

No: 125/QC- ĐHSPKT-ĐT

GUIDELINE FOR EDUCATION IN CREDIT-BASED SYSTEMS

Chapter I: General regulation

Article 1: Scopes and Subjects of Application

1. This regulation provided for university training and regular colleges under the credit system, including training organizations; test and exam module; and recognition at graduation.
2. This regulation applies to training students the main system at university level higher education in universities, academies, universities and colleges (hereinafter referred to as schools) implemented in the form of credits accumulated.

Article 2: University training program

1. Higher Education Program (hereinafter referred to as the program) express higher education goals, prescribed standards of knowledge, skill, scope and structure of higher education content, methods and forms training, how to assess the results of training for each module, discipline, training level of higher education.
2. The program is built on the basis of the framework given by the Minister of Education and Training.
3. The program is structured from the modules in the two blocks of knowledge: general education and professional education.

Article 3: Courses and Credit

1. Courses is the amount of knowledge is relatively full, convenient for students to accumulate in the learning process.
2. There are two types of modules: compulsory courses and elective courses.
3. Credits are used to calculate the volume of student learning. One credit is provided 15 lessons of theory; 30-45 more hands-on, lab or discussion; 45-90 hours of practice at the facility; 45-60 hours essays, assignments or projects, graduation thesis.
4. For those programs, the weight of each module has been calculated according to teaching unit, the 1.5 teaching unit is converted into 1 credits.
5. One lesson unit is calculated by 50 minutes.

Article 4: Teaching Timetable

1. Time teaching activities of the school are from 8 hours to 20 hours daily. Depending on the actual situation of the school, principals specified time teaching activities of the school.
2. Depending on the number of students, number of classes should be held and the conditions of the school facilities, training managers arrange daily schedules for Grades.

Article 5: Evaluation of learning result

Learning outcomes of students are evaluated after each semester through the following criteria:

1. The number of credits that students learn registration section at the beginning of each semester study (called mass registration learning).
2. Semester GPA is a weighted average of the modules that students enrolled in the semester, with a weight of the corresponding number of credits of each module.
3. The volume of accumulated knowledge is measured by the total volume of credits of the modules have been evaluated according to a scale of letters A, B, C, D calculated from the beginning of the course.
4. Cumulative GPA is the average of the study and were evaluated by the letter points A, B, C, D that students have accumulated since the beginning of the course to be considered on time at the end of each semester.

Chapter 2: Academic organization

Article 6: Timetable and academic plan

1. The school organizes training courses, academic year and semester.
2. Based on the volume and content of the minimum knowledge required for the program, the Rector expected allocation of credits for each academic year, each semester.
3. The maximum time completion of the program includes: the design time for the program provided for in paragraph 1 of this Article, plus 2 semester course for less than 3 years; 4 semesters for the course from 3 to 5 years; 6 semesters for the course of 5 to 6 years. Depending on the condition of the school's training. President prescribed maximum period for each program, but may not exceed two times the design time for that program.

Article 7: Course registration

1. When enrolled in the main system under the credit system in universities and colleges, students must submit an application for school training room under the credit system in the form prescribed by the university. All papers for enrollment must be placed in bags of individual records from the training room of the school management.
2. After review found eligible for admission, president signed the decision to recognize the students who come to study the school official. Academic department coordinates with other departments to grant them:
 - a. Student card;
 - b. A registration guidance;
 - c. Advisor.

3. All enrollment procedures must be completed within the time limit prescribed in the regulation college admission.
4. Students must be enrolled full school provides information on the objectives, content and plan learning programs and training regulations, obligations and interests of students.

Article 8: Arrange students into school programs or training sector

1. For determining the successful candidates who pass the entrance examination, the candidates must meet the requirements for admission to the school is the sort of program (or major) has registered.
2. For determining the point matriculation program group (or group training sector) in the entrance examination, the first course to publicize the training criteria for each program (or training sector).

Article 9: Class organization

Classes are held in each module based on the mass registration of students studying in each semester. Principal provisions of the minimum number of students per class, depending on the type of modules to be taught in schools.

