

**REGULATIONS**

**Training, examination regulations, tests, and graduation recognition  
for vocational education programs at the intermediate and college levels.  
by accumulating modules or credits**

*(Attached to Decision No.:*) *(Decision No. / Decision No. 0, 0, 0, 0, 0, 2022, of the  
Principal of Thai Binh Medical College)*

**Chapter I**

**GENERAL REGULATIONS**

**Article 1. Scope of Regulation and Applicable Subjects**

1. Scope of application: This regulation governs the organization and management of intermediate and advanced level training using the module or credit accumulation method; and the regulations on examinations, tests, and graduation recognition.

2. Scope of Application: This regulation applies to the School's leadership, units within the School, staff, employees, students of vocational training programs at the intermediate and college levels within the School, and related organizations and individuals.

**Article 2. Definitions**

In these Regulations, the following terms are understood as follows:

1. Training based on module or credit accumulation is a training method where each learning content is designed into modules or subjects. Learners can proactively choose modules or subjects according to the school's regulations to accumulate credits until they complete the required number of modules or credits in the program.

2. Online training is a form of teaching that allows part or all of the content of a subject or module in a vocational training program at the intermediate or college level to be delivered over the Internet, replacing in-person teaching at the training locations of vocational education institutions.

3. Students who accumulate enough credits, modules, and subjects as prescribed in the curriculum of their field of study will be considered for graduation.

**Article 3. Training Program and Duration**

1. Training program

a) The training program outlines the training objectives, the amount of knowledge, the competency requirements that learners need to achieve upon graduation; the scope and structure of the content; the training methods and forms; and the methods for evaluating learning outcomes. The training program is developed in accordance with the regulations in Circular No. 03/2017/TT-BLDTBXH dated January 1, 2017.

Circular No. 3 of 2017 issued by the Minister of Labour, Invalids and Social Affairs stipulates the procedures for developing, appraising, and promulgating training programs; organizing the compilation, selection, and appraisal of training curricula at the intermediate and college levels.

b) The training program must be made public to learners before enrollment and at the start of the course. Any changes or adjustments to the training program must be announced before implementation and must not have an adverse impact on learners.

2. Training time refers to the time it takes for a learner to complete a specific training program and qualify for a diploma corresponding to that program, specifically:

a) Training duration for intermediate level courses using the module or credit accumulation method. It's simply a matter of accumulating the required number of modules and credits for each program over time;

b) Duration of college-level training using the module or credit accumulation method. It simply takes time for students to accumulate enough modules and credits for each program.

3. Maximum time for learners to complete the program

a) The maximum time for learners to complete the program, including the time spent studying subjects and modules, and the time spent defending specialized topics and graduation theses, must not exceed 1.5 times the training time for programs lasting two to three academic years, and not exceed 2 times the training time for programs lasting one to less than two academic years, excluding the deferral period stipulated in Clause 2, Article 9 of these Regulations;

b) The maximum time for a student to study two programs simultaneously is equal to the maximum time to complete the program with the longer training duration, and is calculated from the start of the first program;

c) The principal may consider and decide to extend the maximum training period for students who have a disability certificate as prescribed by the Law on Persons with Disabilities;

4. The school's teaching schedule is specifically defined:

a) Teaching and learning activities are conducted between 7:00 AM and 9:00 PM daily, including Saturdays and Sundays, except for specific learning content that requires teaching outside of these hours to be eligible;

b) The time allocated for online teaching and learning is in accordance with Decision No. /QD-CDYT dated / /2021, promulgating the Regulations on Online Training issued by the Principal of Thai Binh Medical College.

c) The time spent on teaching, practical training, and internships at enterprises shall be determined by agreement between the school and the enterprise, but must comply with legal regulations regarding working hours.

5. The time spent studying the general education curriculum at the high school level or the high school education program in the form of continuing education is not counted towards the vocational training time as stipulated in clauses 2, 3, and 4 of this Article.

#### **Article 4. Training Location**

1. Training is conducted at the School's facilities. The School organizes teaching outside the School premises of subjects related to National Defense and Security, and Physical Education; it also arranges for students to study, practice, and intern at enterprises through contracts with enterprises in accordance with the Law on Vocational Education, while ensuring the quality of training.

2. Online training will be conducted flexibly in terms of location, as decided by the Principal based on actual conditions, but must meet the requirements for quality assurance as stipulated.

#### **Article 5. Training Plan**

1. Based on the amount of knowledge, required skills of the program, and class schedule, the Training Management - Research - International Cooperation Department advises the Rector on the allocation of subjects and modules for each semester and academic year.

2. Before the start of a course, school year, or semester, the school announces the schedule. Declare the training plan for that course, academic year, or semester.

The training plan for each course and academic year must include: the time and activities of the training program; the start and end dates of each semester, academic year, and course; the time and duration of training for subjects and modules in the program; the time for theoretical, practical, and internship learning; the plan for organizing the defense of specialized topics and graduation theses; the time for end-of-course and module exams; the time for summer breaks, holidays, opening and closing ceremonies; the time for extracurricular activities and other content.

3. In the case of online training, the training plan must specify the content, subjects, and modules to be taught online.

