

**MINISTRY OF EDUCATION AND TRAINING
HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

ACADEMIC STATUTE

*(Promulgated in attachment with the Decision No. 3095/QĐ-ĐHBK-ĐT dated
December 22, 2021 of the President of Hanoi University of Science and Technology)*

Hanoi, December 2021

I. General provisions

Article 1: Scope and regulated entities

1. The Statute applies to all full-time students who intend to get bachelor's, master's or PhD's Degrees conferred from Hanoi University of Science and Technology (hereinafter referred to as HUST). All other matters without being specified in the regulation shall be referred to the valid regulation on education and training issued by Ministry of Education and Training (hereinafter referred to as MOET).
2. The academic statute is specified in terms of undergraduates, graduates as well as doctoral candidates (hereinafter HUST students).
3. The Level 2 units under Hanoi University of Science and Technology are referred to as collage/faculty/institute or school.

Article 2: Fields of study and Curricula

1. Field of study is an academic major, specified in Circular No. 24/2017/TT-BGDĐT dated October 10, 2017 promulgating level-four classification of education at bachelor's degree level promulgated by MOET.
2. The Curriculum is built up on credits, a training roadmap for one major. The curriculum describes its objectives, participants, pre-requisites, graduation requirements, outcome knowledge, practical skills, course descriptions, education plan, methodology, assessment, and other requirements for the award.
3. Integrated/Combined curriculum is a special program which is designed to combine two levels of higher education to conserve the continuousness and to maximize the study time of students. The integrated program between bachelor's program and engineer training one lasts in 5 year and a half with 180 credits in total. It includes two levels: university program with 4 years for bachelor's degree and engineering training program with one and a half year for Engineer's Degree which is equivalent to master's degree. All courses in the program are designed with relevant and professional knowledge.
4. Elitech program (Elite technology program) is an advanced program (based on Decree No.81/2021/NĐ-CP) which mainly focuses on admission requirement,

graduation requirement, its curriculum, teaching language, its degree value, its conduction, and student services. The program is an internationalized program in which English is the main language. The curriculum is designed with the reference of other prestigious university's programs. Students participating the program have opportunities to join exchange student program, to transfer credits to other universities or to receive dual degrees.

5. Program duration and volume of academic knowledge in each major are specified in the list as follows:

Program	Participants	Time (year)	Earned credits in minimum
Bachelor's degree	High school leavers	4	131
Master's degree	Bachelor's degree holders	2	60
	Bachelor's degree holders from integrated program	1,5	48
PhD's program	Master's degree holders	3	90
	Bachelor's degree holders	4	120
Engineer's Degree	Bachelor's degree holders from integrated program	1,5	48

6. Time to conduct the curriculum applied to part time students must be more than 20% in length in comparison with full time students
7. All curriculum applied to bachelor's degree program, master's degree program and PhD's program are publicly announced before recruitment and matched with permanent regulations of MOET and HUST.
8. All kinds of curricula are subject to change and apply to each different cohort. Students shall follow the curriculum provided in the admitted time. All updates shall be applied without any negative impacts on students.

Article 3. Academic calendar and study plan

1. HUST operates on the academic year and the semester schedule. Each academic year consists of 2 main semesters and a summer term. Each key semester can be divided into A term and B term which lasts in half time of a main semester. Summer semester shall be conducted in the request of students and capabilities of lecturer arrangement from academic schools.
2. Registration time, study schedule, exam schedule and graduation time of all programs except PhD's program shall be abided to HUST Study Plan.
3. Students must build up their own study plan in each semester based on the HUST Study Plan.
 - a. Undergraduate students are eligible to complete their program earlier or later than designated time. However, period to complete the program is no later than 5 semesters as scheduled for bachelor's programs, and no more than 2 semesters for master's degree program and engineer's degree program.
 - b. Study time of students who already hold associate degree shall be decided in accordance with standard time to complete the curriculum. These part time students are eligible to complete their program no later than 3 semesters and 2 times of the curriculum completion duration.
 - c. PhD's program shall last from 3 to 4 years. Doctoral candidates are full time students if registering approximately 30 credits per year. Doctoral students hold two chances to apply for extension of dissertation completion time. Each extension is no more than 2 years. Duration to complete doctoral program is in 6 years in maximum (72 months), from the time to get the decision of approval on doctoral candidate to the time of successful defense at unit level and procedure completion before the 2nd dissertation defense.
 - d. For students who are in priority position as indicated in the recruitment policy, curriculum completion duration shall not be more than twice times as long as the designated duration.

Article 4. Credits and Courses

1. A credit is used to measure study weight, equivalent to 45 class hours of class meetings and self- study. A credit hour usually consists of 15 contact class hours and 30 class hours of assignments, discussion, and laboratory task. One week for full thesis completion is interpreted into 1 credit; one week to do internship is interpreted into 0.5-0.6 credit.
2. A course is a unit of a curriculum and is fully delivered in one semester. A course weights from 1 to 4 credits, except for some special courses such as internship, thesis.
3. Each course shall be coded in different ways and used in many different curricula.
4. Each curriculum consists of required courses and elective courses as follows:
 - Required courses: students must complete all required courses in the list
 - Elective courses: students shall choose oriented major courses and complete all these elective courses based on its module.
 - Free elective courses: students shall select some free elective courses to earn enough credits.
5. Equivalent or replaceable courses.
 - a. Students are eligible to take an equivalent course in replace of the other required course in a curriculum.
 - b. Students shall take a replaceable course assigned in replace of required course which is no longer available.
6. Syllabus of each course clearly describes its academic weight, pre-requisites, objectives and expected outcomes, assessment, schedule, required textbook and reference materials as well as instruction language.

