

ACADEMIC REGULATIONS FOR FULL-TIME UNDERGRADUATE PROGRAMS

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V8.0	21/05/2024	Reviewed by: Registrar, Deans/Vice-Deans, Program Directors Approved by: Provost	Article 07: Additional provision c) Independent Study Week Article 11: The minimum number of credits required to register for one semester is 12 credits for full-time undergraduate students.

		<p>Article 12: Regarding the registration and withdrawal period for courses, omit information about the Pre-Fall semester.</p> <p>Article 13: Section 1, item b, clarify the name of the Healthy Lifestyle courses.</p> <p>Article 14: Adjust the name of retaking and grade improvement process. Remove retaken grades displayed on student's transcript.</p> <p>Article 15: Update the actual status of students.</p> <p>Article 16: Update Student Classification and Academic Standing</p> <p>Article 18: Remove the EXCEL requirements for consideration for the Dean's List.</p> <p>Article 21: Remove the email address of the Registrar's Office</p> <p>Article 25: Remove grade "E"</p> <p>Article 27: Add Canvas system information for grade updates.</p> <p>Article 29: Clarify that grade improvement courses will not be recognized as retaken courses.</p>
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GLOSSARY OF TERMS

MOET	Ministry of Education and Training
University	VinUniversity/VinUni
College	An academic unit that undergraduate students are registered in academic programs
Dean	Refers to the Head of a College or a Faculty
Program Director	A member of the academic staff in a College or a Faculty responsible for administrative matters relating to curriculum development and assurance of learning of majors and minors in an academic program.
Course Leader	A member of the academic staff in a College or a Faculty responsible for administrative matters relating to a specific course or a group of courses.
Course Instructor	An academic staff who is responsible for delivering a specific course.
Degree	The University's undergraduate curricula are organized into degrees. The bachelor's degree is normally granted upon completion of a program of study. <i>For example: Bachelor of Science in Electrical Engineering (BSEE) or Bachelor of Business Administration (BBA) or Bachelor of Nursing (BN).</i>
Major (Concentration)	A major field of study is the core competence area, comprising a structured group of courses that aims to create a broad and deep intellectual experience in an academic discipline. <i>For example: Electrical Engineering (as a major) or BBA (Finance) (Finance as a concentration)</i>
Minor	A minor consists of a structured group of courses that focuses on a particular academic discipline, allowing students to develop some depth of understanding in a subject area or topic of professional interest. <i>For example: Computer Science/Robotics as a Minor of BSEE; Real Estate as a Minor of BBA.</i>
Double Degree	Students may earn two degrees by fulfilling all the requirements of both degrees. Students who complete the requirements of two major programs but complete the requirements of only one degree will not be awarded a double degree.
Credit Transfer	A process that provides students with agreed and consistent credit outcomes for a component of an academic program based on identified equivalence in content and learning outcomes between matched academic programs.
Full-time student	A full-time student is undertaking at least 80% of a full-time load in an academic program. The normal annual full-time load is 30 credits.
Conferral	The date on which an academic qualification is granted. This date appears on the student's official parchment.
Academic Standing	Academic standing is an indicator of students' academic progress.

LIST OF GUIDELINES AND PROCEDURES

Nr.	List of Guidelines	Articles/Chapters to be supported	Document Code
1	Curriculum Development Process	Article 2	VU_HT05
2	Student Academic Integrity	Chapter VI	VUNI.14
3	Course Exchange (Transfer Credit, Proficiency Exam, Honors Course, and Individual Study Course)	Article 13	VUNI.18
4	Student Record Privacy	Chapter IV	VUNI.21
5	Student Self-evaluation and Awarding	Article 18	VUNI.26
6	Program Change Request	Article 20	VUNI.27
7	Final Exam Regulations	Chapter III	VUNI.11

CHAPTER I GENERAL PROVISION

Article 1. Governing Scope and Regulated Entities

This document specifies rules and regulations that govern educational arrangements, examinations, assessment, grading, and graduation requirements based on an academic credit system for full-time undergraduate students at VinUniversity. These rules and regulations also apply to exchange and visiting students.

Article 2. Medium of Instruction and Assessment

1. Unless otherwise approved by the University for a specific course or program of study, English is the medium of instruction (including lectures, tutorials, and laboratories) at the University. Individual instruction or consultation may be in any language.

2. The College of Arts and Sciences may teach in Vietnamese and use Vietnamese reading materials for the required courses of the Ministry of Education and Training. In such a case, the materials will be provided in English to students as and when requested.

3. The College of Health Sciences has the option to conduct clinical rotations and other relevant courses, such as (but not limited to) Traditional Medicine in verbal Vietnamese. Overall, the formal teaching and learning materials will be provided in English, but CHS may utilize some Vietnamese language materials and deliver the content either in Vietnamese or in a bilingual Vietnamese-English format.

These clinical rotations are tentatively scheduled for the second half of the undergraduate programs (i.e. the third and fourth years of the Bachelor of Nursing and the fourth to sixth years of the MD program). It is noteworthy that all official documents in the teaching hospitals as well as local health care/community-based facilities (such as medical records, medical SOPs, charts, prescriptions, etc.) are in Vietnamese language. Also, all formal communication in the operation of these facilities (between health professionals as well as between patients and health professionals) is in Vietnamese.

Furthermore, for those students who intend to pursue clinical practice in Vietnam post-graduation, the upcoming national practice licensing/qualification exams for medical and nursing graduates will be conducted in Vietnamese by the Law on Medical Examination and Treatment, issued by The National Assembly. The College will offer essential assistance to students who are not proficient in Vietnamese, and details regarding the support provided, as well as any requirements, will be communicated within the curriculum framework.

Article 3. Academic Program and Syllabi

1. An academic program (hereinafter referred to as “program”) involves degree levels; educational objectives and learning outcomes; required credits; an academic plan associated with the time to obtain a degree; a teaching methodology and a mode of delivery; a mode to assess academic performance; and other conditions for its implementation. Each academic program needs to comply with the current requirements of the MOET and the university approval process.

2. Each program shall be affiliated with one major (single major), and/or concentrations, and/or several majors (double major, major-minor) which typically includes General Education requirements, College/Faculty requirements, major requirements, free electives, and/or a minor. Each program comprises courses offered in each academic year.

3. The course syllabus includes the number of credit hours, prerequisites (if any), theoretical and practical content, methods of assessment, coursebooks, list of reference materials and requirements for laboratory/practical/clinical practice, and similar exercises.

Article 4. Course and Credit

1. A course is known as a relatively complete amount of knowledge or skill that facilitates students’ accumulation of knowledge or skills during their learning process. Each course is assigned a fixed number of credits based on the contents of its instruction. The number of credits earned by the student reflects the effort expended to acquire the knowledge or skills that are described in the course objectives.

