

STATUTE ON RECRUITMENT AND TRAINING IN MASTER’S PROGRAMS

*(Issued under Decision No: 59/QĐ-SIU dated 27 April, 2020 by the Chancellor of
the Saigon International University)*

Chapter I

GENERAL PROVISIONS

Article 1. Scope of adjustment and applicable object

1. This Regulation stipulates the recruitment, organization and management of training at Master's level and granting Master's Degrees of The Saigon International University.
2. This Regulation applies to the departments and individuals involved in the process of recruitment, organization and management of training at Master's level and granting Master's Degrees of The Saigon International University.
3. This Regulation is not applied to the enrollment and organization of training programs of master's degrees awarded by foreign educational institutions (including joint training programs with foreign countries in accordance with regulations on foreign cooperation and investment in the field of education).

Article 2. Training program

1. The master's training program is developed, appraised and promulgated by the University according to research orientation or application orientation, meeting the requirements of the Vietnam National Qualifications Framework and regulations on training program standards of the Ministry of Education and Training.
2. The training program is conducted for the grant of a master's degree in accordance with this Regulation; and does not grant another higher education degree.
3. The training program is generally applicable to different forms and methods of training, organization, and learners.
4. The training program must stipulate:
 - a) List of relevant majors for learners who have graduated from a Bachelor’s Degree (or equivalent level or higher);
 - b) Foreign languages accepted for the input and output standards; The input and output foreign languages are required for each learner to be in the same language *(According to the reference table to convert foreign language diplomas and certificates equivalent to Level 3 and Level 4, 6-level foreign language competency framework for*

Vietnam is issued together with the Circular 23/2021 of the Ministry of Education and Training as specified in the appendix of this regulation).

5. The training program must include compulsory contents as prescribed by the Ministry of Education and Training.

6. Training programs taught and studied in foreign languages must comply with regulations promulgated by the Prime Minister.

7. Changes and adjustments related to the training program are made in accordance with current regulations and announced to students before application.

Article 3. Form and duration of training

1. Formal training is applied to research-oriented programs and application-oriented programs. The form of distance training is applied to the application-oriented program.

2. For each form of training, the University provides a standard full-course study plan for each training program to orient students.

3. The learning volume and training time are specified as follows:

a) The learning volume of the training program, each module is determined by the number of credits.

b) The time according to the standard study plan of the whole course is determined in accordance with the time specified in the Structural Framework of the national education system, while ensuring that the majority of students complete the training program;

c) The time according to the standard study plan of the whole course for the form of distance training is at least 20% longer than that of the formal training form of the same program;

- The time according to the standard study plan of the full course of the formal training of research-oriented and application-oriented master's program is 1.5 years.

- The time according to the standard study plan of the full course of the distance training of research-oriented and application-oriented master's program is 2 years.

d) The maximum time for students to complete the course is specified in this Regulation and must not exceed 02 times according to the standard study plan of the whole course for each form of training.

Article 4. Recognition of learning results and credit transfer

1. Learners are considered for recognition and conversion of credits of some modules when they have studied another master's training program or graduated from a particular intensive training program as prescribed in Article 14 of Decree No. 99/2019/ND-CP dated December 30, 2019 of the Government detailing and guiding the implementation of a number of articles of the Law amending and supplementing a number of articles of the Law on Higher Education. The number of credits recognized and converted must not exceed 30 credits.

2. Students who are studying a Bachelor's Degree training program (or equivalent level or higher) whose academic performance is calculated by the cumulative GPA of good grade or higher can be enrolled in some modules of the Master's Degree training program

at the same training institution in advance. The number of accredited credits does not exceed 15 credits.

3. Courses will be considered for recognition and credit conversion according to the provisions of Clauses 1 and 2 of this Article when meeting the following requirements:

a) Meet the output standards, and requirements for lecturers, have equivalent content, have the same or greater number of credits and other requirements of the modules in the master's training program;

b) The evaluation score is from C on the letter scale (or equivalent conversion) or higher;

c) The time of completion is not more than 05 years from the time of consideration for recognition and conversion.

4. The process of considering and recognizing learning results and transferring credits, specifically:

- At the beginning of admission, students make an application to consider the recognition of their learning results and convert the accumulated course credits with proofs to the Graduate Institute.

- Establishment of a Council for consideration and recognition of academic results and credit conversion, signed and decided by the Rector, consisting of a chairperson, secretary, and members. The number of council members is determined by the Principal.

- Council meeting for recognition and credit conversion.

- Principal signing the decision to recognize learning results and transfer credits.

- Notifying the results of consideration for recognition and credit transfer to students.

Chapter II

RECRUITMENT

Article 5. Subjects applied and conditions

1. Requirements for candidates:

a) Have graduated or have qualified for recognition of a Bachelor's Degree (or equivalent level or higher) in a relevant discipline; for a research-oriented program that requires a graduate grade of good or higher or has a scientific publication related to the field of study or research;

b) Having foreign language ability at Level 3 or higher according to the 6-level Foreign Language Competency Framework for Vietnam;

c) Meet other requirements of the training program standards issued by the Ministry of Education and Training and according to the regulations of the training program.

