

# **APPENDIX h**

## **Sample of rubrics especially for internship, project and thesis writing**

- 1. Regulations on the organization of final examinations for component subject at the graduate degree at the School of Law - Vietnam National University, Hanoi**
- 2. Regulations on assessment of master thesis at the School of Law - Vietnam National University**
- 3. Regulation on master education at Vietnam National University Hanoi**
- 4. Regulation on the online assessment of master's thesis at the School of Law- Vietnam National University Hanoi**
- 5. Temporary regulations on the end-of-module essay at the school of law, Vietnam National University Hanoi**

**1. Regulations on the organization of final examinations for component subject at the graduate degree at the School of Law - Vietnam National University, Hanoi**

VIETNAM NATIONAL UNIVERSITY  
**SCHOOL OF LAW**

THE SOCIALIST REPUBLIC OF VIETNAM  
**Independence – Freedom – Happy**

N<sub>o</sub>: /QĐ-KL

*Hanoi, month date year 2015*

**DECISION**

**Promulgation of regulations on the organization of final examinations for component subject at the graduate degree at the School of Law - Vietnam National University, Hanoi**

**DEAN OF THE SCHOOL OF LAW**

Based on the Regulation on the organization and operation of the Vietnam National University and its member universities issued under the Decision N<sub>o</sub> 26/2014/QĐ-TTg dated March 26, 2014 of the Prime Minister;

Based on the Degree N<sub>o</sub> 85/TCCB dated March 7, 2000 of Director of the Vietnam National University on the establishment of the School of Law under the VNU;

Based on The regulation on higher education at Vietnam National University promulgated by the Decision N<sub>o</sub> 5115/QĐ-ĐHQGHN dated December 25, 2014 by Director of the Vietnam National University;

Based on The regulation on Master Training Regulations at Vietnam National University promulgated by the Decision N<sub>o</sub> 4668/QĐ-ĐHQGHN dated December 10, 2014 by Director of the Vietnam National University;

Considering the proposal of the Head of the Center for Educational Testing and Quality Assurance,

**DECIDE**

**Article 1.** By this Decision, Issued the “Regulations on the organization of final examinations for component subject at the graduate degree at the School of Law - Vietnam National University, Hanoi”.

**Article 2.** This decision takes effect from the date of signing.

**Article 3.** Head of Faculties, functional units and other departments under the School of Law are responsible for the implementation of this Decision./.

**Recipients:**

- As the Article 3;
- Save: VT, TTTC, ĐT

**KT. DEAN OF THE SCHOOL OF LAW  
VICE DEAN OF SCHOOL OF LAW**

**Associate professor. Dr. Nguyen Thi Que Anh**

## **Regulations on the organization of final examinations for component subject at the graduate degree at the School of Law - Vietnam National University, Hanoi**

(Issued under Decision No /QĐ-KL dated / / )

### **1. Submit component scores**

Based on the teaching assignment paper of the Department of training and student management, lecturer has to send mid-term mark, questions for final exam, list of students who are allowed to attend the exam, list of students who are not allowed to attend the exam (with reason) to the Center for Educational Testing and Quality Assurance, maximum one day after finish the component subject.

### **2. Building exam schedule**

The Department of training and student management build the plan to organize the final exam and send to the Center for Educational Testing and Quality Assurance, and other related departments (at least 10 working days before the day of exam).

### **3. Building list of students attend to examination**

The Center for Educational Testing and Quality Assurance send a copy of mid-term mark to the Department of training and student management for building the list of exam candidates.

### **4. Establish the Committee of final examination**

Based on the plan of the Department of training and student management, the Center for Educational Testing and Quality Assurance proposes members of the Committee of final examination to Board of School of Law.

The Committee of final examination including: Head of the Committee and Superintendents. Head of the Committee is head or vice head of departments, faculties, or other units under the School of Law, unless in the special situation that Board can assign another. If the examination will be implemented outside Hanoi, Head of Committee may be superintendents concurrently.

Superintendent is officer or lecturer who is working at the School of Law. If the examination is form by writing and there are less than 50 students in one exam-room, it need to has 02 superintendents. If there are over 50 students in one exam-room, it need to has 03 superintendents. In situation of oral-exam, there is one superintendent for each exam-room.

#### ***4.1. Tasks of the Head of Committee***

- Get the materials to organize the exam from the Department of training and student management, get the question, questionnaire (if have) from the Center for Educational Testing and Quality Assurance in one day before the exam day. Sign to the document delivery notebook.
- Assigning superintendents in exam-rooms and deal with cases of superintendents come late or absence, contact with Head of Faculties if need, assign replacement superintendent.

- Take the question and other documents to superintendents
- Contact to other relating departments to solve complaints of students (if have).
- Collect the non-use questions in exam-rooms, request superintendents to stamp these questions after 20 minutes since start to count exam-time.
- Solve abnormal signs of questions in exam (wrong data or other reasons) and contact with the Center for Educational Testing and Quality Assurance to solve problems.
- Collect the exam papers and check the number of papers, sign of superintendents and other information fill in list of students, record.
- Make a record of problems: superintendent come late or absence, violations of regulations in exam, replacement superintendents, abnormal signs (if have).
- Protect the exam papers and immediately delivery to the Center for Educational Testing and Quality Assurance after the examination (for the exam organized in working day in Hanoi) or after finish examination (for exam organized outside Hanoi), or on Monday morning (if the examination organized on Saturday or Sunday in Hanoi).

#### ***4.2. Tasks of superintendents***

- Seriously implement the exam schedule. In situation of absence (reasonable or majeure) has to report to the Head of Committee.
- Do not be allowed to use mobile phone, talk, do private works, smoke, drink alcohol in time of exam.
- To be on time to do following tasks:
  - + Present in the council-room 15 minutes before start the exam to get documents of examination.
  - + The superintendent 1 numbering and call students come in the exam-room. The 2<sup>nd</sup> superintendent check student's identity information. Superintendents absolutely do not allow to arbitrarily added name of students into the list.
  - + The 2<sup>nd</sup> superintendent sign in the exam papers and take to students; guide students to fill in.
  - + When publish the question, the 1<sup>st</sup> superintendent show to students the stamp, read or give questions to students; the 2<sup>nd</sup> superintendent control generally. If has any complaints about questions, superintendents report to the Head of Committee.
  - + Superintendents clearly write on the board following information: name of subject, time of exam, allow to use materials or not, number of student are available.
  - + In time of exam, the 1<sup>st</sup> superintendents check and sign in exam papers.
  - + Students allow to leave the exam-room only after 2/3 time of exam, after students submit their exam papers. If the exam is questionnaire, just allow students leave exam-room after fully

collected all exam papers of that exam-room. If students get sick or other abnormal signs, superintendents have to report to the Head of Committee.

+ Students violate regulations, the superintendents have to make a record and deal with discipline according to provisions.

+ 15 minutes before the end time of exam, inform to students.

+ When the time of exam is end, superintendents request students to stop and submit the exam papers. The 1<sup>st</sup> superintendent collect the exam paper and the 2<sup>nd</sup> superintendent remain the order in exam-room. After collected and checked, superintendents requires students to confirm by sign in the list of students (absolutely do not allow students sign in this list before they finish exam).

+ After collected exam papers, superintendents arrange and fill in the records and delivery to the Head of Committee.

+ After superintendents delivery exam papers to the Head of Committee, the Head of Committee stamp and require superintendents sign in the stamp.

+ In situation of oral-exam, superintendent call students in the exam-room, require students draw lots the question and sign in the list of students. Students have 15 minutes to preparing and will be called to answer to lecturers. At the end of examination, superintendent public the mark of students after at least 02 lecturers sign in the transcript.

##### **5. Organizing to cut off stamped of the exams, hand-over and mark the exams papers**

- When receive exam papers from the Head of Committee, the Center for Educational Testing and Quality Assurance has responsibility to protect and cut stamped the exams. Officials who was assigned stamp and cut off stamp of each exam paper, delivery to the Head of Center for Educational Testing and Quality Assurance.

- Officials who was assigned classifies exam papers belong to other subjects appropriate with Faculties and delivery to Head of Faculties. Require the recipient sign in the document delivery notebook.

- Time to deal with the exam papers from the Center for Educational Testing and Quality Assurance got them to delivery to Faculties can not over 03 working days.

- After got the exam papers, Head of Faculties assign lecturer who mark these exam papers. This activity need to do in manner of seriously, objectively, fairly, and accurately. The mark of exam papers need to be sent to the Center for Educational Testing and Quality Assurance in maximum is 07 working days.

##### **6. Publishing the mark and addition examination schedule**

- The Center for Educational Testing and Quality Assurance is responsible to import, sum up, and publish on the portal marks of students in maximum 05 working days since time got these marks from Faculties.

Based on the result of exam, the Department of training and student management build the addition-exam list of students (if have) and inform to students (07 working days after got the result).

## **7. Resolving complaints**

7.1. If students have complaints about regular and mid-term evaluations, lecturer is responding to answer before send to the Center for Educational Testing and Quality Assurance.

7.2. If students have complaints about their mark in oral-exam, lecturer who evaluated him/her will answer immediately at the exam-room.

7.3. If students have complaints about their mark in writing-exam, he/she need to submit a complaint letter to the Center for Educational Testing and Quality Assurance in duration of 20 working days sine the result be published. The Center for Educational Testing and Quality Assurance need to photo the exam of student and mark table then send to the Head of Faculty that was assigned to manage this subject. The Head of Faculty assign a lecturer who did not attend to the first mark to re-mark. The neww mark of the exam need to be sent to the Center for Educational Testing and Quality Assurance in time of 10 working days since the day that he/she got the exam (in special situation, may be 20 working days). The Center for Educational Testing and Quality Assurance inform to student their new mark and re-import if it was changed.

7.4. If students have complaint about the import of mark or sum of marks, they need to submit a complaint letter to the Center for Educational Testing and Quality Assurance during 20 working days since the day that result was published. The Center for Educational Testing and Quality Assurance review and check the importation or sum of marks and give answer to students.

