also known as a module score or a module-end score) is the final score for evaluating a module, which is the sum of the official scores in percentage (%).

Article 14. How to calculate module scores

1. Module scores are calculated from the sum of component scores multiplied by the corresponding weight. Module scores are calculated on a 10-point scale (from 0 to 10), rounded to one decimal place, and graded in letters, corresponding to a 4-point scale, as follows:

a) Graded passing grades which are applicable to modules included in the GPA, include:

Rating		Band 10	Band 4	
			Letter Score	Scores
Reach (cumulative)	Excellent	8,5 □ 10	A	4
	Good	7,0 □ 8,4	B	3
	Average	5,5 □ 6,9	C	2
	Below Average	4,0 □ 5,4	D	1

A module is considered a pass (cumulative) if the module score assessed is grade D or higher. However, D points are called conditional passing points. Students can improve their D points to ensure an overall GPA accumulated over the years.

b) Non-graded passing grades, applicable to modules that only require passing, not counted in the GPA:

P: from 5.0 and above

c) Type of failing:

Rating		Band 10	Band 4	
			Letter Score	Scores
Failed	Weak	0 □ 3.9	F	0

2. 4-point scale is the official assessment scale used to consider academic results, graduation examination and graduation rankings for students.

3. Some special cases use letter scores to grade, which do not add to the overall GPA.

For modules that do not have enough basis to include in the calculation of the semester GPA, the following symbols are used when assessing the level:

I: Incomplete grades due to postpone exams and tests with permission.

X: Incomplete score due to insufficient data.

R: Module grades are exempt from study and credit recognition.

4. The grade I shall be for the following cases:

a) During the study period or during the semester final examination, students get sick or have an accident that prevents them from attending the tests or examinations, but they must make an application with reasonable evidence to the Training Department within 5 days from the date of absence of the exam. Over the above deadline, students are not considered for grade I;

b) Upon receipt of grade I, except for special cases prescribed by the principal, within a maximum of the next 2 main semesters, students must make an application for the exam to complete the outstanding module. After the exam, grade I will be changed to the score achieved by the student. After 2 main semesters, if students do not register for the exam, grade I will automatically convert to grade F.

Article 15. Holding the end-of-module exam

1. At the end of each semester, the university organizes a single exam for the end of the module.

2. The time allotted for exam preparation at the end of a module is directly proportional to the number of credits of that module, at least 2/3 of a day for one credit.

3. Conditions for taking the module final exam:

a) Students must attend all practical exercises and practical parts of the module that are both theoretical and practical;

b) Students must complete major exercises, tests, and reports after each practice, and experiment, etc., specified in the detailed outline of the module;

c) Students who are not eligible to take the final exam of the module must receive an F grade and re-enroll in that module in the following semesters.

d) Students who arrive late for the exam will not be allowed to enter the exam room and must receive an F grade for that module.

Article 16. Issuing exam questions, exam format, marking and the number of times to take the module final exam

1. Regular, mid-term examinations and internship tests shall be undertaken by the lecturer in charge of that module.

2. The questions in the module final exam must be consistent with the module content specified in the module syllabus. Issuing exam questions, obtaining from the exam bank, or keeping exam questions under lock and key shall comply with the Examination Regulations.

3. The form of the exam at the end of the module may be a written examination (multiple choice or essay), oral question, essay writing, large assignments, or a combination of the above forms proposed by lecturers and approved by the dean. The form of the end-of-module exam is communicated to students at the beginning of the semester.

4. The marking of written examinations and the marking of essays and major assignments at the end of modules must be undertaken by two lecturers.

5. The oral exam at the end of the module must be conducted by two lecturers. Oral test scores are publicly announced after each exam session. In case two examiners

cannot agree on the marking, the examining lecturers shall submit it to the head of the department or dean for decision.

The scores of the final module and module scores are recorded on the transcript in the school's form, signed by both examining instructors and made in three copies. Original transcripts are kept in the Training Department; Department of Testing and Quality Assurance; The Faculty Office saves a copy. The deadline for announcing module-end test scores for students is at least 02 weeks after the end of the module exam.