2. The relevant major mentioned in Clause 1 of this Article and other articles of this Statute is a training major at the Bachelor's level (or equivalent level or higher) that equips learners with the necessary professional background to continually study with the Master's training program of the respective study areas, specified in the entry standards of the Master's training program; stipulate cases in which additional study requirements must be completed before applying according to the annual enrollment notice. For administration

and management majors, training under an application-oriented Master's program, relevant majors at the Bachelor's level include those directly related to the profession and expertise of the field of management.

3. Candidates satisfy the requirements specified at Point b, Clause 1 of this Article when they have one of the following diplomas and certificates:

a) Bachelor's degree or higher in foreign languages; or a university degree or higher diploma where the program is conducted primarily in a foreign language;

b) Bachelor's degree or higher, granted by the training institution itself for a period of not more than 2 years, but the program's output standards have met the foreign language requirements at Level 3 or higher according to the Foreign Language Competency Framework 6 tiers for Vietnam;

c) One of the foreign language diplomas or certificates at a level equivalent to Level 3 or higher according to the 6-level Foreign Language Competency Framework for Vietnam specified in the Appendix of this Regulation or other equivalent certificates issued by the Ministry of Education and Training. Education and Training announced, valid until the date of registration.

4. Candidates who are foreign nationals, if applying for a master's program in Vietnamese, must have attained the Vietnamese language level of Level 4 or higher according to the Vietnamese Language Competency Framework for Foreigners or have graduated. university (or equivalent level or higher) where the training program is taught in Vietnamese; meet the requirements for a second foreign language as prescribed by the training institution (if any).

5. For a training program taught and studied in a foreign language, candidates must meet the foreign language requirements, specifically when having one of the following diplomas and certificates:

a) Bachelor's degree or higher in the language used in teaching; or a diploma of university level or higher in which the program is conducted primarily in the language of instruction;

b) One of the diplomas or certificates of the language used in teaching reaching a level equivalent to Level 4 or higher according to the 6-level Foreign Language Competency Framework for Vietnam specified in the Appendix to this Regulation or certificates Other equivalents announced by the Ministry of Education and Training, valid until the date of registration.

Article 6. Priority subject and policy

1. Priority subjects:

a) People who have worked continuously for 2 years or more (up to the deadline for applying for the exam) in the localities specified as area 1 in the current recruitment regulations on formal training at universities and colleges. In this case, the candidate must have the decision to offer the job or to transfer the work from a competent agency or organization;

b) War invalids and beneficiaries of policies similar to war invalids;

c) Children of martyrs;

- d) Hero of the Armed Forces, Hero of Labor;
- đ) Ethnic minority people with permanent residence for 2 years or more;
- e) The biological children of resistance activists infected with toxic chemicals, recognized by the provincial-level People's Committees as having deformities, reduced self-reliance in daily life and study as a result of toxic chemicals.

2. Priority level:

Candidates who fall under the priority subjects specified in Clause 1 of this Article (including those belonging to many priority subjects) will be added to the test results with ten points for foreign language subjects (100-point scale) if they are not exempted foreign language exam according to this Regulation and plus one point (10-points scale) for one of the two entrance exams prescribed by the University or plus 10 points (100-point scale) for the candidate's competency interview results.

Article 7. Admission methods

1. The enrollment is held once or several times a year by the University's decision when satisfying the conditions for ensuring the quality of the master's training program in accordance with current regulations.

2. The enrollment method for each year is decided by the University, including entrance examination, admission examination or a combination of entrance examination and examination.

The organization of the entrance exam/examination or the combination of entrance examination with the entrance exam and assessment of English language proficiency must ensure a fair, objective and honest assessment of the knowledge and capacity of the applicants.

Online enrollment method when meeting the quality assurance conditions so that the evaluation results are as reliable and fair as for direct enrollment.

Article 8. Admission notification

The admission notice is publicly published on the University's website at least 45 days from the closing date of the application, including the following information:

- a) Subjects and conditions for recruitment;
- b) Enrollment quotas according to the training program and form of training;
- c) List of relevant majors of each training program and specify the cases in which additional study must be completed;
- d) Application dossiers;
- d) Plan and method of enrollment;
- e) Time and method of receiving dossiers, exam/qualification schedule;
- f) Time of announcement of enrollment results and course opening;
- g) Tuition fees, enrollment service fees, and other service charges for the course of each academic year, the whole course;
- h) Other necessary information.

Article 9. Applying for admission, sending admission notice

1. Application for admission shall be submitted to the University according to the instructions for enrollment announcement. The making of a list of candidates, and sending notices of admission to candidates is done according to each enrollment period.

2. The list of eligible candidates will be publicly announced on the University's website at least 2 weeks before the first exam.

Article 10. Admission Committee and Board of Assistants

1. The Admissions Council shall be established by the Rector's decision. Board members include:

a) The chairman of the council: The principal or the vice-principal is authorized by the principal;

b) Vice Chairman of the Council: Head of Admissions Department;

c) Permanent member: Director of the Graduate Institute;

d) Members: Some heads or deputy heads of units (colleges, faculties, departments) directly related to the exam.

2. The committees to assist the admissions council are established by the decision of the president of the admissions council.

3. Duties and powers of the council president, vice president, permanent members, and members; The organization, participation criteria, duties, and powers of the committees assisting the admissions council shall comply with the provisions of the Rector.

4. Persons whose fathers, mothers, wives, husbands, children, and siblings participate in the exam are not allowed to participate in the admissions council and the committee's assistant committee.