## **2. Regulations on assessment of master thesis at the School of Law - Vietnam National University**

VIETNAM NATIONAL UNIVERSITY  
**SCHOOL OF LAW**

**THE SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happy**

N<sub>o</sub>: /QĐ-KL

*Hanoi, month date year 2015*

### **DECISION**

#### **Promulgating regulations on assessment of master thesis at the School of Law - Vietnam National University**

##### **DEAN OF SCHOOL OF LAW**

Based on the Regulation on the organization and operation of the Vietnam National University and its member universities issued under the Decision N<sub>o</sub> 26/2014/QĐ-TTg dated March 26, 2014 of the Prime Minister;

Based on the Degree N<sub>o</sub> 85/TCCB dated March 7, 2000 of Director of the Vietnam National University on the establishment of the School of Law under the VNU;

Based on The regulation on higher education at Vietnam National University promulgated by the Decision N<sub>o</sub> 5115/QĐ-ĐHQGHN dated December 25, 2014 by Director of the Vietnam National University;

Based on The regulation on Master Training Regulations at Vietnam National University promulgated by the Decision N<sub>o</sub> 4668/QĐ-ĐHQGHN dated December 10, 2014 by Director of the Vietnam National University;

Considering the proposal of the Head of the Department Center for Educational Testing and Quality Assurance,

### **DECIDE**

**Article 1.** By this Decision, Issued the “**Regulations on assessment of master thesis at the School of Law - Vietnam National University**”.

**Article 2.** This decision takes effect from the date of signing.

**Article 3.** Head of Faculties, functional units and other departments under the School of Law are responsible for the implementation of this Decision./.

##### **VICE DEAN OF SCHOOL OF LAW**

**Associate professor. Dr. Nguyen Thi Que Anh**

##### **Recipients:**

- As the Article 3;
- Board of the School of Law;
- Save: VT, TTPC, ĐT.

# **REGULATIONS ON ASSESSMENT OF MASTER THESIS AT THE SCHOOL OF LAW - VIETNAM NATIONAL UNIVERSITY**

(Issued under Decision No /QĐ-KL dated / / )

## **Article 1: Requirements for thesis**

- The dissertation topic is a specific science, technology or management issue discussed by students together with the supervisor who will guide them to determine. The topic and supervisor need to be approved by the Dean of School of Law;

- The research results in the dissertation must be the result of the student's own work, did not publish in any research work of others. Must be explicit and lawful in the use of the results, quoting others' materials;

- The content of the thesis must show the knowledge of theory and practice in the field of expertise, methods of solving problems. The results of the dissertation must demonstrate that the author knows how to apply the research methodology and knowledge acquired during the learning process.

## **Article 2: Requirements for thesis evaluation**

- The thesis is evaluated publicly at the council's meeting. The Council focuses on evaluating the performance of research objectives, the content and quality of the dissertation, the appropriate level that the dissertation is required in accordance with Article 1 of this Regulation. The Council ensure that their assessment is appropriate with knowledge of the student and their ability to apply knowledge to solve the problems in thesis subject.

- Each council member's marks on a 10-point scale may be up to one decimal digit, including: maximum score of thesis's content is 9 points and detail guiding will be given by the head of the training institution; and a maximum of 1 point for the published related scientific papers of student in the list of specialized scientific journals prescribed by the head of the training institution or have applied practical results has been approved. The dissertation's mark is the average of the members' points present in the thesis assessment, rounded to one decimal digit. The thesis satisfies the requirement if the average grade point when is converted to the letter point system get point C or higher.



### **Article 3. Proportion, criteria and grading scale for assessing master thesis quality**

#### **3.1. Proportion for assessing master thesis quality:**

- Quality of the thesis: Proportion of 90% (content of the thesis: 60%; thesis defence: 30%);
- Scientific achievement: proportion of 10%

#### **3.2. Grading scale for assessing master thesis quality:**

<i>Mark</i>	<i>Criteria</i>	
	<i>Quality of the thesis</i>	<i>Thesis Defence</i>
<b>8,5- 9,0</b>	<ul style="list-style-type: none"> <li>- Thesis excellently achieves the research objectives; Contributing new theories such as adding new theories, new hypotheses, new research methods (models, tools, research techniques), new data, or new contributions on practicality such as: point out solutions and plans for perfecting policies and laws with high feasibility.</li> <li>- The thesis is structured in a logical, clear, coherent manner and in accordance with the regulations of the School of Law and the VNU; scientific style, high language quality; and there are almost no misspellings, etc;</li> <li>- Full and proper quote.</li> </ul>	<ul style="list-style-type: none"> <li>- Students demonstrate a wide understanding of theories in the topic of the research and can discuss their contribution to the development of the field of study;</li> <li>- Students demonstrate a good understanding of research methods and can discuss about the strengths and weaknesses of research methods;</li> <li>- Students present the thesis in an active, clear, coherent manner and ensure the prescribed time;</li> <li>- Student answered fully and convincingly all the questions of the board members as well as of the participants.</li> </ul>
<b>8,0-8,4</b>	<ul style="list-style-type: none"> <li>- Thesis successfully completed the research objectives; make new contributions at an</li> </ul>	<ul style="list-style-type: none"> <li>- Students demonstrate good theoretical understanding of the topic and can discuss their</li> </ul>

	<p>incomplete level in theory or practice;</p> <ul style="list-style-type: none"> <li>- The thesis is structured in a logical, clear, coherent manner and in accordance with the regulations of the School of Law and the VNU. style of language is clear, easy to understand; There are almost no misspellings, etc;</li> <li>- Full and proper quote.</li> </ul>	<p>contribution to the field of study;</p> <ul style="list-style-type: none"> <li>- Students demonstrate a good understanding of research methods and can discuss about the strengths and weaknesses of research methods;</li> <li>- Students present the thesis in a clear, active manner, ensuring the prescribed time;</li> <li>- The student responds satisfactorily to questions from council members and attendees.</li> </ul>
<b>7,5-7,9</b>	<ul style="list-style-type: none"> <li>- Thesis completed the research objectives. There is a strong argument for the conclusions of the thesis;</li> <li>- The thesis has a reasonable layout, form in accordance with the regulations of the School of Law and the VNU;</li> <li>- Full and proper quote.</li> </ul>	<ul style="list-style-type: none"> <li>- Students demonstrate quite good understanding about theories of the topic and research methods;</li> <li>- Students present the thesis in a quite clear, active manner, ensuring the prescribed time;</li> <li>- The student responds quite satisfactorily to questions from council members and attendees.</li> </ul>
<b>6,5-7,4</b>	<ul style="list-style-type: none"> <li>- The dissertation fulfills most of the research objectives, with quite strong arguments for the conclusions of the thesis;</li> <li>- The thesis has a reasonable layout, form in accordance with the regulations of the School of Law and the VNU;</li> <li>- Full and proper quote.</li> </ul>	<ul style="list-style-type: none"> <li>- Students demonstrate reasonable understanding of the topic and research methods;</li> <li>- Students present the thesis in a quite clear, ensuring the prescribed time.</li> <li>- The student responds to questions from council members and attendees at reasonable level.</li> </ul>
<b>5,5-6,4</b>	<ul style="list-style-type: none"> <li>- Thesis completed part of the</li> </ul>	<ul style="list-style-type: none"> <li>- The student demonstrates at a</li> </ul>

	<p>research objectives, but the content of the thesis has no new points or arguments are not tight and accurate;</p> <ul style="list-style-type: none"> <li>- The thesis has an unreasonable layout, the form still has not entirely correct with provisions of the School of Law and the VNU;</li> <li>- Full and proper quote.</li> </ul>	<p>limited understanding of the research topic and the choice of research method;</p> <ul style="list-style-type: none"> <li>- Students present in passive manner;</li> <li>- Student answered incomplete, inaccurate questions from council members and attendees.</li> </ul>
< 5,5	<ul style="list-style-type: none"> <li>- The thesis has ambiguous research objectives or does not fulfill the set research objectives; The argument is too sketchy, there are misunderstandings;</li> <li>- The thesis has unreasonable, incomprehensible layout, many errors that are not in accordance with the regulations of the School of Law and the VNU;</li> <li>- Did not cite or did not cite in full and in accordance with regulations.</li> </ul>	<ul style="list-style-type: none"> <li>- The student demonstrates a very limited understanding of research topics and the choice of research method;</li> <li>- Students present in passive manner, difficult to understand;</li> <li>- Student answer wrong or can not answer basic questions about knowledge related to thesis.</li> </ul>

### **3. Regulation on master education at Vietnam National University Hanoi**

**VIETNAM NATIONAL UNIVERSITY, HANOI      SOCIALIST REPUBLIC OF VIETNAM**

No.: 4668/QD-DHQGHN

**Independence – Freedom - Happiness**

#### **DECISION**

#### **Promulgating Regulation on master education at Vietnam National University Hanoi**

#### **PRESIDENT OF VIETNAM NATIONAL UNIVERSITY HANOI**

Based on Education Act dated 14 Jun 2005; Act on amending the Education Act dated 25 Nov 2009;

Based on Higher Education Act dated 18 Jun 2012;

Based on Decree no. 186/2013/ND-CP of the Government on National University, dated 17 Nov 2013;

Based on Regulation on organisation and operation of National University and its member higher education institutions, as attached to Decision no. 26/2014/QD-TTg of the Prime Minister of the Government, dated 26 Mar 2014;

Based on Regulation on master education, as attached to Circular no. 15/2014/TT-BGDĐT of the Ministry of Education and Training, dated 26 Mar 2014;

After considering the proposal of the Head of Education Board;

#### **DECIDES:**

**Article 1.** Promulgating “Regulation on master education at Vietnam National University Hanoi”, as attached to this Decision.

**Article 2.** This Decision comes into effect since the signing date and replaces Decision no. 1555/QD-DHQGHN, dated 25 May 2011, of the President of Vietnam National University Hanoi, on promulgating Regulation on master education at Vietnam National University Hanoi; Decision no. 3050/QD-DHQGHN of the President of Vietnam National University Hanoi, dated 25 May 2011.

**Article 3.** Head of Office, Heads of Boards, Heads of Vietnam National University Hanoi’s member institutions and organisations, involved individuals have the responsibility to implement this Decision.

#### **Receivers:**

- Those in Article 3;
- Ministry of Education and Training;
- VNU’s Website;
- Archives.