Article 10: Register amount of learning

1. The beginning of each school year, the school must notify the anticipated schedule for each program in each semester, the list of compulsory modules and elective expected to teach.
2. Before the start of each semester, depending on the possibilities and conditions of the study itself, each student must be enrolled in the study plan to study part of the semester to the training room of the school.
3. The minimum amount of learning where every student must be registered for each semester is defined as follows
 - a. 15 credits per semester, except for the final semester courses, for students who are normal academic rank;
 - b. 10 credits per semester, except for the final semester courses, for students who are in the period of low academic ratings.
 - c. Not specified minimum amount of learning for students in secondary semester.
4. Students are in school time was ranked only registered weak volume learning no more than 15 credits per semester. Unlimited volume of registration of students studying academic rank normal.
5. The registration will be learning modules for each semester to ensure the prerequisites of each module and the learning sequence of each specific program.
6. Its training room only mass registration of students studying in each semester when the signatures were approved by the academic advisor in the registry study or as prescribed by the president.

Article 11: Course reduction

1. The reduction in the volume of credits registered study accepted only after 6 weeks since the beginning of the semester, but no later than 8 weeks; after 2 weeks of extra semester, but no later than 4 weeks. In addition to the time limit on the modules remain in the registration form and if students do not learn in school will be considered voluntarily drop out and to get points F.
2. Conditions for withdrawal of registered modules:
 - a. Students must write application to the training room of the school;
 - b. Be approved academic advisor or the provisions of the Principal;
 - c. No breach of Clause 2 of Article 10 of this Regulation.

Article 12: Register relearn

1. Students have compulsory modules must be registered F module relearn it at one of the next semester until an A, B, C or D.
2. Students elective courses must be enrolled F again or learning modules that convert to elective courses equivalent.
3. In addition to the cases provided for in paragraphs 1 and 2 of this Article, the students are entitled to enroll in school again, or change to a different module for the module grade D to improve cumulative GPA.

Article 13: Sick leave registration

Students apply for sick leave during school or during the competition, must write an application for permission to send the dean within one week of sick days, accompanied by a certificate from the health authorities, or local health or hospital.

Article 14: Academic year and learning capacity classification

1. After each semester, based on the volume of accumulated knowledge, students are ranked in training.
2. After each semester, based on cumulative GPA, students on school performance ratings
3. Learning outcomes in women are subsumed semester academic results in the immediately preceding semester to semester secondary student ratings of school performance

Article 15: Leave school temporarily

1. Students can submit written application for leave school principals and reserve interim study results in the following cases:
 - a. Be dispatched to the armed forces;
 - b. Being sick or accidents be treated long time, but must obtain certification by the medical offices;
 - c. Because individual needs. In this case, students have to study at least one semester in school, do not fall in the event of dismissal from school as stipulated in Article 16 of this Regulation and to achieve cumulative GPA not less than 2.00. Time out temporarily for personal needs should be included in the official study period specified in Clause 3, Article 6 of this Regulation.

2. Students leave school temporarily, when you want to return to the School, to write application to the president at least one week before the start of the new semester.

Article 16: Dismissal from school

1. After each semester, students are dismissed from school if they fall into one of the following cases:
 - a. There semester GPA is below 0.80 for the first semester of the course; reached below 1.00 for the next semester or reach below 1.10 for two consecutive semesters;
 - b. Cumulative grade point average is below 1.20 for the first year students; below 1.40 for the second year students; below 1.60 for the third year students, or less than 1.80 for students next year and final;
 - c. Exceeding the maximum time allowed to study at the provisions of Clause 3, Article 6 of this Regulation;
 - d. Being disciplined a second time to take the exam because of household or have someone take the test as prescribed in Clause 2, Article 29 of this Regulation or disciplined in the deletion from the list of students of the school.
2. Not later than one month after the students have decided to dismissal from school, the school must notify the local returns where students have their permanent residence. Where the students have learned in school or in other schools have training programs at a lower level or continuing education programs, respectively, these students are subject to dismissal from school stipulated in points a , b and c, Clause 1 of this Article, be entitled to apply for transfer through the program review and reserved part of the learning outcomes in older programs when studying in the new program. Principal for consideration and decision to reserve the learning outcomes for each specific case.