2. Each course shall have a title and a code. The course code shall consist of alphanumeric with the number indicating the education level of the course as specified by the University course numbering policy.

3. Types of courses are listed as follows:

Type	Description
Required Course	Contains the main learning outcomes of a section of the curriculum which students are required to pass to be eligible for graduation.
Elective Course	Contains the necessary learning outcomes that students are allowed to select themselves (conditionally or freely) according to the guidelines of the Faculty and/or College to diversify their specialization or choose at their volition to accumulate a specified number of courses needed to complete their curriculum.

4. Credits

a) A credit is a unit that is used to determine the amount of academic work of a student. A credit is equivalent to 50 hours of study for students, including taught study (contact hours), tutorials, self-managed study, experiential learning, assessments, and exams.

b) 1 credit is roughly equivalent to 15 contact hours for courses that use a lecture or classroom-based instruction; 30 - 45 contact hours for practicum and laboratory courses, 45 - 90 contact hours for fieldwork (in industry, communities, or hospitals) based courses; 45 - 60 hours for courses that involve independent studies such as thesis or internship. A course may comprise various teaching and learning modalities (such as lecture and lab, or lecture and fieldwork). In such cases, the total number of contact hours will be adjusted to be equivalent to other courses with similar requirements.

c) For each credit, students are advised to spend at least 30 self-study hours during the course of the semester to acquire the required knowledge to achieve a credit.

5. Non-credit bearing courses: some courses like internship/practicum courses, experiential learning courses, and service-learning courses could be non-credit bearing, which refers to learning activities which students are required to do as part of their curriculum, but which do not carry any credit.

Article 5. Class Meeting Times

1. Standard class meeting times start at 9:00 a.m. and finish at 5.00 p.m. from Monday to Friday, depending on the type of formal classes or laboratories, or similar exercises.

2. Duration of class: Each class and lecture period normally last either 50 or 75 minutes. Any special requests for durations outside of 50/75 minutes need to be approved by the Provost in advance.

3. Class schedules are the responsibility of the Office of Registrar based on the request of Faculties and Colleges. All lectures, laboratories, tutorials or discussion sessions start at specified times and continue for required durations. Consecutive classes are separated by intervals of 10 or 15 minutes.

4. Evening and weekend lectures, discussions, laboratories, or similar exercises of 50 or 70-minute duration can be convened until 9:25 p.m. upon request and by permission of the Dean and the Office of Registrar.

5. Where it is necessary for courses to be taught in a short period of time, each course shall not be taught for more than 15 hours/week and 4 hours/day.

6. Office hour for course policy

a) All instructors should maintain office hours for their courses based on an assessment of the needs of their students and their courses, and the College and discipline guidelines. Special requests will be approved by the Dean of College or Head of Faculty.

b) Instructors have the option to hold “Open Office Hours”. Open Office Hours is equal to, at a minimum, the total credit hours associated with the highest credit course the instructor teaches during a semester.

c) This policy outlines only the minimum number of Open Office Hours for each course. Instructors should assess the needs of their students and the demands of their course and make decisions regarding the amount of office hours needed to support their students.

d) This policy does not include office hours held by Teaching Assistants or any other support staff.

e) Open Office Hours do not have to be held in person; rather they can be held online as long as students are able to easily access them.

f) Instructors should offer Office Hours at a time and location that is convenient and accessible for students.

Article 6. Student Academic Performance Evaluation

The academic performance of students is evaluated after each academic semester based on the following criteria:

1. The number of credits that students have earned in the semester.
2. Semester Grade Point Average (SGPA) is a numerical average of grades (converted into a 4-point scale) based on all courses taken in a single semester. SGPA is calculated by dividing total grade points earned by the total attempted credits in a given semester.
3. Cumulative academic load is the total credits attempted with passing letter grades (from D- and above) earned since the beginning of the program (includes exempted and transferred courses).
4. Cumulative Grade Point Average (CGPA) is a numerical average of grades (converted into a 4-point scale) based on all courses taken within a particular program of study. CGPA is calculated by dividing total grade points earned by the total attempted credits up to a certain time point.

CHAPTER II EDUCATIONAL ARRANGEMENTS

Article 7. Academic Planning and Duration of Study

1. Academic planning shall be arranged by a program of study, an academic year, and an academic semester.

a) A program of study is designed for students to complete a specific curriculum in a certain duration. The planned duration of the curriculum must not be less than 180 credits for a six-year undergraduate program and 120 credits for a four-year undergraduate program.

b) An academic year has two main (regular) semesters, Fall and Spring. Each semester has 15 weeks of actual study, 1 (one) week for an Independent Study Week and 02 (two) weeks for final exams or final assessment.

c) **An Independent Study Week:** The independent study week shall apply to all undergraduate students. Exceptions may be considered for medical programs or other structured curricula where the nature of the program requires continuous instruction and assessment. Exceptions shall be reviewed and approved on a case-by-case basis by the College Dean in consultation with the Office of the University Registrar.

Activities	Academic Expectations
<ul style="list-style-type: none"> - During the independent week, no scheduled classes or exams shall be conducted. Deadlines for significant assignments remain effective for this week, and instructors must ensure communication with students from the start of the semester, explicitly outlining these deadlines in the syllabus. - Students are encouraged to use this time for relaxation, self-reflection, and pursuing activities that promote personal well-being and academic success. - Academic units may organize optional academic support activities to assist students in their preparation for exams. 	<ul style="list-style-type: none"> - Faculty members are encouraged to provide students with guidance and resources to support their independent study efforts during the week. - Students are expected to utilize the independent week effectively by engaging in productive self-study and exam preparation activities. - The independent study week is not intended as an extension of vacation time, and students should prioritize academic responsibilities during this period.

d) Summer sessions shall be arranged alongside the main academic semesters.

e) The Dean or Dean-designee shall make decisions on allocating the number of courses within each academic year and each semester based on the content and the amount of academic work of the curriculum. The Registrar is responsible for setting the academic calendar for the University.

2. The maximum time to earn an undergraduate degree includes the planned education duration plus four main semesters for a four-year program or plus six main semesters for a five- to six-year program.

3. On a case-by-case basis, the Provost can, upon petition of the student and the Dean's recommendation, extend the duration of study for students facing unusual circumstances (e.g. sickness, maternity, civil service, etc.).

4. The duration of a double degree must not exceed the maximum duration of the study of the first degree.

Article 8. Program Enrolment

1. Admitted students must provide a full enrolment document package as provided in the University Regulations for Undergraduate Admissions. The Provost shall sign the decision of recognizing the full-time student list.