**PRESIDENT**

**Phung Xuan Nha**

# **Regulation on master education at Vietnam National University Hanoi**

## **Chapter II**

### **Admission**

#### **Article 7. Modes, number and location of admission**

1. Modes of admission for master programmes include:
  - a) Examination for Vietnamese citizens;
  - b) Application consideration without examination for foreigners.
2. Admission process for master programmes is held maximum 2 times a year, according to general schedule of Vietnam National University Hanoi.
3. Examination is held in campuses of VNU's member educational institutions. Off-campus examination must be approved by the President of Vietnam National University Hanoi.
4. Rules of member educational institutions about modes, number, time and location of admission process must be published in websites of educational institutions and Vietnam National University Hanoi.

#### **Article 8. Admission quota**

1. Prior to the 30<sup>th</sup> of June annually, on the basis of capacity of educational institution and social demand, the educational institution sets up schedule, quota for the next year's admission of every educational major (with educational programme correspondingly), report to Vietnam National University Hanoi and request its approval.
2. Vietnam National University Hanoi allocates admission quotas to each member institution. Based on these quotas, the educational institution allocates quotas for its educational majors and reports to Vietnam National University Hanoi.
3. Admission quota is used in a year, and cannot be transferred to the next year.

#### **Article 9. Subjects for entrance exam**

1. Entrance exam is comprised of 3 subjects, chosen by the head of a member institution and approved by Vietnam National University Hanoi, as follows:
  - a) Foreign language subject and foreign language competence of examinees for each field and each major (including second foreign language for examinees applying for the major of foreign language) is determined on the basis of requirements of the master educational programme and requirements of examinees' foreign language competence before thesis defence, which are prescribed in Article 29 of this Regulation;
  - b) Two other subjects, which include a main subject of the field and major, is determined according to requirements of the master educational programme. Each subject aims at testing knowledge of a subject or multiple subjects in undergraduate level;

c) Educational institution can replace a subject, as prescribed in this Article 9(1b), by other competence test appropriate for requirements of the master educational programme. This replacement (if any) must be applied to all examinees.

2. Subjects for entrance exam and mode of competence test, as prescribed in this Article 9(1), must be determined in the proposal for opening a master programme. The replacement of subjects for entrance exam or mode of competence test is chosen by the head of educational institution after considering suggestion of academic council, and approved by Vietnam National University Hanoi prior to admission notification.

3. Examinees who have foreign language competence meeting requirements of the foreign language test in the following cases are exempted from taking the foreign language test:

a) hold an overseas full-time bachelor, master or doctoral degree, which are recognised by authority according to current regulations;

b) hold a bachelor degree of progressive programme in accordance with the Ministry of Education and Training's Scheme of progressive programmes in some Vietnamese universities or hold an high-quality engineering bachelor degree (PFIEV), which is recognised by French engineering degree committee (CTI), or hold a degree that is co-conferred by overseas partner, or hold an international-standard bachelor degree, or a gifted bachelor degree, or a high-quality bachelor degree of Vietnam National University Hanoi;

c) hold a bachelor degree in foreign language;

d) hold a foreign language competence certificate, as prescribed in Article 29(4) of this Regulation or equivalent certificates, which are valid in the period of 2 years between the date of taking the test and the date of registering the entrance exam and conferred by institutions recognised by Vietnam National University Hanoi. The date of certificate conferral cannot exceed 45 days since the date of taking the test. The Dean of University of Languages and International Studies assesses and takes responsibility for authenticity of foreign language certificates conferred by overseas institutions before equivalence recognition.

#### **Article 10. Same field, appropriate field, near field and different field compared to admission field or major**

1. The field of bachelor degree is considered same field or appropriate field compared to field or major of admission master programme if they have same denominations in the List of level IV master education, or their undergraduate programmes differ less than 10% in both content and amount of time of the field knowledge modules (total number of hours, learning units or credits).

2. The field of bachelor degree is considered near field compared to field or major of admission master programme if they both belong to one field group in the List of level III education (different from cases in this Article 10(1)), or their undergraduate programmes differ from 10% to 40% in both content and amount of time of the field knowledge modules (total number of hours, learning units or credits).

3. The field of bachelor degree is considered different field compared to field or major of admission master programme if they appear in different groups in the List of level III education (different from cases in this Article 10(2)), or their undergraduate programmes differ more than 40% in both content and amount of time.

4. The list of near fields, which is allowed to register for master programme examination, and the list of different fields, which allowed to register for examination for governance, management and interdisciplinary master programmes, are determined by the head of

educational institutions after considering suggestion of academic council and approved by Vietnam National University Hanoi before admission process.

#### **Article 11. Additional knowledge course**

1. Examinees who hold a bachelor degree in near field, different field or those who hold a bachelor degree in same field, appropriate field compared to admission field or major but graduated for long time according to Article 10 (1)(2)(3) of this Regulation, must take an additional knowledge course of undergraduate programme prior to entrance exam. Learners pay tuition fee for additional knowledge course according to undergraduate programme policy.
2. List of modules of additional knowledge course is clearly stated in the proposal for opening a master programme.
3. Educational institution which administers the relevant undergraduate programme is responsible for the organisation of additional knowledge course and the conferral of certificate and transcript for examinees who complete the course.
4. Timetable and rules of additional knowledge course are publicized on website of educational institution which organises the course at least 15 days before the course.

#### **Article 13. Preferential policy**

##### 1. Preferential individuals

- a) Individuals who work two consecutive years or more (counted to deadline of examination registration) in Area 1 as prescribed in current Regulation on admission for full-time bachelor courses or full-time college courses. In these cases, examinees must hold decisions in relation to appointments made by organs and institutions.
- b) Wounded soldiers and those who have benefits like wounded soldiers;
- c) Children of a martyr;
- d) Armed-forces heroes, labour heroes;
- đ) Individuals belong to minority ethnic group and have permanent living location at least two years ((counted to deadline of examination registration) in regions as prescribed in Article 13(1a);
- e) Natural children of a person, who served resistance war and was affected by toxic chemical, causing his/her disabilities confirmed by provincial People's Committee.

##### 2. Preferential points

Preferential examinees as prescribed in this Article 13(1) (including those who meet two criteria or more) enjoy 10 points (100 point scale) added to foreign language test (if not exempted according to this Regulation) and 1 point (10 point scale) added to non-major test or competence test according to Article 9 (1bc) of this Regulation, as prescribed by educational institutions.

#### **Article 14. Admission notification**

1. No later than three months before examination date, educational institution provides admission notification. Admission notification must be publicized on notification board and website of the educational institution, as well as in magazine and website of Vietnam National University Hanoi.

2. The content of admission notification includes: conditions of taking examination; list of same field, near field, different field that are eligible for taking examination for every field and major; subjects for entrance exam, content of examination and modes of tests or requirements and marking scale of competence test, as prescribed in Article 9 (1c) of this Regulation (if any); subjects and tests to which preferential points apply; documents of examination registration; location, date of submitting documents, examination dates; date of notifying admission result, course commencement and course timeframe; other necessary information for examinees.

#### **Article 15. Examination registration, letter of examination notification**

1. Documents, procedure of registration, consideration of documents; listing examinees, making examinee card, and posting letter of examination notification are implemented according to rules of the head of educational institution.

2. List of qualified examinees must be publicized on website of educational institution no later than 3 weeks before the first test.

#### **Article 16. Admission council and assistant boards**

1. The organisation of admission for master programmes, whose degrees are conferred or co-conferred by the Vietnam National University Hanoi, is consistent.

Annually, President of Vietnam National University Hanoi appoints Board of master programme admission of Vietnam National University Hanoi (“Board of Admission”). Department of Education is permanent unit of Board of Admission, and is a hub of direction, supervision and inspection of Vietnam National University Hanoi regarding admission matters and relevant issues.

##### 2. Admission council

Head of educational institution appoints admission council and reports to Vietnam National University Hanoi. Members of the council are:

- a) President: Head of educational institution or authorised vice head of educational institution;
- b) Vice president: Vice head of educational institution;
- c) Permanent member: Head or deputy head of postgraduate department;
- d) Members: several heads or deputy heads (department, faculty) involved in the admission activities.
- đ) Secretary of Admission council

##### 3. Duties of Admission council

Admission councils are responsible for administering matters in relation to admission activities of their institutions. These activities are:

- Admission notification;
- Receive, assess and administer examination registration documents according to subjects, criteria and conditions. Receive original copies of foreign language certificates that needs to be checked, and forward them to the University of Languages and International Studies for assessment before examination;
- Provide examinees with syllabuses of admission subjects;
- Organise examination activities according to assigned duties;



- Consider applications without examination, make decision of recognition of admitted examinees or make proposal of recognition according to assigned duties;
- Implement other tasks assigned by Board of Admission.

4. Assistant boards for Admission council are appointed by President of Admission council, include: Secretary Board of Admission Council, Board of Exam Question, Board of Invigilation, Board of Marking, Board of Marking Supervision, Board of Second Marking; Board of Facilities. Organisation, duties and authorities of assistant boards for Admission council follow the current Regulation on full-time undergraduate and college admission.

5. Duties and authorities of President, Vice-President, permanent member and other members of the Admission Council; organisation, criteria of selection, duties and authorities of assistant boards follow rules issued by the head of educational institution.

6. Examinees or those whose father, mother, spouses, children, siblings who attend one of two admission rounds of a year, cannot be a member of Admission Council or assistant boards.

### **Article 17. Exam questions**

1. The content of entrance exam questions must meet the following requirements:

- a) Appropriate for the undergraduate programme, and being able to assess and classify the examinees' ability;
- b) Be scientific, precise, clear, close to the syllabuses' content published in the admission notification as well as the undergraduate programme;
- c) Appropriate for the duration of the tests.

2. Head of educational institutions propose modes of exam questions for non-foreign-language subjects, and ask for Vietnam National University Hanoi's approval. The University of Languages and International Studies proposes modes of exam questions for foreign languages subjects, and asks for Vietnam National University Hanoi's approval. These modes of exam questions must be able to assess one's foreign language competence according to regulations of educational institutions and Vietnam National University Hanoi, and on the basis of 6 level framework of foreign languages competence prescribed by the Ministry of Education and Training ("6 level framework of foreign languages competence in Vietnam").

