

Appendix II. Disciplinary Procedures

1. Reporting Suspended Misconduct

Anyone within VinUniversity community will have a responsibility to report misconduct, and not to turn a blind eye to unacceptable behaviors. How they should report misconduct depends on the circumstances. Typically, students should send email to connect-sam@vinuni.edu.vn or visit the Student Affairs Management Office.

For more details: [Formal Escalation Management Procedure for Students - VinUni Policy](#)

Reports should include the following:

- The full name and contact details of the student reporting the incident.
- The full name of the person(s) suspected of misconduct (if known).
- The details of the suspected misconduct.

Faculty, staff, or students are also expected to take immediate action if they suspect that their peers are violating the code if it is safe to do so. It is not always easy to act in such situations, but several alternatives are available as the following:

- Speak directly with the individual to gain clarity and inform them about your concerns.
- Publicly call attention to the act as it is occurring.
- Inform a university official by sending email to connect-sam@vinuni.edu.vn about the act as it is occurring.

(See Related Document for Suspected Misconduct report form template)

2. Procedures

For Tier 1, Tier 2 severity, Student Affairs Management will oversee assessing the case and making the decision.

For Tier 3, Tier 4 severity, Student Awarding and Disciplinary Committee convenes a meeting to assess the case and propose disciplinary action to Provost. Any Committee member who has any personal interest or special information concerning a particular case should recuse themselves from that case.

The Student Awarding and Disciplinary Committee shall consist of

- Chair: Associate Vice Provost of Academic Administration
- Vice Chair: Head of Student Affairs Management
- Secretary: Representative of Student Affairs Management Office
- College representative(s)
- Independent Faculty/Staff (invited)
- President or representative of Student Council (upon the request for meeting)

- Refer **Appendix IV** of this document for details of workflow and report format.

3. Right to appeal

- If a student feels that a decision is wrong, the student can appeal. To appeal to the Student Awarding and Disciplinary Committee, the student needs to inform conduct@vinuni.edu.vn, in writing, with their evidence **within 10 working days** of receiving the decision. The Student Awarding and Disciplinary Committee will reconsider the case. The Chair can decide to invite new members to join the reconsideration steps if necessary.
- After the first appeal, students have one more chance to appeal to the Student Awarding and Disciplinary Committee at University (chaired by Provost) if he/she still believes that the decision is still not right for them. To do this, the student informs conduct@vinuni.edu.vn with description of full story, explains why he/she thinks the decision is wrong and sends with their evidence. This email needs to be sent within one week after receiving the result of the appeal request. The University Committee will consider inviting members to review and assess the case.