#### **Article 6. Registration for Admission**

1. When registering for admission, students must submit the documents as currently required by the university. All documents submitted by students must be placed in each individual's file folder and managed by the Department of Training Management - Scientific Research - International Cooperation and Student Affairs.

2. After reviewing the eligibility for admission, the Principal signs a decision to open classes according to specific training programs and fields of study, recognizing the learners as students. full-time student.

3. Learners are issued: Student ID cards for convenient management and monitoring during the training process.

4. The specialized departments, the Training Management Department, the Administrative and Student Affairs Department, and the homeroom teachers shall provide students with complete information on the objectives, content, and study plans of the programs, training regulations, and student obligations and rights through the University's website, homeroom activities, and the introductory political orientation week.

### **Article 7. Changing training fields and professions**

1. Students may transfer from their current field of study to another field of study offered by the same institution.

2. Specific regulations regarding the transfer of training fields and professions, and ensuring that learners meet the following requirements:

a) The student has submitted an application to change their field of study or training program;

b) The training program to be transferred to must have the same admission method and admission criteria that are equal to or lower than the admission criteria of the training program currently being studied;

c) The change in training field or profession must be implemented in the first semester of the program;

d) Not during a period of suspension or adjustment of the study program.

Students who are disciplined by the school, from a warning upwards, or who are prosecuted for criminal offenses.

3. The maximum study time for learners transferring to a different field of study to complete the program is stipulated in Clause 3, Article 3 of this Regulation and is calculated from the start of enrollment in the previous field of study before the transfer.

### **Article 8. Studying two programs simultaneously.**

1. Conditions for studying two programs simultaneously.

a) The student has submitted an application to study two programs simultaneously;

b) Having completed the first semester for programs lasting one to two academic years, and the second semester for programs lasting more than two academic years. The academic results for each completed semester in the first program must be at least "good" or higher;

c) Not currently on a suspension of studies, or subject to disciplinary action at the level of a warning or higher.

Those accused or higher will be prosecuted for criminal offenses.

2. Students who are required to adjust their study schedule or are forced to withdraw from the first program will be forced to withdraw from the second program.

3. The time allotted for students to complete both programs is specified in Clause 3, Article 3 of these Regulations.

### **Article 9. Suspension of the program and preservation of academic results**

1. Academic record retention means that the school preserves the results that a student has already studied and passed in subjects or modules for a certain period of time when the student is temporarily suspended from the training program. The academic results of retained subjects or modules are taken into account when determining academic performance and evaluating graduation.

2. Students may temporarily suspend their studies and retain their academic results.

Practice if you fall into one of the following categories:

a) To be assigned to perform military service by a competent state authority,

Participating in disaster and epidemic prevention; participating in international examinations and competitions;

b) Due to health reasons, students must stop attending school for an extended period for treatment, with a certificate from the medical facility where they receive examination and treatment, or a disability certificate as prescribed by law. Law on Persons with Disabilities;

c) Transferring from one school to another in the same field of study where the study time at the other school differs in terms of progress;

d) Participating in programs or projects for overseas employment under contract, or being forced to stop studying due to family circumstances;

d) During the period of disciplinary action at the level of temporary suspension from studies;

e) Being prosecuted for criminal offenses but not yet having reached a conclusion by the competent authority, or having reached a conclusion by the competent authority but not falling under the circumstances of disciplinary action at the level of expulsion from school.

3. The period for which academic results can be retained shall not exceed 5 years from the date of termination of the study program and shall not be counted towards the maximum time for completing the course. Students wishing to retain their academic results must submit a request to the Rector for consideration and decision.

4. Students may temporarily postpone courses or modules according to the School's training plan and must complete those courses or modules within the maximum time allocated for program completion if they fall into one or more of the following categories:

a) Due to health reasons, the student is unable to attend that subject/module and has a certificate confirming this. Received from the medical facility where the examination or treatment took place;

b) There are other reasons preventing participation in that subject or module, supported by specific evidence and approved by the Principal;

5. Temporary leave of absence from school is counted towards the maximum time allowed for students to complete the program as stipulated in Clause 3, Article 3 of these Regulations.

Student's temporary leave of absence registration form:

a) The student has submitted a request for a temporary leave of absence;

b) Students must fulfill their tuition fee obligations and other related obligations in accordance with the school's current regulations.

#### **Article 10. Recognition and Exemption from Learning Content**

##### 1. Recognition of academic results

a) Learning outcomes accumulated by learners from another training program, another level of training, or another school within the vocational education system will be considered for recognition in the current training program, regardless of whether the training is in-person or online, specifically: Exemption from coursework and final exams for a subject or module if the subject or module has already been studied and taken in another program with content and duration compatible with the subject or module in the current program; partial exemption from coursework for a subject or module, but participation in the final exam, if the subject or module has already been studied in another program but the final exam has not yet been taken, or if the duration and content of the subject or module are relevant.

The previously mentioned modules are no longer suitable in terms of duration and content within the current training program. The determination of the content and duration of courses to be exempted is at the discretion of the Rector;

b) The principal shall consider and recognize the knowledge and skills that learners have acquired based on a comparison and contrast with the content of the current training program;

c) The recognition of learning outcomes and content is carried out on a subject-by-subject basis.  
either the entire course or the entire training program;

d) The school publicly announces the regulations regarding the recognition of learning outcomes and content within the training program.

