

REGULATIONS

Receiving and managing international students transferring to the Saigon International University

*(Issued with Decision No./QD-SIU dated 2021 by the Chancellor of the Saigon
International University)*

Article 1. Scope of application

This document regulates the admission of international students transferring to the Saigon International University (SIU) and the recognition for transfer of academic results that international students have achieved in his/her previous program

Article 2. Subjects of application

This regulation applies to international students:

1. Foreign students studying at universities abroad wishing to transfer to the Saigon International University.
2. Vietnamese students studying abroad at universities abroad wishing to transfer to the Saigon International University.

Article 3. Requirement on transfer

1. International students transferring to undergraduate programs at SIU are required to provide a complete set of documents in Vietnamese or English.
2. International students registering to conduct their study, research or internship in one of the languages that SIU is allowed to use in training activities are required to meet the language proficiency requirements according to the specific regulations of each program;
3. Have a clear criminal record with no violations of the laws of the host country and the laws of Vietnam;
4. Meet the health requirements required by SIU;
5. Have a desire to pursue a program offered by SIU.

Article 4. Application documents

1. Application form for transfer (form downloadable at:...);
2. A copy of high school diplomas or equivalent-value documents. International students are required to provide a notarized copy of the above-mentioned documents and its Vietnamese translation when he/she arrives in Vietnam;
3. A copy of high school transcripts or equivalent-valued documents. International students are required to provide a notarized/confirmed copy of the above-mentioned documents, implemented by a competent authority and its Vietnamese translation when he/she arrives in Vietnam;
4. A certificate of academic results accumulated at a foreign university. International students are required to provide a notarized/confirmed copy of the above-mentioned documents, implemented by a competent authority and its Vietnamese translation when he/she arrives in Vietnam;
5. A reference letter confirming the academic proceedings of international students sent to SIU by the foreign university which he/she is studying via the email address: intladmission@siu.edu.vn;
6. For students with foreign nationality, students may provide any proof of exemption for Vietnamese or foreign proficiency language testing (if any); Vietnamese or foreign language proficiency certificate issued by a competent training facility (if any) in case the student wishes to pursue the program taught in Vietnamese;
7. A health check-up issued by a competent foreign or Vietnamese medical facility (no more than 6 months from the date of issuance);
8. A copy of relevant diplomas and certificates (if any);
9. A reference letter written by the individual/organization whom/where students are working with/studying (if any);
10. A copy of passport valid for the entire training period in Vietnam or at least 01 year from the expected date of arrival in Vietnam;
11. Any proof of payment for the required admission fee (if any);

12. 04 4x6 photos taken no more than 06 months from the date of application submission (photos taken on a white background);

13. Other documents as required by the School and the program.

Article 5. Consideration procedure

1. Phase 1 (Receiving and processing documents):

Step 1. International students access [here](#) to submit the Application for transfer online (via form);

Step 2. The Office of Admissions & Student Affairs notifies individuals/organizations submitting the application regarding the submission.

Step 3. For international students who meet the requirements, the Office of Admissions & Student Affairs sends his/her application to the Office of Academic Affairs and the School offering the program that the students wish to be transferred for consideration.

Step 4. The Office of Academic Affairs cooperates with the School to organize the consideration and send the consideration results to the Office of Admissions & Student Affairs;

Step 5. The Office of Admissions & Student Affairs announces the consideration results to individuals/organizations submitting the transfer application and relevant units of SIU.

The period for notifying students of the consideration result for transfer is no more than 01 week from the date the Office of Admissions & Student Affairs Office receives applications

2. Phase 2 (Processing and recognizing of the transfer of academic results):

Step 1. After international students finish the school year at the school they are attending, he/she is required to send to the Office of Admissions & Student Affairs his/her transcripts/academic results and application for academic results transfer (via form); International students may contact the school he/she is studying and ask the school to send SIU a letter confirming the his/her learning process via the email address: intladmission@siu.edu.vn.

The Office of Admissions & Student Affairs receives and forwards applications to the the Office of Academic Affairs

created to review and convert learning results;

Step 2. The Office of Office of Academic establish a review council. The review council coordinate with relevant school offering the program that the students wish to be transferred

Based on the international student's profile, field of study, training program, and transcript, the Review Council consider and approve the transfer of academic results

Step 3. The review council sends the results to the University-level Academic Council for appraisal;

Step 4. The Academic Council sends the results to the Office of Academic Affairs;

Step 5. The Office of Academic Affairs reviews the results and submits it to the Chancellor for the issuance of a decision to accept transfer students and recognize the transfer of academic results

Step 6. The Office of Admissions & Student Affairs announces the final results (according to the Decision of the Chancellor) to the individuals/organizations submitting the application and related units of SIU; The Office of Academic Affairs input all the information related to the transfer of academic results into the University's training management system.