2. All enrolment registration procedures must be completed within the required duration as provided in the University Regulations for Undergraduate Admissions.

3. Upon entry to the University, students will be admitted to a College or an academic program. They will be enrolled in a degree with a specified or an undeclared major. Each student will be granted a student identity card upon their registration into their program of study.

4. Students having an undeclared major shall declare their home major at the latest by the end of the second year.

5. Any subsequent change of the home major should be submitted for Dean's (or his/her designee) approval. If approved, the change will take effect from the following semester.

6. Unless otherwise approved by the University, students who are admitted for full-time studies are expected to study full-time in the degree concerned and are not permitted to enroll in a full-time or part-time study for any other award qualification either at the University itself or any other outside institution.

Article 9. Class Arrangements

1. A minimum number of classes shall be arranged for each course that students register for in a semester. The Provost or Provost-designee will approve in principle the established minimum enrolment of students for a course. The minimum class size for each standard course should be at least 10 students unless otherwise approved by the Provost, on Dean's proposal.

2. Any classes below the minimum size that are recommended for continuation must be approved by the Provost on the recommendation by Dean.

3. If enrollment falls below the minimum number, classes are subject to cancellation, and students enrolled in these classes should be re-assigned. Students must change their registration into other alternative courses if their credit load without the canceled course does not fulfill the minimum study load for that semester.

Article 10. Course Registration

1. At the beginning of each academic year, the Office of Registrar shall announce the tentative academic calendar of each program, the list of required and elective courses, a course description, prerequisites for registration, exam period, and formats of exams and assessment, etc.

2. Students must register for courses with the Office of Registrar. The registration must be based on their academic capability in accordance with the prerequisites of the course and the program requirements.

3. Students shall be responsible for their studies at the University. Students must understand the curriculum requirements of their program and plan ahead to complete their program within the permitted duration of the study.

4. Students' registration shall only be accepted by the Office of Registrar provided that it complies with current regulations of the University and any exceptions are approved by the is approved by the Program Director.

Article 11. Study Load

1. The study load is determined by the number of credits the student is studying. A normal full-time load is 30 credits spread over an academic year. The student may be able to increase or decrease his/her study load to help meet his/her academic goals.

2. To be classified as a full-time student, s/he must be enrolled in at a minimum, 80% of a normal full-time load in a **regular Semester (equivalent to 12 credits)**.

3. The study load variation in the regular semester is specified as follows:

Variation	Academic load per regular Semester	Remarks
Normal load	At least 14 credits (applicable for first-semester students, and students with good academic standing or higher in the previous semester; not applicable for the final semester). At least 10 credits and no more than 14 credits, applicable to students with poor academic standing in the previous semester.	This is to complete the degree requirements within a normal specified duration of study.
Automatic Overload	18-22 credits, subject to approval by the Academic Advisor.	This enables students to pursue their studies at a pace commensurate with their needs and/or capabilities

Beyond automatic overload	More than 22 credits, subject to approval by the College Dean or Dean-designee.	
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4. Summer session (semester): Summer session (semester): up to 9 credits with no required minimum study load. The workload will be calculated solely for the summer semester (as a separate/supplementary semester), not for the regular semesters (Fall/Spring).

5. Students must petition for overloading if they are: (I) First semester first-year student requesting to take more than 18 credits; (ii) Not in good academic standing in the previous semester and wish to take more than 18 credits; (iii) Requesting to take more than 22 credits in the regular semester. The total number of credits, including physical education, support, and repeated courses, non-credit courses are used to calculate overloading.

6. Prerequisites: Students registering for a course must meet the prerequisite requirements of each course and academic sequences of a particular program. Exemptions from prerequisites require the approval of the Program Director.

Article 12. Course Add, Drop, and Withdrawal

1. Students are allowed to add a course to their schedule no later than the close of the 10th business day of the regular semester **and no later than the close of the 5th business day of the mini semesters (Fall A/B, or Spring A/B).**

2. Students are allowed to drop a class within the drop deadline that is published in the academic calendar for that semester. The drop deadline for a regular semester is no later than the close of the 15th business day of the semester and no later than the close of the 10th business day of the Summer semester. Changes made in this period will not be included in the academic record of the students.

3. Dropping a class after the add/drop period has ended is considered a Withdrawal. Students may withdraw from a course after the add/drop period has ended with no grade penalty. Students will receive a "Withdrawal - W" grade on their transcript for the course when they withdraw.

4. Students who wish to add a course after the add/drop period has ended, need to petition with approval from their academic advisor/Office of Registrar. The instructor may allow the addition upon her/his discretion.

5. Course withdrawal policy:

a) "W-Withdrawn" grade will be assigned on a student's transcript when a student has registered for the course in a semester but has subsequently submitted a notification of withdrawal to the University. The "W" indicates that students attempted the class but eventually withdrew before completing it for a letter grade.

b) Withdrawal from a course is permitted after the course dropping period and must occur before completing no more than 30% of the study time for that course. After that date, withdrawals will no longer be permitted, and students will be graded according to their course performance. If the student withdraws before the "Drop Date" for each semester, no W grade should be recorded on the transcript.

c) The withdrawal limit policy allows students to withdraw from a maximum of 18

credits over the entire program of study. Once the limit is reached, students can no longer withdraw and must remain enrolled. The instructor(s) will assign appropriate grades(s).

Article 13. Transfer of Credit and Course Exemption

1. Transfer of Credit

a) Transfer of credits may be granted to students in recognition of studies completed elsewhere other than VinUniversity at an appropriate level as recognized by the University, for example, international exchange programs, local exchange programs, summer study programs, or other external study programs (non-exchange and self-arranged by students).

b) For outbound exchange students, the credit units earned at host institutions can be transferred to their academic records at the University. Students should submit the credit transfer pre-approval applications to the Office of Registrar and respective academic units prior to their departure for the exchange programs. When students return from exchange studies, they should submit the official transcripts to their academic units for credit transfer arrangements.

c) Transfer credits normally do not count in the calculation of a student's GPA, except where special arrangements have been made (e.g., in joint programs with other institutions). Transfer credit accepted is reflected on the VinUniversity transcript with a grade of "T – Transfer", not the actual grade received at the other institution.

d) Individual college or academic programs may stipulate the maximum number of transfer credits that students can obtain throughout their studies (including transfer credits for study exchange or joint programs with other institutions). The maximum load that may be recognized and transferred shall not exceed 50% of the minimum academic load of the academic program.

