

## APPENDIX IV. PROCEDURE FOR STUDENT CODE OF CONDUCT INCIDENTS

### I. ABBREVIATIONS AND FORMS

SAM: Student Affairs Management

SDC: Student Disciplinary Committee

Form 1 (FRM01): Suspected Misconduct Report Form

Form 2 (FRM02): Student Misconduct Report Form

*Refer to Student Code of Conduct Policy and Procedure*

### II. GENERAL FLOW FOR STUDENT CODE OF CONDUCT INCIDENTS

Step	Responsibility	Workflow	Time	Form	Details
1	Faculty members, university staff, students			FRM01	<ul style="list-style-type: none"> <li>- Evidence can be soft copy and/or hard copy of the violated actions. Ex: photo, video, suspended misconduct report, etc.</li> <li>- Initial handling: when a misconduct action is found and required to take immediate action, such as using alcohol, drug, fighting, sexual harassment etc. If it is safe to do so, the faculty member, university staff, residential assistants can have initial handling before report the case to report channels.</li> </ul>
2	SAM		Within 3 working days since the violation date		<ul style="list-style-type: none"> <li>- SAM notifies the student via email (and through an in-person meeting if desired) that an offense is under investigation process. Skip the email notification if there is no need more investigation and the sanction is already announced when case happens.</li> <li>- Student can request a Hearing at this stage if they feel it can support their situation.</li> </ul>

Step	Responsibility	Workflow	Time	Form	Details
3	SAM	<pre> graph TD     Confirm{Confirm} -- No --&gt; Closed([The matter is closed])     Confirm -- Yes --&gt; Next[ ]   </pre>			- SAM checks whether the student has previously violated Student Code of Conduct.
4	SAM	<pre> graph TD     Define[Define the severity of student misconduct] --&gt; L1[Level 1]     Define --&gt; L2[Level 2]     Define --&gt; L3[Level 3]     Define --&gt; L4[Level 4]   </pre>	Within 3 working days since the violation date		<ul style="list-style-type: none"> <li>- SAM follows up on the case in consultation with other units if needed and suggests the appropriate penalty/sanction based on the set of guidelines determined at the university level.</li> <li>- Students may be asked for a meeting with the Committee to explain and self-justify the situation.</li> </ul>
5	SAM (Level 1,2) SDC (Level 3, 4)	<pre> graph TD     Determine[Determine resolution (learning tasks or sanctions)]   </pre>	Within 3 working days since the violation date		<ul style="list-style-type: none"> <li>- SAM determines the resolution and sanctions on the case at level 1 and level 2.</li> <li>- From level 3 and level 4, SAM shall bring the case to SDC for discussion and making decision.</li> <li>- Meeting with students can be required during this stage.</li> </ul>
6	SAM	<pre> graph TD     Notify[Notify the student of decision]   </pre>	Within 5 working days since the violation date		<ul style="list-style-type: none"> <li>- A formal letter is sent out from <a href="mailto:conduct@vinuni.edu.vn">conduct@vinuni.edu.vn</a> and a meeting with student to inform the decision for level 3 and level 4.</li> <li>- If the decision is a suspension or dismissal, the Committee shall seek the Provost or President's approval and students' parents will be informed.</li> </ul>

Step	Responsibility	Workflow	Time	Form	Details
7	Student	<pre> graph LR     A{Accept decision} -- No --&gt; B([Appeal process]) </pre>			Appeal within 10 working days after the decision is announced.
8	Student	<pre> graph TD     A{Accept decision} -- Yes --&gt; B[Signed Violation Report Form] </pre>		FRM02	
9	SAM	<pre> graph TD     A([Close-out and Record Keeping]) </pre>			<ul style="list-style-type: none"> <li>- All allegations of misconduct and the outcomes must be documented and archived at SAM Office.</li> <li>- The information will be entered into the Student Code of Conduct database.</li> </ul>

**FORM 1: SUSPENDED MISCONDUCT REPORT FORM**

**Date:**

**Name of Witness/ Reporter:**

**Email:**

**College/Department:**

**Phone:**

**Type of Violations Suspended**

- Prohibited substances use (alcohol, drugs, cigarettes, etc.) and gambling
- Assault, harassment
- Discrimination and racism
- Dangerous materials
- Inappropriate use of university and community property
- Information technology, cyber space & social network
- Non-compliance with university rules and national laws

**Brief description of violation** [please also attach copies of evidence to this form , if any]

I hereby declare that the information provided is true and correct.

**Signature:**

\_\_\_\_\_  
**Full name:**

*Please send the completed form to [conduct@vinuni.edu.vn](mailto:conduct@vinuni.edu.vn) or send this to Student Affairs Office in a sealed envelope addressed to ensure security and confidentiality of student information. The information from this form will be entered into the Student Code of Conduct database.*

**FORM 2: STUDENT MISCONDUCT REPORT FORM**

**Student Name:**

**College:**

**Date of Violation:**

**Witness (if any):**

**Student ID:**

**Report date:**

**Type of Violation**

- Prohibited substances use (alcohol, drugs, cigarettes, etc.) and gambling**
- Assault, harassment**
- Discrimination and racism**
- Dangerous materials**
- Inappropriate use of university and community property**
- Information technology, cyber space & social network**
- Non-compliance with university rules and national laws**

**Brief description of violation** [please also attach copies of evidence to this form, if any]

**Previous disciplinary record**

<b>Level of severity</b>	<b>Misconduct group</b>	<b>Sanction</b>	<b>Number of offense</b>

**Resolution - Sanction**

Level of severity	Sanction	Number of Offense

**Other disciplinary, if any**

**Signature**

Representative of Student Disciplinary Committee: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

*By signing this form, student accepts the University's decision stated above to her/his violation.*