Article 5. Grade Appeals.

1. Courses weighting 2 credits or more shall be assessed through 2 elements: progress grade and final exam grade. Of two, the final exam grade makes up from 50 to 80 percent specified clearly in the syllabus. Other courses weighting lower than 2 credits shall be assessed by both progress grade and final exam grade or only final exam grade.

2. Progress grade is evaluated through mid-term test, quizzes, or a combination of mid term exam and quizzes or other tasks such as lab, essays, or projects. Assessment and grading system shall be described clearly in the course syllabus.
3. Final exam grade is assessed through final writing exam, project presentation, internships, or lab work. Assessment and its weights shall be stated in the course syllabus.
4. Online assessment shall be applied if honesty, fairness, and objectives are secured. It is specified in another official document.
5. Progress grade and final exam grade shall be graded on 10 scale and be rounded up to 0.5. The given grades which are below 5.0 for internships, thesis and 3.0 for other courses can be considered as failed grade. If students do not take the exam or test without any permitted excuse, students shall be punished with grade 0 (zero).
6. Final grade for each course shall be calculated based on its partial grades such as mid term grade and final exam grade except for failed grades. These grades shall be rounded up to 1 decimal number and then converted into letter grade indicated in the below table. Acceptable grade shall be D or more for most courses but C for thesis or final projects. To calculate CPA, all grades shall be converted into 4 scale.

Grades on 10 scale	0.0-3.9	4.0-4.9	5.0-5.4	5.5-6.4	6.5-6.9	7.0-7.9	8.0-8.4	8.5-9.4	9.5-10
Letter grades	F	D	D+	C	C+	B	B+	A	A+
Grades on 4 scale	0	1	1.5	2.0	2.5	3.0	3.5	4.0	4.0

7. HUST courses may be repeated for CPA improvement if students wish. The highest grades shall be calculated into CPA.
8. Some special letter grades shall be used in the following situations but not converted into grades for CPA:
 - a. I - Incomplete for courses which are accepted due to exam postponement
 - b. X- Incomplete for courses in which data is missed
 - c. R- acceptable or transfer courses and acceptable credits

- d. P- passed courses, not calculated into CPA
- e. W- withdraw courses prior to the published deadline
- f. K- failure attend with permitted excuse (indicated in the Clause 1, Article 16 of this regulation)

Article 6. Exam postponement, exam exemption, grade verification and complaint.

1. Full time students are eligible to take final exam once for each course registered in the semester even their progress grades are failed but not to re-sit for final exam.
2. For in-service program, part time students who are taking courses in a curriculum in service education center are eligible to re-take the final exam if they do not get failed grade in mid term exam. The second final exam shall be conducted before the following semester. The grade with C or lower in the second final exam shall be accepted.
3. Students who do not take mid term tests due to illness, accidents or other special excuses shall have rights to re-take the mid-term tests or take different types of assignment.
4. Students who are not able to take final exam of the paid course due to illness, accidents or other special excuses are eligible to postpone sitting the exam and retake in two following semesters. If leaving without those excuses, F grade shall be given to.
5. Student's petitions on grades and examination papers should be sent to Academic Affairs Office within 7 days after the examination results are published in student's academic account, except for oral exams or presentations.

Article 7. Credits Calculation and Grade Point Average.

1. Earned credits are the total credits of all passed courses since the beginning of the course, including exempted courses, transfer courses.

2. GPA (Grade Point Average) is computed by dividing the number of credits hours attempted into the total number of grade points (on 4 scale) earned in one semester. GPA shall be rounded up to two decimal numbers.
3. CPA (Cumulative Grade Point Average) is computed by dividing the number of credits hours attempted into the total number of grade points (on 4 scale) earned from the beginning of first year. CPA shall be rounded up to 2 decimal numbers.

Article 8. Transfer Students

1. Currently enrolled students shall be transferred to other institutions after receiving HUST President's approval and the recipient university's approval. Freshman, senior students, and suspended students are not eligible to transfer.
2. Students of master program shall be transferred to other institutions when receiving HUST President's approval and the President's approval from the recipient university if they change their working place and accommodation. Students who are in the last semester of the program or being disciplined from Caution level upwards are not eligible to transfer.
3. Doctoral candidates shall be accepted to transfer to other institutions if they are approved by HUST President and the recipient university's president. In addition, student's remaining study duration is more than 12 months based on the decision on doctoral candidates.

Article 9. Tuition Fee

1. Students are required to pay the tuition fee by published deadlines.
2. Students with great outstanding balance shall be suspended in the following semester. Students with two continuous suspensions shall be expelled.
3. Students wishing to reduce course enrollment shall submit drop forms in the first 7 weeks after late registration time (3 weeks after late registration time for A and B terms) and pay 50% of course fee. This shall not be applied to students in summer semester.