3. Exam questions makers (including drafters of exam questions banks, proposers of source exam questions, chiefs of exam subjects, and assessors of exam questions) must meet the following requirements:

- a) Have expertise appropriate for exam's content, have a sense of responsibility, professional prestige and have experience of making exam questions;
- b) Hold master degrees or higher qualifications to make exam questions of foreign languages; hold doctoral degrees, scientific doctoral degrees or be associate professors, professors to make exam questions of other subjects;
- c) Keep exam questions activities under secrecy, and be responsible for content and quality of exam questions.

4. Exam questions are extracted from exam questions banks or made separately

- a) In case of using exam questions banks, each set must have at least 100 questions for writing mode or 30 times higher than the number of each exam's questions for other modes, in order to make at least 3 collections of exam questions for every subject; or have at least 30 collections of exam questions to select at least 3 collections randomly;

b) In case of making exam questions separately, each subject must have at least 3 sets of source exam questions proposed by 3 different experts in order that the chief of subject can merge them to two or three sets of exam questions. The president of Admission Council invites proposers of source exam questions directly, receives source exam questions and keep information about exam questions makers under secrecy.

5. The process of making exam questions, keeping exam questions under secrecy, and dealing with abnormal problems of exam questions follow the Regulation on admission for full-time undergraduate and college programmes.

6. Marking scale of foreign language subjects is 100 or other scales that are converted to 100 marking scale; marking scale of other subjects is 10 or other scales that are converted to 10 marking scale.

7. Exam questions of competence tests is prescribed in guiding documents of Vietnam National University Hanoi.

8. The head of educational institution provides detailed guidelines on matters in relation to admission process on the basis of the need of educational institution and educational fields and majors.

9. The President of Admission Council is responsible for activities in relation to making exam questions according to this Regulation and other rules of educational institution; makes decisions and is responsible for dealing with abnormal problems of exam questions.

#### **Article 18. Arrangements of admission examination**

1. President of admission council is responsible for organising admission examination according to this Regulation and annual guidelines of postgraduate admission of Vietnam National University Hanoi.

2. Exam subjects are organised in consecutive days. Specific timetable of examination must be stated in admission notification.

3. Exam locations must be safe, secure, quiet; there must be at least 2 invigilators/maximum 30 examinees.

4. President of Vietnam National University Hanoi provides detailed guidelines on arrangements of admission examination to guarantee transparency, safety, seriousness, effective; provides detailed guidelines on duration of each test, rules of exam rooms, criteria for selecting invigilators and other matters in relation to admission examination.

#### **Article 19. Exam marking**

1. President of Admission council provides detailed guidelines on answers making process, criteria for selecting exam markers, dealing with results of exam marking, second marking and other issues required by marking process. Mark rounding is not used in master admission examination.

2. Head of marking board, Head of second marking board, Head of marking supervision board are responsible for exam marking activities according to rules of this Regulation, Ministry of Education and Training's Admission Regulation, annual guidelines on postgraduate admission of Vietnam National University Hanoi, timely report to the president of educational institution's admission council and the Vietnam National University Hanoi's Admission Council about abnormal problems in order to have guidance.

3. Exam markers must conform to marking rules; must be fair, objective and follow answer guidelines; are responsible for marking results and subject to disciplinary penalties if they commit wrong marking that affects the success of examinees.

4. In necessary circumstances, President of Vietnam National University Hanoi appoints or authorises an educational institution to appoint an council for assessing some or all exams. This council has at least 3 members, performs its duties by consensus, and can make final decision on official result of the exam. The president of marking council can arrange dialogue between the assessment panel and first-round markers, second-round markers or request explanation before making decision on final result.

#### **Article 20. Conditions of admission and application consideration without exam**

1. For admission consideration, examinees' exam result must reach at least 50% of marking scale of each subject or competence test (after adding preferential points, if any).

2. Based on publicized quota and the total mark of two subjects and competence test of each examinee (excluding foreign language test), admission council suggests admission mark for each field or major. Vietnam National University Hanoi approves admission mark for each field or major.

3. In case there are numerous examinees who have the same total marks of two subjects, test as above mentioned (after adding preferential points, if any), successful examinees are selected in priority order as follows:

a) Examinee is female enjoying priority as prescribed in Article 16 (4) Decree no. 48/2009/ND-CP dated 19 May 2009 on measures to guarantee gender equality;

b) Examinee has mark of major subject of the field or major higher than others;

c) Examinee who is exempted to take foreign language test or has mark of foreign language test higher than others;

d) Examinee who has a bachelor degree of gifted, international standard, or high-quality programmes.

4. Foreign citizens who want to take a master course in Vietnam is admitted by the head of education institution on the basis of the field and result of bachelor degree, linguistic competence as required by the educational programme and Vietnamese language competence according to Article 23 of this Regulation; in case there is international treaty or cooperative agreement between Vietnamese Government and overseas government or international organisation about accepting foreign citizens to study master courses in Vietnam, the international treaty or cooperative agreement applies.

#### **Article 21. Decision on admission and recognition of students**

1. President of admission council reports to head of educational institution on the result of admission via examination and application consideration; based on decided quota, the head of educational institution proposes the plan of admission mark and asks for Vietnam National University Hanoi's approval. List of admitted examinees must be publicized in the educational institution's website.

For majors within a field, whose admission mark is based on that field, admitted examinees can change major within the field on enrolment if they have legitimate reasons; head of educational institution considers, decides the case and reports to Vietnam National University Hanoi no later than one month after approving the change of major.

2. Educational institution send letters of enrolment to admitted examinees at least 15 days before enrolment date. Examinees come to enrol later than 15 days since enrolment date noted in letter of enrolment without legitimate reasons are considered to be withdraw from the course.

3. No later than one week after enrolment, students must provide all necessary personal information according to rules of Vietnam National University Hanoi (on integrated information system of educational management software) and rules of educational institution.

4. Deans of member universities promulgate decision on recognition of students of master courses for admitted examinees who complete enrolment, and report to Vietnam National University Hanoi. Deans of member faculties request the President of Vietnam National University Hanoi to promulgate decision on recognition of students of master courses for admitted examinees who complete enrolment at their faculties.

#### **Article 22. Inspection, check, supervision of admission process**

1. Vietnam National University Hanoi inspects and supervises admission process of admission council according to current regulations.

2. Inspection activities are implemented according to current regulations on organisation and operation of inspection for examinations of Vietnam National University Hanoi. Checking activities are implemented according to regulations on functions and duties of institutions and administrative bodies.

3. Heads of educational institutions are responsible for arrangements of inspection, check, internal supervision for admission procedures in their institutions according to regulations of Vietnam National University Hanoi.

4. Examinees or those whose family members (father, mother, spouses, children, siblings) who attend one of two admission rounds of a year, are not allowed to involve in inspection, check or supervision of admission process.

#### **Article 23. Application consideration without examination for foreigners**

Application consideration without examination for foreigners or Vietnamese who hold overseas citizens is implemented according to separate regulations.

### **CHAPTER IV**

#### **EDUCATIONAL ACTIVITIES**

#### **Article 33. Teaching arrangements for modules at Vietnam National University Hanoi**

1. Teaching of modules of general knowledge is consistently organised in Vietnam National University Hanoi. The University of Languages and International Studies is responsible for teaching Foreign Languages modules; The University of Social Sciences and Humanities is is responsible for teaching Philosophy modules.

2. Teaching of modules of basic knowledge and speciality knowledge is consistently organised in educational institution. In case more than one educational institutions are in charge of one module, each educational institution is responsible for teaching modules that belong to its administration.

#### **Article 34. Education arrangements**

1. Master courses are organised to be full-time study and research for the fulfilment of educational programmes.

For the application-oriented master programmes only, educational institution can organise multi-stage courses on condition that total period is equal to that prescribed in Article 6(3a) of this Regulation. In this case, the scheduled period for the course completion must be longer than designed period for the course completion and must follow Article 6(3c) of this Regulation.

Period of master course teaching is calculated according to period of full-time undergraduate course teaching, with the support of libraries and other relevant institutions.

2. The arrangements of master course teaching must be a combination of in-class lecturing and self-study, self-research; enhancing students' abilities of discovering and dealing with problems in relation to field and major, as well as their abilities of independent scientific research, and addressing practical issues.

3. At the beginning of the course, education administration department must notify students of educational programmes of the whole course, detailed syllabuses for modules of the programme, study schedule, testing schedule, timetable of thesis defence and second thesis defence, and relevant rules of the educational institution.

Detailed syllabuses of modules must state clearly the following content: objectives, number of credits, prerequisite modules, content and forms of teaching organisation, forms and methods of assessment, study materials, and other content required by the module and the educational institution.

4. Educational institution do not require students to enroll foreign languages modules in the institution. If students have a demand to study foreign languages, educational institution must set up classes and cooperate with the University of Languages and International Studies to arrange teaching.

5. Head of educational institution is responsible for facilities building, experimental labs and tools, or making agreements with organs, organisations, companies... for the guarantee of research, experiment, practice, application for students, as required by field, major and type of educational programmes.

### **Article 35. Class arrangements**

#### 1. Enrolment-year-based class

a) Enrolment-year-based class is organised for students of the same educational programme, and organised stably from the beginning to the end of the course. In case students are permitted to pause the study, on return they attend enrolment-year-based classes appropriate for accumulated knowledge and keep the issued ID student number;

b) Educational institution assigns staff members to manage the enrolment-year-based class;

c) Each enrolment-year-based class has a code, as prescribed by Vietnam National University Hanoi. In case teaching of one educational major is administered by numerous educational institutions in one year, the institution's code is added to the class' code.

#### 2. Module-based class

a) Module-based class is organised for students who enrol for the same module in a semester. Educational institution that administer the module is responsible for setting up and managing the class;

b) Educational institution arranges teaching of modules for module-based classes under its administration. Head of educational institution provides guidelines of minimum students in each module-based class, lecturers and facilities. Module-based class is not organised if the number of enrolled students is less than the minimum; if so students can enrol for other class or in later semesters;

c) Lecturer of a module-based class manages the class directly;

d) A module-based class is named by module's code. In case there are numerous module-based classes for a module, the order number of the module-based class is added to the its name. In case a module-based class is managed by numerous educational institutions, the institution's code is added to the class' name.