2. Learners are exempt from certain learning content, regardless of whether the training is in-person or online, if they fall into one of the following categories:

a) Exemption from or reduction of tuition fees for the subject of National Defense and Security Education is granted according to the regulations of the Ministry of Labor, War Invalids and Social Affairs regarding the program, organization of teaching and assessment of learning outcomes for the subject of National Defense and Security Education, which is part of the general subjects in the training program at the intermediate and college levels;

b) Exemption from studying and taking the final exam for the Political Education course, which is part of the general subjects in the intermediate and college-level training programs, in cases where the student has graduated from an equivalent or higher level program, or possesses a diploma or certificate of completion from an intermediate-level political theory program or equivalent or higher;

c) Exemption from studying and taking the final exam in the Foreign Language subject within the general subjects in the intermediate and college-level training programs if they have graduated from an equivalent level or higher, or have a foreign language proficiency equivalent to the level stipulated in Decision No. 1982/QĐ-TTg dated October 18, 2016 of the Prime Minister approving the National Qualifications Framework of Vietnam, or have a diploma or certificate of graduation at the intermediate level or higher in foreign languages;

d) Exemption from studying and taking the final exam in Informatics, a subject within the general subjects in the intermediate and college-level training programs, in cases where the student has graduated from an equivalent level or higher, or has achieved a passing score on the entrance examination for basic information technology skills as stipulated in Circular No. 03/2014/TTTĐ dated March 11, 2014, of the Minister of Information and Communications, or possesses a diploma or certificate of graduation at the intermediate level or higher in the information technology field.

d) Exemption from studying and taking the final exam for the Physical Education subject, which is part of the general subjects in the intermediate and college-level training programs, in the following cases: war invalids, those with disabilities or chronic diseases that limit motor function; and those who, during their time at the school, won first, second, or third place or medals in sports competitions at the sectoral level or at the provincial level or higher.

e) Students with a disability certificate as prescribed by the Law on Persons with Disabilities may be considered and granted exemption or reduction of certain subjects, modules, or content that they are unable to meet due to their individual capabilities, by the principal.

### **Article 11. Transferring Schools**

1. Students transfer schools based on a decision by the principal of the transferring school and with the consent of the principal of the receiving school to continue their studies in accordance with regulations. The decision to transfer schools must have the written consent of the student.

2. For students transferring schools due to personal needs, the transfer process will be carried out according to the regulations of both the transferring and receiving schools. The principal will only consider accepting or approving a transfer if the following requirements are met:

- a) There is a request for school transfer;
- b) Not currently undergoing academic schedule adjustments, subject to disciplinary action at the level of a warning or higher, or facing criminal prosecution;
- c) Do not transfer schools during the final semester of your course;
- d) When transferring to a new school, students must study the same major or profession they were studying at their previous school.

3. The principal decides whether or not to accept the student at the receiving school.

4. The maximum time allowed for students transferring schools to complete their program is...  
calculated from the time of enrollment at the school from which the transfer is made.

### **Article 12. Regular tests, periodic tests and final exams for subjects, module**

1. Regular inspections, periodic checks

a) Regular assessments: These are conducted by the instructor of the subject or module at any time during the learning process for each subject or module through oral examinations during class, written tests (essays, multiple-choice) with a time limit of 30 minutes or less, tests on some practical or internship content, grading assignments, or a combination of these forms of assessment;

b) Periodic inspections:

- As stipulated in the course curriculum or module, periodic assessments may take the form of written tests lasting 45 to 60 minutes, grading of major assignments, essays, practical exercises, internships, or a combination of these forms of assessment.

c) Regular, periodic online assessments will be conducted as decided by the instructor teaching the subject or module. Online assessments for practical content will only be applied when the conditions regarding facilities, training equipment, infrastructure, and information technology equipment are met, and must ensure accurate and objective evaluation of learners' learning outcomes.

d) The number of tests for each specific subject or module shall be conducted according to the training plan and program, ensuring that each subject or module has at least one regular test and one periodic test; and ensuring that each credit has at least one test (regular or periodic). Regular and periodic test scores.

Scored on a 10-point scale, rounded to one decimal place.

(d) Students who do not attend an exam without a valid reason will receive a score of 0 (zero) for that exam. If there is a valid reason, the instructor teaching the subject or module may organize a supplementary exam.