The period for notifying students of the recognition of academic result transfer is no more than 02 week from the date the Office of Admissions & Student Affairs Office receives applications

Artcile 6. Replacement courses applicable to international students

1. International students are exempted from the foreign language requirements which are applied to Vietnamese students attending equivalent curriculums taught in Vietnamese language.

During the training process, the SIU Chancellor considers teaching courses of advanced Vietnamese language to replace foreign language courses for international students.

2. International students are exempted from the National Defense and Security Education course and are allowed to choose alternative courses, including: Advanced

Vietnamese language, Vietnamese culture, Vietnamese history, or other elective courses decided by the SIU Chancellor based on the actual conditions of SIU.

Article 7. Recognition of prior learning and credit transfer

1. The prior learning of students accumulated from a different level, a different major, a different curriculum, a different course, or from a different educational institution shall be recognized and transferred by SIU to credits of the courses in the students' current curriculum;

2. The SIU Approval Council considers the recognition and credit transfer based on comparison of the learning outcomes, content and volume of learning, methods of course assessment, and conditions for the quality assurance of curriculums at different levels:

- a) Recognition and transfer on a course-by-course basis;
- b) Recognition and transfer on a group of courses basis;
- c) Recognition and transfer for the entire curriculum.

3. SIU publicly announces the regulations on recognition of prior learning and credit transfer. The maximum volume of learning recognized and transferred shall not exceed 50% of the minimum volume of learning of the curriculum.

Article 8. Conditions for recognition of prior learning

1. The accumulated courses in the previous undergraduate curriculum that students have studied shall be recognized and transferred if the following conditions are satisfied:

a) The course belongs to the current regular undergraduate curriculum of the major/ concentration and achieves a score of at least 4.0 (out of 10.0) or a grade of at least "D" (if the transcript only shows letter grades);

b) The course has equivalent content, and the number of credits/ transferred credits is equal to or greater than that of the current regular undergraduate curriculum of the major/ concentration.

2. Courses ineligible to be transferred: Course project, internship courses/ graduation internship courses/ graduation project courses, and courses that do not meet the conditions stated in Clause 1, Article 8 of this Regulation.

Article 9. How to calculate scores of courses upon recognition and transfer

1. Scores of courses upon recognition and transfer are calculated on a scale of 10, converted to letter grades and a scale of 4;

2. Scores of courses upon recognition and transfer are the scores recorded in the transcript of the accumulated course in the previous undergraduate curriculum that students have studied. To be specific:

a) If the previous transcript only shows letter grades or a scale of 4, then scores of courses upon recognition and transfer will be the average score between the lower and upper limits of the 10-point scale;

b) If a course in the SIU curriculum that the student wishes to study has content included in multiple courses in the previous undergraduate curriculum and meets the conditions for transfer, then scores of courses upon recognition and transfer will be the weighted average of the course scores from the previous undergraduate curriculum;

c) For courses in the elective combination in the undergraduate curriculum that have multiple individual courses in the previous undergraduate curriculum and meet the conditions for transfer, the course recognized for transfer will be the course with the highest score;

d) If the transcript issued together with the previous Bachelor's Degree only shows the academic performance and the number of credits/periods is not recorded, then students must have a certificate issued by the educational institution regarding the number of credits/periods of each course in order to be eligible for recognition and transfer.

e) In special cases, the Approval Council for recognition of prior learning will consider and submit a proposal to the SIU Chancellor for deciding.

Article 10. Implementation provisions

1. Every year, the Chancellor signs a decision to establish the Council for consideration and recognition of academic result transfer to handle the consideration and recognition of academic result transfer

2. The Office of Academic Affairs is the standing unit responsible for organizing, implementing, reporting and submitting works related to the consideration and recognition of academic result to the Chancellor to sign a decision recognizing the transfer of academic

results; coordinate with other relevant units to implement work related to the consideration and recognition of academic result;

3. Decision and List of recognition are archived according to current regulations.

CHANCELLOR

Dr. Tran Xuan Dinh