Article 11. Entrance Exam

1. The contents of the entrance exams for master's training must ensure the following conditions:

a) Suitable for undergraduate training programs, assessing and classifying the qualifications of candidates;

b) Suitable for the time specified for each exam subject;

c) Ensure the scientificity, accuracy, clarity, closeness, and coverage of the exam contents published in the admission notice of the School, within the scope of undergraduate training programs.

2. The format of the test is decided by the Principal on the basis of the proposal of the Management Board of the master's training discipline, which is clearly stated in the admission notice. The format of the foreign language test must ensure the determination of foreign language proficiency according to the regulations of the School, based on the 6 - level foreign language competency framework for Vietnam issued by the Ministry of Education and Training (hereinafter referred to as the 6 - level foreign language competency framework for Vietnam).

3. The question creator (including the drafter of the question bank, the introducer of the source question, the head of the subject, and the reviewer of questions) must ensure the following conditions:

a) Have qualifications suitable for the exam contents, have a sense of responsibility, professional prestige, and experience in writing exam questions;

b) Have at least a master's degree in a foreign language; have at least a doctorate in another subject;

c) Keep confidentiality of the question paper creation, take responsibility for the content and quality of the question paper; be disciplined if the question paper is wrong or violates the principles and procedures of question paper confidentiality.

4. Question papers shall be used from question banks or independently created.

a) If using the question bank, the bank must have at least 100 questions for the form of written examination or 30 times the number of questions of each exam paper for other forms of examination to build up at least 3 sets of exam papers for each exam subject; or have at least 30 complete sets of exam papers to randomly select at least 3 exam papers;

b) In the case of independent examination, each examination subject must have at least 3 source examination papers introduced by 3 different persons for the head of the examination subject to combine into two or three examination papers. The chairman of the admission council shall directly invite the introducer of the examination paper, receive the source examination paper and keep confidential information about the examiner.

5. Procedures for making test papers, confidentiality of test papers, and handling of unexpected incidents of test papers shall comply with the current Regulation on enrolment for full-time universities.

6. The score scale of a foreign language test is 100 or another score scale which can be converted into 100; the score scale of a test of other subjects is 10 or another score scale which can be converted into 10;

7. Issues related to the examination papers shall be decided by the Rector.

8. The President of the admission council shall be responsible for the organization of the examination papers in accordance with this Regulation and the lawful regulations of the school; decide and take responsibility for the handling of unusual incidents arising in the examination papers that have not been prescribed.

Article 12. Entrance exam organization

1. The exam subjects are held on consecutive days. The specific exam schedule of the exam must be included in the admission notice.

2. The exam area must be arranged relatively independently, safely, and quietly; there must be at least 2 proctors/ maximum of 30 candidates; the distance between two adjacent candidates in the exam room must be 1.2m or more.

3. The admission examination shall be organized to ensure transparency, safety, seriousness, and quality; regulations on test time for each subject, rules of the test room, supervisory standards and other issues as required by the admission examination.

4. The chairperson of the admission council shall organize the admission examination in accordance with this Regulation and the lawful regulations of the school.

Article 13. Marking the entrance exam

1. Procedures for the formulation of answer sheets, criteria for marking officials, processing of marking results, re-marking of marks, and other necessary matters as required by the admission exam marking shall comply with current regulations. Do not round marks in the admission exam for master's training.

2. The head of the marking board shall be responsible for the marking of admission exams in accordance with this Regulation and the lawful regulations of the school; promptly report to the chairperson of the admission council on the unusual, unregulated, and arising incidents in the marking of exams for direction.

3. Exam marking officers shall be responsible for implementing the regulations on exam marking; ensuring the fair, objective, and correct marking of answers; taking responsibility for the exam marking results, and being disciplined if the wrong marking leads to the change of the admission results of candidates.

4. In case of necessity, the principal shall decide to set up a marking council to appraise part or the whole of the enrolment examination papers. This council is composed of at least 3 persons, works on the principle of unanimity, and has the competence to make the final decision on the official marks of the examination papers. The organization of dialogues between the marking councils for evaluation of enrolment exam papers and the marking and re-marking officials or the request for an explanation before the examination mark conclusion shall be decided by the chairmen of the evaluation councils at the proposals of the council members.

Article 14. Conditions for matriculation

1. Candidates who are considered for admission must achieve 50% of the marking scale for each exam or test subject (after the priority marks are added, if any).

2. Based on the norms notified to each discipline or major and the total marks of two tests or examination subjects of each candidate (without adding foreign language marks), the admission council shall determine the admission mark scheme.

3. In case there are many candidates with the same total score for the two above-mentioned exam subjects (plus priority score, if any) then determine the successful candidate in the following order of priority:

- a) Candidates are prioritized women as prescribed in Clause 4, Article 16 of Decree No. 48/2009 / ND-CP dated May 19, 2009, on measures to ensure gender equality;
- b) The person with a higher score on the key subject of the major;
- c) The person who is exempted from the foreign language test or who has a higher score on the foreign language subject.

4. Foreign citizens wishing to study Master's degrees in Vietnam shall be considered for admission by the Principal according to the disciplines, study results at Bachelor's level, language proficiency as required by the training program, and Vietnamese language proficiency; if there is an international treaty or cooperation agreement between the Government of Vietnam and a foreign government or international organization on the admission of foreign citizens to Vietnam to study master's degrees, such international treaty or cooperation agreement shall apply.

