

REGULATION
ON FORMAL UNIVERSITY AND COLLEGE TRAINING

*(Issued together with Decision No. 25/2006/TT-BGDDT dated June 26, 2006 of
the Minister of Education and Training)*

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulation and subject of application

1. This Regulation specifies regulation for formal universities and colleges on the organization of training subjects tests and exam; graduation exams and graduation recognition.

2. This Regulation applies to students of formal training courses at university and college level in universities, institutes, universities and colleges (hereinafter referred to as universities), implemented under flexible learning which combines year-long training with subjects.

Article 2. Higher education programs

1. Higher education programs (hereinafter referred to as programs) reflect the objectives of higher education; specify the standard of knowledge, skills, scope and structure of higher education contents, methods and forms of training, methods of evaluating training results for each subject, discipline and training level. of higher education.

2. The programs are developed by universities on the basis of the framework program issued by the Minister of Education and Training. Each framework program corresponds to one or more training disciplines.

Each program can be associated with one or more training profession.

3. The programs are structured from two types of subjects: general education and professional education.

Article 3. Subject and credits

1. Subject is the amount of knowledge that is relatively complete and convenient for students to accumulate in the learning process. Most subjects have

2 to 5 credits, are fully taught and evenly distributed in a semester. The knowledge in each subject must be linked to a level in the designed year and structured as part of the subject or structured as a combination from a variety of subjects. Each subject must be denoted by a unique code specified by the universities.

2. There are two types of subjects: compulsory and elective.

a) Compulsory subjects contain the core knowledge content of each program and obliges students to accumulate.

b) Elective subjects contain essential knowledge but students are free to choose under the direction of the university to diversify their professional direction or to accumulate sufficient number of subjects specified for each program.

3. Credit is used to calculate the student's academic load. A credit is regulated by 15 theoretical lessons; 30-45 lessons of practice, experiment or discussion; 45-90 hours internship; or 45-60 hours of prepare essays, projects, graduation dissertations.

For theoretical subjects or practice or experiment subjects, students must spend at least 15 hours of personal preparation in order to acquire a unit.

Rectors shall specify the number of lessons and hours for each subject to suit the characteristics of their universities.

4. One lesson is equal to 45 minutes.

Chapter II

TRAINING ORGANIZATION

Article 4. Training time and plan

1. The universities organize training by courses and academic year.

a) The course is the time for students to complete a specific program. Depending on the program, the course is prescribed as follows:

- College training is conducted for between two and three academic years, depending on the training discipline for students with high school diplomas or intermediate education diplomas; between one and a half to two academic years for those with intermediate education in the same discipline.

- Higher education is conducted from four to six academic years depending on the training profession for students with high school diplomas or intermediate education diplomas; between two and a half to four school years for people with intermediate diplomas in the same discipline; Between one and a half to two years for those with college degrees in the same discipline.

b) There are two main semesters in an academic year, with a minimum of 15 weeks of study and three weeks of examinations in each semester. In addition to the two main semesters, Rectors shall consider deciding to hold one more summer semester so that students with failed subjects in the main semesters can retake and merit students can study in advance and finish the programs earlier. Each summer semester has at least 5 weeks of study and one week of examinations.

2. Based on the volume of knowledge prescribed for programs, Rectors shall allocate the number of subjects for each academic year and semester.

a) At the beginning of the course, the universities must publicly announce the content and study plan of the programs; training regulations; obligations and rights of students.

b) At the beginning of each academic year, the universities must notify the schedule for each program in each semester, a list of compulsory and elective subjects, detailed outlines of the subjects and conditions for enrollment for each subject, test and examination schedule, test and examination forms of each subject.

Before the start of each semester, students must register for elective subjects, additional subjects or subjects that they don't intend to take in the study

schedule of such semester with the school's training department, after consultation. With staff in charge of training. Students must accept the study schedule specified by the universities if they fail to register.

3. The maximum time for completing the program, including the time prescribed for the program as specified in Clause 1 of this Article, plus the maximum duration of students allowed to suspend their study as specified in Clause 3 of Article 6 and Clause 2 of Article 7 of this Regulation.

Article 5. Arrange students into training programs (or training professions)

1. For universities that determine enrollment score by programs (or training professions) in the entrance examinations, students who pass the enrollment requirements will be placed in the registered programs (or the training profession).

2. For universities that determine enrollment score by groups of program (or training profession) in the entrance examinations, at the beginning of the course, universities shall publicly announce training target for each program (or training profession). Upon completion of the required compulsory study prior to the registration for specialized content, the universities shall base on either the registration for the programs (or training profession) and student's GPA for placement of students in programs (or training profession).