Article 17: Learn two programs prevalently

1. Students study two programs at the same time as students wishing to enroll in the program to add a second to be secondary graduation diploma.
2. Conditions for simultaneously studying two programs:
 - a. Formal training sector in the second program to other training programs in the first program;
 - b. After the end of the first semester of the first year of the first program;
 - c. Students are not subject weak academic rank first in the program;
3. Students are learning more second program, that fall into academic areas were ranked weak second program, must stop learning more second program next semester.
4. The maximum time allowed for students studying at the same time the two programs is maximum period prescribed for the first program, the provisions of Clause 3, Article 6 of this Regulation. When the second program school students Reserved of content modules and the equivalent amount of knowledge contained in the first program.
5. Students graduating only be considered second program, if eligible graduating first in the program.

Article 18: University changing

1. Students are considered for university changing if the following conditions
 - a. During the study, if the family to relocate residents or students in difficult circumstances, need to go to school near the family's residence to facilitate learning;
 - b. Please go to the same school in the same industry or the industry sectors with training that students are learning;
 - c. With the consent of the Principal of the school would like to move and want to come;
 - d. Not in any of the cases are not allowed to transfer the provisions in paragraph 2 of this Article
2. Students are not allowed to transfer in the following cases:
 - a. Students attended the entrance examinations under the common test, but not admitted to the school or lower test results of the successful candidates to be transferred to the school;
 - b. Students outside of the area subject to the provisions of school enrollment;
 - c. First year students and final year;
 - d. While students are being disciplined or more warning
3. Transfer procedure:
 - a. Students applying for a transfer to be made for the transfer of school records as prescribed by the university;
 - b. President of the university which students who want to come to decide to adopt or not received; decided to continue the learning of students, recognition of modules that students be moved to convert the results and some additional modules to learn, on a comparable basis in the school program students apply for removal and please go to the school.

Chapter 3: Test and evaluation

Article 19: Course evaluation

1. To the theoretical part only or both theory and practice: depending on the nature of the subject, the general point evaluation module (hereinafter referred to as module marks) is calculated based on the part or all parts of evaluation.
2. For practical modules: Students must attend all the exercises. Point average of the exercise point in the semester is rounded to one decimal point of learning is practice.
3. Lecturer in charge of Direct module exam, the test subjects and grade rated parts, except for their end exams.

Article 20: Test organization

1. End of each semester, the school held a main exam and if conditions permit, the organization added a secondary exam to exam their end
2. Prep time for each module proportional to the number of credits of the subject which, at least 2/3 days for a credit

Article 21: Make the exam, form of competition, and the number of times judging contest their end

1. The final test must match the modules specified in program.
2. The final test could be a written exam (multiple choice or essay), an oral, writing essays, doing assignments, or a combination of the above forms.
3. The judgment must be evaluated by at least two lecturers.
4. Oral examination be publicly available after each examination session.
5. Students absent from their end exams, without justifiable reasons considered as the contest once, must receive a score of 0 in the main exam.
6. Students absent for legitimate reasons in the exam, if the dean for allow, be tested in the exam shortly thereafter side (if any), then their scores are considered as first-time scores

Article 22: Scoring method evaluation unit, module marks

1. Review score parts and their end scores are awarded in a 10-point scale (0 to 10), rounded to one decimal
2. Score points module is the sum of all the points evaluation of the subject's parts with corresponding weights. Module marks, rounded to one decimal, which is then converted into points following words:

Pass: A, B, C, D

Fail: F

3. For the base module is not enough to put on the semester grade point average, while the evaluation ratings are used the following notation: I (Not enough data evaluation); X (not received test results).
4. For school-module allows turning point, when the evaluation ratings are used notation R write together with the results.

Article 23: Grade Point Average

1. To calculate the average mark of the semester and cumulative GPA, letter scores of each module must be converted through the following points:

Category	Range 10	Range 4	
		letter scores	Mark scores
Out standing	8.5-10	A	3.4-4
Excellent	7-8.49	B	2.8-3.39
Good	5.5-6.99	C	2.2-7.79
	4-5.49	D	1.6-2.19
	Less than 4	F	Less than 1.6

2. GPA semester and cumulative GPA is calculated as following formula and rounded to 2 decimal number:

$$A = \frac{\sum_{i=1}^n a_i n_i}{\sum_{i=1}^n n_i}$$

Here A is GPA; n_i is the credit number of the i th course; a_i is the score of the i th course.

