

**VIETNAM NATIONAL UNIVERSITY,
HANOI**

**SOCIALIST REPUBLIC OF
VIETNAM**

**Independence – Freedom -
Happiness**

No.: 4668/QD-DHQGHN

Regulation on higher education at Vietnam National University Hanoi

(Attached with Decision No. 5115/QD-DHQGHN dated December 25, 2014 by the

Director of Vietnam National University Hanoi)

Chapter III

EDUCATIONAL ORGANIZATION

Article 15. Semester

Each academic year contains two main semesters and one additional semester.

Each main semester contains 15 study weeks and 3 to 4 exam weeks.

Each extra semester shall contain at least 5 study weeks and one exam week, held between the two main semesters.

Article 16. Educational course

1. Duration of educational course

a) The designed duration of standard educational course is 8 main semesters for bachelor, 9 to 10 main semesters for engineer, 10 main semesters for pharmacist training, and 12 main semesters for doctor training.

b) The designed duration of in-service educational course is 1 to 2 semesters longer than the corresponding formal educational course.

c) The designed duration of the second degree educational course is set by the head of educational institution for each student on the basis of the accumulated knowledge volume and the study results are reserved, but not beyond the designed time of the corresponding formal educational course.

d) The maximum time to complete the course includes the designed duration of the course plus 4 main semesters for courses of 4 to less than 5 years; 6 main semesters for courses of 5 to 6 years.

e) The duration of the course with two simultaneous educational programmes does not exceed the maximum duration of the first educational programme.

2. Academic year

After each semester, depending on the number of accumulated credits (excluding foreign language, elective, physical education, national defense education, and complementary skills modules), students are classified by academic year as follows:

Academic year	Standard educational programme	High-quality educational programme, international-standard educational programme	Talent educational programme
Freshman	Under 35 credits	Under 40 credits	Under 45 credits
Sophomore	From 35 to 70 credits	From 40 to 80 credits	From 45 to 90 credits
Junior	From 71 to 105 credits	From 81 to 115 credits	From 91 to 130 credits
Senior	From 106 to 140 credits	From 116 to 155 credits	From 131 to 170 credits
5 th year senior	From 141 to 175 credits		
6 th year senior	From 176 to 225 credits		

Article 17. Educational plan

1. Vietnam National University, Hanoi shall issue an academic year plan before June 15 every year.
2. Based on the academic year plan issued by Vietnam National University, Hanoi, educational institution shall formulate educational organization plan and detailed educational schedule, ensure interconnection throughout Vietnam National University, Hanoi, and report to Vietnam National University, Hanoi before July 31 every year.
3. At the beginning of the course, educational institution shall inform students of:
 - a) Commitment to education quality;
 - b) Educational programme;
 - c) Output standard of the educational programme;
 - d) Conditions of quality assurance (teaching staff, facilities, laboratories, libraries and teaching materials system);
 - e) Information on tuition and scholarship;
 - f) Educational regulations and regulations related to students' learning, training and activities.
4. At the beginning of the academic year, educational institution shall inform students of the educational plan of the academic year.
5. At least one month before the beginning of the semester, educational institution shall notify students of:
 - a) Timetable of planned modules taught in the semester, including information on module's name, number of credits, module class name, period, class room, minimum and maximum number of students of module class, name, email and contact of module lecturer, and other information;
 - b) Time and method of module registration.
6. Depending on the actual status of module registration, educational institution shall notify modules that cannot be organized according to the announced plan, after the expiry of module registration.

7. No later than one month after the end of the academic year, educational institution shall submit a final report of the academic year to Vietnam National University, Hanoi.

Article 18. Education time

Education time of educational institution is from 7 a.m to 9 p.m everyday, unified throughout Vietnam National University, Hanoi. Each period is 50 minutes. Break time between two periods is 10 minutes.

Article 19. Class organization

1. Course-based class

a) Course-based class is organized for students of the same discipline in the same course and is stable from beginning to end of each course. In charge of the course-based class is the homeroom teacher. The class representative is the class staff.

b) Course-based class name is formed by discipline and enrolment year of students, with code according to regulations of Vietnam National University, Hanoi.

c) Students are allowed to leave school temporarily, and upon returning, are arranged in the course-based class in accordance with the amount of accumulated knowledge but keep the same student code granted. In case student is placed in a course in which there are different modules in the educational programme compared to the educational programme that students have attended before the temporary absence, head of the educational institution shall allow student to reserve or study equivalent additional modules.

2. Module-based class

a) Module-based class is organized for students who study the same module in the same semester. The educational institution in charge of the module is responsible for establishing and managing the class.

b) The module-based class name is formed by the module code. If a module have many module-based classes, each class name will be the module-based class name plus the numerical order.

c) Head of the educational institution specifies the minimum and maximum number of students for each class. Module-based class will not be organized if the number of registered students is less than the minimum number of students specified; then students must register for another module if there is not enough minimum credits for each semester.

