

## PROCEDURE FOR OUTBOUND STUDENT EXCHANGE PROGRAMS

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04	12/12/2024	12/12/2024	Developed by: Office of University Registrar and Academic Engagement & Student Exchange Department Reviewed by: Associate Vice Provost for Academic Administration Approved by: Provost	Add detailed procedure for Case 2: Students search for their own exchange opportunities

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## 1. Purpose

This procedure serves as the primary description for full-time students who are interested in and meet the prerequisites for participating in the outbound exchange study programs. This document details the eligibility requirements, the application process, and the timeline for consideration.

## 2. Scope

This procedure is applied to all active full-time students at VinUni.

## 3. Procedural Principles

3.1. The Outbound Student Exchange Program (OSEP) is based on the principle of equality and mutual benefit. Students can spend a semester or an academic year or a short-term program studying and immersing themselves in one of the partner universities of VinUni or an approved program. There are typically two types of outbound exchange programs for VinUni students:

<b>Student exchange on a reciprocal basis</b>	<p>Students who are accepted into this exchange program will attend one of VinUni’s partner institutions for one or two regular semesters (Fall and/or Spring). The students do not have to pay tuition fees at the host institution. Students will continue to pay tuition fees to VinUni at the same rate as when they study full time at VinUni at the time.</p> <p>However, they are responsible for meeting all other costs of the exchange program. Some of these costs include accommodation, airfare, and transportation, health and travel insurance, living costs, visa costs, books, facilities access (if any). Additional financial support may be available at the time of application and will be informed by VinUni.</p> <p>The number of exchange slots at each host institution is regulated by the agreement between VinUni and that partner university. Student applicants will undergo a selection process at VinUni for the exchange students. After that, VinUni will send the list of nominated students to the host universities for their assessment and admission decision.</p>
<b>Self-arranged exchange program or externally funded exchange program</b>	<p>It is also possible for students to study at an overseas institution (whether or not it is a partner university of VinUni) by applying directly to the institution or applying for an external scholarship/grant program. Most universities accept students directly as “Visiting/Exchange Students” on a fee-paying basis or scholarship basis.</p> <p>In this case, the applications normally do not go through VinUni, and admission decisions are made by the host institutions or the external scholarship programs. Before committing to a program, students should research carefully the program and get a full understanding of the Leave of Absence policy or the credit transfer policy at VinUni.</p> <p>Students will need to get approval in advance from VinUni before joining this program. Students can apply for the credit transfer when they return to VinUni, and the review adheres to the present protocol and process.</p>

3.2. All students who wish to participate in Outbound Student Exchange Programs resulting in credit transfers must fill out an Application Form, which includes the transfer credit agreement. Students who choose to participate in such programs must understand and follow the policies and procedures governing credit transfer. Subject to approval of study plan, courses taken at approved hosts may be transferred into your VinUni degree without delay in graduation.

3.3. Students may apply to both the student exchange program and the integrated degree program, but only one offer will be made at any given time.

3.4. Before accepting an offer, students may withdraw their application at any time.

#### 4. Procedure Statement

##### 4.1. Eligible criteria for application

To be eligible for participation in an OSEP, students must:

- Currently be an active full-time student at VinUni
- Have good academic standing (at least 2.5 CGPA (cumulative grade point average minimum) at the point of application and meet the minimum academic requirements set by the host university.
- Have no major disciplinary action (Level 3 and up) at the time of application submission.
- Have completed at least 2 academic semesters at VinUni prior to the OSEP and after the OSEP have at least one academic semester remaining at VinUni before graduation.
- Have an account of good financial standing at VinUni.
- Meet all the minimum requirements including the language requirements set by the host institutions. Please note that the minimum requirements from the host universities vary and might be different from those of VinUni.

##### 4.2. Tentative Timelines

Semester Exchange	Submission Period	Review application documents	Interview round (optional)	Release result
Spring	July	July - August		August - Sept
Fall	February - March	February - March		March - April
Summer	February - May	February - May		February – May

(\*) Time may be subject to changes depending on the actual academic calendar of VinUni and the timelines set by each host institution.

##### 4.3. Application process

###### Case 1: Nomination by VinUni for exchange at a partner university

- Step 1 VinUni students who intend to participate in the exchange student program submit the application documents in [Global Exchange Application Portal](#) .
- Step 2 Application evaluation by the Review Committee
- Step 3 Evaluation results will be announced to students for nomination acceptance.
- Step 4 GSE sends VinUni nominated students' application dossiers to partner universities for assessment.

Step 5 The partner university reviews the nominations, makes the final decision, and issues the Letter of Acceptance to the successful students.

*Continue with the steps for the Study plan and credit transfer (item 4.4).*

## **Case 2: Students search for their own exchange opportunities**

If students would like to study at a university that VinUniversity does not have an exchange agreement with, students can choose to personally plan and finance their studies abroad. It will be their responsibility to apply to the university abroad as well as to ensure that all the practical matters are taken care of. **The procedures will be:**

### **Step 1 Pre-Approval of Study Plan and Credit Transfer**

- **Action by Student:** Submit a detailed study plan and credit transfer application to the Program Director for review and obtain their formal approval.