2. Course Exemption

a) Students may be granted an exemption from course requirements or other requirements of an academic program without the transfer of credits based on studies at an appropriate level completed at an institution other than at VinUniversity. Students may be required to take other course(s) to make up the credits required for fulfilling the degree requirements.

b) Exemptions from National Defense Education and Physical Education (equivalent to the Healthy Lifestyle courses) shall comply with MOET's current guidelines and regulations.

c) In the student's academic record, an exempted course is recorded with a "Z" grade meaning "Exemption". If the exempted course is a pre-requisite of another course at the university, students will be regarded as meeting the pre-requisite requirement with the course exemption.

3. Application Procedures

Students need to petition for transfer of credit or an exemption:

a) Before Admissions:

Students' prior study should be disclosed in their applications for admission, and applications for credit transfer or exemptions must be submitted before the beginning of the first semester of their admission.

b) During Registration:

Current students who complete studies elsewhere during their registration at VinUniversity must submit applications no later than one month after a student's return to study at VinUniversity.

The request should be made to the Office of Registrar. The Registrar will evaluate the request and map the external credits into specific VinUniversity courses with the support of relevant academic units.

Article 14. Repeats / Grade Forgiveness

1. **Repeats/Grade Forgiveness:** Students shall bear full responsibility for repeating courses or utilizing grade forgiveness and it is at his/her own risk. The University is not obligated to offer a course again for a student who failed it previously or wishes to repeat it.

2. Students who fail a required course in their study program will have to **retake** that course or to take an equivalent course as prescribed in the curriculum or an alternative course if that course is no longer taught in the following semesters.

3. Students who fail an elective course will have to **retake** that course or take an equivalent elective course in the following semesters.

4. If a student does not fail a course but wishes to repeat it to improve the cumulative grade point average, they may do so. After the first attempt, only two repeat attempts are permitted.

5. The most recent grade will be calculated into GPA. The original grade will not count toward GPA.

Article 15. Leave of Absence or Sick Leave

1. Students wishing to defer their studies for a period of time or temporarily suspend their studies from a program may request a voluntary leave of absence or suspension to the Dean of the College. Leave/suspension may be granted for one to two semesters depending on conditions and can be extended after further approval.

2. Students are allowed to apply for a voluntary leave of absence or withdrawal and to reserve the study results in the following cases:

a) Students are dispatched to the military service requiring a letter or verification from the Armed Forces;

b) To be appointed by the authority to represent the country to participate in international competitions and tournaments;

c) Students have a medical emergency or serious illness requiring long-term treatment which is certified by a recognized medical agency. All those documents must be translated and notarized if not in English.

d) Students have personal or family hardship. In this case, students must study for at least one semester, and must not fall into cases of being forced to leave as prescribed in Article 15 of this Regulation. Temporary absences for personal reasons will be included in and counted towards the official duration of the study.

3. Leaves/withdrawals requested for an upcoming semester will be effective on the day after the end of the last semester attended. A voluntary leave of absence or withdrawal granted during a semester will be effective on the date the request is submitted.

4. To apply for a leave of absence, students must complete the application for student leave of absence (with proper documentation addressing the permitted reasons) and submit it to the academic advisor for review. The Office of the Registrar will review requests with the College and notify the students.

5. After returning from a temporary leave of absence, students must complete and submit a return application to the Office of Registrar, at least one month before the start of the new semester. The form must be accompanied by documentation that explains their progress during the leave that would enable them to return successfully to the program. Students will be notified of a final decision by the Office of Registrar. If they do not return to the academic program immediately after the approved leave has ended, and do not promptly obtain an extension of their leave of absence, then their student record will be made inactive, and they may have a forced withdrawal. In order to return to academic work at a later time, they must formally reapply for admission through the Office of Admissions.

6. The University reserves the right to place a student on an involuntary leave of absence in certain circumstances. This is meant to be invoked only in extraordinary circumstances when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary because the student's behavior disrupts the University's learning environment. Before involuntary leave is considered, efforts will be made to encourage the student to take a voluntary leave, thus preserving, to the extent possible, confidentiality and privacy.

Article 16. Student Classification and Academic Standing

1. After each regular semester, based on the accumulative number of credits, the class standing of students (except for transfer students) is determined as follows: Class standing applies to College of Business and Management, College of Engineering and Computer Science, College of Arts and Sciences:

<i>Class Standing</i>	<i>Number of accumulated credits</i>
Freshman	Below 30
Sophomore	30 – 59
Junior	60 - 89
Senior	90 or more credits

Class standing applies to College of Health Sciences:

<i>Class Standing</i>	<i>Number of accumulated credits</i>
Freshman	Below 35
Sophomore	35– 70
Junior	71 – 105
Senior	106 - 140
Fifth-year senior	141 - 175
Sixth-year senior	176 - 255

The University may use class standing to determine a student’s eligibility for receiving financial aid and scholarships, applying for degree programs, enrolling in courses, and evaluating progress.

2. After each regular semester, based on the cumulative GPA, students are ranked for academic standing as follows:

<i>Academic Standing</i>	<i>Cumulative grade point average GPA</i>
Excellent	3.60 – 4.00
Very good	3.20 – 3.59
Good	2.50 – 3.19
Marginal	2.00 – 2.49
Unsatisfactory (At risk)	Below 2.0

3. Academic results and credits for Summer or Pre-Fall sessions are included in the calculation for class standing as well as academic standing.

Article 17. Academic Warning, Probation and Dismissal

1. If required, students are given an academic warning at the end of the regular semester. Academic warning is an indicator of academic difficulty for students who may need academic advising and additional support. While the academic warning is captured in the Student Information System record, it is not shown in official transcripts.

2. The Office of the Registrar will consult with the Program Director of the program to determine if the student is subject to warning, probation, or dismissal.

3. The Dean will recommend a student’s dismissal to the Provost, who will make the final decision. The Provost’s decision is final.

4. There are three levels of academic consequences:

Level	Criteria
Academic Warning <i>(student’s academic performance has been</i>	a) Students get a cumulative GPA under 1.20/4.0 for freshman, under 1.40/4.0 for sophomore, under 1.60/4.0 for third-year or under 1.80/4.0 for seniors and subsequent academic years. Or b) Students earn a semester GPA under 0.80/4.0 in the first semester and under 1.00/4.0 in the following semesters;

<i>unsatisfactory, of their overall academic average is below minimum requirements)</i>	Or c) Total number of failed credits in the semester exceeds more than half of the number registered for the semester or total number of failed credits from the beginning of the course is more than 24;
Academic Probation <i>(a student is not making the academic progress the university requires for graduation)</i>	A student who is placed on academic warning two consecutive times is subject to academic probation. The student will need to obtain approval from his/her academic advisor to enroll in courses. The student will remain on academic probation until his/her cumulative GPA reaches 1.40/4.0 for sophomore, 1.60/4.0 for juniors, or 1.80/4.0 for seniors and subsequent academic years.
Academic Dismissal <i>(Students who cannot benefit from course registration in the next semester may be suspended for an approved period of not less than one semester).</i>	a) Students whose study time exceeds the maximum time allowed to study at the University. Or b) Students who are placed on academic warning three times in total (one academic probation is considered as two times of academic warning), even if those times are not sequential. Recommendations for dismissals are reported to the relevant Dean. Students are entitled to reserve the academic results accumulated when subject to academic dismissal

Article 18. Academic Distinction, Honors, and Awards

1. Dean's List: Students are placed on the Dean's List at the end of the regular semesters when their academic achievement in that semester meet the following criteria: (i) Minimum CGPA 3.60 (Very Good), calculated at least 12 letter-graded credits per regular semester, have not failed any course registered; (ii) have not committed any recorded major confirmed act of misconduct. This achievement will be recorded on their transcript.

