

Hanoi, September 08, 2021

DECISION
On promulgating the regulations on recognizing credits and converting
equivalent modules of HUST

THE PRESIDENT OF HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Pursuant to the Law on Higher Education dated June 18, 2012 and the Law amending and supplementing a number of articles of the Law on Higher Education dated November 19, 2018;

Pursuant to the Regulations on Organization and Operation of HUST promulgated by the Board of Presidency promulgated in document No.16/QC-ĐHBK dated September 7, 2020;

Pursuant to the Regulation on organization and training management of HUST promulgated under Decision No.22/QĐ-ĐHBK-DT dated October 19, 2018 of the President of HUST;

Pursuant to the Regulation on regular training promulgated under Decision No.66/QĐ-ĐHBK-DT dated December 4, 2018 of the President of HUST;

Pursuant to the Regulation on higher education training level promulgated under Circular No.08/2021/TT-BGDĐT dated March 18, 2021 of the Minister of Education and Training;

At the proposal of the Head of Academic Affairs Office

DECISION:

Article 1. To promulgate together with this Decision the Regulation on credit recognition and conversion of equivalent course results of HUST.

Article 2. This Decision takes effect from the date of signing and will be applied from the University year 2021-2022.

Article 3. The Head of Academic Affairs Office, Head of External Affairs Office, Head of Student Affairs Office, Heads of Faculties/Schools, relevant units, students, graduate students and Ph.D candidates of the University are responsible for the implementation of this Decision.

Recipients:

- As in Article 3;
- Filing: Academic Affairs Office

PP PRESIDENT
VICE PRESIDENT
(signed and sealed)

Assoc. Prof. Dr. Nguyen Phong Dien

REGULATIONS

Converting equivalent module study results and recognizing accumulated credits

*(Promulgated in attachment with the Decision No.1933/QĐ-ĐHKB-ĐT dated September 08, 2021)
of the President of Hanoi University of Science and Technology)*

Article 1. Scope of regulation and subjects of application

1. This document stipulates standards and procedures for converting equivalent learning results and recognizing accumulated credits (hereinafter referred to as credit recognition) for a number of modules/subjects in undergraduate, master, and doctoral training programs of Hanoi University of Science and Technology (hereinafter referred to as HUST or University).

2. This regulation applies to students, graduate students, Ph.D candidates (hereinafter referred to as learners) who have participated and completed training, internship and research courses at higher education institutions, universities, research institutes, enterprises (hereinafter referred to as partner units) according to exchange and cooperation programs signed with the University or specialized units of HUST.

Article 2. Courses are recognized for credits

1. The types of courses that are recognized for credit include those of national defense and security education, political theory, general law, basic/basic foreign languages, and physical education; core/specialized courses; practical courses, internships; research topics. Do not convert the results of the university graduation project/thesis, master's thesis, doctoral thesis.

2. The volume of 01 (one) credit is calculated according to current regulations of HUST. Only courses completed at a partner unit with a mark of 4.0 on a 10-point scale or D on a letter scale or higher will be considered for credit recognition and conversion of results to equivalent courses under the University's training program.

3. Courses or modules (including a group of courses) are recognized for credit if approved by the Faculty/School in charge of teaching on the basis of comparison in terms of output standards, knowledge, content, and duration, and the form of instruction (theory, exercises, practice, experiments) and the way the course is assessed, the number of credits recognized, transferable must be greater than or equal to the number of credits of the course or module in the program of HUST.

4. The recognized courses will be counted with cumulative credits and marks for the corresponding course in the student's transcript to calculate the cumulative grade point average (CPA), (details in Appendix I). If a student has the result of a course "passed" according to the assessment of the partner unit, the course is recognized as credit and with an R (exempt mark) and is not used to calculate the CPA mark.

5. Each student can only be evaluated for recognition up to 30 credits

1. Students submit to the Faculty/School for approval the plan and detailed content of study, internship, and research at the partner institution (according to the form in Appendix II).

2. Faculty/School approves the list of courses recognized as equivalent in the student's training program.

3. Students apply to conduct courses, internships, and research studies at a partner institution to the Academic Affairs Office, certified by the Faculty/School, Office of External Relations and

enclosed with proofs such as a copy of the letter offer or confirm funding, scholarship for the course, study agreement.

4. The Academic Affairs Office submits the President for decision-making to agree to allow students to participate in courses, practice, and research at the partner institution and send the decision to the relevant units to coordinate implementation.

5. Students return to the University after completing the course, doing internships, doing research at the partner institution, reporting on their study results at the specialized unit/Faculty/School, and applying for recognition of study results conversion, accumulated credits (according to the form in Appendix III), together with proof of study results issued by the partner to the Academic Affairs Office.

6. The Academic Affairs Office considers records, enters learning results into recognized equivalent modules in the student's training program.

Article 4. Responsibilities of learners

1. Carry out necessary procedures under the guidance of the University.

2. Strictly comply with the regulations of the partner unit and complete the study, internship and research program as planned.

3. Report on the performance at the specialized unit of the Faculty/School; complete the procedures for credit recognition and conversion of course results with the Academic Affairs Office.

