



PROCEDURE FOR REQUESTING A LEAVE OF ABSENCE, WITHDRAWAL AND RETURN FROM A LEAVE OF ABSENCE

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Record of changes

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V1.0	03/05/2024	Developed by: Registrar's Office Reviewed by: Chief Academic Operations Officer, Dean of Student Experience Approved by: Provost	First release

1. Purpose

The purpose of the leave of absence (LOA) and withdrawal procedures for students is to provide a structured process for students who need to have a temporary leave of absence from their studies or permanently withdraw from their academic programs. These procedures aim to ensure clarity, fairness, and consistency in managing such requests, while also providing appropriate support and guidance to students throughout the process.

2. Scope

The procedure is applicable for full-time students and volunteer requests, excluding forced withdrawals, in accordance with the current academic regulations of the University.

3. Procedural Statements

3.1 Procedure for Leave of Absence and Withdraw Application

Steps	Individual/ Department in charge	Tasks	Timeline	In detail
1	Student / Academic Advisor	<ul style="list-style-type: none">- Student fills in the Leave of Absence or Withdraw form. Here- Student sends the digital form via the mail address: registrar@vinuni.edu.vn or send the hard copy directly to The Office of University Registrar (REG)		<ul style="list-style-type: none">- Student consults with an academic advisor to express the request and receive the advice from him/her.- Before applying to a LOA or Withdraw, it is important to fully understand the financial implications. Student can meet with a financial aid counselor, and with the Bursar's Office for advising in these matters.- Student fills out the LOA / withdraw form and requests verification from their Academic Advisor (verification can be obtained through email or a signed form).- Student needs to read the policy carefully, provide all necessary and correct information. Missing or wrong information may result in a delay in the process of LOA or withdrawal.

				- Student who leaves school during the semester for medical reasons are expected to seek treatment while he/she is away.
2	The Office of Registrar	<ul style="list-style-type: none"> - Receive information and conduct a preliminary check of eligibility criteria. - If the student meets the eligibility criteria, the information is forwarded to the Program Director for verification. 	02 working days after receiving the student's request	<ul style="list-style-type: none"> - Reply to the students regarding their request in accordance with the Service Level Agreement (SLA), and provide them with instructions for the next steps of the procedure. - Request the Program Director to conduct an exit interview with the student.
3	Program Director / Dean of Student Experience	<ul style="list-style-type: none"> - Conduct an exit interview with the student 	05 working days after receiving the information from the Registrar	<ul style="list-style-type: none"> - The Program Director proactively arranges an interview with the student (either online or offline) to offer guidance and address the student's concerns or preferences. Following the interview, the Program Director is required to submit brief minutes to the Office of University Registrar (REG) for archival purposes. - In necessary situations, the Dean of Student Experience may conduct an interview with the student.
4	The Office of Registrar	<ul style="list-style-type: none"> - Gather information provided by the Program Director following the exit interview. - Confirm the fulfillment of student obligations by collecting verification from various departments including the Library, Student Affairs Management, Finance Department, 	05 working days since receiving the student's request	<ul style="list-style-type: none"> - Inform the student of any outstanding obligations and provide specific deadline for completion. - Verify the status of tuition reservation with the Finance Department if students request a temporary leave of absence from VinUni, and inform the student in writing of the exact amount of any financial obligation, tuition credit, refund, etc.

		Financial Aid Office and IT.		
5	Dean / Vice Dean	- Evaluate and approve the student's request.	03 working days since reviewing the information from the Registrar	- The Registrar consolidates the information and forwards it to the Deans/Vice Deans for approval at the College level.
6	Provost	- Endorse the official decision	03 days since receiving the confirmation from the College	- The Registrar prepares the formal decision and submits it for endorsement and signature by the Provost in accordance with existing regulations.
7	The Office of Registrar	- Inform the decision	01 working days since the signing and sealing of the Decision.	- Update student status on the student information system (SIS) - Notify the decision to the students and related departments.
8	The Office of Registrar	- Archive the documents	01 working day since the signing and sealing of the Decision.	- Archive all relevant documents according to current archiving regulations.

3.2 Procedure for Returning from a Leave of Absence

Steps	Individual/ Department in charge	Tasks	Timeline	In details
1	Student	- Student returning from a leave of absence need to fill out the form (Here). - Students send it via email address: registrar@vinuni.edu.vn or submit in the Office of Registrar in person	At least one month before the start of the semester to resume studies.	-Student may meet with the Academic Advisor or Program Director, either online or offline, to receive advice regarding the study plan.

2	The Office of Registrar	- Perform the preliminary check, which includes verifying reserved academic results and reserved tuition fees (if applicable).	03 working days since receiving the student's request.	- Reply to the students regarding their request in accordance with the Service Level Agreement (SLA), and provide them with instructions for the next steps of the procedure. - Send the information to Vice Dean and Program Director.
3	Provost	- Approve the official decision	03 working days since the request from the Registrar	- The Registrar prepares the formal decision and submits it for endorsement and signature by the Provost in accordance with existing regulations
4	The Office of Registrar	- Notify the formal decision and update the system.	01 working day since the signing and sealing of the Decision.	- Update student status on the student information system (SIS) - Notify the decision to the students and related departments (Colleges, Student Affairs Management, Finance Department, Financial Aid Office, Library, IT).
5	The Office of Registrar	- Archive the documents	01 working day since the signing and sealing of the Decision.	- Archive all relevant documents according to current archiving regulations.