4. Students who wish to stop studying, temporary absence from university or transfer to other institutions shall submit the withdrawal forms in the first 7 weeks after late registration time and pay 50% of the tuition fee. This shall not be applied to students in summer semesters.
5. Doctoral students shall pay tuition fee by year including extra years. This fee consists of fee for all doctoral courses, except for supplementary courses.

II. UNDERGRADUATE TRAINING PROGRAMS

Article 10. Registration in undergraduate programs.

1. Registration is a mandatory part of the process for every student in every semester. Freshman students shall follow the fixed schedule but be eligible to add or drop some courses. Students complete their registration on their academic accounts based on the provided study plan. Registration process consists of 3 steps:
 - a. Early registration: Students plan to take courses in the following semester. Students can register these courses based on the fixed study plan or their own plan. Time to register is usually in the first weeks of previous semester. The University shall offer classes and provide timetable for these courses based on the number of students who have registered.
 - b. Official Registration: Students choose to register classes for enrolled courses. For courses with many different requirements (in-class meetings, experiments, practical exercises etc.), students are required to register all these requirement sections.
 - c. Adjustment Period: Students are eligible to add, drop or change classes of all courses offered, even for unregistered courses Each semester shall provide with two adjustment period before each semester or term. Course adding can be accepted in the first week of semester/ term. There is no adjustment period for summer semester.
2. Credit Load
 - a. Minimum full-time undergraduate load is 12 credits per semester. Maximum full-time undergraduate load is 24 credits per semester. This minimum limitation is not applicable to the senior students. Students from ELITECH programs are eligible to enroll up to 28 credits in each main semester and up to 8 credits in summer semester. This shall not be applied to students who are in suspension stated in clause 1, article 19
 - b. Students are on learning probation or have not met foreign language requirements shall be limited to credit load based on Clause 2, Article 19.

3. After adjustment period, students can submit drop forms to cancel the courses but pay tuition fee for cancelled courses stated in the clause 3, article 9. The last day to submit drop forms shall be assigned in each semester before 50 % completion of the length of the course.
4. To offer in-class courses, the sufficient enrollment for courses is 20. Other special cases can be resolved as follows:
 - a. Consider offering courses in ELITECH programs so that students in these programs can take this opportunity to catch up with their normal plan.
 - b. Consider offering courses with enrolment of 5-19 students based on their request, but tuition fee shall be calculated based on regulations
 - c. Consider offering courses that fewer than 5 students wish to take. These courses shall be conducted in the form of project or essay in replacement of in-class courses.

Article 11: Grade recognition and transfer credits

1. Credits earned in other programs, or at other universities are considered to accept for credits toward degree program stated in a separately official document.
2. Grade and transfer credits shall be considered in accordance with graduation requirement, course description, course assessment and other requirements to secure the quality for each program:
 - a) Transfer credits of each course
 - b) Transfer credits of course group.
3. Students are eligible to do thesis, dissertation both in domestic and foreign institutions through exchange programs but required to make final presentation at HUST for awarding degree. Part time students in in-service programs are eligible to make final presentation at HUST or at cooperative institutions.
4. Total of transfer credits shall be 50% in maximum of the required credits of a curriculum.
5. Students on dismissal status can re-apply to HUST as freshman and are required to take all courses excepts for Defense and Security Education which has been only certificate.

Articles 12. Assessment on Academic Performance and Student Feedback

1. By the end of each semester, students are encouraged to give feedback on quality, facilities, academic materials of each course.
2. Student’s academic performance shall be assessed based on grades of courses in the curriculum except for courses with R grades, foreign language courses, physical education courses and defend education courses. The academic performance shall be evaluated in accordance with the following criterion:
 - a. Total credits earned in one semester
 - b. Total credits failed to earn in one semester
 - c. Grade Point Average
3. Student’s academic progress shall be evaluated based on the completed courses except for courses with R, foreign language courses, physical education courses and defend education courses. The following criterion are used to evaluate students’ academic progress:
 - a. Cumulative credits earned
 - b. Cumulative credits failed to earn
 - c. Cumulative Grade Point Average
 - d. Foreign language Requirements
4. Student’s academic performance shall be evaluated in the following semester.
5. Students shall be classified in accordance with their earned credits:

Credits earned	Less than 32	32-63	64-95	96-127	128 or more
Classification	First year (freshman)	Second year (sophomore)	Third year (junior)	Fourth year (senior)	Fifth year (senior)

6. Study capacity of each student shall be evaluated in every semester based on GPA or CPA as follows:

GPA or CPA	Less than 1.0	1.0-1.99	2.0-2.49	2.5-3.19	3.2-3.59	3.6-4.0
Classification	Very poor	Poor	Satisfactory	Good	Very Good	Excellent

7. In special cases, GPA and CPA shall be converted into 10 scale as indicated below:

4 scale	10 scale	Conversion formula
		10 scale = 4 scale x a +b
2.0 -2.5	5.5 – 7.0	a = 3.00, b = -0.5
2.5-3.2	7.0- 8.0	a = 1.42, b = 3.45
3.2-3.6	8.0- 9.0	a = 2.50, b = 0.00
3.6-4.0	9.0- 10	a=2.50, b=0.00

Article 13: Undergraduate Thesis

Graduation courses are of bachelor graduation thesis or project.