6. Students who are absent from the module final exam, if there is no good reason, must receive an F grade. Students who are absent for a good reason at the semester final exam need to carry out procedures to receive grade I (uncompleted grades, specified in Clause 4 Article 14.

Article 17. Re-examining and appealing grades

1. Students have the right to request re-examining of the final exam results, the application for review must be sent to the Training Department within 7 days from the date of announcement of module results. The time limit for judging and announcing assessment results shall not exceed 10 days from the date of receipt of the student's application. The result of the review is the final result.

2. Students have the right to complain about process assessment scores and midterm grades directly with the module instructor when being announced grades at class. Once the scorecard has been submitted to the university, students no longer have the right to appeal about these grades; or when detecting any discrepancy between the published transcript and the score entered and stored in the academic management system, the students are responsible for notifying and requesting the Training Department to check and reply to students about the test results.

Article 18: Evaluation of learning results by semester and academic year

1. Students' learning results are assessed after each semester or after each academic year, based on the results of modules in the requirements of the training program that students have studied and been graded according to the following criteria:

a) The total number of credits of modules that students failed to achieve in a semester, in an academic year, or owed at the beginning of the course;

b) The total number of credits of the modules that students have achieved since the beginning of the course (cumulative credits) including modules exempted from study and recognized for credits;

c) The average score of the modules that students have studied in a semester (semester GPA), in an academic year (GPA of the academic year) or calculated since the beginning of the course (cumulative GPA), calculated according to the official score of the module and weighted by the number of credits of that module.

2. Semester GPA is used to grade students' academic performance by semester and process academic results (academic warnings, forced dismissals).

3. The average score of the academic year (only calculated in 02 main semesters) is used to consider conditions for students' scholarships.

4. The cumulative GPA is calculated with the highest grade in all the times students study the module. The cumulative GPA of the entire course is used to rank graduation.

Article 19. How to calculate GPA

1. In order to calculate the GPA, the letter score of each module must be converted into the following scores:

A corresponds to 4

B corresponds to 3

C corresponds to 2

D corresponds to 1

F corresponds to 0

2. Semester GPA, academic year GPA and cumulative GPA are calculated according to the following formula and rounded to 02 decimal places:

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

Where:

A is the semester GPA, school year GPA, or cumulative overall GPA

a_i is the grade of the first module

n_i is the number of credits of the first module

n is the total number of modules.

Article 20: Learning capacity and level ranking in a year

1. Students are graded according to semester GPA, academic year GPA or cumulative GPA as follows:

From 3.6 to 4.0: Excellent;

From 3.2 to near 3.6: Good;

From 2.5 to near 3.2: Pretty;

From 2.0 to near 2.5: Average;

From 1.0 to near 2.0: Weak;

Below 1.0: Poor.

2. Students' grades in a year are ranked based on the number of credits accumulated from the beginning of the course (referred to as N) and the average number of credits per academic year according to the standard study plan (referred to as M), specifically as follows:

a) First-year level: $N < M$;

b) Second-year level: $M \leq N < 2M$;

c) Third-year level: $2M \leq N < 3M$;

d) Fourth-year level: $3M \leq N < 4M$;

dd) Fifth-year level: $4M \leq N < 5M$.

Article 21. Processing credit learning outcomes

1. Warning of academic results is implemented each semester, in order to help students with poor academic results know and have appropriate study directions so that they can graduate within the maximum time allowed to study the program. The warning of academic performance is based on the following conditions:

a) The total number of failed credits in the semester exceeds 50% of the volume registered in the semester, or the total number of outstanding credits from the beginning of the course exceeds 24;

b) The semester GPA is less than 0.8 for the first semester of the course; less than 1.00 for subsequent semesters.

2. A student shall be forced to drop out of school if they fall into one of the following cases:

a) Getting study warns in 2 consecutive semesters;

b/ Arbitrarily dropping out of school without reason;

c/ Exceeding the maximum time allowed to study at the school according to Clause 2, Article 3 of this Regulation;

d) Being disciplined for the second time for the reason of taking the exam for another or having the exams done by another;

e) Failing to fulfill tuition fee obligations for semesters as prescribed by the school.

The school will make a decision to expel students who are forced to leave school, or have a withdrawal application and remove their name from the students list.

