

PROCESS OF MANAGING, ORGANIZING IN COURSE RETAKE, COURSE RETAKE FOR GRADE IMPROVEMENT, AND TAKING COURSE BEYOND LIMITATION

I. OBJECTIVE:

- The process of managing teaching and learning activities for the forms of course retake, taking course beyond limitation, and course retake for grade improvement for students at Saigon International University.

II. CONTENT

1. Scope and subject of application:

- Course retake for students who received F grades in a course.
- Supplementary course for students who had courses removed due to poor academic performance in the previous semester but meet the requirements to take supplementary course in the following semester.
- Course retake for grade improvement for students who want to enhance their cumulative GPA.
- Taking course beyond limitation for students who have the need to graduate earlier than the prescribed timeline.

2. Process:

2.1 Order

Step	Implementation	Responsible unit
1	Fill out the course registration form.	<ul style="list-style-type: none">- The Academic Office- School- Academic Advisor- Student
2	Design the schedule	<ul style="list-style-type: none">- School- The Academic Office
3	Organize the registration of credit courses for	<ul style="list-style-type: none">- The Academic Office

	students	- Student
4	Organize the teaching process	- School
5	Organize the examination and assessment of learning outcomes	- School - The Academic Office

2.2 Detail of the process:

Step	Implementation	Responsible unit	References/forms	Time
1	Students fill out a form for course registration for course retake, course retake for grade improvement/supplementary courses/taking course beyond limitation, seeking opinions from the Academic Advisor and School, and submit it to the Academic Office.	<ul style="list-style-type: none"> - Student - Academic Advisor - School - The Academic Office 	Application for course retake, course retake for grade improvement, and taking course beyond limitation	4 weeks before the start of the official academic term
2	Based on the number of forms received from the Department, the Academic Office provides the schedule and organizes appropriate classes according to the actual situation.	<ul style="list-style-type: none"> - The Academic Office - School 	Schedule	4 weeks before the start of the official academic term
3	The Academic organizes the registration of credit courses for students	<ul style="list-style-type: none"> - The Academic Office - Student - School - Academic advisor 	Course registration request form	4 weeks before the start of the official academic term
4	During the regular semester, students are allowed to register for course retake, course retake for grade improvement, supplementary course, and taking	<ul style="list-style-type: none"> - The Academic Office - School - Student 	Confirmation document on class opening eligibility executed by the School and	1 week before the start of the official academic

	course beyond limitation along with other courses. If there are no available classes, students will be organized into separate classes if there are enough students to form a class.	- Academic advisor	relevant offices	term
5	Throughout the learning process and upon completion of the course, students undergo assessment and evaluation of their learning outcomes according to the process of organizing end-of-course examinations.	- School - The Academic Office - The Office of Testing and Quality Assurance	List of students taking the exam Grades for the process, midterm, and summary sheet of final exam scores for the course	During the process of teaching and learning

2.3 Document storage:

NO.	Document	Code	Storage unit	Duration
1	Application for course retake, course retake for grade improvement, taking course beyond limitation, supplementary course.		- The Academic Office	1 year
2	Schedule		- The Academic Office	3 years
3	Course registration request form		- The Academic Office	3 years
4	Record form for teaching and learning(if available)		- School	1 year
5	List of re-examinations, course retake for grade improvement		- The Office of Testing and	3 years

			Quality Assurance	
6	Summary sheet of final exam scores for courses		- The Academic Office	3 years

III. PROVISIONS

1. Implementation organization

- The process of managing, organizing course retake, course retake for grade improvement, and taking course beyond limitation is promulgated as a legal basis for training implementation.
- The Academic Office is responsible for guiding schools in building and developing the process of managing, organizing course retake, course retake for grade improvement, and taking course beyond limitation, and seeking approval from the Chancellor.
- Annually, schools develop plans and carry out the review and development of the process of managing, organizing course retake, course retake for grade improvement, and taking course beyond limitation.
- The development of the process is carried out in accordance with Decision No. 43/2007/QĐ-BGDĐT dated August 15, 2007, by the Minister of Education and Training, regarding the issuance of regulations on training for regular undergraduate and college programs according to the credit system; and Circular No. 08/2021/TT-BGDĐT dated March 18, 2021, by the Minister of Education and Training, regarding regulations on undergraduate-level training.

2. Validity

- This process is effective from the date of signing. Any previous processes of the University that are different from this process are abolished. During the implementation, adjustments, and additions will be considered based on the actual situation

Recipients:

- Units;
- The University Board (for reporting);
- Storage: Document and Schools

CHANCELLOR