1. Students shall have rights to take bachelor graduation thesis if there are 8 credits left in accordance with schedule published by and having a standard foreign language proficiency. Each student shall have one lecturer guide their scientific field and another tutor help in practical field. The result of internship course shall be calculated as below:
 - a. Progress grade evaluating from student’s practice in the internship period is given by the instructor.
 - b. Final exam grade is assessed based on student’s oral presentation.
 - c. Overall grade for internship course shall be made up 50% of progress grade and 50% of final exam grade
 - d. Students get F for internship course if either progress grades or final exam grades are less than 5.0/10.
2. Students shall be eligible to do thesis if the total of failed credits is fewer than 8, (excluding credits of internship courses and thesis) and evidence on foreign language requirement is provided.

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3. Thesis grade is calculated as follows:
 - a. Progress grade is calculated by average between grades given by instructors and contradictors, rounding up to 1 decimal number.
 - b. Final grade is calculated by average among grades given by members in the thesis committee, rounding up to 1 decimal number.
 - c. Overall grade of thesis shall be calculated with 50 % of progress grade and 50% of final grade
 - d. Any partial grade below 5 is considered to failed grade and F is awarded to thesis grade.

Article 14. Filling form for graduation

1. There are timelines for students to apply for graduation: end of each A or B term or summer term. An intent to graduate form must be filled according to the published dates on the study plan.
2. Students can earn more than required credits for a degree, but credits listed in the transcript shall be no more 3 credits than required. Special cases shall be decided by the graduation assessment board with the approval of the President.
3. To receive the degree, students must meet the following requirements:
 - a. Complete all required credits specified in the curriculum in designated time, including physical education and defend education
 - b. Submit foreign language proficiency requirement
 - c. Have an overall cumulative average of C or higher (CPA ≥ 2.0)
 - d. Not be on the suspended or probation status
 - e. Not commit criminal prosecution.
4. Students completing requirements for the degree shall be conferred the degree in 3 months since they complete all other administrative procedure.
5. Students who do not complete physical education or defend education in the designated time specified in the clause 3, article 3, shall be eligible to register in 3 extended years in maximum since academic program is completed.
6. Students who are not granted the degree are eligible to apply for transcripts.

Article 15. Cumulative Grade Point Average and Degree Classification.

1. Cumulative Grade Point Average (CPA) is the grade point average of all courses that students have completed in the curriculum.
2. Degree classification shall be classified based on the CPA or study capacity specified in Clause 6, Article 12. If students are in one of the following situations, their classification shall be reduced to lower level:
 - a. The number of repeated courses is more than 5% of the total courses in the curriculum. This regulation does not apply to credits for CPA improvement.
 - b. Students are on probation status from Caution level upwards.

Article 16. Student's temporary leave of absence and withdrawal

1. Reasons to submit for approval of absence, time limitation for absence and re-admission are regulated as follows:
 - a. Students are eligible to take temporary absence from university if being approved by the president
 - b. Time for leave of absence due to long illness and surgery shall not be calculated to the total designated time if students take leave within 4 consecutive semesters. Being absent in more than 4 consecutive semesters shall be counted to the falling behind designed time.
 - c. Time for leave of absence due to military services assigned by the government authority shall not be calculated to designated time.
 - d. Other reasons of absence not mentioned in Point b, c of Clause 1 in this article shall be applied to students who complete at least one semester at the university. The maximum allowed time for absence is in 4 consecutive semesters and shall be counted to time behind schedule.
 - e. Readmission shall be required at least 1 week prior to the intended semester. For students serving in the army or international mission, certification on duty completion should be attached.

2. Academic retention: Registered courses with sufficient criteria for assessment on completion or incompleteness in the semester and other completed courses shall be retained in student's academic record during their leaves.
3. Withdrawal: Students with insufficient conditions or wishing to stop studying can submit a withdrawal form for permanent leave. Those with approvals from the president shall not be readmitted.

Article 17. Change on major and academic program

1. Students completing freshman level shall be permitted to change their current majors to other training programs if meeting the following requirements:

- a. Admission requirements to expected majors or programs are met.
- b. The number of earned credits in the two first semesters is equivalent or higher than required credits for freshmen in an expected program
- c. CPA is 2.5 or higher
- d. The students are not on probation status

2. Students from second-year onwards are not allowed to change on major.

3. Students shall be accepted to in-service programs if they meet the following requirements

- a) Being full time students in other programs
- b) Being expelled due to poor academic results
- c) Not completing the program in designated time

These students are considered to change the program if duration time of in-service program is available. This does not apply to the students who already dropped out.

4. Credits which are earned in the previous program shall be considered to accept as transfer credits in the expected programs.

5. Students from other institutions who wish to transfer to HUST shall meet the HUST requirement of admission and shall be approved by both presidents. The designated time shall be counted since the students are accepted to the prior institution.