Article 20. Module enrolment

1. Number of credits for enrolment in each semester (except foreign language, physical education, national defense education, complementary skills, grade improvement, and elective modules):

a) For main semester, except the final semester:

- | | |
|---|--|
| - Standard educational programme: | Minimum of 14 credits |
| - High-quality educational programme: | Minimum of 16 credits |
| - International-standard educational programme: | Minimum of 16 credits |
| - Talent educational programme: | Minimum of 18 credits |
| - In-service standard educational programme and other educational programmes: | decided by head of educational institution |

In case student would like to enrol for less than the minimum number of credits in a semester, they must be approved by head of the educational institution.

b) For additional semester: decided by head of educational institution.

2. Module enrolment

a) Arrangements of enrolment for modules of educational programm is decided by head of educational institution. Students are allowed to enrol in modules administered by any educational institution of Vietnam National University, Hanoi. Results of modules are converted and recognised by all educational institutions of Vietnam National University Hanoi.

b) Educational institutions must inform students of teaching schedule, timetable of modules via documents and websites at least 2 weeks prior to enrolment, create convenient conditions for students from other institutions to transfer enrolment data, module result data of students to educational institution which manages those students immediately after the deadline of enrolment and the end of marking.

c) All educational institutions of Vietnam National University Hanoi must use softwares and database of student and education management uniformly.

d) When enrolling in elective modules, student must clearly define whether the module is conditional or free. Free elective modules in which student achieve a mark of D or higher are recorded in the transcript issued with the diploma, not included in the semester grade point average and the cumulative grade point average.

3. Time for modules enrolment

a) Before the beginning of each semester, depending on ability and study conditions, students consult the study counselor to enrol in the modules that are expected to be studied in that semester.

b) No later than 1 month before the beginning of each semester, students must complete the enrolment of modules.

c) Within the first 2 weeks of the main semester or the first 1 week of the additional semester, students are allowed to enrol for additional modules or change to another module-based class.

4. Enrolment for re-study

a) For compulsory modules, if they get the mark of F, students must enrol for re-study.

b) For conditional elective modules, if they get the mark of F, students must enrol for re-study of the same modules or another elective modules within the same group of knowledge.

5. Enrolment for grade improvement

For modules marked D or D+, students can enrol for re-study of the same modules or enrol for other modules (elective) to improve their accumulated GPA. Old mark is abolished once enrolment for grade improvement is accepted, and will be replaced by new mark.

6. Enrolment for reserved modules and equivalent modules

Modules with the same content and duration accumulated by transfer students in and outside Vietnam National University Hanoi, students of second degree, students of two simultaneous training programmes, and students from foreign universities shall be recognized. Other modules, on the basis of educational programme and content, will be decided by head of educational institution to be reserved or equivalent modules. Marks and number of credits of reserved or equivalent modules shall be recognized and converted to document students' information before implementing new educational programme's schedule.

7. Result of module enrolment

Educational institution must inform students of the result of module enrolment after enrolment completion.

8. Registration of thesis topic or graduation project

a) Head of educational institution stipulates:

- Conditions for thesis registration, registration process, form and time of graduation thesis or graduation project;
- The maximum number of essays and graduation project guided by a supervisor in the same time;
- Duties of the supervisor, responsibilities of the department to the students during the time of thesis or graduation project;
- Form and process of thesis or graduation project marking.

b) Head of educational institution appoints supervisor to guide thesis and graduation project at the request of the head of the department. Thesis topic and graduation project are proposed by the supervisor and approved in the department.

Students underqualified for thesis or graduation project shall enrol in alternative modules prescribed by the head of the educational institution. The modules that replace the thesis or graduation project are organized like other modules.

Article 21. Withdrawal of enrolled modules

1. The withdrawal of enrolled module is applied to the following cases:

- a) According to the needs and ability of students;
- b) After enrolling in the module, according to their academic grade, student is determined to withdraw the module within the prescribed volume limit;
- c) Having semester average GPA of less than 2.00 but not subject to compulsory withdrawal, student is allowed to enroll for no more than 18 credits in each semester.

2. Withdrawal of enrolled module is only accepted within 2 weeks from the beginning of the main semester, 1 week from the beginning of the semester and the tuition is returned. Beyond that time limit, the module will remain, if the student does not study, they will receive an F mark and cannot return the tuition.

3. Conditions for withdrawal of enrolled modules

- a) Students must write their own request to the department of education and training;
- b) The request is accepted by the head of educational institution;
- c) Not violating the provisions of Clause 1, Article 20 of this Regulation.

Students are only allowed to quit class for the withdrawn module after the lecturer in charge of the module receives the notice of the department of education and training.