Each student can register some desired program (or training profession) options by order of priority. Rectors shall specify the specific number of program (or training profession) that students can register.

Article 6. Conditions for students to continue studying, be temporarily absent, suspend or dismissed

Prior to academic years, the universities base on the number of subjects studied, the overall average grade for the past academic year, and the overall average for all subjects from the beginning of the course for consideration for further study, temporary, suspension or dismissal of students. The academic results of students in the summer semester (if any) of an academic year are included in the academic results of such academic year.

1. Students are allowed to study in the following academic year if they fully meet the following conditions:

- a) Having a GPA 5.00 or higher;
- b) The load of subjects with GPA under 5.00 from the beginning of the course must not exceed 25 credits;

In the following semesters students must pro-actively register to retake subjects with GPA of under 5 if such subjects are compulsory; register to retake or change to new subjects if subjects are elective.

2. Students are entitled to file an request to the Rectors for a temporary absence from universitites and to retain the results achieved in the following cases:

- a) Being encouraged into the armed forces;
- b) Being sick or having accident to be treated for a long time with a confirmation from healthcare institutions;
- c) For personal needs. In this case, students must study at least one semester in the university and must achieve a GPA of no less than 5.00 for all subjects from the beginning of the course. Temporary absence for personal needs must be included in the official study period specified in Clause 3, Article 4 of this Regulation at the students's universities.

When students who are temporarily absent from school want to continue studying, they have to file a request to the Rectors at least one week prior to the start of the new semester or new academic year.

3. Students who are not the subjects of application specified in Clauses 1 and 4 of this Article shall have the right to temporarily suspend their study to have time to consolidate their knowledge and improve their study results.

a) Students who are not eligible for priority in training shall have the right to suspend their study for not more than one year for the whole course of programs with training duration less than 3 years; not more than two years for the whole course of programs with training duration from 3 to less than 5 years; no more than 3 years for the whole course of programs with training duration from 5 to 6 years.

b) During the temporary suspension period, students must register to retake their failed subjects if the subjects are compulsory; register to retake or transfer to new subjects if the subjects are elective. Rectors shall review and arrange for these students to take some subjects of the next academic year if they request.

4. Students are dismissed from the universities if they fall into one of the following cases:

- a) GPA of the academic year is less than 3.50;
- b) GPA of all subjects from the beginning of the course is less than 4.00 after two years of study; less than 4.50 after 3 years of suty and less than 4.80

after 4 years of study;

c) Exceed permitted maximum duration of study in the universities according to the provisions of Clause 3, Article 4 of this Regulation;

d) To be disciplined for the second time due to taking the exam for other student or asking other student to take the exam for them according to the provisions of Clause 2, Article 19 of this Regulation;

At least one month after students receive decisions for dismissal, the universities must notify the localities where they register for permanent residence. In cases where there are programs at lower levels or corresponding continuing education programs, students of the categories defined at Points a, b and c of this Clause may apply for consideration to transfer to those programs and may retain a part of the results of old program while studying these new programs. Rectors shall determine the study results to be retained for each specific case.

Article 7. Priority in training

1. Subjects entitled to preferential policies as defined in the Regulation on enrollment of regular university or college shall be entitled to preferential policies in training.

2. Undergraduate and college students under preferential subjects are entitled to suspend their study to reinforce their knowledge and improve their academic performance. The duration of suspension shall not exceed more than two years for the whole course of programs with training duration less than 3 years; not exceed more than 3 years for the whole course of programs with training duration from 3 to less than 5 years; not exceed more than 4 years for the whole course of programs with training duration from 5 to 6 years.

3. During the suspension period, students under preferential subjects can still enjoy the preferential policies of the State.

Article 8. Different learning progress compared to the general progress of the universities and study two programs at the same time

1. Slow learning progress:

a) Slow-learning students are those who want to study slower than the general progress of the course, they are entitled to register with the training department to temporarily withdraw some subjects in the prescribed schedule.

b) Provisions for slow learning progress:

- Number of subjects registered for temporary withdrawal in each semester has a total load of no more than 12 credits and mainly belong to the

subject group which is not compulsory for the main training profession;

- Conditions for continuing, discontinuing or withdrawing the study for slow-learning students shall comply with the provisions of Article 6 of this Regulation;

- Duration for the whole course for slow-learning students shall not exceed the maximum duration allowed for students whose progress is normal as specified in Clause 3, Article 4 of this Regulation;

- Except for those under preferential policies in accordance with regulations, slow-learning students will not be entitled to the scholarship in the academic year in which their progress is slow.