6. For other special cases, these shall be taken into consideration by the management board.

Article 18: Dual Programs and Dual Degree

1. Full time students are eligible to register courses in other different curriculum, but only have rights to apply for the second curriculum completion when officially being accepted.
2. Students are eligible to apply for the second degree when they are in sophomore level in the first program. Students who wish to take the second degree must have CPA of C or more and meet the admission requirements of the second program.
3. Students taking dual program or dual degree program are required to maintain the credit load of the first program with CPA 2.0 or more. If not, students are not eligible to continue the second program.
4. Time to permit to complete the subsequent major or degree shall be specified in accordance with the first ones.
5. Credits that students earn in the first program shall be accepted in the second program. These courses are awarded R grade.
6. Students are eligible to apply to graduate from the second program if they meet the graduation requirements of the first program and have already applied for the second program in 2 years before completion.
7. Students who meet all graduation requirements of two programs shall be conferred two degrees and its annex. Equivalent courses shall be listed in both annexes.

Article 19. Probation and suspension

1. Academic results shall be assessed by the end of each semester to put students who have very low GPA on probation is specified as follows:
 - a. 1st level probation shall be given to students who fail to maintain their academic progress with more than 8 unpassed credits
 - b. 2nd level probation shall be given to students who fail to maintain academic progress with more than 16 unpassed credits, or are absent from class with no excuse, do not register any courses in the semester.
 - c. 3rd level probation shall be given to students who fail to maintain academic progress with more than 24 unpassed credits from the beginning of the course.

- d. Student's probation levels shall reduce to the lower one if the number of unpassed credits is 4 or lower in one semester.
 - e. If Students are in 3rd level probation who have less than or equal 23 uncomplete credits from the beginning of the course, they were in 2rd level probation.
 - f. Academic results in summer term shall not be evaluated for probation.
2. Credit limitation is the official way applied to students who have poor academic performance or do not meet foreign language requirements to register fewer credits than normal.
- a. Students on 1st level probation are eligible to register 14 credits in maximum and 8 credits in minimum in a key semester.
 - b. Students from ELITECH and students from international cooperative programs are permitted to register 18 credits in maximum and 8 credits in minimum.
3. Expulsion shall be applied to students who have very poor academic performance specified as follows:
- a. Students are on the 3rd level probation in two consecutive semesters
 - b. Students fall far behind the schedule or are unable to finish the program in designated time, which is regulated in Clause 3, Article 3 of this regulation.

Article 20: Code of Academic Integrity

- 1. Students who cheat in the exams will be penalized in accordance with the current regulation on high school leaving exams promulgated by MOET except the cases indicated in the Clause 2.
- 2. If students have someone take the tests and exam, they will be suspended for one year and or will be expelled from the university if committing in the second time
- 3. Students who use false English certificate or defense and security certificate will be expelled from the university.
- 4. Students who use false high school diploma or bachelor's degrees as the requirement of application shall be expelled or all degrees shall be revoked.

Chapter 3: Training Program for Engineer's degree.

Article 21: Registration

1. Students shall register courses in every semester based on standard schedule or individual plan. Students are allowed to register 12 credits in minimum and 24 credits in maximum per semester but not over 45 credits in one year. This is not applied to the last semester of student.
2. The process of registration shall be conducted as indicated in clause 1, Article 10.
3. During the bachelor's degree program, students shall be allowed to register up to 15 credits in the program for engineer's degree to study in advance.

Article 22: Thesis for Engineer's Degree Program.

1. Students shall be permitted to do the thesis to complete the Engineer's Degree program when there are only 8 credits left.
2. Dissertation assessment shall be conducted as indicated in Clause 3, Article 13. Completion on dissertation is clarified when the progress grade is C or better.

Article 23: Application for graduation

1. There is a timeline for student to apply for graduation: end of term A, term B, end of each semester. Students are required to apply for graduation in the right time indicated in the study schedule.
2. Students are eligible to register more credits than requirement but only 3 credits are accepted to the requirements. Others shall be decided by the graduation assessment board with the approval of the President.
3. Students who meet the following requirements shall be conferred the university degree.
 - a) Students complete all required credits indicated in the curriculum in the designated time.
 - b) The university library has held a copy of degree thesis completed by the students

- c) Students have submitted an English certificate as a graduation requirement.
 - d) Students must have an overall of cumulative grade point average of 2.0 or more
 - e) Students are not in the list of suspended or expelled students
 - f) Students do not commit criminal offences
4. Students who meet all above requirements shall be conferred the degree within 3 months after students complete all administrative procedure.
 5. Students who are not eligible to receive degree shall ask for transcripts.

Article 24: Cumulative Grade Point Average & Degree Classification.

1. Cumulative Grade Point Average (CPA) is the grade of two phrases (Bachelor program and Engineer's program) which is equivalent to its weights in accordance with the percentage of credits in each program.
2. The Degree Classification is categorized in accordance with CPA, which is indicated in Clause 6, article 12 of the regulation. However, the excellent classification shall be deducted to lower level if students are in the following status.
 - a) The percentage of repeated courses in both curricula is over 5%. This shall not be applied to CPA improvement.
 - b) Students are in probation student list

Article 25: Temporary leave of absence, withdrawal and expulsion.

1. Students are enlisted to serve in the armed force, time to serve in the military service which is indicated in the related body's decision shall not be counted to the designated study time.
2. Students are in hospital for treatment or in maternal leave of absence shall be allowed to have temporary leave. The time for temporary leave indicated in the certification of hospitals shall not be counted to the designated study time.