### **Article 36. Study enrolment**

1. Minimum number of credits enrolled in each semester (except the last semester):

a) Standard educational programme: 12 credits;

b) High-quality or international standard educational programme: 15 credits;

c) International cooperation educational programme whose degree is co-conferred by Vietnam National University Hanoi and the partner: according to agreement between educational institution of Vietnam National University Hanoi and the partner.

In case students would like to enrol for modules whose total number of credits are less than the minimum in a semester must be approved by head of educational institution.

2. Enrolment for modules

a) Arrangements of enrolment for modules of educational programme is decided by head of educational institution. Students can enrol for study and examination of 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 teaching schedule, timetable of modules via documents and websites prior to enrolment in order that students from and outside the institution are aware of those, make convenient conditions for students from other institutions, transfer enrolment data, module result data of students to educational institution which manages those students right after the deadline of enrolment and the end of marking.

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

d) Students of Vietnam National University Hanoi's gifted, progressive, international standard, high-quality programmes who study master programmes of Vietnam National University Hanoi can be exempted from taking extensive particular subjects taught in undergraduate programmes. Heads of educational institutions decide exempted modules and their marks for each field, major and group of students according to criteria: subject of undergraduate programme is almost equivalent to that of master programme, or module of undergraduate programme satisfies output standards of module of master programme.

đ) Credits accumulation of undergraduate students

Students of gifted, high-quality, international standard of programmes of Vietnam National University Hanoi, who complete at least 4 semesters, can enrol for some credits accumulation of master programme of the same or near field/major in advance if they meet the following requirements:

- Get approval in paper by head of educational institution;
- Accumulated average GPA is at least 2.5.

Educational institutions make arrangements for undergraduate students who meet those requirements to attend full-time classes for master students.

In a semester, students are allowed to enrol for maximum 3 modules of a master programme. Results of modules are reserved until the master course enrolled in the year of undergraduate programme graduation.

### 3. Time for modules enrolment and thesis' title

- a) Modules of educational programme is enrolled on semester basis;
- b) Theses' titles and supervisors are proposed by academic departments and approved by head of educational institution at least 6 months before thesis defence;
- c) Change of thesis' title is decided by head of educational institution, at student's request, which is approved by supervisor and head of department, and must be done at least 6 months before thesis defence. Change of thesis' title in other circumstances are determined by head of educational institution.

### 4. Enrolment for re-study

- a) For compulsory modules, students must enrol for re-study and re-examination if they get the mark F.
- b) For selective modules, students enrol for re-study of the same modules or another selective modules within the same group of knowledge.

### 5. Enrolment for re-study for make improvement purpose

For modules marked D or D+, students can enrol for re-study of the same modules or enrol for other modules (selective) to improve their accumulated GPA. Old marks are abolished once enrolment for mark improvement is accepted and they are replace by new marks.

### 6. Enrolment for reserved modules

For students who hold master degrees, change educational institution, or pause study, head of educational institution determines reserved modules on the basis of educational programmes. Marks of reserved modules must be determined before implemeting new programme's schedule. During the period of module enrolment, students enrol for non-reserved modules only.

### 7. Result of module enrolment

Educational institution informs students of the result of module enrolment after enrolment completion and guarantees minimum credits of a semester.

The result of module enrolment is only accepted after students complete required financial duties.

8. Period of result reservation is determined by educational institution managing the module and cannot exceed 3 years since the module examination date.

## **Article 37. Exam, test, assessment**

1. Assessment of module must meet the following requirements:

- a) Objective, precise, fair, able to classify students' competence; rules and result of assessment must be publicized and transparent;
- b) Exam and test questions must be appropriate for the content and objectives of modules stated in the detailed syllabuses;
- c) Follow forms and methods of assessment stated in the detailed syllabuses;
- d) A combination of regular tests and final test;
- đ) A combination of several forms of assessment (assignments, essays, experiments, research reports, writing test, oral test...) appropriate for the module's requirements;
- e) A combination of assessing students' study attitude and assessing their independence and creativity.
- g) Marking percentage of tests and final exam stated in the syllabuses, and be informed to students at the beginning of the course. The final exam is compulsory and accounts for no less than 60%.

2. Head of educational institution makes rules and assigns tasks to lecturers and relevant staff to arrange tests and final exam.

For foreign languages modules: On the basis of 6-level foreign language competence framework of Vietnam, Dean of the University of Languages and International Studies arranges the assessment of students' modules (including students do not enrol for foreign languages modules in this University). Foreign languages modules are assessed as two levels: satisfactory or dissatisfactory.

3. Partial tests marks and final exam mark are assessed according to the marking scale ranging from 0 to 10 (can be 0.5 after comma). The mark of module is calculated on the basis of percentage, rounds to 1 figure after comma and transferred to letter mark with the following levels:

9.0 – 10            equivalent to A+

8.5 – 8.9           equivalent to A

8.0 – 8.4 equivalent to B+

7.0 – 7.9 equivalent to B

6.5 – 6.9 equivalent to C+

5.5 – 6.4 equivalent to C

5.0 – 5.4 equivalent to D+

4.0 – 4.9 equivalent to D

Under 5.0 equivalent to F

Students who do not attend tests or final exam without legitimate reasons get zero (0) mark. Satisfactory marks are D and above.

4. If there are not sufficient data to determine marks (due to lack of tests, final exam) of modules for legitimate reasons (confirmed by authorities and approved by head of educational institutions), the assessment is marked as I (mark I). Students with marks I must take additional tests, additional final exam according to the arrangements of educational institutions in order to have sufficient data for mark assessment. Modules for which results are



not available, the assessment is marked as X (mark X). When the data and marking results are available, marks I and X are replaced by corresponding marks.

For reserved modules because of the transfer from other educational institution or the change of educational programmes, the assessment is marked as R as attached to the result.

5. Marks of the tests, final exam and modules must be notified to students via the educational institutions' website no later than 15 working days since final exam date. Modules' marks must be stated in students' academic transcripts according to uniformed form made by the educational institutions. Modules' marks must be stored in educational institutions' marking files.

6. Head of educational institution provides guidelines on preserving and storing exam papers and relevant documents.

### **Article 38. Grade point average (GPA)**

1. With the aim of calculating semester's GPA and accumulated GPA, letter marks are converted to 4 marking system as follows:

A+	is equivalent to	4.0
A	is equivalent to	3.7
B+	is equivalent to	3.5
B	is equivalent to	3.0
C+	is equivalent to	2.5
C	is equivalent to	2.0
D+	is equivalent to	1.5
D	is equivalent to	1.0
F	is equivalent to	0

Semester's GPA and accumulated GPA are calculated by the following formulae and rounded to two digits after comma:

Among the formulae:

A: semester's GPA and accumulated GPA

i: order of module

$a_i$ : mark of module number i

$n_i$ : number of credits of module number i

n: total number of modules in one semester or total number of accumulated modules

Semester's GPA is used for semester's commendations. Accumulated GPA is used for consideration of granting allowance and scholarship annually, approval of thesis defence, graduation commendations and other commendations.

2. If the GPA is under 2.0 for a standard programme, or under 2.5 for an international standard programme, students must enrol for one or several modules whose marks are under C or they can change to other equivalent modules (selective).

3. Students are exempted from assessment of foreign languages modules and considered to meet the foreign languages conditions in the following cases:

a) hold a bachelor or master degree educated in an overseas' full-time programme, recognised by authorities according to current regulations;

b) hold a bachelor degree of progressive programme in accordance with the Ministry of Education and Training's Scheme of progressive programmes in some Vietnamese universities or hold an high-quality engineering bachelor degree (PFIEV), which is recognised by French engineering degree committee (CTI), or hold a degree that is co-conferred by overseas partner, or hold an international-standard bachelor degree, or a gifted bachelor degree, or a high-quality bachelor degree of Vietnam National University Hanoi;

c) hold a bachelor degree in foreign language;

d) hold a foreign language competence certificate which satisfies output standards of foreign languages for educational programmes, as prescribed in Article 29(4) of this Regulation. The Dean of University of Languages and International Studies assesses and takes responsibility for authenticity of foreign language certificates conferred by overseas institutions before equivalence recognition.

đ) Complete a master course taught by foreign languages as approved by Vietnam National University; students study, write and defend thesis by foreign languages.

e) Overseas students.

### **Article 39. Dealing with educational affairs**

After each semester, educational institutions proceed educational affairs dealing.

#### **1. Educational warning**

At the beginning of a semester (from the second semester), educational institutions issue warnings for students whose semester' GPAs range from 0.8 to under 0.85 in the first semester of the course; range from 1.0 to under 1.1 in later semesters or range from 1.1 to under 1.2 in two consecutive semesters.

#### **2. Temporary suspension of study**

a) Students are allowed to suspend study and the accumulated modules are reserved in the following circumstances: appointed to positions in armed forces or international tasks; have an illness or injury that subject to long treatment or have a pregnancy leave proved by medical institutions. For other circumstances, educational institutions only approve students who complete at least one semester in the institutions, get accumulated GPAs of 2.0 or above for standard programme, and are not subject to any disciplinary punishment.

b) Period of temporary suspension of study for those appointed to positions in armed forces or international tasks are the period stated in documents of authorities, and not be added to study period according to Article 6(3c) of this Regulation;

Period of temporary suspension of study for other circumstances is necessary period according to the demand, wish of students, however maximum period for completing an educational programme must follow Article 6(3c) of this Regulation;

c) Heads of educational institutions provide detailed guidelines on the procedure for suspension request and the authority of approving the request and accepting the students back to study after the period of temporary suspension.

d) Students stop/leave/withdraw from the course in the following cases:

- Show their wish to stop the course voluntarily in written documents according to Article 6(3c) of this Regulation;
- Exceed the maximum period of study according to Article 6(3c) of this Regulation;
- Break rules prescribed in Article 58 (2d) of this Regulation;
- Not participate in study activities without notice in the period of one semester or more.

### 3. Change of educational institution

a) In the study period, students are allowed to change of educational institution if they move the living location to other province (this is endorsed by local authority), or recruited, appointed to work in other province according to decisions of authorities, so they cannot attend the course, except for the case according to this Article (3c);

b) Conditions of changing educational institution: receiving educational institution has the same field, major; request of changing educational institution must be approved by heads of current educational institution and receiving educational institution;

c) Students are not allowed to change educational institution when studying last semester of the course or in the period of a disciplinary punishment from warning and above;

d) Heads of educational institutions provide detailed guidelines on documents, procedures of leaving and receiving; procedure of recognising one part of modules or all modules that students complete, determine additional modules on the basis of comparison between two institutions' programmes.