## 2. Final exam for the course/module

a) Final exams for subjects and modules are conducted at the University's training facilities, affiliated training units, or at enterprises; they can be conducted in person or online when the conditions for organizing exams are met;

b) Final exams for a course or module are conducted one or more times after completion of the course or module, or at the end of each semester;

c) The schedule for final exams for each subject or module must be announced at least two weeks before the exam. Each subject or module will be tested separately; combining several subjects or modules into a single exam session for one student is not permitted.

d) A list of students who are eligible or ineligible to take the exam, clearly stating the reasons; list  
The list of examination locations must be publicly announced at least 03 working days before the examination date;

d) Students participating in the exam must be informed about their rights, responsibilities, and obligations during the exam;

e) The form of examination at the end of a course or module may include written exams, oral examinations, multiple-choice tests, practical exercises, major assignments, essays, defense of internship results on a specific topic, or a combination of these forms;

g) The time allotted for each written exam ranges from 60 to 120 minutes. The time allotted for other exam formats, or for subjects or modules specific to the training field, or for online exams, will be decided by the Rector.

h) For written exams, each examination room must have at least two invigilators and no more than 50 candidates; candidates must be assigned according to their registration numbers. For other examination formats, the Principal will decide on the arrangement of examination rooms and other related matters;

i) Online final exams for subjects and modules shall be conducted when the conditions regarding facilities, training equipment, and information technology infrastructure and equipment are met. The Rector shall specify the form and procedures for organizing the exams to ensure accurate and objective assessment of students' learning outcomes and to prevent cheating during the examination process. The online exam session must be recorded on video and audio, and the exam results must be printed and stored as stipulated in Clause 3, Article 19 of these Regulations.

### **Article 13. Conditions for taking the final exam for a subject or module.**

#### 1. Conditions for taking the final exam for a course or module.

a) Students eligible to take the final exam for a course or module must ensure they attend at least 80% of the learning time, including: theoretical lessons, integrated learning, practical sessions, internships, and meet other requirements specified in the course or module curriculum;

b) Have an average score of 5.0 or higher on regular, periodic tests on a 10-point scale;

c) Students with a disability certificate as prescribed by regulations may be considered for priority examination eligibility by the Principal, but they must meet the requirements regarding the average score of regular and periodic tests.

2. Number of attempts at the end of the course/module exam.

a) After completing a subject or module, learners who meet the eligibility requirements specified in Clause 1 of this Article are eligible to take the final exam for the subject or module. If a learner is unable to take the final exam for the subject or module on the first attempt for a valid reason, they will be scheduled to take it on the next attempt. Learners who fail the first attempt are allowed to retake the exam; the number of times a learner is allowed to retake the exam is 1 time.

b) Students who achieve a passing score on the first attempt but wish to improve their score may register for an additional attempt to improve their score, but their previous score will not be retained. The score from the second attempt will not be considered for scholarships;

c) If a student is absent from any exam without a valid reason, the number of attempts will still be counted, and they will receive a score of 0 for that attempt and must retake the exam. The student is allowed to retake the exam only once.

**Article 14. Retaking courses and retaking exams**

1. Students must retake the course or module if they fall into one of the following categories:

a) Not eligible to take the exam;

b) The number of attempts (02 times) to take the final exam for the subject/module has been exhausted, but the exam score is not yet considered passing;

c) Students enrolled in the module or credit accumulation program may retake courses or exams to improve their grades.

d) Procedures for implementing re-learning:

- Step 1: Students register and obtain a course retake form at the Training Management office;

- Step 2: Students pay tuition and fees as prescribed;

- Step 3: The Training Department will reschedule the classes, assign instructors, or propose that students be combined into a group class if there is already a class teaching the same subject or module;

- Step 4: Implement the teaching plan.

e) Procedure for improving exam scores:

Step 1: Students must apply to retake the exam within two weeks of the school announcing the exam results on its website and submit the application to the Academic Affairs Office; if the deadline is exceeded, students will not be allowed to register for the retake exam.

Step 2: Students pay the retake exam fee as prescribed;

Step 3: The Training Department schedules the exam and assigns invigilators.

2. Students who have to retake courses and exams are not allowed to retain their scores and study time from previous attempts at a subject or module, and must meet the eligibility requirements for the exam as stipulated in Clause 1, Article 13 of these Regulations.

3. If a course or module is no longer available due to changes in the training program, the Rector will decide to select another course or module that is consistent with the program's objectives to replace it.

**Article 15. Exam question setting and grading at the end of a course or module.**

1. Exam paper

a) The exam questions must be consistent with the content of the subject and modules specified in the training program;

b) The school shall build a question bank for the end-of-course/module exams of all subjects and modules in the school's training program. The question bank shall be stored by the Inspection, Examination and Quality Assurance Department; the exam papers must be submitted to the department. The Inspection - Examination and Quality Assurance Department conducts a random draw from the school's question bank. For online exams or exams using specialized software, the principal specifies the method for constructing or selecting exam questions;

c) For examination papers for individuals with disability certificates as stipulated by the Law on Persons with Disabilities, the Inspection, Examination and Quality Assurance Department shall submit them to the Board of Directors for approval before the examination.

2. Grading

a) Each end-of-course/module exam must be graded independently by at least two teachers, who must sign the exam paper, grading sheet, and overall score sheet for each candidate; in particular, essay exams must be coded before grading, and oral and practical exams must be graded using the prescribed grading sheet;

b) The exam score is the average of the scores given by the examiners; if the scores given by the examiners for an exam differ by 1.0 point or more (on a 10-point scale), a review or re-marking must be organized; if the re-marking still does not yield a consensus, the head of the faculty or department will review and resolve the issue and make the final decision on the exam score;

c) The final exam for each course or module will be conducted online; the exam will be graded using specialized software and a review process as determined by the Rector.