Article 15. Admission decision and student recognition

1. The President of the Admissions Council shall report to the Rector on the results of the entrance examination, entrance examination, or combination of examination and examination; the proposed plan to determine the matriculation score, and the proposed list of successful candidates. The principal shall decide on the plan to determine the passing score on the basis of the defined criteria, sign the list of successful candidates, and publicly announce it on the University's website.

2. The school sends the admission notice to the candidates on the list of candidates at least 15 days before the admission date.

3. The principal shall issue a decision on recognition of students of the master's degree training course for the successful candidates who have registered for admission, and report it to the Ministry of Education and Training as prescribed.

Article 16. Recruitment inspection, examination, and supervision of recruitment activities

1. Enrollment inspection activities comply with current regulations on the organization and inspection of examinations by the Minister of Education and Training. Examination of enrollments shall comply with regulations on functions and tasks of competent management agencies and units.

2. Principals are responsible for setting up inspection teams and organizing internal inspection, examination, and supervision of all stages of enrollment work at their establishments according to the regulations of the Ministry of Education and Training.

3. Those who have relatives (father, mother; wife, husband, children, brothers, sisters) who participate in the entrance exam for master's level training are not allowed to participate in recruitment inspection, examination, and supervision.

Chapter III

TRAINING ORGANIZATION AND MANAGEMENT

Article 17. Training organizations

1. Training locations at the school's facilities; practice, internship, research and practical experience activities are organized outside the school's facilities but not exceeding 20% of the training program volume. For disciplines in the field of health, the organization of training at the practice facilities shall comply with the Government's regulations, meet the requirements of the training program and must be clearly shown in the teaching plan.

2. The standards, responsibilities and powers of lecturers teaching at the master's level must comply with the current provisions of Article 54, Article 55, Article 57 and Article 58 of the Law on Higher Education (amended and supplemented in 2018); the regulations on training program standards of the Ministry of Education and Training and other relevant regulations.

3. The planning and organization of teaching, assessment and handling of learning outcomes shall comply with the relevant provisions in the Regulation on training at the Bachelor's level of the Ministry of Education and Training and the provisions in Clauses 4 to 8 of this Article, specifically

a) The teaching and learning plan details the implementation of the training program according to the academic year and semester, in accordance with the form of training and the method of the training organization.

b) The academic year plan shows the main timeline of the training activities in the academic year for all forms and training programs, is promptly announced to the relevant parties before the start of the academic year. Each school year has 02 main semesters, each main semester has 15-16 weeks of study and from 2 to 4 weeks of exams. In addition, the school organizes an extra semester each extra semester has at least 5 weeks of study and 01 week of exams.

c) The semester plan includes the class opening plan, the form of teaching and learning (in person or online), the schedule, the schedule of the courses held in the semester for the courses, training programs and forms of training. The semester plan is formulated and announced in a timely manner with sufficient necessary information, ensuring convenience for students to formulate study plans and register for study.

4. Timetable shows the time, location, teaching and learning activities of each class of the courses, forms and training programs. The teaching and learning plans of the courses in the training program are arranged evenly in the weeks of the semester. In case of the necessity to arrange concentrated study time, the number of teaching hours for each module shall not exceed 15 hours in a week and 04 hours in a day.

5. Before starting each semester according to each training program, the Graduate Institute shall instruct students to register the maximum and minimum number of credits in each semester. Students are allowed to register but the total number of registered credits in an academic year does not exceed 45 credits for formal form and 30 credits for the form of study - work.

6. The results of the modules in the training program are only rated satisfactory when having an assessment score of C or higher.

7. The training institution may organize online classes with a learning volume not exceeding 30% of the total volume of the training program when meeting the current regulations on the application of information technology in the management and organization of online training; ensuring the quality not lower than the in-person classes.

8. In case of natural disasters, epidemics, and other force majeure events, the training institution shall provide online training and assessment of modules under the guidance of the Ministry of Education and Training.

Article 18. Teaching and learning organization

1. Requirements for teaching and learning organization:

a) Promote the professional capacity and professional responsibility of the teaching staff, in accordance with the regulations on the working regime of lecturers;

b) Promote the proactive role and heighten the responsibility of students, create favorable conditions and motivation for students to strive to study; maintain school discipline, improve the quality and efficiency of training;

c) There are internal inspection and supervision mechanisms and quality improvement systems based on the collection and evaluation of learners' feedback.

2. Assignment of lecturers

The assignment of lecturers, lecturers guiding students to do experiments, practice, internship, schemes, dissertations and other learning activities shall be performed by the management unit in accordance with the teaching plan of the academic year and semester under the chairmanship of the Graduate Institute.

3. Responsibilities and powers of lecturers assigned to teach or guide students.

- a) Take responsibility for the teaching contents before the school and the law;
- b) Perform the teaching, examination and assessment in accordance with the detailed outline of the approved course, the number of periods, on schedule as prescribed;
- c) Issue exam questions, test questions and mark the assessment process, end the course to ensure the schedule as prescribed by the School. The evaluation of the process and marking of the end of the course must ensure accuracy, objectivity and fairness;
- d) Strictly comply with the regulations of the School and the Sector.

