

## APPENDIX IV. PROCEDURE FOR STUDENT CODE OF CONDUCT INCIDENTS

### I. ABBREVIATIONS AND FORMS

SAM: Student Affairs Management

SDC: Student Disciplinary Committee

Form 1 (FRM01): Suspected Misconduct Report Form

Form 2 (FRM02): Student Misconduct Report Form

*Refer to Student Code of Conduct Policy and Procedure*

### II. GENERAL FLOW FOR STUDENT CODE OF CONDUCT INCIDENTS

Step	Responsibility	Workflow	Time	Form	Details
1	Faculty members, university staff, students	<pre> graph LR     A((Suspect violations report via email or phone call)) --&gt; B[Initial handling (if needed)]             </pre>		FRM01	<ul style="list-style-type: none"> <li>- Evidence can be soft copy and/or hard copy of the violated actions. Ex: photo, video, suspended misconduct report, etc.</li> <li>- Initial handling: when a misconduct action is found and required to take immediate action, such as using alcohol, drug, fighting, sexual harassment etc. If it is safe to do so, the faculty member, university staff, residential assistants can have initial handling before report the case to report channels.</li> </ul>
2	SAM	<pre> graph TD     A[Investigate/Collect more evidence (if any)]             </pre>	Within 3 working days since the violation date		<ul style="list-style-type: none"> <li>- SAM notifies the student via email (and through an in-person meeting if desired) that an offense is under investigation process. Skip the email notification if there is no need more investigation and the sanction is already announced when case happens.</li> <li>- Student can request a Hearing at this stage if they feel it can support their situation.</li> </ul>

Step	Responsibility	Workflow	Time	Form	Details
3	SAM	<pre> graph TD     A{Confirm violation} -- No --&gt; B([The matter is closed])     A -- Yes --&gt; C[ ]     style C fill:none,stroke:none   </pre>			- SAM checks whether the student has previously violated Student Code of Conduct.
4	SAM	<pre> graph TD     A[Define the severity of student misconduct] --&gt; B[Level 1]     A --&gt; C[Level 2]     A --&gt; D[Level 3]     A --&gt; E[Level 4]   </pre>	Within 3 working days since the violation date		<ul style="list-style-type: none"> <li>- SAM follows up on the case in consultation with other units if needed and suggests the appropriate penalty/sanction based on the set of guidelines determined at the university level.</li> <li>- Students may be asked for a meeting with the Committee to explain and self-justify the situation.</li> </ul>
5	SAM (Level 1, 2) SDC (Level 3, 4)	<pre> graph TD     A[Determine resolution (learning tasks or sanctions)]   </pre>	Within 3 working days since the violation date		<ul style="list-style-type: none"> <li>- SAM determines the resolution and sanctions on the case at level 1 and level 2.</li> <li>- From level 3 and level 4, SAM shall bring the case to SDC for discussion and making decision.</li> <li>- Meeting with students can be required during this stage.</li> </ul>
6	SAM	<pre> graph TD     A[Notify the student of decision]   </pre>	Within 5 working days since the violation date		<ul style="list-style-type: none"> <li>- A formal letter is sent out from <a href="mailto:conduct@vinuni.edu.vn">conduct@vinuni.edu.vn</a> and a meeting with student to inform the decision for level 3 and level 4.</li> <li>- If the decision is a suspension or dismissal, the Committee shall seek the Provost or</li> </ul>

Step	Responsibility	Workflow	Time	Form	Details
					President's approval and students' parents will be informed.
7	Student	<pre> graph LR     A{Accept decision} -- No --&gt; B([Appeal process]) </pre>			Appeal within 10 working days after the decision is announced
8	Student	<pre> graph TD     A{Accept decision} -- Yes --&gt; B[Signed Violation Report Form] </pre>		FRM02	
9	SAM	<pre> graph TD     A([Close-out and Record Keeping]) </pre>			<ul style="list-style-type: none"> <li>- All allegations of misconduct and the outcomes must be documented and archived at SAM Office.</li> <li>- The information will be entered into the Student Code of Conduct database.</li> </ul>