3. Announcement of exam results

a) Exam scores obtained through multiple-choice tests via LAN, oral examinations, practical exercises, internships, or internship report defenses must be announced to students immediately after grading;

b) For essay-based and practical exams that require the use of equipment for grading, the date must be announced to students no later than 10 working days from the date of the exam.

The day the exams are over.

**Article 16. Calculation of subject/module scores; semester/academic year/course average score and cumulative average score.**

1. Subject/module grades

a) The subject/module grade includes the average of weighted test scores.

The score for the module/course has a weight of 0.4 and the final exam score has a weight of 0.6;

b) The average test score is the average of the regular test scores and periodic test scores, weighted according to the coefficient of each score type. Regular test scores are weighted 1, and periodic test scores are weighted 2;

c) Course and module scores are graded on a 10-point scale in the training program.

The annual system and the 4-point grading scale are used in training based on the accumulation of modules or credits.

2. Semester/Academic Year/Course GPA and Cumulative GPA

a) Formulas for calculating the average GPA for a semester/academic year/course and the GPA

Cumulative average:

$$= \frac{\sum_{i=1}^n \bar{y}_i \times x_i}{\sum_{i=1}^n \bar{y}_i}$$

In there:

A: is the average grade for the semester/academic year/course or the cumulative average grade;

i: is the subject or module number;

ai: is the score for the i-th module of the subject;

ni: is the number of credits for the i-th course/module;

n: is the total number of subjects or modules in the semester/academic year/course, or the number of subjects.

The module has accumulated.

b) The cumulative GPA is the average of the grades earned by the student in all subjects and modules from the beginning of the course until the time of review at the end of each semester;

c) The semester/academic year/course average grade, the cumulative average grade including grades for retained or exempted subjects and modules; excluding grades for prerequisite subjects;

d) In cases where a student is granted a temporary deferment from a subject or module, the course grade is not included in the calculation. the amount of study for that subject or module during the period of deferment.

3. The semester/year average grade, and cumulative average grade used for scholarship and award consideration after each semester, year, or course are calculated based on the results of the first final exam for each subject or module; for considering adjustments to the learning schedule or mandatory withdrawal from the program, the grade is based on the highest score achieved in the final exam for each subject or module.

4. Physical Education, National Defense and Security Education are subjects belonging to the following groups:

The two common subjects in the intermediate and college-level training programs are prerequisite subjects. The results of these two subjects are not included in the semester or annual GPA, cumulative GPA, or graduation classification, but they are one of the conditions for considering completion of the learning workload, eligibility to take the graduation exam, or defense of a thesis or graduation project, and are recorded on the transcript issued with the graduation certificate.

**Article 17. Handling of violations related to examinations and tests.**

1. Students who take exams on behalf of others or hire someone else to take exams for them will be suspended from school for one year for the first offense and expelled for the second offense.

2. During the examination, if a student engages in cheating, uses unauthorized aids, or assists in cheating, the invigilator will record the incident and decide whether the student is allowed to continue the exam or be disqualified. If the student is disqualified, their exam will be graded 0 points.

3. Except as provided in clauses 1 and 2 of this Article, the handling of students who violate regulations shall be carried out in accordance with the provisions of Clauses 1 and 2 of this Article.

Errors committed during the examination or final exam of the course/module are handled as follows:

a) Reprimand and a 25% deduction from the test or exam score: Applicable to the person

Students commit one offense by looking at another student's paper or discussing the material with another student during a test or exam.

b) Warning and 50% deduction from the test or exam score: This applies to students who commit any of the following offenses:

f) Having already received a reprimand during a test or exam, but continuing to violate the regulations during that test or exam;

g) Exchanging assignments or draft papers with others;

h) Copying another person's test or exam; tests and exams that have been concluded to be identical will be treated the same way. If the student being disciplined has sufficient evidence to prove that they were copied before submitting the test, the Principal may consider reducing the disciplinary action from a warning to a reprimand. If the copying occurred after submission, no disciplinary action will be taken.

c) Suspension from the test and receiving a score of 0 (zero) for the exam: Applicable to  
For students who commit one of the following offenses:

i) Having already received a warning but continuing to violate regulations during the examination or test;

- Bringing documents or items that are not allowed into the examination room;

j) Taking test papers or exam questions out of the examination room, or receiving answers from outside the room.  
exam;

Engaging in disruptive behavior, threatening those in charge during the exam, or making threats.

k) other learners;

l) Writing or drawing on test papers or exam papers;

m) Writing tests or exams on paper that does not comply with school regulations;

Using someone else's test or exam paper to submit as your own;

- n) Engaging in actions aimed at obtaining or increasing grades, or falsifying test or examination results;

Students who are found to have violated regulations after taking the test or exam will be subject to disciplinary action as if they were in violation during the test or exam.