Article 22. Subjects eligible for exemption or temporary postponement of national defense education and physical education modules

1. Subjects eligible for exemption or temporary postponement of national defense education module

a) Subjects eligible for exemption from the entire module

- Students having diplomas of military schools and police academies;
- Students having a certificate of national defense education;
- Students who are foreigners.

b) Subjects eligible for exemption from already learned contents

Transfer students are exempted from already learned contents but must have marks to evaluate the results of these contents.

c) Subjects eligible for exemption from learning military skills

- Students who are religious monks;

- Students with disabilities, birth defects, chronic diseases that limit motor function with certificates of district hospitals and equivalent or higher;
- Students who have completed their military service and have their discharge papers issued by a competent military unit.

d) Subjects eligible for temporary postponement

- Students suffering from illness, accidents, natural disasters, fires;
- Female students who are pregnant or in maternity leave according to current regulations;

If the above subjects are approved by the head of the educational institution to postpone their study, after the expiration of the postponement period, they must continue to study the incomplete contents according to regulations.

2. Subjects eligible for exemption or temporary postponement of physical education module

a) Subjects eligible for exemption from the entire module

Students who have completed the physical education module in accordance with the educational level.

b) Subjects eligible for exemption from practicing contents

Students with disabilities and birth defects that limit motor function (with certificates of district-level hospitals and equivalent or higher) are exempted from practicing contents or can choose specific contents for people with disabilities.

c) Subjects eligible for temporary postponement

- Students suffering from illness, accidents, natural disasters, fires;
- Female students who are pregnant or in maternity leave according to current regulations.

The head of the educational institution considers and decides the subjects temporarily postpone their study. After the expiration of the postponement period, they must continue to study the incomplete contents according to regulations.

Article 23. Second degree education

1. Second degree education in formal form is for those who have a formal bachelor degree. Second degree education in in-service form is for those who have a bachelor degree.

2. The second degree educational programme is determined for learners on the principle that learners can reserve their study results of the modules in the first educational programme that marked D or higher and have at least 80% of content equivalent to that of the modules in the second educational programme; for the modules with content equivalent from 50% to less than 80%, the learners cannot reserve their study results but can self-study and take the exam to get points; for the modules that learners have not studied or having content equivalent to less than 50%, the students must attend the class in order to take exam according to the general regulations.

3. Based on the academic results on the transcript attached to the first bachelor degree, the head of the educational institution decides the reservation of study results, the amount of knowledge, the modules and contents to be supplemented for each student.

Article 24. Study studying two simultaneous educational programmes

1. Formal students of Vietnam National University Hanoi are allowed to enroll for a second educational program if they meet the following conditions:

a) The main major of the second training program must be different from that of the first training program;

b) The student have completed at least two semesters of the first educational program;

c) The average grade of all modules from the beginning of the course to the time of enrolment for the second educational program is at least 2.00;

d) Students have an application for the second educational program and pay tuition fees in accordance with the educational institution.

2. The educational institution of the second educational programme proposes modules equivalent to the modules in the first educational programme, and submits to the Vietnam National University Hanoi for approval.

3. Based on the targets assigned by the Director of Vietnam National University Hanoi, the head of the educational institution arranges enrollment for two simultaneous educational programmes.

4. In the process of learning two training programs simultaneously, students only need to accumulate the common and equivalent modules for once, and must accumulate all the remaining modules of both educational programme. Students that accumulate enough credits as required by both programmes will be awarded two degrees when graduate.

5. Educational institutions of both educational programmes shall update academic results of students after each semester. Student must stop studying the second programme in the next semester if one semester ends with a poor grade in one of the two training programs.

6. Students are only allowed to graduate from the second educational program, if they have graduated from the first educational program within the maximum duration of the first educational programme.

Article 25. Transfer of students between educational programmes

1. Transfer of student from high-quality, international standard, and talent educational programme to standard standard educational programme of the corresponding major.

a) Student of high-quality, international and talent educational programme not who is not expelled must transfer to the formal standard educational programme of the corresponding major if they commit one of the following violations:

- Have an advanced or supplementary module marked F;
- Have a general average of the modules of the time of consideration reaching below 2.50;
- Being disciplined during the study period at the reprimand level or higher.

b) When transferring to the formal standard educational programme, the advanced and supplementary modules are converted as follows:

- For advanced modules, the credits are kept the same, the number of credits is converted according to the standard training program;

- For supplementary modules, the head of the educational institution considers allowing the replacement of other modules in the standard training program or deciding that the module is elective.

2. Transfer student from formal standard training program to talent, international standard, or high quality training program

a) Based on the announced training targets, the Head of the educational institution organizes the transfer of students to the talent, international standard, or high quality training programs if the following conditions are met:

- Student is a sophomore or junior student;

- Current major is suitable to the corresponding major of talent, international standards, or high quality training programs

- The average grade of the modules up to the time of consideration is at least 3.20 and the English level is at least level 3;

- The marks of the modules corresponding to the modules in the talent, international standard or high-quality training programs must be at least B;

- Student has good ethical conduct and discipline awareness

b) For the conversion of the modules marks from standard training program to the corresponding advanced training program, the Head of the educational institution considers equivalent recognition or requires additional learning.

3. Student from international associate training programs are not transferred to other training programs.

Article 26. Transfer between educational institution

1. Students are allowed to transfer to a higher educational institution other than Vietnam National University Hanoi when approved by the Head of the educational institution.