4. Responsibilities of specialized units and relevant management and support units

- a) Responsibilities of the training units (Training Department, Graduate Institute, Faculty) according to the functions and tasks of the unit and current regulations of the school;
- b) Responsibilities of the Department of Student Affairs and Services to inspect the conditions of facilities to ensure the quality of training; inspect and supervise the teaching of lecturers in the implementation of time, mannerisms and diligence.

5. Responsibilities and powers of students when participating in learning.

- a) Comply with the rules and regulations of the School;
- b) Be active and proactive in learning; prepare lessons before class, participate in learning and perform activities according to instructions and requirements of lecturers;
- c) Respect and be polite to the lecturers; unite to help each other in the learning process;
- d) Anti-negativity and cheating in learning and exams.

6. Get feedback from learners

Semesterly, the school shall collect students' feedback on the conditions for ensuring the quality and effectiveness of learning for all classes of the school. The collection of feedback and use and announcement of results of the collection of learners' feedback shall comply with the Regulation on the organization of quality assurance survey of the school.

Article 19. Learning outcome assessments

1. Assess the learning outcomes of students for each module to ensure the satisfaction of requirements on outcome standards of the module as prescribed by the Vietnamese Qualifications Framework and specified in the detailed outline of the module, specifically, the module is assessed through 3 component points by the following proportion:

- a) Process score (10%) includes attendance, participation in class activities, individual or group tests;
- b) The midterm exam score (30%) includes the form of class tests, theory, practice, quizzes, essays, harvest reports, large assignments...;

c) The final exam score (60%) includes the final exam according to the school's general schedule or the form of writing essays, making schemes, events according to the characteristics of the subject.

2. The form of online assessment is applied when ensuring the reliability, fairness, and objectivity as direct assessment, at the same time contributing no more than 50% of the course point weight (specifically, the process point weight of 20%, the midterm point of 30%, the end of the term of 50%) except for the thesis and the graduation course shall comply with the provisions of Articles 24 and 26 of this Regulation.

3. For the practical courses: learners must attend all the practical lessons. The GPA of the practical lessons in the semester is rounded to a decimal point is the point of the practical course.

4. The lecturer in charge of the subject shall directly write the test or examination questions and mark the assessment of the department. The marking of the ending exam shall comply with the regulations on the organization of the ending exam.

5. Component scores are graded on a scale of 10 (rounded to 1 decimal), and assessment methods and forms for each component score are specified in the detailed outline of each module.

The course evaluation score (also called course grade or course completion score) is the final score to evaluate a course, which is the total score calculated as a percentage (%) of the official grade columns.

Article 20. Calculation of the course score

1. The course score is calculated from the total score of the component multiplied by the corresponding weight. Course scores are calculated on a 10-point scale (from 0 to 10), rounded to one decimal place and graded letters, corresponding to a 4-point scale, as follows:

a) Graded Passed grade, applicable to courses that are included in the academic average, include:

Rank		10-point scale	4-point scale	
			Letter grade	Number grade
Passed (accumulated)	Excellent	8.5 → 10	A	4
	Good	7.0 → 8.4	B	3
	Fair	5.5 → 6.9	C	2

b) Failed grade:

Rank		10-point scale	4-point scale	
			Letter grade	Number grade

Failed	Poor	4.0 → 5.4	D	1
	Bad	0 → 3.9	F	0

Article 21. Organization of the final exam

1. The exam schedule for the end of the course is specified in the course schedule and notified by the training management unit before the course begins. The adjustment of the final exam schedule must be notified to students at least 2 (two) weeks before the exam is held.

2. Conditions for taking the final exam.

a) Students must attend all practical exercises and the practical part of the module has both theory and practice;

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

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

d) Students who are absent without a valid reason in the final exam must receive a score of zero (0) and repeat the course. If a student is absent for a valid reason from the final exam, the student should submit a request for consideration of postponement of the exam with reasonable evidence to the Graduate Institute within 5 (five) days from the date of absence. The decision to answer the student's application is made within 5 (five) working days from the date of receiving the application.

e) When wishing to register for the exam for a subject for which the exam is postponed, the student proactively reviews information about the deferred course based on the exam schedule published on the school's website and makes an application. send to the Graduate Institute within 7 (seven) working days from the date of the exam for this module. Within 2 (two) working days from the date of receiving the application, the Graduate Institute shall notify the students of the results of the delayed course exam registration.

Article 22. Issue exam questions, exam format, end-of-course exam marks, remarks

1. Regular tests, mid-term tests, and internship tests by the lecturer in charge of that course.

2. The course final exam question must be consistent with the course content specified in the course outline. The issue of exam questions or taking from the bank of exam questions, the confidentiality of exam questions is done in accordance with the Regulations on Examination.

3. The form of the final exam can be a written exam (multiple choice or essay), oral exam, essay writing, big assignment, or a combination of the above methods proposed by the lecturer and proposed by the dean of the department. approve. The form of the final exam is notified to students at the beginning of the semester.

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

5. The question and answer exam at the end of the course must be conducted by two lecturers. Exam scores are publicly announced after each exam session. In case the two examiners cannot agree on the marks, the examiners shall submit them to the head of the department or the dean of the department for decision.