**Article 18. Diplomas, transcripts, and certificates of academic achievement.**

1. Students who are recognized as having graduated will be awarded a diploma by the Principal.

a) Students who are recognized as having graduated will be issued a temporary graduation certificate by the Principal before the official graduation diploma is awarded;

b) The mýu (template) for intermediate and college-level diplomas is stipulated in Circular No. 10/2017/TT-BLDTBXH dated March 13, 2017, regulating the template for intermediate and college-level diplomas; printing, management, issuance, revocation, and cancellation of intermediate and college-level diplomas, as amended and supplemented by Circular No. 24/2020/TT-BLDTBXH dated December 30, 2020, of the Minister of Labor, War Invalids and Social Affairs.

2. A transcript of each subject and module for the entire course is issued to the student along with the diploma, clearly stating the name of the training program, the form of training, the results and names of subjects and modules that were exempted or had their grades retained; the overall average grade for the entire course, the graduation classification, and the reason for lowering the graduation classification, if any; the transcript is issued after the student receives the graduation recognition decision, no later than the day the diploma is awarded.

3. Students who have not been awarded a graduation certificate will be issued a certificate of academic results for the subjects and modules studied in the training program, which must clearly state the form of training and the reason why the student has not been awarded a graduation certificate.

4. The school will award diplomas to those who meet the graduation requirements within 30 working days from the date of completion of the last subject or module in the program for training based on module or credit accumulation.

5. College graduates in the fields of Computer Science and Information Technology; Engineering Technology; Engineering; Manufacturing and Processing; Architecture and Construction; Agriculture, Forestry and Fisheries; and Transportation Services are awarded the title of Practical Engineer; graduates in other fields are awarded the title of Practical Bachelor.

**Article 19. Management of training records and documents**

1. The school establishes and manages training records in accordance with the regulations stipulated in Circular No. 23/2018/TT-BLDTBXH dated December 6, 2018, of the Minister of Labor - The Ministry of War Invalids and Social Affairs shall regulate the records and documents in intermediate and college-level training; and shall ensure the preservation, storage, and use of training records and documents in accordance with the law and the provisions of this Circular. In the event of school dissolution, the records must be handed over to the competent management agency.

2. Records are permanently archived.

a) Documents approving and issuing training programs; documents issuing textbooks or teaching materials; documents regulating the organization and management of training;

- b) Documents approving the list of admitted students and class lists;
- c) Summary transcript of student academic results by semester, academic year, and course.

learn;

d) Documents for recognizing graduation results for students in classes and training courses: Decision to establish the graduation examination board; list of students taking the exam and results for each subject, printed copies of exam results for online exams or exams using specialized software on computers, exam submission forms with student signatures; Documents for recognizing graduation results for training based on module or credit accumulation include: Decision to establish the graduation review board, minutes of the graduation review meeting, and the overall course transcript;

- d) Decisions on graduation recognition, register of diploma issuance for students;
- e) Training plan for the course and academic year;
- g) Records of student awards and disciplinary actions;
- h) Documents relating to joint training programs both domestically and internationally.

3. Records must be kept for at least 10 years from the date of graduation for the student.

a) The documents for organizing the end-of-course/module examination include: Examination plan and schedule; list of candidates and results for each subject; examination submission form with signatures of students and invigilators; audio and video recordings of the examination session for online examinations;

b) The student's transcript includes: Regular and periodic test scores; final exam scores for subjects and modules; printed copies of exam and test results for online exams or exams conducted using specialized software on a computer, signed by the teacher, lecturer, and academic administrator.

4. Records must be kept for at least 5 years from the date of graduation for the student.

- a) Application for review of final exam results for a course or module;
- b) Class attendance register for each class.

5. Records must be kept for at least one year from the date of graduation recognition for the student.

- a) The exam papers used, the exam answer sheets;
- b) Timetable and assignment of teachers and lecturers to teach.

## **Chapter II**

### **ORGANIZING TRAINING THROUGH THE ACCUMULATION METHOD**

#### **MODULES, CREDITS**

##### **Article 20. Classroom Organization**

1. Classes are organized by subject and module based on student enrollment each semester. The principal stipulates the minimum number of students for each theoretical and practical class, ensuring that training conditions are appropriate to the practical situation, but guaranteeing that integrated and practical classes do not exceed 18 students for normal occupations; and not exceed 10 students for strenuous, hazardous, or dangerous occupations.

Insurance according to the list issued by the Ministry of Labour, Invalids and Social Affairs.

2. The program is implemented using a module or credit accumulation method, with training organized by semester, consisting of two main semesters per year; in addition, the school may organize an extra semester.

The main semester is a compulsory semester, with each main semester lasting at least 15 weeks, including study time and exam time. The supplementary semester is not compulsory; in the supplementary semester, students study subjects or modules they fell behind in the main semester, retake subjects or modules they failed, improve their grades, or take advanced courses or modules offered in later semesters if the supplementary semester includes classes. Each supplementary semester lasts at least 6 weeks, including study time and exam time.

#### **Article 21. Registration of study load**

1. Before each semester, students must register for courses in accordance with the training regulations of the university school. The amount of coursework students register for in each semester is as follows:

a) The minimum workload shall not be less than  $\frac{2}{3}$  of the average workload per semester according to the study plan;

b) The maximum workload shall not exceed  $\frac{3}{2}$  of the average workload per semester according to the study plan;

c) There is no minimum workload requirement for the supplementary semester.