2. Vietnamese or foreign student studying at universities outside Vietnam National University Hanoi will be allowed to transfer to Vietnam National University Hanoi if they meet the following conditions:

a) Wishing to transfer to study at Vietnam National University Hanoi;

- b) Not being a sophomore or junior student, having a general GPA of the modules at the time of consideration of at least 2.50;
- c) Meeting the requirements of competence assessment of the educational institution;
- d) Healthy enough to study;
- e) Not expelled, not being examined for penal liability;

In a special case, the Director of Vietnam National University Hanoi will decide.

3. Vietnamese or foreign student studying at an overseas university training institution may be considered to transfer to Vietnam National University when they meet all the required conditions at Clause 2, Article 26 of this Regulation and must submit a complete original student file when carrying out the transfer procedures.

Conditions for proficiency in Vietnamese or foreign languages:

- a) Having a level of Vietnamese or a foreign language at level 4 or higher before being admitted to study. The examination is conducted by the University of Social Sciences and Humanities (for Vietnamese) and the University of Languages and International Studies (for foreign languages);
- b) Exemption from examination of Vietnamese or foreign languages in one of the following cases:
 - Citizens who use the foreign languages as the official language;
 - Graduated from university in the foreign language used;
 - Having a Vietnamese or foreign language certificate at least level 4 (according to the 6-level foreign language competence framework for Vietnam).

4. Transfer students are allowed to reserve mark and number of credits of the module according to the provisions of Clause 6, Article 20 and are exempted from studying and taking exam in modules of national defense education and physical education according to regulations of Article 22 of this Regulation.

Chapter IV

SCIENTIFIC RESEARCH OF STUDENTS

Article 27. Scientific research of students

Scientific research of students are organized in the following forms:

1. Participating in student's science clubs, scientific thematic activities, writing scientific reports at scientific conferences and seminars, publishing scientific articles in specialized journals;
2. Participating in field survey, scientific experiment, implementation of thesis, graduation project, research topic, application of scientific progress in practice.

Article 28. Organizing and managing scientific research activities of students

The organization and management of scientific research activities of students are decentralized as follows:

1. Educational institution:

- a) Develops a plan for scientific research activities of students in the academic year's mission of the institution.
- b) Implements scientific researches of students associated with scientific research projects and other scientific activities of the institution; creates conditions for students to participate in research, to become members of research groups and participate in the implementation of science and technological activities.
- c) Organizes student science conferences; evaluates, classifies and rewards students' research works.
- d) Establishes student science clubs, organizes scientific thematic activities.
- e) The head of the educational institution specifies the standard number of hours to guide students in each scientific research.

2. Vietnam National University Hanoi:

Organizes the review and award of outstanding scientific research of students of Vietnam National University Hanoi.

Article 29. Reward points for scientific research achievements of students

1. Reward points for scientific research projects of prize-winning students shall be added to the general average point of the semester and the general accumulated average as a basis for consideration of scholarships and transitional considerations at the post-graduate level and other benefits but not used for grading or determining graduation grades.

2. Reward points are prescribed as follows:

a) Awarded at level of Vietnam National University Hanoi or level of Ministry of Education and Training:

First prize: 0.20 points

Second prize: 0.15 points

Third prize: 0.10 points

Consolation prize: 0.07 points

b) Awarded at level of educational institution:

First prize: 0.10 points

Second prize: 0.07 points

Third prize: 0.05 points

If the scientific research is done by many students, the reward points are divided equally for the number of participating students.

3. If a student is awarded at many levels, he/she will only earn bonus points once at the highest level.

4. A scientific research work is counted as an assignment or essay; can be used to replace a conditional elective module of the knowledge block that will be accumulated into the general academic results of the semester; can be taken into account when considering scholarships, postgraduate studies and other benefits, if the following conditions are met:

a) The scientific research work is evaluated and scored by the Faculty's Council (referring to the 10-point scale) who decides which module of the training program is replaced; If the scientific research work is carried out by many students, the students will enjoy the same benefits;

b) The students make a request.

Chapter V

LECTURER AND ACADEMIC ADVISOR

Article 30. Lecturer

1. Responsibilities of lecturers:

a) Perform the tasks of civil servants and public servants in accordance with the Education Law, the Law on Higher Education, the Law on Civil servants, the Law on Cadres and Civil servants and relevant laws; preserve the quality, prestige and honor of teachers; respect learners' personality, treat learners fairly, and protect legitimate rights and interests of learners; to participate in managing training units, participate in the Vietnamese Communist Party, other organizations when being trusted and assigned other tasks by schools, faculties and departments;

b) To fully comply with regulations of the educational institution and Vietnam National University Hanoi;

2. Benefits of lecturers are:

a) Enjoy the common interests and preferences prescribed by the State, the remuneration and bonus according to the institution's internal spending regulations;

b) In addition to general benefits, lecturers participating in talent, high quality and international standards training programs are entitled to the following benefits:

- Enjoy preferential bonus for teaching and guiding scientific research of these training programs;

- Given priority to practice and improve professional qualifications nationally and abroad.