4. Deans of member universities decide and report to Vietnam National University Hanoi on cases of students who leave and are received. President of Vietnam National University Hanoi decide cases of member faculties.

### **Article 40. Change of educational programme**

1. Students are allowed to transfer from international standard programme to standard programme if the first mark of one module of general and speciality knowledge is under C+ or they are in the period of a disciplinary punishment from reprimand and above; or they do not attend academic activities in 6 months, and do not report on progress and outcome of research. In case no equivalent standard programme is available, educational institution apply Article 39 of this Regulation.

2. Students who are under one of the following circumstances cannot receive the international standard degree and they are transferred to standard programme:

- a) Have accumulated GPAs under 2.5 (for first exam results only);
- b) Not meet level 5 of foreign language standard;
- c) More than 6 month extension compared to normal period.

## **Chapter V**

### **THESIS AND THESIS ASSESSMENT**

#### **Article 41. Requirements of thesis**

1. Standard programme

- a) Topic/title of master thesis is a specific scientific, technological or managerial issue, determined by agreement between the student and appointed supervisor and approved by the academic department or scientific and educational council of educational institution (or academic faculty of member university). Head of educational institution make decisions on approving the thesis' topic and appointing supervisor;
- b) Students must present content and research schedule of their theses before academic department no later than one month since topics are approved;
- c) Results of thesis' research must be works of students and are not published in any research of others; Use of others' works must be clear and legal;
- d) Content of a thesis must present theoretical and practical knowledge, methods to solve problems pointed out. Results of thesis must show that the author can apply research methods equipped in study period.

## 2. International standard programme

Theses of international standard programmes must satisfy requirements of standard programmes, as prescribed in this Article 41(1). Moreover, a thesis must meet the following requirements:

- a) Written and defended in English for a thesis assessment panel;
- b) The thesis must have at least one new result published in prestigious speciality scientific journals or in records of reviewed national or international conferences.

## 3. International cooperative programme

Theses of international cooperative programmes that are conferred or co-conferred by Vietnam National University Hanoi must satisfy requirements stated in this Article 41(1).

4. Heads of educational institutions provide detailed guidelines on format and presentation of theses according to requirements of each educational field and other matters relevant to the theses.

## **Article 42. Thesis supervision and conditions of thesis defence**

### 1. Thesis supervision

- a) One or two supervisors are appointed for each thesis. In case of two supervisors, the decision on approving the topic and appointing supervisors clearly states the first supervisor and the second supervisor;
- b) A professor can supervise maximum 7 students concurrently; one who holds a scientific doctoral degree or is associate professor can supervise maximum 5 students; one who holds a doctoral degree for at least one year can supervise maximum 3 students, including students of other educational institutions;
- c) For a thesis of practice-oriented master programme, second supervisor can be one who hold a master degree in the same educational field for at least 3 years and has at least 15-year experience of practical work in relation to the thesis' topic; The second supervisor in this case can supervise maximum 2 students concurrently at all educational institutions.

### 2. Conditions of thesis defence

- a) Students complete educational programme, have accumulated GPAs from 2.0 for standard programme, from 2.5 for international standard or high-quality programmes;
- b) Meet output standards of foreign language as prescribed in Article 29(4) of this Regulation;

- c) Lodge request of thesis defence and guarantee honest results, and provide confirmation of quality of the supervisor, as required in Article 41(1) of this Regulation;
- d) Not under a criminal prosecution or a disciplinary punishment of study suspension;
- đ) Not under a denunciation about scientific content of the thesis.

### **Article 43. Thesis assessment panel**

1. Dean of a member university appoints thesis assessment panels for students of this university after considering proposal of head of academic department and head of postgraduate department. Academic departments organise thesis defence. President of Vietnam National University Hanoi appoints thesis assessment panels for students of member faculties after considering proposal of deans of member faculties and Head of Education Board; member faculties organise thesis defence.

Appointment of a thesis assessment panel is made within maximum 30 working days since the date when the student submit thesis and have sufficient conditions for thesis defence according to Article 41, Article 42 of this Regulation.

2. A thesis assessment panel is comprised of five members, includes: a president, a secretary, two critical members and a member. The council has at least two members outside the educational institution, and from two different institutions, and at least one of those is a critical member.

3. Requirements for members of thesis assessment panel:

a) Members of the council are those who hold doctoral degrees for at least 2 years, or are associate professors, professors. They specialise in fields appropriate for fields and majors of students and have sound understanding of theses' topics.

For practice-oriented theses, one member of the panel must be outside the educational institution and work in fields of the topics. In case no one meets the above-mentioned requirements, the institution can invite those, who hold master degrees for at least 3 years or doctoral degree in the same field and have at least 15-year experience of practical work in relation to the topics, to be member of the panel;

b) President of panel is the one who have sound competence and academic prestige, have experience in chairing the panel;

c) Critical members must have deep understanding of the theses' topics;

d) Supervisor(s) and one who is father, mother, spouse, child, sibling of the student cannot be a member of the council.

đ) Members of panel must be honest and objective in assessing the thesis according to Article 44(1) of this Regulation.

4. The panel holds a meeting for thesis assessment in maximum 60 working days, since the appointment date. The thesis assessment meeting is not held in the following cases: copies of thesis are sent to members of panel less than 5 days until the planned meeting; absence of president or secretary; absence of a member who fails the thesis; absence of two members or more.

For objective reasons, Deans of member universities or President of Vietnam National University Hanoi can make replacement or addition of panel members in accordance with Article 43(3). The deadline for thesis assessment meeting is calculated since the date of the last decision on replacement or addition.

#### **Article 44. Thesis assessment**

1. Thesis is assessed publicly at the panel meeting (except for topics that belong to classified information according to laws of authorities). The panel focuses on assessing research objectives, content and quality of thesis, level of meeting requirements according to Article 41 of this Regulation, knowledge and ability to apply knowledge to solve problems identified by the thesis.

2. Mark of thesis given by each panel member follows the 10 marking scale (policy of one digit after the comma is applied) and is comprised of: mark of the content is maximum 9.0 (head of educational institution provides guidelines for this), and mark of research achievements is maximum 1.0 (publication on scientific journals as head of educational institution's guidelines, or applied research accepted by users in paper). Overall mark of thesis is the average mark of sum of members' marks who attend the panel meeting (policy of one digit after the comma is applied). Thesis is satisfactory if average mark is C or above (as converted).

3. In case the thesis is marked as non-satisfactory, the student is allowed to revise the thesis for the second defence within 3 months since the date of the first defence. There is no policy for the third defence. The head of educational institution can approve a new thesis' topic under the student's proposal. In this case, there is no policy for the second defence if the first one is not satisfactory. The maximum period for completing educational programme follows Article 6 (3c) of this Regulation. The student is responsible for expenses for thesis revisions, thesis re-assessment and new thesis writing and defence.

4. Head of educational institution provides detailed guidelines on thesis assessment, documents, procedures of thesis defence, requirements for critical comments on thesis, marking papers, thesis defence minutes.

#### **Article 45. Thesis content verification**

##### 1. Verification panel

If there is a denunciation letter according to the Denunciation Act, and clear evidence showing that a thesis does not meet requirements as prescribed in Article 41 of this Regulation or under necessary circumstances, Head of a member university or President of Vietnam National University appoints a thesis verification panel. The number of members and requirements for them follow Article 43 (2,3) of this Regulation; Among those, there are no more than two members from the educational institution. Members of assessment panel cannot be members of verification panel.

##### 2. Thesis verification

a) Before the meeting, members of verification panel submit critical comments on the need of conducting the thesis, suitability of the thesis with the major; no coincidence of the thesis' topic, findings with other published researches; honesty, transparency of using and citing others' materials; format of thesis; content, methods, findings, significance, reliability of findings; success and shortcomings of thesis, and confirmation on level of meeting requirements of master thesis;

b) Thesis verification process follows Article 44 (1,2,4) of this Regulation;

c) Author of thesis, supervisor, members of assessment panel cannot attend the verification panel meeting, but are informed and can submit opinions and documents (if any) to the verification panel.

##### 3. Dealing with conclusions of verification regarding non-satisfactory thesis

In case the verification panel concludes the thesis is not satisfactory, head of educational institution pauses the degree conferral or withdraws, cancels the degree (if conferred). For non-satisfactory theses that do not offend plagiarism, rights and responsibility of students are as follows:

- a) If the second thesis defence is not completed and the thesis' topic is still worthy of research, the student can revise and re-defend the thesis before the verification panel according to Article 44 (1,2,4) of this Regulation. If the student reaches the maximum period of completing the programme according to Article 6(3c) of this Regulation, his/her course can be extended no more than 3 months;
- b) If the second thesis defence is completed and the thesis' topic is not worthy of research, but the student would like to continue the course, the head of educational institution can approve new thesis' topic. If the student reaches the maximum period of completing the programme according to Article 6(3c) of this Regulation, (s)he is allowed to conduct new topic in no more than 6 months. The head of educational institution organises thesis assessment according to Article 42(2); Article 43 and Article 44(1,2,4) of this Regulation;
- c) The student is responsible for expenses for thesis revisions, thesis re-assessment and new thesis writing and defence.

## **Chapter VI**

### **RECOGNITION OF COURSE COMPLETION AND MASTER DEGREE CONFERRAL**

#### **Article 46. Administration of degree papers**

Vietnam National University manages degree sample, degree printing, degree papers and supplies degree papers to educational institutions.

#### **Article 47. Conditions of graduation**

1. Recognition of graduation is granted to students who meet requirements:

- a) Thesis mark is C or higher;
- b) Submit thesis which is assessed as satisfactory or higher; Confirmation of supervisor and panel's president of that the thesis is revised according to conclusion of the panel; a printed copy of thesis attaches a copy of the panel's conclusion and critical members' comments in order to be a reference material in library, as prescribed in Article 49(2c) of this Regulation;
- c) Publish full version of thesis on website of the Library and Information Centre of Vietnam National University Hanoi;
- d) Other conditions as required by the educational institution.