2. Students are allowed to retake a course or module if they received a grade of D on the final exam. as stipulated in Article 23 of these Regulations to improve the cumulative GPA.

3. The student's course load for each semester is recorded in  
The registration form is kept by the school.

#### **Article 22. Reducing the registered course load**

1. The withdrawal of subjects or modules from the registered study load must be done two weeks after the start of the main semester and one week after the start of the supplementary semester. Beyond this deadline, the subjects or modules will remain on the registration form, and if the student does not attend these subjects or modules, it will be considered a voluntary dropout and they will receive an F grade as stipulated in Article 23 of these Regulations.

2. Students may only reduce their registered course load upon submitting a request to the school and receiving the school's approval.

#### **Article 23. Conversion of subject/module scores and semester GPA, cumulative GPA**

1. Convert subject/module scores to letter grades.

a) The subject/module score is determined according to the provisions of Clause 1, Article 16 of this Regulation on a 10-point scale. After rounding to one decimal place, the score is converted into a letter grade as follows:

Category:

A: from 8.5 to 10

B+: from 8.0 to 8.4

B: from 7.0 to 7.9  
C+: from 6.5 to 6.9  
C: from 5.5 to 6.4  
D+: from 5.0 to 5.4  
D: from 4.0 to 4.9

Failing category:

F: below 4.0

b) For subjects or modules that do not have sufficient basis for scoring when determining the grading level.

Prices are indicated using the following symbols:

I: Insufficient component scores for evaluation due to permission to postpone tests/exams;

X: I have not yet received the test/exam results;

R: For subjects or modules that are exempt or allow credit transfer along with results.

c) The classification at grade F, in addition to the regulations stated in point a of this section, also applies to cases where the student violates the examination regulations as stipulated in Article 17; or voluntarily drops out of school as stipulated in Clause 1, Article 22 of these Regulations;

d) The grade of 1 is applied in the following cases: During the course or during the final exam period, the student is ill or has an accident and is unable to take the exam, but must be permitted by the Principal; the student does not attend all regular or periodic tests or final exams for objective reasons, as approved by the school. Except for special cases stipulated by the Principal, before the start of the next semester, students with a grade of 1 must complete all outstanding regular or periodic tests to have their grades carried over;

d) The X-point grading system is applied to subjects and modules for which the unit compiling training results has not yet received the student's learning outcome report from the training unit;

e) The symbol R is applied in the following cases: Subject/module scores are graded at levels A, B, C, D in the initial semester assessment (if any) for certain subjects/modules that are allowed to take early exams to help students accelerate their studies. Subject/module results are recognized when students transfer from another school or are recognized between programs.

## 2. Semester GPA, cumulative GPA, letter grade of

Each subject/module is converted to a score on a 4-point scale as follows:

A corresponds to 4  
B+ is equivalent to 3.5  
B corresponds to 3  
C+ corresponds to 2.5  
C corresponds to 2  
D+ corresponds to 1.5  
D corresponds to 1  
F corresponds to 0

In cases where a letter grading scale with multiple levels is used, this is determined by the Principal and will also be converted to a numerical score on a scale from 0 to 4.

3. The semester GPA and cumulative GPA are determined as stipulated in Clause 2, Article 16 of these Regulations.

**Article 24. Classification of academic results**

1. Students' academic performance is graded by semester based on their average score.

The overall cumulative score on a 4-point scale is as follows:

Excellent: from 3.50 to 4.00

Excellent: from 3.00 to 3.49

Fair: from 2.50 to 2.99

Average: from 2.00 to 2.49

Weak: below 2.00

2. Students who achieve a grade of excellent or higher will have their grade lowered by one level if they fall into one or more of the following categories:

a) Receiving disciplinary action from the school at the level of a warning or higher during the semester in which academic results are graded, excluding the disciplinary measures stipulated in Clauses 2 and 3 of Article 17 of these Regulations;

b) Having one subject or module in the semester that requires a re-examination for an excellent grade, or two or more subjects or modules that require a re-examination for a good grade, excluding prerequisite subjects or modules; subjects or modules that are temporarily deferred or exempted;

3. Academic results from the supplementary semester are combined with academic results from the main semester for grading purposes.

**Article 25. Academic performance warnings, expulsion, voluntary withdrawal from school.**

1. Academic performance warnings are issued on a semester-by-semester basis, helping students with poor academic results to be aware of their performance and plan accordingly to improve their grades.

Student academic performance warnings are issued when:

a) The total number of subjects or modules that are not passed in the semester exceeds 50% of the course load registered at the beginning of the semester;

b) The semester GPA is below 1.2 for the first semester of the course, and below 1.5 for subsequent semesters;

c) The school will issue academic performance warnings no more than twice in a row.

2. After each semester, students will be expelled if they fall into any of the following categories:

a) The number of warnings regarding academic performance exceeds the limit set by the Principal;

b) The maximum time allotted for completing the program, as stipulated in Clause 3, Article 3 of these Regulations, has been exhausted;

c) Being disciplined to the extent of being expelled from school.

3. Students who are not subject to forced withdrawal from school must be enrolled in one of the following schools:

The following actions are recommended for expulsion from the school:

a) The learner feels that they are no longer able to complete the program because there is insufficient time remaining to complete it as required;

(b) For other reasons, students must withdraw from school, provided there is specific evidence and approval from the principal.