### **Step 2 Leave of Absence Application**

- **Action by Student:** Submit the pre-approval form along with a Leave of Absence (LOA) application to the Office of University Registrar. This ensures the proper recording of student status during the self-arranged exchange semester.
- When students are on leave of absence, they are not charged tuition during their absence. However, they remain responsible for fulfilling all tuition requirements upon their return to ensure they meet the criteria for graduation.

### **Step 3 Credit Transfer and Grade Recognition**

- **Action by Student:** Upon returning from the exchange programs, students must submit an application for credit transfer to the Office of University Registrar for approval. According to VinUni regulations, credit transfer applications must be submitted within one month after the completion of the exchange program.
- **Action by the Office of University Registrar and Program Director:**
  - Validate the courses and grades against the pre-approved study plan.
  - Record the approved credits and grades (T-Transfer grade) in the student's academic transcript.

## **4.4. Study Plan and Credit Transfer**

A feasible study plan enables students to progress towards graduation smoothly. To factor in exchange study in their degree program, it is always a good practice to discuss the study plan with the faculty advisors or the Program Director.

### **4.4.1. 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/VinCore 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 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.

<b>International Credit System</b>	<b>Conversion Multiplier</b>	<b>VinUni equivalency</b>	<b>Examples/ Remarks</b>
ECTS	0.606	1.65 ECTS = 1 VinUni credit	European universities
Credit Points	0.625	6 Credit Points = approx. 4 VinUni Credits or 1.6 Credits = 1 VinUni Credit	UTS (Australia)
US Credits	1	1 Credit = 1 VinUni Credit	Cornell (US), Korea University, South Korea, Seoul National University, Yonsei University, SKKU, POSTECH, South Korea, Hong Kong University of Science and Technology
Units	0.25	4 Units = 1 VinUni Credit	Nanyang Technological University (Singapore)
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.

h) Students should finalize their choice of courses and have them approved using the Outbound Student Exchange Program Application Form by the end of their first four weeks at the host institution and submit the final one via email or printed document to the VinUni Registrar's Office.

#### 4.4.2. 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. 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 or independent exchange, 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.

#### 4.4.3. Steps in preparation for the study plan and credit transfer arrangements

In accordance with VinUni's policies on credit transfer, students who complete exchange study can apply for transfer credits for courses successfully completed at the host institution.

*Steps in preparation for the study plan and credit transfer arrangements are as below:*

<b>Before departure to the host institution:</b>	
<b>Step 1</b>	<p><b>Review courses available at the host institution</b></p> <p>Check out the course information from the websites of host institutions before deciding the exchange venue choices, to ensure that there are suitable courses for you to take. It is quite often that certain courses offered by partner institutions may not be open each term, or certain courses may not be opened to exchange students.</p>
<b>Step 2</b>	<p><b>Review VinUni's policy on credit transfer and course equivalence</b></p> <p>There is no automatic credit transfer, and students must submit a credit transfer application upon completion of the exchange studies for evaluation and approval.</p>
<b>Step 3</b>	<p><b>Discuss the study plan with the faculty advisor and/or the Program Director</b></p> <p>This advisory process is important to ensure that students are taking appropriate courses, in the sense that they fulfill the graduation requirements. It would be useful for students to review their major program requirements before seeking advice.</p>

<b>Step 4</b>	<p><b>Apply for course mapping to the College and Office of University Registrar at VinUni</b></p> <p>If there is no course equivalence information, students should request for course assessment by submitting the application to the Office of University Registrar. There may be credit system differences between VinUni and the host institution, and the credit conversion adopted by VinUni.</p>
<b>While on exchange</b>	
<b>Step 5</b>	<p><b>Keep the exchange course syllabus and materials</b></p> <p>To support the credit transfer application upon their return to VinUni, students must present an official transcript issued by the host institution. VinUni may also require students to submit course materials, outlines, the syllabus for assessment purposes and any other relevant documents, as it deems appropriate.</p>
<b>Upon return from exchange</b>	
<b>Step 6</b>	<p><b>Submit credit transfer request</b></p> <p>Upon returning from the exchange programs, students must submit an online application for <a href="#">credit transfer</a> to the Office of University Registrar for approval. According to VinUni regulations, credit transfer applications must be submitted within one month after the completion of the exchange program.</p>
<b>Step 7</b>	<p><b>Credits transferred to VinUni transcript</b></p> <p>After the formal approval, the credits earned from the host institution will be reflected on students' academic transcript. Credits obtained can be transferred, while grades obtained at the host institution may or may not be transferred to VinUni, depending on the agreement on the grade equivalency between VinUni and the partner university and the curriculum's requirement.</p>

Click here to download the [Overall flowchart of the outbound student exchange program.](#)

#### 4.5. Student Status and Student Responsibilities

All exchange students must keep the VinUni student status during their study at the host institutions. GSEO will pass the list of exchange students for each semester to the Office of University Registrar.