Article 31. Academic advisor

1. Academic advisor is a lecturer with a master's degree or higher, with at least 2 years of direct teaching and understanding of the training program.

2. The head of the educational institution shall prescribe the operation of academic advisor.

3. Responsibilities of academic advisors are:

a) To understand the training program, instruct students to build study plans and choose appropriate modules for the students' learning conditions and the training program's objectives and requirements;

b) To guide the methods of study, research, develop professional skills and complementary skills for students; to regularly monitor students' academic results;

c) To help students overcome difficulties in studying; to remind students when students' study results decline;

d) To coordinate with the Department of Education and Training, lecturers and related departments to create conditions for students to study and evaluate students' training points.

4. Benefits of academic advisors are:

a) To reduce the standard teaching hours and enjoy allowances according to the educational institution's regulations;

b) To be given time to participate in the training course on academic advisories.

Chapter VI

OBLIGATIONS AND RIGHTS OF STUDENTS

Article 32. Obligations of students are:

1. To fulfill citizens' obligations according to the law. Foreign students must comply with Vietnamese laws, respect Vietnamese customs and practices;

2. To strictly comply with regulations of Vietnam National University Hanoi and the educational institution;

3. Students are prohibited from using fake diplomas or certificates; violating examination discipline, bribing for grades; impersonating in study, examination, internship or asking other people to impersonate in study, examination, internship; copying documents without reference or asking others to write essay, thesis, graduation projects, scientific research projects; performing and participating in illegal activities.

Students who are dishonest and who commit fraud in scientific research, essays, thesis, graduation projects, are disciplined from a one-year suspension to compulsory expulsion.

4. Students must comply with the rules of examination discipline, otherwise will be disciplined at the following levels:

a) Reprimand: applicable to one-off frauds, such as looking at other people's papers, exchanging papers, discussing during exam. Students who are reprimanded will be deducted 25% of the points earned on that exam;

b) Caution: applicable to students who violate one of the following frauds:

- Despite having been reprimanded once, continue to violate the regulations in the same exam session;

- Exchanging papers and drafts with others;

- Copying from others. Similar papers will be handled equally, unless one person has enough evidence to prove that he or she was unintentional; in that cases, the head of the educational institution may consider reducing the disciplinary forms from caution to reprimand.

Students who are cautioned will be deducted 50% of the points earned on that exam.

c) Suspension from examination: applicable to students who violate one of the following frauds:

- Despite having been cautioned once, continue to violate the regulations in the same exam session;

- After the revelation of the exam questions, found to bring unauthorized items;

- Take the exam out or get the solution from outside to the exam room.

Students who are suspended from the examination will receive a score of zero (0) on that exam and must leave the examination room immediately after the decision to suspend the examination.

The above disciplinary measures shall be recorded in writing by examination officers and with material evidence and disciplinary forms.

d) Students who impersonate or asking others to take their exam will be disciplined at the level of suspension for 1 year for first time offender and are expelled for second time offender.

Article 33. Rights of students are:

1. To fully enjoy the current regimes and policies of the Party and the State as well as the regulations of Vietnam National University Hanoi and the educational institution;

2. To be allowed to quit school for personal reasons, in this case, student must return training expenses from state budget for the time he/she has been studying to the educational institution;

3. Students are allowed to leave school temporarily and reserve their study results in the following cases:

a) Being mobilized into the armed forces. Temporary absence from school does not count toward the maximum time allowed to study;

b) Suffering from an illness or an accident that requires treatment for a long time with a medical establishment's certification. Temporary absence from school does not count toward the maximum time allowed to study;

c) For personal reasons. In this case, students must study at least one semester in the educational institution, not expelled and achieve a cumulative GPA of not less than 2.00. Temporary absence from school due to personal reasons is counted toward the maximum time allowed to study.

For students who has been temporarily absent from school, if they wish to continue their studies, they must submit a written request to the Head of the educational institution at least 2 weeks before the expiry of the temporary leave.

Chapter VII

EXAM, TEST AND ASSESSMENT

Article 34. Module Evaluation

1. *Module evaluation point* (module point) includes: *component evaluation point* (average point of regular and midterm evaluations) and *final evaluation point* which is compulsory and occupies no less than 60% of the module point.

2. Regular evaluation is the activity of lecturers using different evaluation techniques in teaching forms to assess the mastery of knowledge and skills that has been identified in the objectives of the module, and getting feedback to help lecturers and students adjust the way of teaching, learning, changing methods accordingly.

3. Mid-term evaluation is the activity of lecturers at the specified time in the module outline, to assess levels of achievement of the objectives at the corresponding stage of students.
4. The final exam can be taken in the form of writing, test, oral exam or essays, or combination of these above.
5. The form of examination and assessment of the module, the proportion of module evaluation points and the final evaluation point are specified in the module outline.
6. The contents of assessment and evaluation must be compatible with the contents of the modules specified in the outline. The answers and the marking scheme for component and final exams must be compiled together with the test and assessment questions. The head of educational institutions regulates the source of exam questions, proposed by the lecturer or taken from the question bank.