2. Graduation with Distinction: Students graduating with Distinction will be selected on the basis of academic excellence as measured by cumulative grade point average. Maximum eligibility pool is 20% of the graduates and the maximum actual number to be awarded is 10%. The minimum CGPA eligibility is 3.20/4.00.

3. Graduation with Distinction and Honors: Students graduating with Distinction and Honors will be selected on the basis of academic excellence as measured by GPA in the top 10% (or greater than 3.60/4.00), whichever is the more selective criterion. Students will be enrolled in the Honors courses (defined by respective College) for the duration of the thesis project, for a total of 3-6 credits. The thesis must be completed in the last two consecutive semesters before graduation. The evaluation procedures will be approved by the Provost.

4. Other awards: Other student awards can be given by each College or individual Degree Programs.

Article 19. Double Degree

1. A Double Degree is applied for those who are enrolled full time in the first program and wish to apply to a second program concurrently so that they can graduate with two undergraduate degrees. A Double Degree consists of a combination of two separate degrees from two discipline areas in the same College or in two different Colleges.

2. Eligibility to Study Double Degree Program (DDP)

a) The discipline of the second degree must be different from that of the first degree.

b) Students can register for the second program at the earliest when they have been ranked in the second year of the first academic program.

c) At the time of registration, students must meet (i) academic ability based on the cumulative grade point average of good or higher (CGPA=2.5 or higher); (ii) entry threshold requirements of the second program in the enrollment year; and (iii) is not currently in a period of disciplinary action equivalent to warning or higher.

d) During the course of students studying two programs at the same time, if the cumulative GPA of the first program is below the average or subject to a warning of academic results, they must stop studying the second program in the second semester then students will be removed from the list of registered students for the second program.

e) For those who wish to study the double degree program need to register the second program at least 2 years prior to the tentative graduation of the second program.

3. Registration and Selection Process

a) Registration period: after the academic results of the first semester, or the results of the previous academic year (usually January or July every year).

b) Students register for the second program according to the following steps:
Step 1: Submit the application form for studying two academic programs at the same time (form provided) to the Planning and Registrar Office. Note: Students need to be proactive seeking for advice from Academic Advisor, Program Directors of both programs before officially register;

Step 2: Planning and Registrar Office evaluates the eligibility of the application, if approval, make a list and send the application form and student profile to the College in charge of the second program;

Step 3: The Program Director of the second academic program considers the equivalent courses of the two academic programs which indicate the transferable credits and courses that students gained from the first academic program;

Step 4: The Second Program's Review Board reviews the application and proposes for approval. The number of Board member is odd at minimum of 3 members, including Program Directors and two faculty of the second program.

Step 5: The Planning and Registrar Office gathers the list, reports to the Provost (or authorized person) for decision making and notices to students and related Departments no later than three (03) weeks before the semester.

4. Program Curriculum and Duration

a) The curriculum framework of the second program is applied in the registration year.

b) When studying the second degree, students can transfer the grades, credits of equivalent courses that they gained in the first program and vice versa. If students have completed the general education modules of the first academic program, they will be considered for conversion and will not be required to take additional courses.

c) Students who are in the double degree program must complete internship programs and dissertations according to the requirements of each program.

d) The maximum time that students are allowed to complete the double degree program is the maximum time allowed to complete the first program.

5. Tuition fee

a) Students enrolled in the second program must pay tuition according to the second program's financial regulations. Additional credits are required to complete the second program and are charged at the standard tuition rate per credit.

b) Scholarship and financial aid applications for the Second Program are evaluated upon enrollment in the Second Program.

6. Graduation Eligibility

a) Students are only considered to graduate from the second program if they meet the requirement to graduate from the first program.

b) If students do not meet the requirement to graduate from the second program or both programs within the allowed time, they are provided the letter to confirm their academic result.

Article 20. Program Change and Institutional Transfer

1. Program Change (internal transfer):

a) Change requests may include changing of Major (including major/area of concentration/minor). It means that primary College and degree type stay the same; Change of Degree (degree program changes but the primary College/faculty remains the same); Change of College/Faculty (primary College/faculty changes).

b) A student can apply for changing the current enrolment if s/he: (i) meets the admission requirements and is eligible for entry into the proposed program/major; (ii) is not currently a first-year or final-year student (applies for Change of Degree/College); (iii) is not subject to consideration of suspension of study.

c) A student is only eligible for one program change per academic year. Change requests will be processed once per semester, making the change take effect from the beginning of the next semester.

d) College may set the specific criteria for each program apart from the university generic requirements (academic standing, EXCEL attributes, etc.).

e) If a student received transfer credits from another institution upon their initial enrolment to VinUniversity, the transfer of credit may be re-assessed for the requested change.

2. Institutional Transfer (external transfer)

Students are allowed to transfer to other universities in the following cases:

a) Students are transferring to another university that offers the same disciplines or a group of disciplines as the students' previous ones.

b) The transfers are approved by both VinUniversity's Provost and the transfer-in university's Provost;

c) Students do not fall into any cases as prescribed in Clause 2 of this Article.

3. Students are **not allowed** to transfer to other universities in the following cases:

a) Students do not meet the requirements for admissions of the transfer-in universities;

b) Students are freshmen or in their final year of study;

c) Students are being disciplined at the warning level or higher.

4. Procedures for university transfer

a) Students who request university transfer must prepare the full document package according to the University's regulations and submit it to the Office of the Registrar;

b) The Office of the Registrar in consultation with the Program Director and Dean/Vice Dean will make a recommendation to the Provost regarding the transfer out. The Provost will make the decision to allow a transfer-out, conditional to approval from the authorities at the transfer-in university. The appropriate authority at the transfer-in university shall make the decision on accepting the student as a transfer in, and the credits and requirements appropriate.