2. Graduation panel is appointed by the head of educational institution, after considering proposal of head of postgraduate department. President of the panel is the head or the authorised vice head of educational institution. A standing member is the head of education department; other members are heads of academic departments which have graduating students, a representative of education inspectors and a representative of managers of education-related department (if any). According to conditions of graduation, the panel make a list of satisfactory students and make a request of recognition of graduation.

## **Article 48. Confirmation of course completion and master degree conferral**

1. Educational institution completes documents for request of confirmation of course completion and master degree conferral for students who meet requirements as prescribed in Article 47(1) of this Regulation, in two months since the thesis defence date.

2. After considering the request of graduation panel and Head of Education Board, President of Vietnam National University Hanoi makes decision on recognition of course completion and master degree conferral for students who complete master programmes of member faculties.

After considering the request of graduation panel and head of postgraduate department, deans of member universities make decision on recognition of course completion and master degree conferral for students.

3. Academic transcript given to a student must clearly specify: educational field, educational major, type of educational programme (research-oriented or practice-oriented, standard, international standard or international cooperation), titles of modules, number of credits of each module, mark of module, GPA, title of thesis, mark of thesis, and list of members of thesis assessment panel.

4. Students, who do not meet requirements of graduation, and are not under disciplinary punishment, and whose study exceeds the period limit for the course, can make request to the head of educational institution for issuing certificate on accumulated modules of master programme.

5. Educational institution, in proper times, organises ceremony of master degree conferral for students who complete educational programme, and publicises information about the conferral on its website and is responsible for the quality of education and degree.

## **Article 49. Rules of report and archive**

### **1. Rules of report**

a) In every December, head of educational institution reports to Vietnam National University Hanoi of master education of the year, including: number of internal faculties who hold a doctoral degree; data on implementing admission plan of each educational field and major; number of current students and number of student who going to be graduate next year; schedule of number or admission rounds, times of admission and admission quotas for the next year;

b) Head of educational institution is responsible for timely, accurate and quality reports.

### **2. Archive**

a) Documents in relation to admission and education activities of an educational institution must be stored in archives. Head of educational institution is responsible for management of the stored documents according to regulations;

b) Decisions on admission, original transcripts, decisions on graduation recognition, original degree conferral books are stored eternally in the educational institution;

c) Satisfactory theses, conclusions of thesis assessment panels and comments of critical members are stored in at least 30 years, since graduation date;

d) Other documents in relation to admission and education are stored in at least 5 years, since graduation date;



e) Destruction of documents which are out of archive period is implemented according to current regulations of the State.

## **4. REGULATIONS on the online assessment of master's thesis at the School of Law- Vietnam National University**

*(Promulgated in conjunction with Decision No.642/QĐ-KL dated 08/06/2021 by the Dean of School of Law, Vietnam National University)*

### **Article 1. Subjects and scope of application**

This document specifies the online assessment of theses for master's degree students at the School of Law, Vietnam National University, in the following circumstances: natural disasters, epidemics, or other cases of force majeure when the student has fully met the conditions to be able to defend the thesis under the current Training Regulations.

### **Article 2. Quality assurance terms and conditions for the organization of online thesis assessment**

- The Committee meets to evaluate the thesis within a maximum of 60 working days from the date of issuing the decision to constitute the Committee. The Committee does not organize the evaluation of the thesis if one of the following cases occurs: The thesis is sent to the members of the Committee within 05 days of the conference date; Absence of the Chairman or Secretary of the Committee; Absence of Committee members who disagree with the thesis; Absence of 02 or more Committee members.

- Information about the online thesis assessment, including Time (specific and exact for each student); Location (protected room with the corresponding ID, Password); composition, and method of attending the online thesis assessment conference, is fully provided to members of the Thesis Assessment Committee, students, and other related parties, and also publicized on the web portal of the School of Law.

- Committee members and students are instructed on how to use the equipment and software that facilitate online conferences before the master's thesis evaluation.

- The Thesis Assessment Committee only meets when at least 04 members of the committee attend the conference, of which: the chairman, secretary, and members who disagree with the thesis must convene in a committee conference room that sufficient distance is maintained. The remaining members can participate in the conference over the internet rather than in person in the board room.

- The minutes of the online master's thesis evaluation (including the Committee's decisions) are recorded by the Board's Secretary and made publicly available during the thesis assessment session, before sending them to the members of the Committee for approval and archival in accordance with Article 7 of this Regulation.

- The progress of the online thesis assessment conference is fully recorded, videotaped, and archived according to the provisions of Article 7 of this Regulation.

- The software that organizes the online thesis assessment conference, as well as the technical infrastructure that supports it, must assure safety, secrecy, good sound quality, and a good screen that connects all participants.

- Thesis Assessment Committee members, advisors, and students are guaranteed to be equipped with the essential skills to proficiently operate the online meeting assistant software before the thesis assessment conference.

### **Article 3. Procedure preparation for the online master's thesis assessment.**

- The specialized department compiles a list of Committee members and students participating in the thesis evaluation (information includes: full name, date of birth, place of birth, title, phone number, and email address), registers the thesis evaluation date, and sends it to the Academic Affairs Department, the Organization and Administration Department, and other relevant individuals and departments at least 05 days before the thesis assessment session.

- The Organization and Administration Department is in charge of arranging technical staff to set up online meeting rooms, instructing committee members and students how to utilize equipment and software, and ensuring full audio and video recording throughout the thesis evaluation procedure.

- Professional groups carry out the online thesis assessment in accordance with the methodology and quality assurance principles outlined in Article 2 of this Regulation.

### **Article 4. Responsibilities of the Thesis Assessment Committee**

- The Chairman of the Thesis Assessment Committee is responsible for conducting the thesis evaluation conference in line with the relevant regulations of the School of Law and Hanoi National University, guaranteeing the safety and quality of science.

- The Secretary of the Thesis Assessment Committee is in charge of preparing and submitting in advance the essential materials for the Committee's work, summarizing the score results, recording the minutes of the Thesis Assessment Committee conference, finalizing and handing over these documents following the conclusion of the thesis evaluation session in compliance with the School of Law's and Hanoi National University's applicable requirements.

- Before the thesis review conference, members of the Thesis Assessment Committee must thoroughly read the thesis and give comments and questions to clarify the research findings as well as the students' level of knowledge and understanding of the thesis topic; evaluate the thesis on the scoring form using the grading scale in accordance with the current Training Regulations.

- The reviewer must carefully examine the thesis and give written comments and assessments on the following contents (as specified in the form): The thesis topic's urgency, topicality, scientific and practical significance; the research topic's non-duplication when compared to scientific works and thesis published inside and outside the country; the citation

of references' accuracy, clarity, and completeness; the topic title's compatibility with the research content as well as the training major and training code; the reliability and modernity of the research methods used to complete the thesis; new research findings by the author, new contributions to theory and practice in the field of training majors; substance, arrangement, and form of the thesis; any further comments (about the ability to publish scientific papers or further research direction, the ability to study at a higher level...); conclusion on the degree of satisfaction of the criteria for a master's, whether the thesis summary accurately reflects the essential content of the thesis, and whether the thesis can provide a defense for the thesis author to earn a master's degree?).

#### **Article 5. Process of online thesis assessment conference**

- 15 minutes before the online thesis evaluation session officially begins, Committee members, students, technical staff, and guests log in to the online training system so that the technical staff can examine the connection conditions and agree with the Committees on preparations for dealing with unanticipated incidents.

- The Committee takes efforts to analyze the thesis in accordance with the Regulation on Master's Training at Vietnam National University, Hanoi (Issued in conjunction with Decision No. 4668/QĐ-HQGHN, dated December 10, 2014, of the Director of VNU in Hanoi). As follows:

+ The Secretary of the Committee announces the decision to form the Master Thesis Assessment Committee and invites the Chairman of the Committee to conduct a conference to evaluate the thesis;

+ The Chairman of the Committee examines and announces the list of participating members, the preparation conditions for the thesis evaluation session, and the work agenda;

+ The Secretary of the Committee informs the Committee of the prerequisites required for students to defend their thesis.

+ Members of the Committee and attendees address any questions or issues they have been concerned about the student's protection record.

+ In roughly 15 to 20 minutes, students deliver a synopsis of the content/results of their thesis research.

+ The reviewer reads to the students the master's thesis comments and queries. If one reviewer is missing (and has a favorable opinion), the Secretary of the Committee shall announce the reviewer's comment (in this case, the reviewer must send a written form of comments to the Committee 3 days before the master's thesis defense session takes place). Students can discuss concerns raised by reviewers' comments;

+ Members of the Master's Thesis Assessment Committee provide feedback and ask additional questions, if any, to the students;

+ Students answer reviewers' and Committee members' questions;

+ The scientific advisor reviews any comments, if any, on the students and the thesis research outcomes.

- The Committee meets in private to discuss, elect the vote counting committee, cast secret ballots, and discuss and vote on Committee motions. During this time, students and guests are asked to temporarily leave the conference for around 15 minutes so that the Committee can work.

+ After around 15 minutes away from the conference, students and guests return and the Head of the vote counting committee announces the results of the thesis assessment session;

+ The Chairman of the Committee announces the resolution of the Committee.

### **Article 6. Evaluating the thesis**

- The thesis is publicly evaluated during the conference of the Committee (except for some topics in the confidential field as prescribed by the competent authority). The Committee primarily evaluates the implementation of the research objectives, the substance, and quality of the thesis, the degree of satisfaction with the thesis requirements; and assures the right assessment of students' knowledge and the ability to apply knowledge to solve problems provided by the topic of the thesis

- Each member of the Committee's thesis score is on a 10-point scale, which can be odd to one decimal, includes the maximum point of the thesis content of 9 points, specified by the Head of Academic Affairs Department; and the point research achievement of up to 1 point for thesis where the student has related scientific articles published in the list of specialized scientific journals specified by the Head of Academic Affairs Department or has the application results been approved in writing by the application place on the transfer and implementation of research results. The thesis score is the average of the scores of the members who participated in the thesis assessment session, rounded to one decimal place. The thesis is satisfactory when the grading committee's average score is transferred to the letter grade system and a grade of C or higher is obtained.