2. Fast learning progress:

- a) Fast-learning students are those who want to study faster than the general progress of the course, they are entitled to register with the training department to take a number of subjects in advance compared to the prescribed schedule.

b) Provisions for fast learning progress:

- Only for students who have completed the first year;
- Students who are not subject to temporary suspension and have a GPA of 6.50 for the whole academic year.

- Students who are allowed to study in advance, but if their GPA is lower than 6.00 for the whole academic year in which they want to study in advance, they must stop studying in advance in the next academic year.

- Students who study in advance shall be entitled to reduce to the study duration compared to the duration prescribed for the whole course but not more than one year for higher education level and no more than one semester for college level;

3. Study 2 programs at the same time:

- a) Students studying two programs at the same time are those who wish to enroll in a second program at the school they are studying so that when they graduate they will be granted two certificates.

b) Provisions for studying two programs at the same time:

- The main major in the second program must be different from the main major in the first program.

- Students are not subject to suspension and have GPA of 7.00 or higher

for the whole academic year.

- Students who are attending a second program with GPA of less than 6.00 for that academic year will have to stop the second program in the next academic year.

- Maximum time allowed for students enrolled in two programs at the same time is the maximum time specified for the first program specified in Clause 3, Article 6 of this Regulation. When studying the second program, students are entitled to retain results of subjects with similar content and knowledge in the first program.

- Students will only be considered for graduation from the second program if they meet the requirements for graduation from the first program.

4. For students who study in advance and have shorter study duration, or study two programs at the same time and have longer study duration, scholarship and tuition fees are applied until they graduate the program(s).

Article 9. University transfer

1. Students may be considered for transfer if the following conditions are met:

a) During the study period, if their family moves their place of residence or students who are in difficult circumstances need to transfer to an university near their family's place of residence to facilitate their study;

b) Transfer to the university with the same training profession or in the same profession group with which the students are studying;

c) Consent from Rectors of universities where they transfer from and to.

2. Students are not allowed to transfer in the following cases:

a) Students who have taken entrance exams but fail to pass or have scores lower than enrollment score of the universities where they apply to transfer to in case of same exam questions;

b) Students who have permanent residence outside the enrollment area of the universities where they apply to transfer to;

c) First and last year students;

d) Students are subject to disciplinary action of up to and above warning level.

3. Transfer procedure:

a) Students applying for transfer must submit a transfer application in accordance with the university regulations;

b) Rectors of universities where students apply to transfer to shall decide to accept to take the students or not, decide their continuing education, such as the academic year and the number of subjects they have to supplemented, on the basis of comparing the programs at the universities where students transfer to and from.

Chapter III

SUBJECT TESTS AND EXAMS

Article 10. Evaluation of subjects

1. Subject with only theory or with both the theory and practice:

Point for subject evaluation (referred to as subject point) consists of: regular test points during the learning process, points for perception and discussion participation, practical assessment points, attendance points, midterm points, essay points and final exam points, in which final exam points are compulsory for all cases and must weigh not be less than 50% of the subject points.

The selection of partial evaluation forms and weighting of the partial evaluation points as well as the calculation of the subject points to evaluate the subjects are proposed by the lecturers, approved by the Rectors and must be specified in the subject syllabus.

2. . Practical subjects: Students must attend all practical lessons. The average of the points for the semester's practical lessons is rounded to the integer part to be the point of such subjects.

3. Lecturers will directly prepare the exam questions, test questions and give partial evaluation points, except the final exams.

Article 11. Organization of final exams

1. At the end of each semester, the universities shall hold a main exam and an additional exam as final exams. Additional exams are for students who do not take the main exams or have subject point under 5 after the main exam. additional exams are held as early as two weeks after the main exams.

2. The time spent on reviewing each subject is proportional to the number of credits of such subject and is calculated at least half a day for each credit. Rectors shall specify the time spent for exam preparation and taking.

Article 12. Exam questions, exam forms, exam marking, the number of time to take final exams

1. Exam questions must be in accordance with the content specified in the program. Preparing exam questions or taking from the test bank is done according to the regulations of Rectors.

2. The final exam may be in the form of writing test (multiple choice or essay), oral test, written essay, assignment, or a combination of the above. Rector shall review the appropriate exam forms for each subject.

3. The final marking of subjects with only theory and the marking of assignments must be performed by two lecturers. Scores must be announced no later than one week after the test date or the date of assignment submission.