Chapter IV: Review and graduation recognition

Article 24: Final internship, as blueprints or graduation thesis

1. In final semester, the student is registered as a blueprint, graduation thesis or learn some professional module is specified as follows:
2. Depending on the conditions of the specific characteristics of each school and training sectors
3. For some majors require devoting more time to experiment or student survey to complete blueprints, graduation thesis, the school can arrange working time schemes, graduation thesis combined with real-time professional training course.

Article 25: Evaluation scheme, graduation thesis

1. Principal lecturer decided to list marking schemes, graduation thesis. The evaluation is undertaken by at least two lecturers.
2. Of the scheme, graduation thesis was awarded in a scale of letters as provided for in the items a and b, Clause 2, Article 22 of this Regulation.
3. Students have the blueprints, graduation thesis grade F, must apply for a project, thesis; or to sign up to learn some professional module to replace, so that the total number of credits of the specialization module further study credits equivalent of blueprints, thesis.

Article 26: Final internship and graduation conditions of some specific training programs

For some specific training programs in the fields of Art, Architecture, Medicine, Gymnastics - Sports, President prescribed content and form of the final practice; project forms dots, graduation thesis; conditions and recognition at graduation suit the characteristics of the school programs.

Article 27: Conditions recognized at graduation and graduation

1. Students who meet all the following conditions shall be considered and recognized school graduation:
 - a. Until the time of graduation is not prosecuted for criminal responsibility is not the time or discipline to be suspended from school level;
 - b. Accumulated sufficient number of modules required for the training program: the volume of not less than 180 credits for college courses six years; 150 credits for university courses of 5 years; 120 credits for 4-year university course; 90 credits for college courses 3 years; 60 credits for 2 year college course. Rector specifies the minimum amount of understanding for each program are trained to deploy within their field;
 - c. Cumulative GPA of all courses is from 5.00 or more;
 - d. Satisfy a number of requirements on learning outcomes for part of the industry study group trained by the Principal regulations;
 - e. There certificates defense education and physical education for the non-professional training programs for military and physical training - sports.

2. After each semester, graduation Council based the graduation recognition conditions specified in paragraph 1 of this Article in order to establish a list of eligible students graduated.
3. Pursuant to the proposal of the Board of graduation, President sign for eligible student's graduation.

Article 28: Diploma, reserves the study results, transfer training programs and transfer type of training

1. College diploma is provided under major training program (single or parallel industry sectors).
2. Graduating class of students who have full-course learning outcomes and solid stand types will be reduced one level, if you fall into one of the following cases:
 - a. There are masses of the modules must retake exceed 5% of the total number of credits required for the entire program;
 - b. Was disciplined by warning or higher during the semester.
3. Results of student learning must be recorded in the transcript for each module. In transcripts must also specialized (depth direction) or minor (if any).
4. If the learning outcomes of students who meet the provisions of Clause 1 of Article 27 of this Regulation for a number of training programs that correspond to the different disciplines, the student is granted a diploma of another each corresponding to the educational sector there.
5. Students owed certificates defense education and physical education, but ran out of time to learn the maximum allowed, for a period of 5 years from the date to stop learning, be returned to the repayment to be eligible graduation.
6. Students do not graduate certification of the modules studied in the school program. These students, if they wish, are entitled to apply for a transfer through the other programs under the provisions of Clause 2, Article 16 of this Regulation.

Chapter V: Handling of violations

Article 29: Disciplinary action against students violating the rules of competition, test

1. If violate the regulations, students will be disciplined for violating each module.
2. Students take the exam for or ask someone else to take the test, will be disciplined at one-year suspension for violations of the First and dismissal from school for violations for the second time.
3. Except as provided for in paragraph 2 of this Article, the seriousness of the violation and disciplined framework for student violations shall comply with the provisions of Regulation university entrance, regular college (see appendix 3).