3. No more than one month after students receive a dismissal, the school will send a notification to the local authorities where students have permanent residence. In case there are lower-level training programs or corresponding continuing education programs at school students studied or at other schools, students who are subject to forced dismissal specified at Points a, b and d, Clause 1 of this Article, have the right to apply for transfer to those programs and reserve a portion of the results in the old program when studying in those new programs. The principal shall consider the decision to reserve academic results on a case-by-case basis.

Article 22. Recognition of learning outcomes and credit transfer

1. Learners' academic results which have been accumulated from another training level, training discipline or training program, another course or from another training institution are considered for recognition and conversion to credits of modules in the training program students have attended.

2. The professional council of the University shall consider recognizing and transferring credits on the basis of comparing outcome standards, learning content and load, methods of module assessment and conditions for quality assurance of program implementation according to levels:

a) Recognition and conversion by each module;

b) Recognition and conversion by each module group;

c) Recognition and transformation by the whole training program.

3. Conditions for recognition of learning results and credit transfer.

a) Students make an application for exemption and recognition of module credits together with valid transcripts of the training program studied, and send them to the Training Department within 10 days before the start of the course;

b) The module score for exemption and credit recognition must be a grade of C or higher for modules that are included in the GPA or a grade P for modules that are not included in the GPA as prescribed in the training program.

4. The maximum volume recognized or converted must not exceed 50% of the minimum academic load of the training program.

Article 23. Graduate internship, project work or graduation thesis

1. Graduate internship is a module with a volume of 3 credits for university students, a 14-week internship period. Students must participate in an 8-week internship after the 2nd year to be eligible for a graduate internship.

- Students who meet the standard schedule can register for the graduate internship module.

- Students who wish to register for the graduate internship module before the standard schedule, must complete the core modules of the training program and be approved by their faculty.

- Students must practice according to the general plan of the school and fully comply with the rules and regulations of the school and the internship unit. Requirements for speciality, time and progress are carried out under the guidance of experts at the internship unit and lecturers.

- At the end of the internship, students must submit an internship report to their faculty.

2. Graduation thesis/project is a module with a volume of 7 credits.

The duration of the graduation thesis/project is combined with the final professional internship and is completed one month after finishing the 14-week internship.

- Students complete the core modules as prescribed by each discipline or major faculty.

- Students register for the thesis/project module along with the graduate internship module or after completing the graduate internship module.

- Students are only allowed to defend their theses/projects when they have submitted their graduate internship report.

- The graduation theses/projects are counted in the cumulative overall GPA of the entire course.

- In the process of implementing the project, students must comply with regulations and requirements about speciality, time and progress, do not arbitrarily change the topic without the written approval of the instructor. The instructor reserves the right to stop instructing students and give an F if students fail to fulfill the

requirements and tasks assigned when the progress to complete the thesis is not guaranteed.

- After completing the thesis, students make presentations to a 3-member committee. The essay score is the average of the board's, instructor's, and critical lecturer's scores.

- Lecturers assigned to guide students implement graduate internship and graduate theses are responsible for monitoring, examining and guiding students in the internship process and completing graduation internship reports and graduation thesis.

Article 24. Marking projects, graduation theses

1. The principal shall decide on the list of lecturers to mark graduation projects and thesis. The marking of each graduation thesis and project must be undertaken by 2 lecturers.

2. Graduation thesis and project scores are included in the cumulative overall GPA of the entire course.

3. Students whose graduation projects or thesis get an F grade, must re-register to redo the project or graduation thesis.

Article 25. Conditions for graduation examination and recognition of graduation

1. Students who fully meet the following conditions shall be considered and recognized by the university:

a/ Until the time of graduation consideration, they are not examined for criminal liability or are not in the process of being disciplined at the level of academic suspension;

b) Accumulate a sufficient number of modules prescribed for each training program;

c) The cumulative GPA of the whole course is 2.00 or higher;

d/ Having certificates of defense education and physical education for non-specialized disciplines about military training and physical education and sports;

e) Having other certificates meeting the school's standards;

f) Submit an application to the Training Department for graduation consideration in case of eligibility to graduate earlier or later than the design time of the course.