Article 35. Organization of examination and evaluation and final examination

1. The examination and evaluation of each module is conducted directly by the class lecturer and results are informed to students no later than 7 working days after the date of examination or the submission date of essays.

For students who do not have component point due to a legitimate reason confirmed by the competent authority and approved by the Head of the institution, lecturers shall organize additional assessment tests.

Students can only participate in the final exam if their component points are higher than 0, have paid the full tuition and meet the terminating conditions specified by the Head of the institution.

2. Educational institution organizes the final exam. For module with similar classes in a semester, the final exam is held at the same time, with the same questions.

At the end of each semester, the educational institution organizes a main exam and, if possible, organizes an additional exam. For each module, students can only take the exam once in the semester. The additional exam is only for students who have not taken the main exam for a legitimate reason confirmed by the competent authority and approved by the Head of the institution.

3. The schedule of the main exam must be notified at least 1 month in advance, the exam schedule of the additional exam must be notified at least 1 week in advance. During the exam, each module is held separately and not arranged in the same exam of a student.
4. At least one day after the end of the module, lecturers shall send the list of students qualified to take exam, and those who are not (with the reason). Based on the recommendation of lecturers and other obligations of the students, the Department of Education and Training sets up the list of eligible students to participate the exam.
5. The head of the educational institution specifies the examination process.
6. The supplementary skills modules are administered and certified at the institution in charge of training supplementary skills.
7. Examination and announcement of the component points are completed no later than 15 working days from the date of completion of the final exam. The head of the educational institution regulates the process of implementing and managing component point, the point of the final exam and the module point.
8. Exam questions, answers and all of the final exams of students must be preserved and archived for at least two years from the date of examination. The transcript, the final exam list and the summary point of the module (in electronic files) is the permanent archive of the educational institution.
9. Students who are absent from the final exam, if do not have legitimate reason, must receive a point of 0 (zero). Students who are absent for legitimate reason are eligible for additional examinations as specified in paragraph 2 of this Article or are reserved for component points and are allowed to take part in the final exam in the following semester.

Article 36. Evaluation of theses or graduation project

1. The head of the educational institution decides to set up the Graduation Councils for thesis or graduation project evaluation which consists of at least 3 members appointed by the Dean (for member universities) or the Head of the Department (for the Faculty attached).

2. Theses and graduation projects shall be evaluated on a scale of 10, with a single decimal number and converted into letter grades according to Clause 2, Article 38 of this Regulation. Points for theses and graduation projects are publicly announced no later than one week after the Graduation Councils complete their tasks.

3. Points for theses and graduation projects or replacement module points are included in the cumulative GPA of the entire program.

4. Students who have a F grade for their thesis or graduation project must re-enroll for a thesis or graduation project or replacement modules as prescribed.

Article 37. Discipline examination officers, examination organizers and examiners

Persons involved in examination, exam organization, of exam evaluation violates regulations (discovered during or after performing their tasks), depending on the degree of violation behaviors, shall be reviewed and disciplined in the following forms :

1. Reprimand: applicable to those who violate one of the following behaviors: arrive late at the specified time; do not sign the exam paper or student's draft; do not focus on exam, skip 01 exam without any legitimate reasons.

2. Caution: applicable to those who violate one of the following behaviors:

a) Abandon 2 or more examination sessions without a legitimate reason in a school year;

b) Leave the examination room during the exam time;

c) Allow students to treat, bring and use unauthorized materials during the examination;

d) Fail to make records of students who have been found to have violated regulations;

d) Losing exam papers of students

e) Fail to evaluate properly the exam papers of students.

3. Being demoted or sacked is applied to those who violate one of the following errors:

a) Reveal exam questions;

b) Take the exam out, take the solution from outside to the examination room or help students with the exam during examination time;

- c) Reveal the test;
- d) Commit fraud during examinations; giving points not according to regulations, intentionally increase or lower the test point compared to the answer;
- d) Modify, add and subtract students' works to increase or decrease points;
- e) Falsify points on the test, the examination record or the score book;
- f) Swap students' tests or test scores.

Article 38. Method of calculating component point and module point

1. Component evaluation point and final evaluation point are graded on a scale of 10 (from 0 to 10) and up to one decimal place.

2. Module point is the sum of the component evaluation point and the final evaluation point after calculating the proportion specified in the module outline and rounded to one decimal place, then converted into letter point.

a) Passable:	9,0 – 10	corresponding to	A ⁺
	8,5 – 8,9	corresponding to	A
	8,0 – 8,4	corresponding to	B ⁺
	7,0 – 7,9	corresponding to	B
	6,5 – 6,9	corresponding to	C ⁺
	5,5 – 6,4	corresponding to	C
	5,0 – 5,4	corresponding to	D ⁺
	4,0 – 4,9	corresponding to	D
b) Failed:	Under 4,0	corresponding to	F

c) For modules that are not sufficient determine the semester average grade, use the following symbols:

I – Not have enough component evaluation point

X – Not have final evaluation point

d) For modules approved by the Head of the educational institution or evaluated at the beginning of the semester (if any), use the R symbol after the grade point.

