**University Registrar’s Office Level 03 Building I 024-7108-9779 (Ext: 9004)**

**STUDY PLAN AND CREDIT TRANSFER PRE-APPROVAL FORM**

**Instructions:**

**Step 1:** Find out what VinUni courses you have available for your exchange/integrated degree programs.

**Step 2**: Review courses available at the host institution and VinUni’s policy on credit transfer and course equivalence

**Step 3**: Check how many credit points you can enroll in at the host university using the credit point conversion table in Appendix I.

**Step 3**: Discuss with your Academic Advisor (or Program Director) course(s) which are eligible to seek credit for electives and/or core courses for your study at your host university and the impact study abroad could have on your degree progress.

**Step 4**: Obtain the study plan and credit transfer pre-approval from your Program Director/Dean Designee.

**Step 5**: Submit the hard copy of the study plan and credit transfer pre-approval form to the Office of Registrar **by the end of their first four weeks at the host institution.**

*It is an important step as a reference for your credit transfer application after your exchange program or*

*during your integrated degree program.*

|  |  |
| --- | --- |
| **Current Study at VinUni** | |
| Student Name: | DOB *(mm/dd/yyyy):* |
| Student ID: | Mobile number: |
| Email: | Student classification:  Freshmen  Sophomore  Junior  Senior |
| College: | Enrolled Program: |
| Major: | Concentration/Minor (if any): |
| Expected date of graduation: | |
| **Host University** | |
| Type of program:  Semester exchange/short term programs  Integrated degree programs  Self-funded/self-arranged study abroad programs  Semester Abroad:  Spring  Summer  Fall Year:  Academic Year: | |
| Host Country: | |
| Host University Name: | |
| Host College/Program: | |
| Host University website: | |

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| --- |
| **Proposed Study Load:** |

| **To be completed by VinUni student** | | | | | | **Approved by VinUni College** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Host University Subject/Course Code** | **Host University Subject/Course Name** | **Host University Credits** | **VinUni Course code** | **VinUni Course Name** | **VinUni Credits** | **Direct Equivalent**  *(Please select one option)* | **Elective**  *(Please select one option)* | **Approved by PD/Dean Designee**  ***(Please signed and insert your name)*** |
|  |  |  |  |  |  | Letter grade (A, B, C…)  CR/NCR | Letter grade (A, B, C…)  CR/NCR |  |
|  |  |  |  |  |  | Letter grade (A, B, C…)  CR/NCR | Letter grade (A, B, C…)  CR/NCR |  |
|  |  |  |  |  |  | Letter grade (A, B, C…)  CR/NCR | Letter grade (A, B, C…)  CR/NCR |  |
|  |  |  |  |  |  | Letter grade (A, B, C…)  CR/NCR | Letter grade (A, B, C…)  CR/NCR |  |
|  |  |  |  |  |  | Letter grade (A, B, C…)  CR/NCR | Letter grade (A, B, C…)  CR/NCR |  |
|  |  |  |  |  |  | Letter grade (A, B, C…)  CR/NCR | Letter grade (A, B, C…)  CR/NCR |  |
|  |  |  |  |  |  | Letter grade (A, B, C…)  CR/NCR | Letter grade (A, B, C…)  CR/NCR |  |
|  |  |  |  |  |  | Letter grade (A, B, C…)  CR/NCR | Letter grade (A, B, C…)  CR/NCR |  |
| **Total Host University credits**  *(e.g.: US 12 credits, Europe 30 ECTS)* | |  | **Total number of VinUni credits** | |  |  |  |  |

**Declaration:**

The information I have provided in this application and the supporting documentation is accurate and complete to the best of my knowledge.

Failure to submit this form or notify changes in host university’s courses will most likely result in failing on a credit transfer application after completing my program at host university.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY**

Evaluated by:

Name: Signature:

Date:

**APPENDIX I: CREDIT AND GRADE CONVERSION GUIDELINE FOR OUTBOUND EXCHANGE PROGRAMS**

**1. Course Selection and Mapping**a) Students should take full advantage of the academic opportunities on offer, with the proviso that courses taken should be pitched at the equivalent level to the students’ program at VinUni.

b) Courses selected should respect the principles of progression as far as possible and should provide students with an adequate preparation for the next stage of their studies on return to VinUni.

c) Students selected to study abroad in an reciprocal exchange program will follow an approved study plan agreed with the relevant Program Director and the current procedure.  
d) Students can choose from the following categories at the host university for the equivalency:

* VinUni General Education courses (except courses required by the MOET). Depending on the VinUni’s curriculum requirements, the courses may be credit or non-credit bearing;
* VinUni College core/discipline core/major/concentration/minor courses;
* Free elective courses (in accordance with the credit requirements of the curriculum)
* Courses in the Individually designed concentration/minor.

e) To maintain full-time status, total credits for courses chosen during the exchange semester (at both the host and home universities – if any) must be equivalent to a minimum of 12 credits in accordance with VinUni’s academic regulations. Students who enroll for more credits than the expected norm will not have the demands of a heavier workload taken into account when their grades are converted.

f) The transferred credits will be equivalent to VinUni courses, and the study abroad course must also be equivalent to VinUni courses. If the credit is less than VinUni's, there are two possibilities: a) a required make-up workload (i.e. assignments, readings, etc. ), b) enrollment in two or more combined equivalent courses.

g) Common credit conversion

This table serves as a guide for students and advisors to calculate VinUni credit earned through international study. If you are looking for a conversion for an institution that is not in the chart, please contact the Registrar’s office.

|  |  |  |
| --- | --- | --- |
| **International Credit System** | **Conversion Multiplier** | **VinUni Equivalency** |
| ECTS | 0.571 | 1.75 ECTS = 1 VinUni Credit |
| Credit Points | 0.625 | 6 Credit Points = approx. 4 VinUni Credits or 1.6 Credits = 1 VinUni Credit |
| US Credits | 1 | 1 Credit = 1 VinUni Credit |
| Units | 0.25 | 4 Units = 1 VinUni Credit |
| Contact Hours | 0.067 | 15 Contact Hours = 1 VinUni Credit |

**Note:**

* Credit conversion is based on a course-by-course basis and is NOT based on the sum of credit earned. If the program grants partial equivalent credits (eg., 1.5 credits, it is rounded up to the next full credit (eg. 2 credits).
* Other international credit systems not listed in the above table can be discussed and finalized by the Program Director and the Registrar.

**2. Transfer of Academic Credits and Grade Conversion**a) The academic grade obtained by students when studying overseas on reciprocal exchange will be counted with the following options.

* Equivalent required courses should always have their grade transferred (CR/NCR or Letter Grades) in accordance with [VinUni grading scheme](https://pressbooks.pub/vinuni/chapter/article-25-grading-system/). Non-required courses (which can be transferred as electives) will be recorded on students' transcripts at their discretion.
* Grade conversion of these is needed for computation of GPA, credits and other calculations as needed for administration.

*(\*) The "T-Transfer" grade will be used to recognize prior learning, but is not applicable to students participating in a reciprocal exchange.*

b) The grading scheme conversion will follow a reasonable standard taking into account the grading characteristics and scales of the host institution and the courses taken, and the corresponding scales used by the college. Where available, international conversion tables will be used.Note that if a student is informed of a converted grade in advance of final reporting, it must be made clear that the grade is a provisional recommendation only and may change. It will be important for students to bring back copies of work and any other evidence to support the grade conversion process.

c) Records of transferred courses on academic transcripts include the name of the host university as well as the transferred courses with grades from the host university and VinUni's equivalent grades.