2. The graduation committee bases the conditions for graduation recognition on Clause 1 of this Article to make a list of students who are eligible for graduation.

The chairman of the school graduation committee is the principal or vice principal authorized, the secretary is the head of the training department, the members are the deans of professional faculties and heads of student affairs.

3. Based on the proposal of the graduation council, the principal shall sign a decision recognizing graduation for students who are eligible to graduate.

Article 26. Diploma issuance

1. University diplomas shall be granted according to training disciplines according to current regulations of the Ministry of Education and Training and the University.

2. The graduating grade is determined based on the cumulative GPA of the whole course, as follows:

- a) Excellent grade: Cumulative GPA from 3.60 to 4.00;
- b) Good grade: Cumulative GPA from 3.20 to 3.59;
- c) Fair grade: Cumulative GPA from 2.50 to 3.19;
- d) Average grade: Cumulative GPA between 2.00 and 2.49.

3. The graduation grade of students with excellent and good cumulative GPA will be reduced by one level if it falls into one of the following cases:

- a) The volume of modules that are re-studied exceeds 5% of the total number of credits prescribed for the whole program;
- b) The student has been disciplined at a warning level or higher during the study period.

3. Students' academic results must be recorded on transcripts for each module. The transcript must also include a major (intensive direction) or minor (if any).

4. If students' learning results satisfy the provisions of Clause 1, Article 25 of this Regulation for some training programs corresponding to different training disciplines, students shall be granted different diplomas corresponding to those training disciplines.

5. When the maximum study time as prescribed for students is over but students are not eligible to graduate because they have not completed the modules of National Defense and Security Education, or Physical Education or have not met the standards in foreign languages and information technology, they may complete the missing conditions and apply for graduation consideration within 3 years from the time of leaving school.

6. Non-graduates are issued certificates of modules studied in the school's program. These aspiring students are entitled to apply for transfer to other programs as stipulated in Clauses 3, Article 21 of this Regulation.

Chapter V

OTHER RULES FOR STUDENTS

Article 27. Temporary absence, leave school

1. Students are entitled to apply for temporary leave of absence and reserve their learning results in the following cases:

- a) Being deployed into the armed forces;
- b) Being assigned by competent authorities, representing their countries to participate in international examinations and tournaments;
- c) Being sick, maternity, or having an accident requiring long-term treatment certified by a competent medical examination and treatment establishment according to regulations of the Ministry of Health;
- d) Having other personal reasons but having to study for at least 01 semester and are not in the cases of being considered for forced dismissal or disciplinary review.

2. The time students temporarily leave school due to personal needs must be

counted in the official study time specified in Clause 5, Article 3 of this Regulation.

3. Procedure for consideration of temporary absence: students submit an application at least 01 week before the semester starts. The principal makes the decision to dismiss students temporarily. Once approved, students can reserve their previous academic results until they return to continue their studies. In case of late procedures, the principal shall consider resolving each specific case.

4. Students who leave school temporarily, when they want to return to study at the school, must write a re-admission form to the Training Department at least 01 week before the new semester starts. The principal makes the decision to re-enroll students.

5. Students who withdraw from school for personal reasons, except in cases of forced dismissal or disciplinary review, and want to return to study must apply for entrance like other candidates.

6. Students who resign from school are issued a certificate of the modules accumulated in the school's training program if the need arises.

Article 28. Changing majors, changing places of study, changing training institutions, changing forms of study

1. Students are considered to transfer to another program, discipline, or another branch of the University, or from the branch to the head office when they meet the following conditions:

a) Not being first-year or final-year students, not being considered for forced dismissal and still having enough study time as prescribed in Clause 2, Article 3 of this Regulation;

b) Students who meet the matriculation conditions of the training program and discipline, in the same enrollment course;

c) The school, head office (or branch) has all conditions for quality assurance, and has not exceeded the training capacity for such training programs and branches according to current regulations of the Ministry of Education and Training;

d) With the consent of the heads of specialized units that are in charge of the training programs and disciplines, the person in charge of the division (place of transfer and arrival) and the university principal.