The final exam scores and the course scores are recorded on the scoreboard according to the school's unified form, signed by both examiners, and made in three copies. Original transcripts are kept at the Training Department; Testing and Quality Assurance Department; The Graduate Institute keeps a copy. The deadline for announcing the final exam scores for students is 2 weeks after the end of the semester exam.

6. Students have the right to request a review of the final exam results, the application for re-examination must be sent to the Graduate Institute within 7 days from the date of publication of the course results. The time limit for judging the re-examination and announcing the re-examination results does not exceed 10 days from the date of receiving the student's application for re-examination. The results of the review are final.

Article 23. Thesis supervision

1. Students enrolled in a research-oriented program must carry out a research project with a volume of 12 to 15 credits, the results of which are presented in a thesis. Students complete the thesis in a period of at least 6 months.

2. The thesis is a scientific report, synthesizing the main research results of the students, meeting the following requirements:

a) Contributing to theory, scholarship or technological development, innovation; demonstrating students' research ability;

b) Conform to the standards of culture, ethics and fine customs of the Vietnamese people;

c) Comply with the regulations of the training institution on academic integrity and the current regulations of the law on intellectual property.

3. Each student has one or two thesis supervisors, one of which must be a permanent lecturer of the University. At a time, an independent instructor must not exceed 5 students (including the number of students who have completed the graduation part of the application-oriented program); In case of contract with 02 students, it is equivalent to the case of independent tutoring 01 student.

4. Criteria of the thesis supervisor:

a) Having a professional doctorate degree relevant to the training major and the student's thesis topic;

b) Having foreign language ability, applying information technology to conduct international scientific research and exchange;

c) Having scientific research results related to the thesis topic within 05 years by the time of being assigned to guide;

d) Meet other requirements according to the training program standards of the industry, training field and regulations of the training institution.

5. Duties of thesis supervisor

a) Guide students to develop and implement thesis research plans, support assessment, monitor and urge students to perform academic tasks;

b) Organize, guide, monitor, check, and urge students to implement the thesis plan;

c) Confirm and approve the results of the student's thesis or project, request for the thesis or project to be evaluated if the thesis or project has met the requirements specified in Clause 3 of this Article 26.

6. The rights of the thesis supervisor

a) Have the right to refuse to instruct students and notify in writing the school in cases where the maximum number of students has been guided in accordance with this regulation.

b) Receive remuneration according to the regulations of the school.

Article 24. Thesis Evaluation

1. The thesis is evaluated by the form of defense before the council. The defense session is held in public, except for topics in the fields that need to be kept confidential according to the regulations of the Government.

2. Thesis evaluation council must satisfy the following requirements:

a) The Council has at least 05 members, including the chairman, secretary, 02 reviewers and other members; in which at least 01 reviewer is outside the training institution;

b) Criteria for council members must meet the same standards as the thesis supervisor specified in Clause 4, Article 23 of this Regulation; in which the chairperson must be a full-time lecturer or a permanent researcher of the training institution;

c) The instructor may join the council as a member but may not give an assessment score; the student's father, mother, spouse, child, brother, sister, or younger brother are not participating in the council.

3. Conditions for students to defend their thesis:

a) Have completed all modules of the training program;

b) The thesis has been submitted, and the instructor agrees to defend it;

c) Have fulfilled other requirements as prescribed by the training institution.

4. Thesis defense session is held when at least two thirds of the total members of the evaluation council are present, including the chairman, secretary and at least one reviewer. Online protection can be done with the consent of board members and students; The entire online security session is recorded, recorded and stored at the training facility.

5. Thesis score is the average of the scores of the council members present in the essay evaluation session on a 10-point scale; be graded pass when greater than or equal to 5.5 points.

6. In case the thesis is unsatisfactory, the student may edit and supplement the thesis for a second assessment within 03 months from the date of the first evaluation council meeting; does not organize the third thesis assessment.

7. After successfully defending, the full thesis (edited and supplemented at the request of the council, if any) must be submitted and stored at the library of the training institution; published on the website of the training institution for a period of at least 30 days, except for a number of topics in the fields that need to be kept confidential in accordance with the State's regulations.

8. Detailed regulations on the criteria and evaluation process of the thesis; Other regulations related to thesis evaluation are specified in the appendix.

Article 25. Thesis Assessment

1. When there are reflections, complaints, denunciations or in other cases at the request of management, the University decides to organize the evaluation of the thesis's quality.

2. Thesis assessment council has the same composition and standards as the thesis evaluation council; The members of the thesis evaluation committee do not participate in the assessment committee.

3. The process of setting up, meeting the council and handling the results of the thesis assessment council is similar to the regulations on the establishment, meeting of the council, and handling of the results of the thesis evaluation council, but without student participation.

Article 26. Supervising, evaluating and assessing graduate courses in application-oriented programs

1. Students enrolled in an application-oriented program must complete a graduation module from 6 to 9 credits in the some types of project (hereinafter referred to as project). Students complete the project for at least 3 months.

2. The project is evaluated by the form of defense before the council. The protection session is held in public, except for topics in the fields that need to be kept confidential according to the regulations of the State.

3. Project report is a description of the process of building, implementing and implementing the project, meeting the following requirements:

a) Propose and test new models and solutions to effectively solve practical challenges; demonstrate students' ability to apply science and technology and solve problems;

b) Conform to the standards of culture, ethics and fine customs of the Vietnamese people;

c) Comply with the regulations of the training institution on academic integrity and the current regulations of the law on intellectual property.