CHAPTER III EXAMINATION AND COURSE ASSESSMENT

Article 21. Course Assessment, Class Attendance and Absence

1. The instructor has the responsibility to design a course assessment that is aligned with learning outcomes and that comply with the principles and standards of the University.

2. The assessment plan (methods, types, tasks, and percentage weight) for a course must be described in the course syllabi and provide to students before the class. Except when necessitated by unforeseen circumstances, the assessment framework should remain unchanged throughout the semester. Online assessment may be employed if it is as honest, fair and impartial as direct assessment and shall contribute no more than 50% to total weighted grade of the course.

3. Class attendance Expectations

- a) It is each student's responsibility to attend all scheduled classes unless excuses have been approved by the course instructor. Specific class attendance policy will be stated in the course syllabus.
- b) Students should register their attendance using the methods (electronic or manual) specified by the instructor. If a student fails to register using the approved methods, it is her/his responsibility to provide evidence of their attendance to get credit.
- c) Failure to attend required sessions will result in an automatic unexcused absence unless the course instructor grants an exception. Students are accountable for all covered content; instructors will typically not make allowances to accommodate unexcused absences.
- d) Tardiness or absenteeism from scheduled educational activities will typically result in reduced grades or other penalties imposed by the instructor.
- e) Students are expected to arrive on time for all educational activities, stay for the duration of the activity and not cause or participate in disruptions to any educational environment during the educational activity. This expectation is encoded in the student code of conduct and is an essential component of professionalism.

4. Procedure to report a planned or unplanned absence) Planned Absences:

If a student knows in advance that they will miss required sessions, she/he must inform the instructor (or the Teaching Assistant) in advance, provide complete justification and seek their permission. The instructor may accept or deny the request based on the justification provided.

Accepted excused absences include presenting at a professional conference, participation in a leadership/ competition/service activity or official representation of VinUniversity. The number of days off will be decided by the instructor based on what would be missed in terms of course requirements and experiences.

Personal circumstances may include significant family or personal events that acutely disrupt the student's ability to attend to course responsibilities.

b) Unplanned/Emergency Absences: Participation in university-sponsored events, travel complications, hazardous weather conditions, personal hardship, illness, family emergency, or death in the immediate family are examples of extenuating circumstances that may justify an absence. Instructors might seek documentation to confirm the existence of such exceptional circumstances.

Prior to the session, or as soon as feasible thereafter, the student or his/her representative must contact the course instructor or course teaching assistant by email to tell them of the unexpected absence.

If the student or his/her representative cannot reach the course instructor or course teaching assistant, he/she should alert the Office of the University Registrar. This Office will be responsible for relaying the information to the relevant parties.

5. Make-up class instruction

- a) In the event the student is granted an excused absence, the course instructor will establish guidelines for implementation of makeup plans, where available, that are specific for the unique requirements of the course.
- b) In the case where (1) the absence is requested 30 days in advance and (2) the course instructor is unable to arrange an alternate make up plan because of a student's prolonged absence or the course instructor's inability to recreate the needed clinical, lab material, the course instructor may deny approval for the requested absence.
- c) In the case where an absence is due to illness or unanticipated events (i.e. 30 days advance notice is impossible), the course instructor will determine if the requirements and experiences can be made up. The student must contact the course instructor as soon as reasonably possible to arrange a makeup plan. If the course instructor is unable to arrange a makeup plan because of a student's absence (based on duration of absence, inability to recreate the needed clinical or didactic material etc.), the course instructor, in consultation with the Program Director, may require the student to repeat the entire course.

6. Absence from examinations

- a) Students who are absent in the main final exam with approval by the Program Director, may be allowed a make-up exam. The final exam grade shall be considered as the first-time exam grade. A valid reason for absence can be:
 - in case of having more than two examinations in a 24-hour period.
 - in case of an emergency or unavoidable problems such as an illness or injury requiring hospitalization. Confirmation or verification from a doctor or a health care provider is required.
 - With regard to family emergencies, students must provide verifiable documentation of the emergency. Given the vast array of family emergencies, the Registrar will provide precise guidance as to what constitutes adequate documentation. Unless the emergency is critical, students should notify the Instructor/Teaching Assistant and the Registrar in advance of their absence from

the scheduled course event. In cases of critical emergencies, students must notify the instructor and the Registrar within one week of their absence.

– For University-approved curricular and extra-curricular activities, verifiable documentation is also required. The student should obtain from the College/ Department/ Organization sponsoring the activity a letter / similar supporting documentation indicating the anticipated absence(s). The letter/document must be presented to the Instructor and the Registrar at least one week prior to the first absence.

– In the case of religious holidays, the student should notify the Instructor and the Registrar by the third week of the course of any potential conflicts.

– An important note for final exams: Early flights home, transportation tickets to leave town, and family vacations are NOT valid excuses to miss or reschedule a final exam. Students should make plans to leave campus AFTER all their scheduled exams are completed.

b) Valid absence must be documented to the Registrar within one (1) week of the exam. Instructors are required to give the final exams according to the University schedule and cannot give makeups or reschedule for non-valid or non-approved excuses.

c) The course syllabus shall indicate the missed examinations policy so that students are fully aware of the policy and its consequences. Typically, a student shall receive a grade of zero for the exam s/he misses. If the absence is due to a valid excuse for which verifiable evidence is presented, the course instructor may then give the student a make-up exam. In the absence of a make-up final exam, these students will have to take the exam in the following regular semesters or additional semesters.

d) If the course is a pre-requisite for enrolment into the following semester the student will not progress and will apply for a leave of absence for the next semester(s).

Article 22. Final Exam Format and Schedule

1. Final examination could be a final assessment (comprising various types of questions) or a culminating alternative such as a presentation, an essay, coursework, final report, or a combination thereof.

2. Final examinations requiring assignment of an exam time are scheduled by the Office of Registrar to avoid conflicts among classes. After a study period of no more than two weeks at the end of a semester, the University will hold the final exam period.

3. The University may offer an additional exam (a make-up final exam) for students who do not take the main exam or have more than two examinations in a 24-hour period or have earned an F grade in the main exam. The make-up final exam shall be organized after the main final exam, no more than two weeks after the date of releasing the results of the main one.

4. Students who require special accommodations because of learning disabilities or medical conditions (with proof of condition) can be granted additional time to take a final exam or other assessments required in the class, as determined by the Office of Student Affairs Management. They have the responsibility to inform the instructor within the first week of classes of such conditions and present a letter to inform the Registrar, who will then inform all instructors and propose arrangements for extra time.

5. The due date of take-home finals or a culminating project report for a class can be no earlier than the date promulgated by the Registrar for the final day of that class. The due date of an independent project can be no earlier than the last day of classes and no later than the last day of final exams.