2. Students are considered to transfer training institutions when they fully meet the following conditions:

a) Not being first-year or final-year students, not being considered for forced dismissal and having enough study time as prescribed in Clause 2, Article 3 of this Regulation;

b) Students who meet the matriculation requirements of the training program and discipline of the enrollment course at the place of transfer;

c) The place of transfer must fully meet the conditions of quality assurance and not exceed the training capacity for such training programs according to current regulations of the Ministry of Education and Training;

d) Obtaining the consent of the principals of the training institution applying for transfer and the training institution applying for arrival.

3. Students are considered to switch from formal training to work-study or distance learning at the training institution (when conditions of the training institution allow) if there is enough time to study as prescribed for the arrival.

Article 29. Student exchange and cooperation in training

1. In case there is training cooperation between training institutions, the mutual assessment and recognition of the number of credits accumulated by students at other coordinating training institutions shall not exceed 25% of the total volume of the training program.

2. The university will specify conditions for student exchange, training cooperation, recognition of learning results and credit transfer for students when implementing the training program and publicize it on the website of the training institution (if any).

Article 30. Study two programs at the same time

1. For credit-based training, students can enroll in additional modules of another program or discipline when the conditions of the training institution allow, but only enjoy official benefits and be considered for recognition of graduation from the second program when they have successfully registered for the second program as prescribed in Clause 2 of this Article.

2. Students can enroll in the second program if only they have been placed in the second year of the first program. At the time of registration, students must meet 01 of the following 02 conditions and other conditions of the training institution:

a) Academic capability based on the cumulative GPA is good or higher and meets the quality assurance threshold of the second program in the year of enrollment;

b) Academic capability based on the cumulative GPA is average and meets the matriculation requirements of the second program in the year of enrollment.

3. During the course students studying two programs at the same time, if their cumulative GPA of the first program is below average or is subject to an academic outcome warning, they must stop studying the second program in the next semester; Students will be excluded from the list of enrolling in the second program.

4. The maximum time allowed for students studying two programs at the same time is the maximum time prescribed for the first program, specified in Clause 2, Article 3 of this Regulation. When studying the second program, students are recognized for the results of modules with the same content and amount of knowledge contained in the first program.

5. Students are only considered for graduation from the second program if they are eligible to graduate from the first program and have registered at least 02 years before the time of graduation consideration for the second program.

6. The university only organizes the second program training for students when meeting the quality assurance requirements on enrollment quotas and training capacity; simultaneously, there are detailed regulations on the process, procedures, and conditions for registration and issuance of diplomas of the second program.

Article 31. College to university transfer for other degree holders

1. Learners making transition from college to university implement the training

program and register to study according to the same general plan as other students in the same form of training. On the basis of credit recognition and transfer, students are exempted from the modules corresponding to the accumulated academic load as prescribed in Article 22 of this Regulation.

2. Conditions and procedures for admission to upgrading studies; the recognition, transfer of credits and module exemptions for diploma-upgrading students will be specified in writing by the principal.

Article 32. Handling violations against students

1. Students cheating in examination and learning results assessment will be disciplined for each module that students have violated according to the provisions of the current Regulations on High School Graduation Examination promulgated by the Ministry of Education and Training, except for the case specified in Clause 2 of this Article.

2. Students who take the exam for another or have their exam done by another are disciplined at the level of 01-year suspension for the first violation and forced dismissal for the second violation.

3. Learners who use fake documents, diplomas or certificates as conditions for admission or graduation will be forced to drop out; If the diploma has been issued, it will be revoked or canceled.

Chapter V

ENFORCEMENT TERMS

Article 33. Storage mode

The university is responsible for storing and safely preserving documents related to training in accordance with regulations promulgated by the Ministry of Education and Training.

1. The decision on matriculation, the original transcript, the decision on recognition of graduation, the original book of issuance of diplomas to students are archives that shall be preserved permanently.

2. Other documents related to enrollment and training are stored and preserved during the training process.

3. The destruction of documents related to enrollment and training and exceeding the storage time shall comply with current regulations of the government.

Article 34. Enforceability

This Regulation comes into effect according to the Decision issued by the principal.

Article 35. Amendments to the statute

In the course of implementation, depending on actual conditions, the principal will consider and decide to amend and supplement the regulations.

CHANCELLOR