4. Complete the obligation to pay the tuition fee for the credit-recognized course at the corresponding tuition rate of the University.

Article 5. Implementation organization

1. The specialized units of the faculties/schools have the following tasks: to provide complete information about cooperation programs and courses outside the university to learners under the management unit; select candidates who meet the eligibility requirements to participate; to support and advise learners to choose learning/research content, develop implementation plans; to organize for learners to report on learning and research results; to organize the review and recognition of credits for relevant courses; assist learners in completing the credit recognition procedure.

2. The Office of External Affairs has the following tasks: to provide information to learners about exchange and cooperation programs in training, internship and research abroad; to act as the contact point, supporting procedures, evaluating registration documents for study, research and internship abroad under the exchange and cooperation programs of the University; to collect data and prepare performance reports.

3. The Academic Affairs Office has the following tasks: To consult, give guidance on regulations and credit recognition process; to approve the study plan and submit it to the President to sign the decision allowing learners to study and research at the partner institution; to carry out procedures to recognize credits and convert equivalent results.

4. The Office of Student Affairs has the following tasks: to provide information to learners about exchange and cooperation programs in training, internship, research and recruitment opportunities at domestic partners; acting as the contact point, supporting and supervising the learning, research and internship process of learners at the partner institution; Collect data and prepare performance reports.

PP PRESIDENT
VICE PRESIDENT
(signed and sealed)

Assoc. Prof. Dr. Nguyen Phong Dien

Appendix I

(Enclosed with the Decision No.1933/QĐ-ĐHKB-DT dated September 08, 2021 of the President of Hanoi University of Science and Technology)

SCALE CONVERSION TABLE

No.	Scale of 10	Scale in letters	Scale of 4	Converted from scale in letters to scale of 10 (scaled A, A+, B, B+, C, C+, D, D+)	Converted from scale in letters into scale of 10 (scaled A, B, C, D)
1	From 9,0 to 10	A+	4,0	9.5	9.3
2	From 8,5 to 8,9	A	4,0	8.7	
3	From 8,0 to 8,4	B+	3,5	8.2	7.7
4	From 7,0 to 7,9	B	3,0	7.5	
5	From 6,5 to 6,9	C+	2,5	6.7	6.2
6	From 5,5 to 6,4	C	2,0	6.0	
7	From 5,0 to 5,4	D+	1,5	5.2	4.7
8	From 4,0 to 4,9	D	1,0	4.5	

Appendix II

APPLICATION FORM FOR STUDY, INTERNSHIP AT PARTNER ENTITIES

(Enclosed with the Decision No.1933/QĐ-ĐHKB-ĐT dated Sep 08, 2021 of the President of Hanoi University of Science and Technology)

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, date.....month.....year.....

REGISTRATION APPLICATION FOR THE MODULES IN THE TRAINING PROGRAMS TO BE RECOGNIZED REGARDING CREDITS AND EQUIVALENT RESULTS

To:

- Academic Affairs Office
- External Affairs Office
- Faculty/School.....

My name is:

Student ID:

Course:

Faculty/School:

I am accepted byto attend a course, internship at University..., <nation> from.....to.....(the acceptance letter/financial sponsoring letter, scholarship is attached)

During my study at <partner university>, I shall join in the following courses:

1.....

2.....

(The learning agreement is attached)

Therefore, I am writing this application to kindly request <Faculty/School>, Academic Affairs Office to allow me to register the modules:.....in the training programs of the University for equivalent transferring when I get the study results at <partner university>.

Thank you and best regards,

Applicant

(Signature, full name)

Faculty/School for review

Academic Affairs Office

External Affairs Office

Appendix III

APPLICATION FOR RECOGNIZING CREDITS AND MARK TRANSFER

(In attachment with the Decision No.1933/QĐ-ĐHBK-ĐT dated September 08, 2021 of the President of Hanoi University of Science and Technology)

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Hanoi, date.....month.....year....

APPLICATION FOR RECOGNIZING EQUIVALENT MODULES, CREDITS AND STUDY RESULTS TRANSFER

To:

- Academic Affairs Office
- External Affairs Office
- Faculty/School.....

My name is:

Student ID:....

Course:

Faculty/School:....

With the consent from the University, I attended the course, internship at, <nation> from.....to....and has completed the course, reported the study results at the University.

As per the learning agreement, I have completed the modules at <partner University> and was granted a certificate of module marks (attached)

I am writing this application to kindly request (Faculty/School), the Academic Affairs Office to recognize the modules, credits and transfer the study results to the training program I attend at HUST.

No.	Names of modules/Credits of HUST	Names of modules/credits attended at the partner University/Credits/No. of equivalently converted periods HUST	Notes
1

Thank you and best regards,

Applicant

(signature, full name)

Approved by Faculty/School
(evaluating each subject of progress of mark, final term mark or R mark)

Academic Affairs Office

External Affairs Office

Notes: The partner's assessment method possibly has only 1 final exam mark, no progress mark, the Faculty/School can suggest the process mark equals the final exam mark so as not to affect the student's learning results. If the result assessed by the partner is only pass, R mark will be proposed.