Article 23. Marking and Retaking the Final Exam

1. Course final exam questions will be consistent with the learning outcomes of the course.

2. The course instructor is responsible for grading the final exams, essays, coursework, and final reports. The Provost shall set out regulations on protection, marking procedures, and storage of exam answer sheets.

3. Written tests, essays, coursework, final reports, and other graded material shall be stored for at least two years from the date of submission.

4. The organization of oral exams and/or practical exams in medical rooms, laboratories, or simulation rooms must be carried out by two instructors. Oral exam grades shall be announced after the exam and evaluation are completed for all students. In case of disagreements on the final grade between the two instructors, the final grade shall be considered as the arithmetic average of two grades. In instances of large disparities between markers, grades may go to a third instructor for review.

5. Students who do not sit the final exam without a valid reason shall be considered as having taken the exam once and will receive a zero (0) score in the main exam. These students, if permitted by the Program Director, may retake the exam soon after that (if any).

6. Students who are absent from the main final exam with a valid reason, with approval by the Program Director, may be allowed a make-up exam. The final exam grade shall be considered as the first-time exam grade. In the absence of a make-up final exam, these students will have to take the exam in the following regular semesters or additional semesters.

CHAPTER IV GRADING POLICY

Article 24. General Principles

1. Instructors have the sole prerogative of assigning student grades and cannot be the subject of administrative influence. However, as bound by ethics, grades cannot be capricious or associated with any bias based on race, religion, national origin, sexual orientation, gender, ethnicity or personal or professional affiliation, or any other reason. Instructors should agree to review a grade if the student alleges an error. No punitive grade shall be assigned unless a student was found to have violated academic integrity.

2. Instructors shall report their grades for a class no later than seven (07) business days after the last day of scheduled exams unless they obtain permission from the Registrar. If an instructor decides to change a grade after the due date, s/he shall submit the grade in writing to the Office of Registrar with an explanation for doing so.

3. Grades shall not be posted publicly in any way that may be associated with specific students. However, anonymized statistics may be posted for internal use at VinUniversity.

4. Each College sets its criteria for affiliation to a major, based on minimum grades in certain courses and/or overall grade-point-average.

5. To allow two or more Departments to offer or require a course that they have in common, such courses may be co-listed with different departmental designations, so students from their respective majors can apply it toward their degree requirements.

Article 25. Grading System

1. The University grading system is composed of letter grades with pluses and minuses. Passing grades range from A to D-; F is a fail.

<i>Grade Letter</i>	<i>4-point scale</i>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Based on the cumulative grade point average (GPA), students' academic standing is assigned according to Article 16.

2. Operational grades: Course grades assigned for administrative purposes to assist in the management of student records and do not apply to the GPA. Including:

a) Completion Grades: The Completion Grades (CR, NCR) are used in required credit-bearing courses and non-credit co-curricular requirements where no letter grade will be granted, such as National Defense Education, Leadership Bootcamp.

<i>Grade</i>	<i>Definitions</i>
CR	Completed Requirements (i.e., a Pass grade). The credits and non-credit activities count towards graduation requirements, but they do not contribute to the GPA.
NCR	Not Completed Requirement (i.e., a Fail grade). This grade will not be included in the GPA calculation. Students are required to re-take the course or co-curricular activities to fulfill the requirements for graduation.

b) Situational Grades: Similar to the CR/NCR grades, all situational grades equal zero grade points and do not contribute to the GPA.

<i>Grade</i>		<i>Grade Definitions</i>
I	Incomplete	is assigned when a student, for reasons beyond her or his control, is unable to complete the requirements (final exam or required assignments) of a course by the end of the semester. An incomplete grade must be normally converted to a regular grade within six months from the time it is granted. The student must request the Registrar (who then notifies the course instructor), together with relevant supporting documents (such as official medical records). Upon assigning an incomplete grade, the instructor must specify a period (deadline) for made-up work. The final decision as to whether an incomplete may be given rests with the instructor; however, the maximum time limit is subject to University policy. If the work is not made up during the required period, the incomplete will be converted to an F.
IP	In-Progress	Courses are typically taught in one semester, except projects such as capstone design or senior thesis. IP-grades are awarded for such projects spanning more than one semester. When the project is completed, all relevant IP-grades are replaced by the final grade.
MT	Multi-term (A/B)	Courses usually span from multiple terms and each course term is identified with a letter. "A" for the first half and "B" for the second half. MT is also a grade that can appear on students' transcripts for the first term(s) of a multi-term course. The final grade shows in the final term of the course.
NGR	No Grade Report	This indicates that due to circumstances beyond the control of the student the Office of the Registrar did not receive the grade.

		The NR grade should be replaced by a letter grade as soon as possible and/or no later than graduation.
W	Withdrawn	Assigned when a student has registered for the course in a semester but has subsequently submitted a notification of withdrawal to the University. If the student withdraws before the “Drop Date” for each semester, no W grade should be recorded on the transcript. Minimum credit threshold decisions have to be driven by academic policy and reflected on the system.
T	Transfer	Assigned when a course is approved for transfer of credits
Z	Exemption	Assigned when a required course is exempted

c) Audit Grades: With the permission of the course instructor, students may register in a course for Audit, attend the course, and participate in course activities. Auditing students will not be awarded a grade or earn credits. Subject to the satisfactory completion of requirements set by the Program Director, the course will be designated AU on the student’s transcript. Otherwise, the course will be removed from the registration record. Specific conditions are determined by University policy and relevant Colleges’ policies.

d) Satisfactory/Unsatisfactory Grades: The purpose of the Satisfactory/Unsatisfactory (S/U) system is to encourage students to venture into courses outside their main areas of familiarity without great risk to the academic record. The distinction between S and U is not the same, however, as that between pass and fail in the letter-grade system. In the S/U system, S indicates performance that would be graded C- or higher, and U indicates performance that would be graded below a C-. Students earn credit toward the fulfillment of graduation requirements for course grades of S, but not for course grades of U. Grades of S or U are not assigned a numerical value and thus are not averaged with other grades in computing GPA. In calculating GPA, S/U grades are similar to the CR/NCR grades. The maximum number of times that students can exercise the S/U option and other specific conditions is determined by University policy and relevant Colleges’ policies.

Article 26. Course Grade and GPA Calculation

1. Component grades and final exam grades of a course are ranked on a 100-point scale (from 0% - 100%). Scores are rounded down from .01-0.49 and up from 0.5-0.99 (for example, 59.6% would be rounded up to 60%; 89.4% would be rounded down to 89%).

2. As per the Ministry of Education and Training’s guideline, students receiving less than 40% out of 100% of total assessment will get a failing grade (F). Colleges may have additional conditions for passing a class beyond getting a minimum of 40% on the total assessment.