4. Each student has one or two project instructors, one of which must be a permanent lecturer of the University. At any one time, an independent instructor must not exceed 05 students (including the number of students conducting the thesis of the research-oriented program); In case of contract with 02 students, it is equivalent to the case of independent tutoring 01 student.

5. The project implementation evaluation council has at least 03 members, including the chairman, secretary and reviewer. In case the council has more than 03 members, the

instructor can join the council as a member, but the evaluation score is not given. The defense session is held only when the evaluation committee is present with the chairman, secretary and reviewer. Online protection can be done with the consent of board members and students; The entire happenings of the online defense session are recorded, recorded and stored at the School. The process of defending the project report is applied according to the process of organizing the thesis defense session.

6. In case the project is unsatisfactory, the student may amend and supplement the project to be evaluated for a second time within 45 days from the date of the first evaluation council meeting; does not organize the evaluation of the project for the third time.

7. After successful defense, the full text of the project report (edited and supplemented at the request of the council, if any) must be submitted and archived at the University's library; published on the University's website for a period of at least 30 days, except for topics in areas that need to be kept confidential according to the regulations of the State.

Article 27. Graduation and Master's Degree Recognition

1. Conditions for students to be recognized for graduation:

a) Have completed the modules of the training program and defended the thesis and project satisfactorily;

b) Having a satisfactory level of foreign language according to the output standards of the training program before the time of graduation; as evidenced by one of the foreign language diplomas or certificates at a level equivalent to Level 4 according to the 6-level Foreign Language Competency Framework for Vietnam specified in the Appendix to this Regulation or other equivalent certificates issued by The Ministry of Education and Training announces, either a bachelor's degree or higher in a foreign language, or a diploma at a university level or higher in another discipline where the program is conducted entirely in a foreign language. ;

c) Complete the responsibilities as prescribed by the University; not be prosecuted for criminal responsibility and not during the period of being disciplined or suspended from study.

2. The University organizes to consider and issue a decision on recognition of graduation within 02 months from the date the student successfully defends the thesis or project and returns the revised thesis or project according to the conclusion of the student council (if any) at the University's library; In case the thesis or project must be appraised, the time limit for organization to consider and issue a decision on recognition of graduation is up to 03 months in case it is necessary to organize the appraisal of the thesis or project.

3. The school grants a master's degree to a student within 1 month from the date of the decision on recognition of graduation.

4. Contents written on diplomas and diploma appendices comply with the regulations of the Ministry of Education and Training, in which diploma appendix clearly states the research-oriented or application-oriented program.

5. For students who are not eligible to graduate according to the study period specified in Clause 2, Article 3 of this Regulation, the principal shall issue a certificate of the results of the courses the student has accumulated in the training program.

Chapter IV

OTHER RULES FOR STUDENTS

Article 28. Leave of absence, withdrawal

1. Students are allowed to take a temporary leave of absence from school and reserve their learning results in the following cases:

- a) To be assigned to the armed forces;
- b) To be mobilized by a competent agency to represent the country to participate in international competitions and tournaments or to perform other national or sectoral tasks;
- c) Being sick, pregnant or having an accident requiring long-term treatment, but a written certification from a competent medical examination and treatment facility is required according to regulations of the Ministry of Health;
- d) For other personal reasons but must complete at least one semester at the School and not be considered for expulsion or disciplinary consideration.

2. The period of temporary absence from school at point d, clause 1 of this Article must be included in the maximum time to complete the course specified in Clause 2, Article 3 of this Regulation.

3. Procedures for considering temporary leave: Students submit an application at least 01 week before the semester starts. The principal makes a decision to suspend students temporarily. After being approved, students can save their previous learning results until they return to continue their studies. The case of late procedures, the Principal considers handling each specific case.

4. Students who are temporarily absent from school, when they want to return to study at the school, they must write a re-entry application to the Graduate Institute at least 01 week before the new semester begins. The principal makes a decision to re-enrol the student.

3. Students are decided to withdraw from school for personal reasons by the School, except in cases where they are being considered for expulsion or disciplinary consideration.

Article 29. Transfer of training campus, change of study place and change of training program

1. Students are considered for transfer of training institutions, places of study and transfer of training programs if they meet the following requirements:

- a) Satisfy the admission requirements of the training program to be transferred and the training institution to transfer to meets all the quality assurance conditions and has not yet exceeded the training capacity for that training program or branch according to the regulations. current regulations of the Ministry of Education and Training;
- b) With the consent of the principal of the training institution applying for transfer and the training institution applying for transfer, for transfer of the training institution;

c) Get the consent of the heads of specialized units in charge of the training program, branch, the person in charge of the branch (departure and destination) and the principal of the training institution in case of relocation. study and transfer training programs in the same training institution;

d) There is still enough time to complete the training program as prescribed in Clause 2, Article 3 of this Regulation and is not in the period of being disciplined from warning or higher.

2. The recognition of learning results and the conversion of accumulated credits for students in cases of transferring training institutions or transferring training programs must comply with the provisions of Article 4 of this Regulation.