3. The classification of grades A +, A, B +, B, C +, C, D +, D, F applies to the following cases:

a) The modules in which the student has earned component evaluation points. In case students quit the Faculty, abandon the tests or the exam without reason, there will be no points;

b) Converted from type I, after having the component evaluation point previously authorized by the lecturer;

c) Converted from type X, after receiving the final exam results.

4. In addition to clause 2, students who violate the internal rules must receive a F grade.

5. The rate according to type I is applied to the following cases:

a) During the semester or during the exam time, students who are sick or have accidents so that they cannot attend the examination, are permitted by the Head of the educational institution;

b) Students cannot do the component evaluation exam or the final exam due to objective reasons and are approved by the Head of the educational institution.

Except for special cases prescribed by the Head of the educational institution, in the next semester, the student rated with type I must complete the component exams to be transferred. In case the student has not completed and has not yet transferred the points but does not fall into the case of being expelled, he/she will continue to study in the subsequent semesters.

6. The rate according to type X is applied to the modules that the Department of Training has not received reports of students' results from the lecturer.

Article 39. Evaluation of results

The results of students are assessed after each semester according to the following criteria:

1. The amount of learned knowledge is the total number of credits of the modules (excluding free elective modules) that students have enrolled in the semester.

2. The accumulated knowledge is the total number of credits of the modules that have been assessed from the beginning of the course.
3. The grade point average of the semester is the average point according to proportion of credits of the modules that students enrolled for that semester (including the modules that are assessed as passed and failed).
4. The overall grade point average of modules is the average point according to proportion of credits of the modules that students enroll from the beginning of the course until the time of assessment (including the modules assessed as passed or failed).
5. The cumulative grade point average is the average point according to the proportion of credits of the modules that students have passed, from the beginning of the course up to the time of assessment.

Article 40. Method of calculating overall average point

1. To calculate the grade point average of the semester, the overall grade point average of modules and the cumulative grade point average, the grade level of each module is converted into the following score:

A ⁺	corresponding to	4,0
A	corresponding to	3,7
B ⁺	corresponding to	3,5
B	corresponding to	3,0
C ⁺	corresponding to	2,5
C	corresponding to	2,0
D ⁺	corresponding to	1,5
D	corresponding to	1,0
F	corresponding to	0

2. The average grade point of the semester, the overall grade point average and the cumulative grade point average are calculated according to the following formula and rounded to 2 decimal digits:

(see the formula in pdf version)

in which:

A : is the average grade point of the semester or the overall grade point average or the cumulative grade point average

i : is the number of the module

a_i : is the point of the i^{th} module

n_i : is the number of credits of the i^{th} module

n : is the total number of modules in the semester or the total number of credits from the beginning of the course to the time of assessment or the total number of modules accumulated.

Results of the foreign language assessment, national defence education, physical education and supplementary skills are not included in the grade point average of the semester, the overall grade point average of modules and the cumulative grade point average.

The overall average grade point of the semester is used to consider forms of discipline or commendation in the end of each semester.

The overall grade point average of modules is used to enroll for the second training program, transferring students between training programs.

The cumulative grade point average is used to consider forms of discipline, commendation and graduation.

Article 41. Forms of Discipline

After each main semester, the educational institution carries out the forms of discipline. The results of the semester are included in the academic results of the main semester before the additional semester.

1. Caution

The training unit carries out act of caution in each semester for students with the following study outcomes:

- a) The cumulative grade point average is below 1.20 for first-year students, below 1.40 for second-year students, below 1.60 for third-year students or below 1.80 for students in senior years;
- b) The overall grade point average of the semester is below 0.80 for the first semester of the course, below 1.00 for the next semesters;
- c) The total number of credits with F grade remains at the beginning of the course up to the time of considering are more than 24 credits.

Depending on the characteristics of each educational institution, the head of the institution shall apply one or two of the three conditions mentioned above to warn students' academic results and prescribe the number of school warnings but not 2 times in a row.

2. Expelled

After each semester, students are expelled from the institution if they fall into one of the following cases:

- a) The number of warnings of study results exceeds the limit prescribed by the Head of the educational institution;
- b) Exceed the maximum permitted period of study prescribed in Clause 1, Article 16 of this Regulation;
- c) Disciplined for the second time for reasons of impersonation in accordance with the provisions of Section d, Clause 4, Article 32 of this Regulation or being disciplined at the level of removing the name from the list of students;

No later than 1 month after the student decides to withdraw from school, the educational institution must notify the locality where the student has permanent residence.

- d) After the expiration of the temporary leave, the student does not have an application to return to school in accordance with Clause 3, Article 33 of this Regulation.

Article 42. Learning capacity classification

1. The learning capacity classification is the basis for determining the amount of credits that student can enroll in the next semester. In case the student's learning

capacity is determined at the time after the student has enrolled in the module, the student must withdraw from the module within the prescribed limit.