- If the thesis is unsatisfactory, the student has three months from the date of the first thesis defense to revise and augment the thesis for the second defense. There will be no third thesis defense. The Head of Academic Affairs Department can assign a new topic if the student requests. If the thesis (with a new topic) is still unacceptable, the thesis defense will not be rescheduled. The maximum time allotted to finish the training program must be in accordance with regulations. Funds for editing and supplementing thesis, organizing re-assessment, implementing and defending new topics are paid for by students themselves.

### **Article 7. Submitting and archiving thesis and records after the thesis assessment conference**

Submitting and archiving master's thesis and master's thesis evaluation documents are under the regulations of VNU, the Library and Information Center, VNU, and the School of Law. As follows:

- At the Library and Information Center, VNU:

+ Within 10 days after successfully defending the master's thesis, students must submit to the Library and Information Center, VNU: the thesis editing minutes file (certified by the advisor and the Chairman of the Committee); edited full-thesis content file, summary content file, thesis information content file (content in Vietnamese and English according to the form prescribed by VNU) via email: [nopluanvan.vnulich@vnu.edu.vn](mailto:nopluanvan.vnulich@vnu.edu.vn), [nopluanvan.vnulich@gmail.com](mailto:nopluanvan.vnulich@gmail.com). After receiving the students' email at the above address, the Center verifies to the student and sends the soft copy via email in advance.

+ Students, after obtaining a certificate of thesis submission (soft copy) from the Library and Information Center, print it off and submit it along with the original copy of the revised master's thesis to the Department of Professional Studies so that the Department of Professional Studies can transfer to the Academic Affairs Department the procedures for degree recognition and master's degree-awarding.

In this case, students must write a formal commitment that they will go to the Library and Information Center - to submit the thesis, abstract, CD; receive the certificate (hard copy); and submit the addition to the School of Law (through the Department of Professional Studies) following a period of respite from natural disasters, epidemics, or other force majeure events. Students will only be able to acquire a Master's degree after completing this method.

- At the School of Law, VNU:

Thesis Assessment Committee documents, including 01 data disc recording audio, photos, the progress of the master's thesis assessment session, 01 original copy of thesis editing minutes, 01 certificate of submission of master's thesis at the Library and Information Center of VNU, the minutes of the Committee conference, the resolution of the Committee, the minutes of the vote-counting committee conference, scorecards of Committee members and 01 set of documents prior to the student's defense (An application for defense, a scientific curriculum vitae, the advisor's comment, a copy of university diploma, a certified copy of foreign language output standards, the information about master's thesis in Vietnamese and English, a master's academic transcript) are maintained at the Academic Affairs Department.

### **Article 8. Enforcement Terms**

- In addition to the elements controlled by this Regulation, the thesis assessment conference shall be organized in accordance with the relevant rules of the Regulation on master's training at VNU.

- This regulation goes into effect on the date it is signed. The relevant departments and individuals should strictly implement this Regulation.

- If any problems develop during implementation, the Dean of the School of Law will review and decide to change and augment this Regulation. /.

## **TEMPORARY REGULATIONS ON THE END-OF-MODULE ESSAY**

### **AT THE SCHOOL OF LAW, VIETNAM NATIONAL UNIVERSITY, HANOI**

*(Promulgated in conjunction with Decision No. /QD-KL dated / / 2021 of the Dean of School of Law)*

#### **Article 1: Requirements for the end-of-module essay**

- The end-of-module essay is the outcome of the student's hard work and creativity (hereinafter referred to as the learner). The use of published study results of others must be transparent and appropriately cited, demonstrating the spirit of academic integrity;

- The end-of-module essay must be suitable with the course topic, reflect the knowledge, skills, and qualities that have been provided to the students; and meet the standards of the course's learning outcomes;

- The end-of-module essay is divided into segments (parts/chapters/sections/subsections) that follow a strict layout, assuring the logic of the presented/researched problem (including problem statement; solution to the problem; conclusion);

- The end-of-module essay is 5-10 pages long and presented on A4 paper in Vietnamese font (Times New Roman); Unicode character set, black; font-size: 13 to 14; line spacing: 1.5 lines; Page margins: 20-25cm from the top and bottom, 25-30cm from the left side, and 15-20cm from the right side.

#### **Article 2: Topics of the end-of-module essay**

The topic of the end-of-module essay is a specific scientific problem that is compatible with the lecturer's (or a group of lecturers teaching a unified course) course content and has been accepted by the Head of Department before being assigned to students to implement. The number of topics of the end-of-module essay is determined by the volume/number of credits and the characteristics of each module, but no fewer than three topics per module).

#### **Article 3: Assessments on the end-of-module essay**

- The end-of-module essay is publicly reviewed by two lecturers teaching the module during the marking session (arranged by the Department/Unit in the responsibility of teaching the course, similar to marking the end of the course examinations), according to the criteria and grading system stated in Article 4 of this Regulation, guaranteeing accurate assessment of the students' capacity;

- The end-of-module essay assessment score is authorized by two lecturers and announced to students, and is used to evaluate students in the same way that final exam scores are.

#### **Article 4. Criteria and grading scale for the end-of-module essay**



<b>Criteria</b>	<b>Score ratio</b>	<b>A, A+ (8,5 - 10)</b>	<b>B, B+ (7,0 - 8,4)</b>	<b>C, C+ (5,5 - 6,9)</b>	<b>D, D+ (4 - 5,4)</b>	<b>F Under 4,0</b>
<b>Format</b>	<b>10%</b>	<p>The language is simple and easy to grasp, with minimal grammatical and vocabulary problems. The essay makes extensive use of reference sources, provides rich evidence, and adheres strictly to academic integrity requirements (e.g. citations, references, footnotes, etc.).</p>	<p>The language is mostly correct, except for a few faults in terms of grammar and complex vocabulary. The essay makes use of numerous references, provides extensive evidence offered, and adheres to academic integrity requirements.</p>	<p>The language is rather exact; errors occur mainly when complicated grammar and vocabulary are used. The essay makes use of reference sources, provides relevant evidence to the topic. Academic integrity requirements are followed, but they sometimes can be inconsistent and incomplete (with errors).</p>	<p>The language is temporary enough to understand the points. However, grammatical errors and a mix of simple and complicated words make the essay difficult to follow. The essay makes use of weak references, provides poor evidence. Academic integrity requirements are followed but are not consistent and complete (with</p>	<p>Several grammatical and lexical problems make the majority of the essay incomprehensible. The essay makes use of poor references, provides no evidence regarding the content, follows no compliance with academic integrity requirements (with errors).</p>

					errors).	
<b>Structure</b>	<b>10%</b>	The essay is divided straightforwardly and logically, with a strong relationship between sections.	The essay is divided into parts, with a link between sections.	The essay is structured into parts in a relatively clear manner, with a not-too-obvious connection between sections.	The texture of the essay is unclear with a vague link between sections.	The essay is neither structured into separate parts nor is it structured but there is no relationship between sections.
<b>Defining research objectives</b>	<b>10%</b>	The essay identifies and answers the essay's research objectives, including the primary issues and secondary issues (aspects), and explains how those issues are related.	The essay identifies and answers the main research objectives as well as the majority of the related issues (aspects).	The essay identifies and answers the main research objectives as well as the majority of the related issues (aspects).	The essay identifies and answers only a part of the research objectives.	The research objectives are unable to be defined. The essay shows a misunderstanding of what the question asked or how it was answered off subject.
<b>Understanding,</b>	<b>40%</b>	The essay shows	The essay demonstrate	Some comprehensio	The essay makes only	The essay fails to

<p><b>analyzing, synthesizing, applying knowledge, and creating</b></p>		<p>persistent awareness and commitment to issues and topics as a result of a thorough mastery of associated concepts and theories. It also demonstrates the ability to clearly and effectively analyze, synthesize, and apply knowledge.</p>	<p>s good awareness of the issues and topics at hand. The analysis, synthesis, and application of knowledge are pretty clear and effective, although there are some gaps in understanding the concepts and theories involved.</p>	<p>n of the issues and topic, analysis, synthesis, and application of knowledge are relatively clear and effective, but some aspects of the essay also demonstrate a superficial awareness of relevant concepts and theories.</p>	<p>a few mentions of major issues and topics; connected concepts and theories are not addressed, and connections within are inaccurate.</p>	<p>mention issues and topics. It also demonstrates an inaccurate understanding of the author.</p>
<p><b>Basis</b></p>	<p><b>20%</b></p>	<p>The essay examines all legal issues related to the research topic with straightforward logic. It also provides convincing evidence to support the</p>	<p>The essay considers the majority of the legal issues associated with the research topic; expresses the author's point of</p>	<p>Consider some of the most relevant legal aspects of the research topic. Some bases have not been thoroughly examined. The essay</p>	<p>Only a few legal issues connected to the research topic are taken into account. Only an aspect of the bases is considered. The essay</p>	<p>The essay fails to identify and address legal issues relevant to the research topic. The theses are</p>

		conclusion, gets rid of objections, gives persuasion created by bases that fit together.	view, with a clear and logical reasoning structure; yet, some bases are not implemented or ignored.	provides the author's viewpoint, but its arguments are weak, emotive, and inconsistent.	provides the author's viewpoint, but its bases are not clear and thorough.	illogical and confusing . The presentation seems disjointed . Inability to convey one's own opinion. The arguments are faulty, chaotic, and perplexing.
<b>Research results - Conclusion</b>	<b>10%</b>	The research is innovative and has significant theoretical and practical consequences. The essay summarizes strong and distinct research results.	The research has both theoretical and practical significance. The essay summarizes the research results.	The research has little theoretical and practical significance. The essay shows the generalization of research results; however, it is not full and unambiguous.	The research has little theoretical or practical significance. It is nearly impossible to generalize the research results	The research has no theoretical or practical significance . The research results cannot be generalized.

**Article 5. Using the end-of-module essay**

- The end-of-module essay is used as a substitute for the final exam, which is decided by the Dean of the School of Law to apply to each module of the training programs at the undergraduate and graduate levels, at the proposal of the Dean of the Department;

- The use of the end-of-module essay as an alternative to the final exam must be publicly disclosed to the students from the start of the course's teaching according to the Academic Affairs Department' study and exam plan, except in special cases (natural disasters, enemy sabotage, or other force majeure circumstances), the Dean of the School of Law will decide to use the end-of-module essay instead of the final exam based on the actual situations of training activities.