4. Students who voluntarily withdraw from the program and submit a request for withdrawal, with the Principal's approval, may continue to participate in the next admissions cycle if they so wish.

### **Article 26. Graduation Requirements**

1. At the end of the course, or when the learner has accumulated a sufficient number of modules and credits as prescribed. As stipulated in the program, the Principal establishes a graduation review board for students.

2. Students are recognized as having graduated when they meet the following conditions:

a) Accumulate the required number of modules or credits for the program;

b) The cumulative GPA for the entire course, on a 4-point scale, must be 2.0 or higher;

c) Ensure that the output standards for foreign languages and information technology meet the requirements specified in the training program;

d) Not during the period of: Being disciplined at the level of temporary suspension from studies or higher, or being prosecuted for criminal offenses;

d) Submitting a request to the school for consideration of graduation in cases where the graduation requirements are met earlier or later than the designed duration of the course.

3. In cases where a student commits a disciplinary violation or a violation of the law that does not warrant criminal prosecution, the Principal must organize a disciplinary review before considering the student's eligibility for graduation.

4. In cases where a student is disciplined with a temporary suspension from studies, and after the disciplinary period has ended or they are prosecuted for criminal offenses and a conclusion has been reached by the competent authority, but the student does not fall under the category of being expelled, the Rector shall organize the consideration for graduation.

### **Article 27. Graduation Classification**

1. Graduation classification is determined based on the cumulative average GPA for the entire course of study as stipulated in Clause 1, Article 24 of these Regulations.

2. Students who achieve a graduation grade of "excellent" or higher will have their graduation grade reduced by one level if they fall into one of the following cases:

a) Having one subject or module in the semester that requires a re-examination for excellent grades, or two or more subjects or modules in the semester that require a re-examination for good grades (excluding prerequisite subjects/modules); subjects/modules that are temporarily deferred or exempted;

b) Having a workload that needs to be retaken exceeding 10% of the program's duration.

create;

c) Having received disciplinary action ranging from a warning upwards during their time studying at the school, not The level of disciplinary action is determined according to Clauses 2 and 3 of Article 17 of these Regulations.

### **Chapter III**

#### **IMPLEMENTATION ORGANIZATION**

##### **Article 28. Public notification regime**

Before starting the course, the school must make a public announcement:

1. Commitment to training quality; objectives and learning outcomes for each training program; quality assurance conditions; maximum time to complete the program for each specific program; training regulations; training plan for the course and academic year; expected graduation time; rights and obligations of teachers, learners, and related organizations and individuals.

2. The following information must be publicly announced at least one month before the start of each semester:

Quality assurance conditions; objectives, minimum knowledge requirements, and competency requirements that learners need to achieve after graduation; curriculum for each training field and profession; maximum time to complete the program for each specific field and profession; training regulations; training plan for the course and academic year; expected graduation time; information on instructors; textbooks or teaching materials; regulations on examinations, tests, and graduation recognition.

In addition to disclosing the above information, the school also publicly discloses matters related to its training programs in accordance with current regulations on transparency for vocational education institutions.

##### **Article 29. Application of information technology in training organization**

1. The Principal directs the units under the School to actively apply information technology in organizing training, specifically:

a) Investing in the construction of infrastructure, technology, and information technology equipment to meet the requirements of digital transformation in education;

b) Develop training management programs including program management, faculty management; electronic student records from enrollment to entry into the labor market, and other content serving the school's training activities on a computer network environment;

c) Develop an online training system including online learning (e-learning), an online learning management system (LMS), and a learning content management system (LCMS);

d) Research and apply virtual reality (VR) and augmented reality (AR) technologies to support practical training;

d) Digitizing training programs, curricula, teaching materials, lesson plans, records, and training documents;

Training plans and schedules; building an electronic library to support the training process.

2. Training activities at the intermediate and college levels using a module or credit accumulation method through the application of information technology must ensure compliance with the regulations in this Regulation and other relevant laws.

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#### **Article 30. Reporting regime**

1. The school shall submit a written report on its training situation for the year up to December 31st to the Department of Labor, War Invalids and Social Affairs before January 10th of the following year. The report shall include the following contents:

a) Enrollment, graduation, withdrawal, and current enrollment data for the current year, projected graduation for the following year, and employment status of graduates within the past 12 months, categorized by entry level, field of study, course type, and training format;

b) The number of training programs that have been newly developed, updated, or revised.  
sung;

c) Training partnerships (fields of study, partner organizations, partner locations);

d) The situation regarding rewards, disciplinary actions, or handling of violations (if any);

d) Advantages and disadvantages in organizing training;

e) Submit proposals and recommendations to the competent authorities.

#### **Article 31. Responsibilities of units under the School**

1. Depending on their assigned functions and tasks, the units under the School provide staff services.  
The organization shall implement this Regulation in accordance with current regulations.

2. Officials and employees who violate these Regulations will be subject to disciplinary action, administrative penalties, or criminal prosecution, and will be liable for compensation for damages, depending on the nature and severity of the violation, in accordance with current laws.