Article 30. Exchange of students and cooperation in training

1. A training institution may exchange students with domestic and foreign training institutions (hereinafter referred to as coordinated training institutions) according to the following requirements:

a) Domestic training institutions must be allowed to train in the same discipline at the master's level;

b) The overseas training institution must be a higher education institution, recognized for its quality by the host country's educational authority, and permitted to train and grant a master's degree in the respective discipline group. .

2. Principles of exchange of students:

a) The principals of the two training institutions agree;

b) The number of credits students studying at a recognized cooperative training institution must not exceed 25% of the total number of credits of the training program the students are attending and must comply with the provisions of Article 4 of this Regulation.

Article 31. Handling Student Conduct Code Violations

1. Students who cheat in exams, tests and assessment of study results will be disciplined for each violated module.

2. Students who take the exam for them or ask someone to take the test for them will be disciplined at the level of a 1-year suspension from school for the first violation and forced expulsion for the second violation.

3. Students who violate one of the following regulations will be forced to withdraw from school; Master's degrees, if granted, will be revoked or canceled according to the regulations of the Ministry of Education and Training:

a) Committing acts of fraud in enrollment, study, defense of theses or schemes or cheating in making documents for the grant of diplomas or certificates;

b) Using other people's results or copying or quoting in contravention of regulations in the thesis or project and being concluded by the appraisal council if the parts used, copied or quoted are removed, the thesis, the project does not meet the requirements;

c) Ask or hire someone else to do the thesis or project for you.

ORGANIZATION OF IMPLEMENTATION

Article 32. Storing, reporting and disclosing information

1. The archiving and preservation of documents shall comply with current regulations on the preservation period of professional documents of the education sector, promulgated by the Minister of Education and Training.

2. The university is responsible for completing the database at the university and fully and accurately updating the master training data into the national higher education database system; export data and reports from the system, sign for certification by the training institution and send it to the Ministry of Education and Training before December 31 of each year.

3. The school publishes on its website the following information for each training program:

- a) Brief introduction of the training program;
- b) Time, place and form of training;
- c) Entry requirements and enrollment information;
- d) Program structure (enclosed with the number of credits for each module, thesis, project, research topic);
- d) Teaching staff to teach and guide theses and projects;
- e) Learning and testing;
- g) Output standards, job opportunities;
- h) Tuition fees and scholarships (if any);
- i) Other information that candidates and trainees need to know about the training program.

4. Before organizing enrollment and public training on the University's website, the following contents:

- a) Regulations of the University, regulations on training management related to enrollment, training organization and grant of master's degrees;
- b) Decisions on opening a training major;
- c) Quality assurance conditions according to current regulations of the Ministry of Education and Training and other information as prescribed.

5. Regularly update public information on the University's website:

- a) Statistics on the number of students who are enrolled, studying, dropping out and graduating by each course, branch, training program and form of training;
- b) Teaching plan, timetable of each class; the title of the topic and a summary of the content of theses and projects with information of students, instructors and the date of defense of the thesis and the project (except for topics in the fields that need confidentiality, according to the provisions of the Government).

Article 33. Terms of Implementation

1. This Regulation takes effect from the date of signing, applies to courses matriculated from the effective date of the Regulation.

2. Individuals and units of the University are responsible for strictly implementing this Regulation.

3. During the implementation process, depending on actual conditions, the Rector will consider and decide to amend and supplement the Regulation./.

RECTOR

Tran Xuan Dinh

APPENDIX

REFERENCE TABLE OF CONVERT OF SOME FOREIGN LANGUAGE DOCUMENTS OR CERTIFICATES equivalent to LEVEL 3 V LEVEL 4 FOREIGN LANGUAGE CAPACITY FRAMEWORK 6 LEVELS FOR VIETNAM APPLICATION IN EXCLUSIVE AND EXTREMELY REQUIRED

(Attached to Circular No: 23/2021/TT-BGDĐT dated August 30, 2021 of the Minister of Education and Training)

No.	Language	Certificate /Diploma	Level/Grade Scale	
			Equivalent to Level 3	Equivalent to Level 4
1	English	TOEFL iBT	30 - 45	46 - 93
		TOEFL ITP	450 - 499	
		IELTS	4.0 - 5.0	5.5 - 6.5
		Cambridge Assessment English	B1 Preliminary/B1 Business Preliminary/ Linguaskill. Grade Scale: 140-159	B2 First/B2 Business Vantage/ Linguaskill. Grade Scale: 160-179
		TOEIC (4 skills)	Listening: 275-399 Reading: 275-384 Speaking: 120-159 Writing: 120-149	Listening: 400-489 Reading: 385-454 Speaking: 160-179 Writing: 150-179
2	French	CIEP/Alliance française diplomas	TCF: 300-399 Diploma of DELF B1 Diplôme de Langue	TCF: 400-499 Diploma of DELF B2 Diplôme de Langue
3	German	Goethe - Institut	Goethe-Zertifikat B1	Goethe-Zertifikat B2
		The German TestDaF language certificate	TestDaF Level 3 (TDN 3)	TestDaF Level 4 (TDN 4)
4	Mandarin	Hanyu Shuiping Kaoshi (HSK)	HSK Level 3	HSK Level 4
5	Japanese	Japanese Language Proficiency Test (JLPT)	N4	N3
6	Russian	ТРКИ - Тест по русскому языку как иностранному	ТРКИ-1	ТРКИ-2

THESIS ASSESSMENT PROCESS