3. The final course grade is the sum of all components and final exam grades multiplied by the corresponding weight, converted to a 4-point scale and letter grade as

described in Article 25. The course instructor will be responsible for converting quantitative assessment from the course to the final letter grade. The grading policy should be clearly described in the syllabus before the start of the class and should not be changed during the semester. When multiple instructors are assigned to teach different sessions of the same course, it is expected that a similar grading policy will be used. The College can develop more specific grading and student assessment procedure based on the above guideline and get approval from the Dean (Head of Faculty).

4. Before calculating semester GPA and cumulative GPA, the letter grade will be converted into a 4-point scale.

a) The Semester Grade Point Average (SGPA) is calculated for all courses taken in one semester, including failed courses, but excluding courses graded CR, NCR, IP, MT, I, NR, S, U, W, Z. It is weighted by the credit units for each course taken.

b) The Cumulative GPA (CGPA) is calculated for all courses taken by the student during enrollment for a specific program. It reflects the student's performance for all semesters up to the latest semester of study. The computation is the same as the SGPA except that for course repeats, only the latest attempt is included in the CGPA calculation.

c) Grade Point Averages are calculated up to 2 decimal digits with the 3rd digit rounded up toward the nearest integer. (i.e. 3.375 becomes 3.38 whereas 3.372 becomes 3.37).

d) Both the SGPA and CGPA are shown on students' transcripts.

e) Results of some courses like National Defense Education and Physical Education are not counted toward GPA. The regulations on result evaluation and granting of certificates for these courses are set out by the Ministry of Education and Training.

5. The Semester GPA will be used for academic distinction, scholarships, financial aids, and awards after each regular semester (based on the result of the final exam at the first regular exam).

6 The Semester GPA and Cumulative GPA will be used for consideration of drop-out, academic standing, and classification of awards for graduation (based on the highest final exam score on the exams).

Article 27. Grade Appeal

1. Students should inform the Instructor and Office of Registrar within five (05) business days after the official grade announcement on [Canvas](#) if they notice any errors in their academic records.

2. If a course grade has been calculated incorrectly, students should inform the instructor as soon as grades are released. Where a clerical or administrative error has been made, the department or unit responsible for the course will report the revised grade to the Office of Registrar.

3. If a student's concern remains unresolved after talking to the instructor, s/he may appeal the decision to the program director/faculty head of the offered course in writing within two weeks after the grade has been posted. The written document must include reasons for the appeal, relevant facts, and supporting evidence. The program/faculty head can choose to reject the appeal, mediate a grade change with the instructor, or seek further review by the Academic Committee of the College. A final decision must be made within three weeks after final grades have been posted.

CHAPTER V CONFERRAL OF AWARDS AND GRADUATION

Article 28. Recognition of Graduation

1. Students should file an application for graduation during their intended graduation semester in accordance with the procedures announced by the University.

2. Students who have applied for graduation but do not successfully complete all their academic requirements by the end of the intended graduation semester/term must re-apply for graduation.

3. To be awarded a degree, a student must satisfy all of the below conditions:

a) Complete the minimum credits requirement within the period of candidature for each program;

b) Complete General Education and English proficiency requirements;

c) Complete the requirements for the major, defined by each College;

d) Resolve any “I – Incomplete” grade for required courses from the record;

e) Earn a minimum cumulative grade point average (GPA) at 2.00/4.00 for all courses within the degree program;

f) Until the time of graduation consideration, not have been proven guilty of a criminal offense.

g) Fulfill other requirements of the University’s regulations and procedures;

4. On the proposal of the Graduation Review Board, the Provost shall sign decisions on recognition of graduation for eligible students.

The Graduation Review Board shall appoint the Provost or Vice Provost for Academic Affairs as the Chairperson, Head of Registrar as the Secretary, and other members including the heads of academic units and head of Student Services.

Article 29. Conferment and Classification of Awards

1. The degree awarded to students will be determined by the student’s home major, in accordance with MOET’s requirements.

2. University awards are classified by the relevant College Academic Committee, which makes a recommendation to the Provost for the conferment of awards.

3. The University grants bachelor’s degrees with the following classifications based on the cumulative grade point average:

Classification of Awards	Cumulative GPA
Excellent	3.60 to 4.00
Very Good	3.20 to 3.59
Good	2.50 to 3.19
Marginal	2.00 to 2.49

4. Degrees with Excellent and Very Good awards shall be degraded one level if any of the following is true:

a) The number of credits from courses that were re-taken accounts for over 5 percent of total credits in the program. **Retaken courses will include the failed courses only and will not count as courses retaken to improve grades.**

b) Student has been disciplined at the warning level or higher during their study time.

5. Academic results must be shown on the transcript. The transcript shall record the major (the main major), and/or concentration, and/or (the major-minor).

6. If the student's academic performance meets the requirements of Clause 3, Article 28 of this Regulation, for some academic programs (i.e. double degrees) corresponding to different majors, students may be granted other diplomas corresponding to those majors.

7. Students who still owe certificates of National Defense Education and have not yet complete Physical Education course, but whose maximum time allowed to study has expired, can return to the University to complete the above certificates to be eligible for graduation within three (03) years from the completion of their studies.

8. Students who do not graduate will be issued an academic transcript which includes all courses completed or enrolled.

CHAPTER VI

ACADEMIC INTEGRITY

1. Academic integrity is a significant component of higher education for students to learn, experience, and adopt the highest ethical standards. At VinUniversity, student misconduct in academic matters is not tolerated.

2. Students of VinUniversity agree to abide by a pledge of academic integrity, whereby students agree individually and collectively that they will not violate academic integrity in any activity that is associated with gradings, such as exams, take-home exams, or reports. In doing so, students will actively discourage others from violating the pledge.

3. During their professional internships, students must continue to uphold these standards as guided by their industry mentors. In particular, they are expected to abide by non-disclosure agreements as agreed with their host company.

4. The University's Academic Integrity policy describes in detail the expectations from all VinUniversity students, faculty, and staff regarding maintaining absolute integrity and honesty in all university activities.

CHAPTER VII IMPLEMENTATION

Article 30. Implementation

1. The Academic Regulation document may be revised to comply with any subsequent regulation from MOET.

2. These Rules and Regulations shall be applied to students enrolled in or after the year 2020.

3. Faculties, Colleges, the Office of Registrar, and other relevant Units and individuals are responsible for the implementation of these Rules and Regulations.

4. The Provost has the authority to adjust, supplement, amend, and promulgate these Rules and Regulations based on the prior review of the University Academic Advisory Board.

THE PROVOST OF VINUNIVERSITY

(signed)