Rectors shall prescribe the storage of the exam papers, the marking process and the retention of the exam papers after marking. The retention duration of writing tests, essay, and assignment is at least two years from the date of the examination or the date of submission of essay or assignment.

4. Final oral test must be done by two lecturers. Scores of oral tests must be publicized immediately after each examination session when the two examiners agree on the scores. In cases where scores cannot be agreed, the examiners shall submit the case to the head of the department or the head of the faculty for decision.

Final exam scores for the subject must be recorded in transcripts according to the universities' agreed form, signed by two examiners and made into 3 copies. Final scores and subject scores must be kept in the subject faculties, sent to the faculty office and the school's training department at least one week after finishing subject marking.

5. Students who are absent from the final exams must receive a 0 on the main exam if they do not have a valid reason. These students can only take the exam once in the additional exam .

6. Students who are absent for good reasons in the main exam, if allowed by the head of the training department, may take the additional exam and count as the first exam. These students can only take the second exam (if any) at the final exams held for junior students or during the summer term.

7. In the case of subject points are still lower than 5 after taking both main and additional exams, students must retake the subjects with the number of allowed test-taking times as prescribed for a new subject.

Article 13. Calculation of test scores, exam scores, GPA, and result grading

1. Partial evaluation points and subject points are scored on a scale of 10 (0

to 10), rounded to the whole.

2. Average GPA:

a) The formula for calculating GPA is as follows:

In which :

A is the average GPA or the average grade of subjects from the beginning of the course

a_i is the point of the i^{th} subject

n_i is the number of credits of the i^{th} subject

N is the total number of subject.

The average GPA for each semester, each academic year, each course, and the GPA of all subjects from the beginning of the course are rounded to two decimal places.

b) The results of national defense education subject, physical education and the results of the graduation exams for the Marxist-Leninist subject, Ho Chi Minh Thought subject do not count toward the average GPA of the semester, academic year or course. Evaluation of the results and conditions of certification for these subjects is according to the regulations of the Ministry of Education and Training.

c) GPAs for reviewing study dismissal, suspension, continuing, graduation, and average GPA for subjects from the beginning of the course are highest scores in exams

3. Result grading:

a) Grade: 9 to 10: Excellent

8 to 9: Very good

7 to 8: Good

6 to 7: Average good

5 to 6: Ordinary

b) Failed: 4 to 5: Weak

Below 4: Poor

Chapter IV

GRADUATE EXAMS AND GRADUATION RECOGNITION

Article 14. Internship, project, dissertation or graduation exam

1. In the final year, students are allowed to register for project, dissertation or graduation exam on professional knowledge and graduation exam for the Marxist-Leninist Science and Ho Chi Minh Thought subjects is specified as follows:

a) Projects, dissertation are applicable for students who reach the level specified by the universities. Project, dissertation are subjects with load of not more than 20 credits. The Rectors shall specify the specific volume that matches the universities' training requirements.

b) Graduation exam on professional knowledge is applied for undergraduate students who are not assigned to project, dissertation and college students, after having accumulated sufficient number of subjects prescribed for the programs.

The content of the graduation exam in professional knowledge consists of two parts: basic knowledge of the major and specialized knowledge; synthesized from a number of compulsory subjects of the program with the total knowledge volume equivalent to the knowledge volume of project or dissertation as prescribed at Point a, Clause 1 of this Article. The Rectors shall specify the content and volume of knowledge in credits of the revision sections for each specific program and announce at the beginning of the final semester

c) The graduation exams in Marxist-Leninist science and Ho Chi Minh Thought subjects are applied to all university and college students according to the regulations of the Ministry of Education and Training.

2. Depending on the conditions of the universities and the characteristics of each training profession, the Rectors shall prescribe:

- Conditions for students to be registered for the graduation projects, dissertations or graduation exams on professional knowledge;
- Form and time of graduation projects, dissertation, the conditions for project or dissertation defense;
- Contents of the examination subject, the form of review and examination, the form of marking graduation project, dissertation;
- The duties of supervising lecturers and responsibilities of the department and faculty to students during the competition of graduation project, dissertation and revising for graduation exam.

3. For some disciplines that require more time for experiments or surveys for students to complete their graduation projects or dissertations, the universities may arrange time to complete the graduation project, dissertation combined with

the internship at the end of the course.

4. In the final year of the course, if students is being prosecuted for criminal liability, they cannot register for graduation project, dissertation or graduation exam.