3. Other cases which are not regulated in clause 1 and clause 2 of this article shall be permitted to be absent in 2 consecutive semesters. The time to leave shall be counted into the designated time.
4. Students who would like to come back to school shall submit the request one week before the intended semester. Students who have served in the military force shall include the certification on completion.
5. Student's result reservation: All grades of the courses that have taken during study shall be retained.
6. Students who wish to transfer to other institutions or to withdraw from the university can make a request. Students who have received the decision on withdrawal shall not be readmitted.
7. Students are expelled from the school if
 - a) Students are behind the schedule time and unable to complete the program in the designated time regulated in Point A, Clause 3, Article 3.
 - b) Students do not register any courses in two consecutive semesters.
 - c) Students commit criminal prosecution/ offence or violate the university academic regulation.

Article 26: Code of Academic Integrity

This is regulated in the Article 20.

Chapter 4: MASTER'S DEGREE PROGRAMS

Article 27. Registration in post graduate program

1. Course registration: students shall register courses on their academic account on website based on the published schedule or personal schedule. Maximum credit load in a semester is 24. This regulation shall not be applied to the last semester of the course.
2. Official registration: Based on the number of students who are enrolled, schedule and number of courses shall be decided. Students shall register their class sections for their courses. Deadline to register shall be assigned for each semester. Students are encouraged to register courses one week at least before the semester starts.
3. For in class meeting course, the minimum number of students is 20. Other cases shall be resolved as following procedure:
 - a. Courses with sufficient enrollment of 5-19 shall be considered to offer and apply to regulated tuition policy. Priority shall be given to research- oriented courses.
 - b. Courses with enrollment of fewer 5 students shall be considered to offer under project or assignment mode.

Article 28. Additional study, study exemption and credit recognition

1. Additional courses:
 - a. Students holding bachelor's degree in different majors shall take 15 additional credits at maximum
 - b. Additional courses and credits shall be decided based on both curricula after admission.
 - c. Time to complete the additional courses shall be in pre- master semester or the first semester.
2. Credit recognition
 - a. Students shall not have to take some courses due to their transferrable and acceptable credits (R grade) if they are holding bachelor's degrees in the

same majors with the master's degree majors or holding university degrees which require over 150 credits, equivalent to 10 semesters.

- b. Transferable credits shall be decided based on their university degree's curriculum and HUST's curriculum when submitting applications. The maximum of acceptable credits shall be 15 credits
 - c. All transferable and acceptable credits shall not be listed in the academic transcripts and not be used to calculate into CPA.
 - d. Transfer students from other both domestic and international institutions shall be considered to accept based on their study results at those institutions.
3. Transferable and acceptable credits shall be valid in 5 years and these credits shall not be more than 50% of the total.
 4. Students on suspension can start their study as freshman when reapplying

Article 29: Master Thesis Registration

1. Master thesis registration is a requirement for all students in the first semester of the course. Students in the research-oriented programs especially shall complete registering their master theses in 90 days since they start the program.
2. Students may choose one of two following ways to register:
 - a. Select one of the thesis titles and supervisors in the list proposed by the academic schools.
 - b. Propose the own thesis titles, detail outlines and the name of the supervisors.
3. Based on the information provided by the students, the university shall issue the decision on the thesis titles and supervisor's names. Others who are not approved shall re-register.
4. Once upon receiving the decision, students shall make their own schedules to complete the theses with guidance of the supervisors.

Article 30. Requirements for master thesis defend

Students are required to meet the following requirements to defend their master theses:

- Students shall complete all required courses in the curriculum in designated time.
- Students are required to submit English proficiency qualification which is equivalent to 3/6 level indicated in the English competency framework of Vietnam.
- CPA must be 2.0 or more than
- Recommendations on thesis quality, scientific content by supervisor and reviewers shall be provided adequately before thesis defend
- There is no denunciation on plagiarism or illegal copy
- Students shall not conduct violation of public law

Article 31. Grade for Master Thesis

1. Grade for the master thesis is the thesis defending grade and the bonus grade because of research publication. It is regulated as follows:
 - a. The grade for master thesis is computed by dividing all grades given by all members of thesis evaluation council and rounded up two decimal numbers. Each member shall give grade on a 10 scale with odd and decimal number. Grade of 8.5 or more shall be given to the students if they have research publication
 - b. The bonus grade for students shall be given if they have your article published in journals research collections, or school level reports approved. This grade shall be decided by the thesis evaluation council, ranging from 0.5 to 1.5
2. Acceptable thesis shall be graded in 5.5 or more

Article 32. Repetition on thesis defend

1. Students are permitted to revise and edit their thesis for the second defend within 3 months after their first defend if their study time is long enough. The third defend with same research topic is not allowed.
2. Students shall register with new research topic for the third thesis defend if they fail in the second time. However, they can do this if their study time at school is about 6 months before due time regulated in Point b, clause 3 of article 3 in this regulation. Any other thesis defend is not permitted.

3. Students shall pay their own related fee such as thesis review, thesis edition and organization of thesis defend, etc.

Article 33. Graduation and degree classification

1. Students meeting all below requirements shall apply for graduation:
 - a. The thesis is approved
 - b. The thesis papers are handed in and published on the website as required
 - c. Students are not on probation or suspension or not conduct violation of law.
2. Master’s degree shall be classified based on the CPA that the student has earned in the program including thesis grades but excluding transfer grades.