2. After each semester, based on the overall grade point average, the student's learning capacity is classified into the following categories:

- a) Excellent: Overall grade point average from 3.60 to 4.00
- b) Good: Overall grade point average from 3.20 to 3.59
- c) Average: Overall grade point average from 2.50 to 3.19
- d) Below average: Overall grade point average from 2.00 to 2.49
- e) Weak: Overall grade point average is below 2.00 but not in the case of expulsion

Chapter VIII

GRADUATION RECOGNITION

Article 43. Graduation requirements

1. Students who have completed the training program shall be considered for graduation if they meet the following conditions:

- a) Within the maximum study time of the course;
- b) Until the time of graduation consideration, students do not undergo criminal prosecution;
- c) Accumulate enough credits specified in the training program;
- d) The cumulative grade point average of the course must be at least 2.00. For talent, high quality and international standard training programs, it must be at least 2.50;
- e) Obtain the level of foreign language as prescribed in Clause 3, Article 12 of this Regulation;
- e) Meet the requirements for learning outcomes of some specific professional modules that the National University of Hanoi and the training institution have written regulations;
- f) Have passed the modules of national defense, physical education and complementary skills;
- g) Request the Department of Education and Training to be considered for graduation in the case of graduating before or after the designed time of the course.

2. Students who are not qualified to graduate from a talented, high-quality, international standard training program are considered to graduate from the corresponding standard training program in formal training.

3. Students who do not meet the graduation requirements will be issued a certificate of grades for the accumulated modules in the training program.

Article 44. Graduation recognition and granting of bachelor degree

1. For four times a year (March, June and July; September; December), the Head of the educational institution issues a decision to set up a Graduation Examination Council for students who have completed the training program of the institution. The Graduation Examination Council is headed by the Head or Deputy Head of the educational institution as the Chairman, the representative of the Department of Education and Training as the secretary and a number of other members.

2. On the basis of the proposal of the Graduation Examination Council, the Principals of the member universities decide on graduation recognition and granting of bachelor degree to students studying at their schools, the Director of Vietnam National University Hanoi decides on graduation recognition and granting of bachelor degree to students studying at the member faculties, at the request of the Dean of faculty.

3. Bachelor degree is granted according to the major of study and clearly indicates the name of the major, training form, training program, and graduation grade. For the main major and sub-major, the degree indicates the name of the main major; for the second degree, the degree indicates the name of the second major.

4. The original diploma is only issued once and will not be reissued.

5. Graduation grade is determined according to the cumulative grade point average of the entire course, as follows:

a) Excellent: Overall cumulative grade point average from 3.60 to 4.00

b) Good: Overall cumulative grade point average from 3.20 to 3.59

c) Fair: Overall cumulative grade point average from 2.50 to 3.19

d) Average: Overall cumulative grade point average from 2.00 to 2.49.

6. Graduation grade for students who study a second degree or study two simultaneous training programs is based on the study results of the modules reserved from the first training program and the results of modules accumulated during the second training program.

7. Students who graduate with high distinction or distinction grade will be downgraded to one grade if have been disciplined from a caution level or higher during their studies.

8. The transcript issued along with the degree shall be uniformly prescribed throughout the Vietnam National University Hanoi in terms of form and content, in which the evaluation mark of each module shall be written in alphabet, including free elective modules. On the basis of transcripts in Vietnamese, educational institution issue transcripts in foreign languages for students.

9. The training unit publicly publishes the list of graduates (including student code, first and last name, date of birth, major of study) on the institution's website and is responsible for the validity of the degree issued by the institution.

10. Students who have not completed the modules of national defense education, physical education and supplementary modules but have reached the maximum time allowed to study, within 5 years from the date of expelled, are allowed to return to the institution to re-study in order to be qualified for graduation.

Article 45. Competence to grant bachelor degree

1. Vietnam National University Hanoi issues template, prints, manages and grants bachelor degree template to educational institution.

2. Based on the graduation recognition decision, the Principal of member university signs and affixes the university stamp on bachelor degrees for students who study at the university.

3. Based on the decision on graduation recognition, the Dean of faculty signs (but do not affix the faculty stamp) and submits to the Director of Vietnam National University Hanoi to sign and affix the stamp of the Hanoi National University on bachelor degrees for students who study at the faculty.

Chapter IX

IMPLEMENTING PROVISIONS

Article 46. Implementation

1. Educational institution is responsible for the implementation of this Regulation, and may issue documents detailing and complying with the practical conditions of the units, but not contrary to this Regulation.
2. Vietnam National University Hanoi shall inspect and examine the implementation of this Regulation of educational institutions.

Article 47. Implementation effect

1. This Regulation takes effect from the date of signing and applies to courses from QH2014 onwards. The previous provisions contrary to this Regulation are all annulled.
2. In case of necessity, the Director of Vietnam National University Hanoi may decide to amend or supplement a number of provisions to suit the actual situation./.

DIRECTOR

Phung Xuan Nha