Article 15. Marking of graduation projects, dissertations and exams

1. The Rectors shall decide to set up the boards for marking graduation projects, dissertations, exams on professional knowledge and on Marxist-Leninist, Ho Chi Minh Thought subjects. The number of members of each board is 3, or 5, or 7, including chairman and secretary. Members of the boards are faculty members or suitable qualified professionals outside the universities may be invited to join.

2. After the students present the content and answer questions, the members of the board of graduation project, dissertation marking will grade. The evaluation score for graduation project, dissertations is the average of total score from each member of the board, evaluators and supervisors, and rounded to the whole.

3. Graduation exams on professional knowledge and graduation exams on Marxist-Leninist, Ho Chi Minh Thought subjects can be written or oral. Maximum writing time is 180 minutes per subject. The Rector shall prescribe the exam question preparation, examination process, written or oral exams.

4. The results of the marking of graduation project, dissertation, graduation exams on professional knowledge and on Marxist-Leninist, Ho Chi Minh Thought subjects in the form of oral exams must be announced each session. Written examination results will be announced no later than 10 days after the examination.

Scores of graduation project, dissertation or exams on professional knowledge will be included in the overall GPA of the course.

For students who defend graduation project, dissertation, take graduation exams on professional knowledge and Marxism - Leninism and Ho Chi Minh Thought according to the provisions of Clauses 1 and 2, Article 14 of the Regulation, if there is a score of less than 5, the universities shall provide another defense session or exam retake within 3 to 6 months after results are announced. Exam contents, exam forms, exam questions, examination and marking, organization of project or dissertation defense, reviewing and proposing for graduation recognition for these students shall be conducted as the main defense period or major exams specified by the Rectors.

Article 16. Internship and conditions for graduation consideration of

specialized training disciplines.

For a number of specialized disciplines in fields such as art, architecture, healthcare, physical education etc., the Rectors shall prescribe content, form of internship, form of graduation project, dissertation defense and marking, graduation exams on professional knowledge, requirements of graduation consideration and recognition in accordance with the characteristics of the universities' programs.

Article 17. Requirements of graduation consideration and recognition

1. Students who meet the following requirements shall be considered for graduation:

- a) Until the time of graduation, students are not being prosecuted for criminal liability;
- b) Accumulate sufficient number of subjects prescribed for the program, no subject scores under 5;
- c) Pass graduation exams on Marxist-Leninist, Ho Chi Minh Thought subjects;
- d) Have certificates of national defense education and physical education for non-military and non-physical training and sport majors;

2. On the basis of the proposals of the Graduation review boards, the Rectors shall sign graduation recognition decisions for students who meet the prescribed requirements.

The Graduation review board is headed by the Rector or Vice-Rector appointed by the Rector, the head of the training department as the secretary and heads of specialized faculties as members and other members appointed by the Rector.

Article 18. Diploma grating, retention of study results and transfer of type of training

1. University and college diplomas are awarded by the main training professio. The diploma is only granted to students when the contents of the diploma are fully and accurately filled in according to the current regulations of the Ministry of Education and Training. Graduation rankings are determined according to the overall GPA of the whole course as prescribed in Clause 3, Article 13 of this Regulation.

2. Graduation ranking of students with excellent and very good academic

performance will be lower one ranking if they commit one of the following cases:

a) The volume of subjects subject to re-examination exceeds 5% of the total number of credits set for the entire course;

b) Been disciplined during the course of study from the warning level or higher.

3. Students' academic results must be recorded in the their transcripts by each subject. The transcripts should state the discipline, specialization or sub-discipline, if any.

4. For students who have not yet completed their graduation projects, dissertation, graduation exams or certificates of national defense education and physical education, but have expired the maximum time allowed to study, within 3 years from the date of completion of the course, they are allowed to return to complete to qualify for graduation with junior students.

5. Non-graduates shall be issued a certificate of the subjects studied in the universities' programs. These students, if in need, are entitled to apply for permission to transfer to other programs as stipulated in Clause 4, Article 6 of this Regulation.

Chapter V

HANDLING VIOLATION

Article 19. Disciplining students who violate the regulations on tests and exams

1. During the regular tests, mid-term tests, final exams, graduation exams, project, dissertation defense (hereinafter referred to as the tests, exams), if violating the regulation, students will be subject to disciplinary action against each subject violated.

2. Both students who take exam for others or ask others to take exam for themselves will be suspended from studying for 1 year for the first violation and dismissed from the universities for the second violation.

3. Except for the cases prescribed in Clause 2 of this Article, the extent of the violations and the discipline frame for violating students shall comply with the provisions of the Regulation on formal university or university enrollment.

MINISTER

(signed)

Nguyen Minh Hien