CPA	2.0-2.79	2.8-3.49	3.5-4.0
Classification	Average	Good	Excellent

Article 34. Student’s temporary leave

1. If students are to serve in army or international missions, their time for temporary leave shall not be counted into designated time.
2. Time period that students must leave school due to accidents, sickness or maternity shall be counted into designated time.
3. For other reasons, students could take leave if they have already been at university for a semester at least and CPA is 2.0 or higher. The time to leave is up to 12 months and shall be counted into designated time.
4. Readmission shall be required at least 1 week prior to the following semester. For students serving in the army or international mission, evidence on duty completion should be attached.
5. Grades that students already earn for all courses in previous semesters shall be retained in their academic records.

Article 35. Study time extension and permanent leave

1. Students falling behind the scheduled time shall have to submit papers to extend their study time.

2. Students who are not eligible to continue or do not want to continue studying shall have to submit papers to completely leave the university. Students who receive the decision on permanent leave can not be readmitted.
3. Students shall be dismissed due to the following status:
 - a. Students fall behind the designated time or are impossible to complete the program in the designated time based on point b, clause 3, article 3 in this regulation
 - b. Students do not register any courses in two consecutive semesters
 - c. Students conduct violation of law or any kinds of violation

Chapter 5: DOCTORAL DEGREE PROGRAMS

Article 36. Scheduling and Reporting on academic implementation

1. Doctoral students are members of the division in an academic school once they receive the approval on doctoral candidates from the president. They are under control and supervision of these divisions.
2. Based on the official schedule for doctoral degree programs, students have themselves make study plan for each semester, each academic year and get it approved.
3. Doctoral students shall participate fully and deliver reports in scheduled workshops at their academic divisions. Students have responsibility to report their research process and results to the divisions and scientific research management office.
4. Students shall make an online and offline presentations on their 6-month research process in academic seminars which are often held on 30 June and 31 December by the academic divisions.

Article 37. Additional courses and required courses.

1. Additional courses are to provide more in-depth academic knowledge which shall help students do research independently.

- a. If students are holding master's degrees, additional courses shall be provided based on master program curricula. These additional courses shall be 2 courses at minimum, and equivalent to 4 credits.
 - b. If students are not holding master's degrees, additional courses shall be the courses in the master program curricula except for master thesis. These shall be 30 credits in minimum.
 - c. Students shall have to take additional courses in accordance based on the curriculum of their majors that have been applied to.
2. Required courses are to improve theoretical or advanced knowledge of academic field and research methodology as well as research proposals.
 - a. Each doctoral student shall complete at least 8 credits equivalent to 3 courses. Of these, 4 credits at least shall belong to student's research fields.
 - b. Students shall enroll these courses through their academic accounts in first four weeks of semester. These required courses shall be offered with sufficient enrollment of 5 or more. If not, these courses shall be delivered under project or thesis modes.
 3. Students shall complete the additional courses and required courses with satisfactory grades within 2 years since they receive the decision papers. If impossible, students shall submit a letter to extend the deadline for 6 more months. Students who are unable to complete these courses after extension shall be dismissed.

Article 38. Essays and specialized projects.

1. Essays are required to illustrate student's ability to analyze, evaluate international and domestic research to get a clue on scope of their doctoral research.
 - a. Students shall write essays under the academic supervision then make presentation at their academic division. The essays shall be accepted with the approval of the supervisor and academic councils.

- b. Essays shall be completed in 12 months since students receive the decision on doctoral candidates.
- 2. Specialized projects are to help doctoral students strengthen their research capacity, keep up date with newly in-depth knowledge, resolve micro issues related to their research field.
- a. 3 specialized projects which shall be completed equivalent to 6 credits need to be submitted one month before school level dissertation evaluation.
- b. Doctoral students must register these specialized projects whose titles shall be proposed by students and approved by the supervisors.
- c. Specialized projects shall be presented and then evaluated by a committee. The grades of these shall be the average points of all members with C.

Article 39. Theses or dissertations

- 1. Doctoral dissertation is scientific research which concentrates on new theory and practice of academic field. The dissertation is worth scientific development and fully resolves all mentioned issues.
- 2. Dissertation manuscripts must meet the requirements of formats, pages, references, citation etc. A half of pages in the dissertation shall focus on research results, analyses, and implications.
- 3. Doctoral students shall fully abide by the intellectual property law as follows:
 - a. Full citations with references are required
 - b. An agreement among members shall be provided if research results conducted by a team are used in the dissertations.
 - c. Doctoral students shall abide by other regulations related to intellectual property law.

Article 403. Requirements of dissertation defense

- 1. Doctoral students who meet the following requirements shall be permitted to defend their dissertations at their academic schools.