During the exchange period, students must take courses equivalent to VinUni 12 credits in each regular semester (there is no requirement for exchanging during the summer semester). If the partner university sets a cap on the number of credits, the students must follow the host institution's regulations to select courses. The exchange student will be treated as a student of the partner university after completing the registration procedures and should obey the rules and regulations of the partner university. Any over or under-loading must be approved in advance by the Registrar and the Program Director for exceptional cases.

Prior to the outbound exchange programs, it is mandatory that all exchange students will sign a [Terms and Conditions for VinUni Outbound Semester/Short Term Outbound Exchange Students](#) confirming their understanding and agreement to the terms and conditions and their responsibilities before, during and after their program. Students need to apply for [pre-approval of credit transfer](#) to the Office of University Registrar/Program Director before their departure to study at the host



institution, “[Exchange Student’s Report of arrival](#)” to VinUni within two weeks after arriving at the partner university and “[Learning Report](#)” within 1 month after arriving at the home university.

## 5. Roles and Responsibilities

Units	Roles and Responsibilities
Global Exchange Office (GEO)	<ul style="list-style-type: none"> <li>• Issue and announce information about outbound exchange programs including description of the eligibility requirements for each VinUni’s partner institution.</li> <li>• Be responsible for transmitting information about selected students participating in outbound exchange programs to the receiving institution, maintaining contact with them throughout the exchange period.</li> <li>• Make sure that students are appropriately prepared for their student exchange (i.e., visa preparation, flight booking, etc.).</li> <li>• Work out appropriate mechanisms with partner universities to confirm that exchanges have been completed satisfactorily.</li> <li>• Coordinate pre-departure support for students</li> <li>• Ensure that there are appropriate procedures in place for re-orientation on return to VinUni where appropriate.</li> </ul>
The Office of University Registrar	<ul style="list-style-type: none"> <li>• Be the central coordinating office for all exchange credit transfer applications or related-academic issues for students. All inquiries and applications regarding credit transfer should be submitted to the Registrar.</li> <li>• Issue Certificate of Enrollment, Official transcripts, etc. for students to apply for visa and partner university.</li> <li>• Update student status in SIS.</li> <li>• Collect and proceed with Study Plan and Credit Transfer Approval Form by the end of their first four weeks at the host institution, Credit Transfer Form and Official Transcript.</li> </ul>
College/Program Director/Assigned point of contact	<ul style="list-style-type: none"> <li>• Make recommendations for committee members when specialized knowledge or representation is required for a - thorough review.</li> <li>• Assume accountability for determining the course equivalence (credits and syllabus) of VinUni and its partner universities.</li> <li>• Provide advisory on study plan and complementary studies selected by students.</li> <li>• Approve the Study Plan and Credit Transfer Pre-Approval Form (if applicable)/Learning Agreement.</li> </ul>
The Review Committee	<ul style="list-style-type: none"> <li>• Finalize the nominations and if applicable, financial support with members of the committee during their deliberations; adhere to all applicable guidelines and regulations regarding conflicts of interest and application privacy/confidentiality.</li> <li>• The committee members include Vice Provost; Global Student Exchange Office; College/Faculty representatives and other invited stakeholders (if needed).</li> </ul>

Student Applicant	<ul style="list-style-type: none"> <li>• Research university of choice, suitable program, courses. .</li> <li>• Find out more about the university, cost of living, visa requirements, air fares, accommodation as well as travel and medical healthcare insurance.</li> <li>• Discuss with your Program Director on your study plan.</li> </ul>
Admitted students	<ul style="list-style-type: none"> <li>• Attend pre-departure session, information sessions, sharing sessions (if any)</li> <li>• Submit Pre-approval study plan, Student Exchange on arrival report, Terms and Conditions Form, Learning Report, Official transcripts of the host university and Credit transfer form (if any)</li> <li>• Comply with the rules and regulations of the host country, and VinUni.</li> <li>• Follow regulations and rules, code of conduct, terms and conditions of VinUni and Vingroup Scholarship Program (if any).</li> </ul>

## 6. Abbreviations and Definitions

Term	Definition
<i>Exchange student</i>	A VinUni student who has been accepted to study in an exchange program at one of VinUni's international partner institutions.
<i>Exchange period</i>	The time period during which an exchange student will study at the receiving/host institution in accordance with the terms of the exchange agreement.
<i>The Review Committee</i>	A committee at which all members will assess candidates in order to determine who will be nominated to be exchange students and if applicable, how much financial support they will receive for their exchange program.
<i>Management fee</i>	The fee that exchange students must pay to VinUni prior to beginning their studies at the receiving institution; the amount will be specified in the exchange program announcement (if any).
<i>OSEP</i>	Outbound Student Exchange Program
<i>GEO</i>	VinUni Global Exchange Office

### For general inquiries:

- Global Exchange Office: [globalexchange@vinuni.edu.vn](mailto:globalexchange@vinuni.edu.vn)
- SharePoint for Application Information: <https://vinuniversity.sharepoint.com/Application-Information>

### For academic-related inquiries:

- Office of University Registrar: [connect-registrar@vinuni.edu.vn](mailto:connect-registrar@vinuni.edu.vn) and/or
- Student's Home College @VinUni

A webpage dedicated to GLOBAL EXCHANGE: <https://vinuni.edu.vn/global-exchange/>