- a. Students complete all required courses, scientific reports as well as specialized projects based on the curriculum
 - b. One of 2 published articles on the research results is published in ISI-Scopus. Or two journal articles are published in the international journals with reviewers.
 - c. The dissertations are reviewed and evaluated in seminars, in which allow students to defend their dissertations at schools.
 - d. Supervisors certify the dissertation's quality and agree to permit students to make dissertation presentation.
 - e. Doctoral students accepted before May 2017 shall meet foreign language requirements equivalent to level 4/6 of Vietnamese standardized Test of English proficiency
 - f. Students do not conduct violation of Vietnamese laws.
2. Requirements of doctoral dissertation defend at the university are follows:
- a. The dissertations are approved by the schools
 - b. The dissertations are approved by all dissertation reading committee members
 - c. Students do not conduct any violation of laws

Article 41. Dissertation Assessment

1. Assessment on doctoral dissertations at schools is indicated as follows:
 - a. Students are eligible to defend their dissertations at their schools if meeting all requirements stated in clause 1, article 33 and submitting their required papers 8 months before ending the doctoral programs specified in clause 3, article 2. If time to complete the program is less than 8 months, students must get approval on extension.
 - b. Members of dissertation reading committee at schools shall be approved by the President. The committee shall include 7 members of a chairperson, a secretary, other members. Time for dissertation assessment shall be within 45 days since the dates of decisions but 21 days after getting the decisions.
 - c. Dissertation assessment is conducted under academic meetings once or more times at schools till the dissertations are approved of university level defend.

- d. Dissertations are approved of university level defend if 6 members in the dissertation reading committee at schools approve (these approvals are clarified in official papers)
 - e. Once the dissertation defends at schools complete, students are required to review, and re-edit based on the suggestion of the committee within 3 weeks.
2. Dissertations and the abstracts shall be sent to two members of the Committee before the university level defend. The dissertations are then revised based on the written feedback of these members and with the supports from the supervisors within 15 days once the feedback is sent to.
3. The university level defend shall be indicated as follows:
- a. Students shall be permitted to orally present and defend their dissertation at university level if meeting requirements specified in clause 2, article 33 of the regulation as well as submitting the official documents to request defending their dissertation work at university level.
 - b. The university committee which consists of 7 members of a chairperson, a secretary and other members shall be approved by the president. Time to prepare for these defends shall be within 2 months since the approval. There shall be no meetings among these members of the university committee if more than two members are absent.
 - c. Time and place for dissertation defends as well as the abstracts, dissertation manuscripts in both Vietnamese and English shall be officially published on the university's website 20 days at minimum before the day of defend.
 - d. Members in the dissertation reading committee shall approve the dissertations by voting through secret ballots. If more than two members do not vote, the dissertation shall not be approved. The dissertation reading committee shall announce the reasons of approval or disapprovals in writing papers.

Article 42. Dissertation Representation

1. If the dissertations are not approved in the first time, students can adjust, re-edit and add more scientific information and request to represent and defend again during their study time. The dissertation reading committee shall consist of 5 members at least who have been in the previous dissertation reading committee.
2. Students are responsible for all expenses.
3. Students are not allowed to present and defend if student's dissertation continue being disapproved.

Article 43. Doctoral Degree Requirements.

1. The following requirements for doctoral degrees:
 - a. The dissertations have been approved by the university reading dissertation committee for 90 days.
 - b. Students have completed their dissertation's adjustment based on the resolution from the university dissertation committee signed by the chairperson of the Committee and their schools well supervisors.
 - c. If student's dissertations need to be evaluated based on the requirements of MOET, the evaluation must be acceptable; or the MOET's evaluation has not been provided after 60 days since the date of sending dissertations to.
 - d. Student's dissertation manuscripts and the abstracts with signatures of students, supervisors and the president are filed in Ta Quang Buu Library and the national library.
2. The president shall make the decision on conferring PhD degrees after consulting Academic Committee.

Article 44. Changes in study period

1. Changes on scientific research proposed by students or supervisors shall be accepted only in the first haft of study time (including extension)
2. Changes on supervisors shall be accepted 12 months at least before due time based on the approval of admission.
3. Location changes shall be regulated on Clause 3, Article 8.

4. The president shall permit students to complete the program earlier than required if students meet all requirements.
5. If students are unable to complete in time, student should submit form to extend their study 3 months before due time.
6. If student's dissertations are not approved by the university committee in training duration (including extension regulated in Article 35), the president shall decide to dismiss students. The study result shall not be retained.
7. Students who are unable to continue studying can submit papers to withdraw. Students then shall be permitted to withdraw. Students who receive decision papers shall not be allowed to readmit.

Commented [LTNP2]: Thiếu Điều 45

Chapter 6: PROVISION OF IMPLEMENTATION

Article 46. Transfer regulations.

Students admitted before 18 May 2017 shall comply with the regulations issued together the Circular No 10/2009/TT-BGDĐT dated on 7 May 2009 and then amended and supplemented in the Circular No 5/2012/TT-BGDĐT dated 15 February 2012 by MOET and the regulations no 3341/QĐ-ĐHKB-SĐH dated 21 August 2014 by HUST president.

Article 47. Effects

1. This Statute comes into effect from the academic year 2018-2019, except for the following point, clause, article:
 - a. Point a, clause 2, article 15 applied to courses after this statute comes into effect.
 - b. Clause 2, article 18 applied to courses after this statute comes into effect.
 - c. Point a and d, clause 1, article 19 applied form 2nd semester year 2021-2022.
2. This Statute replaces other previous articles which are different from these articles in this regulation.