

No.: 20 /QĐ-ĐHVĐ

Binh Duong, Jan 21, 2022

DECISION

**On issuing the General Examination Regulation
for Bachelor and Master programs**

THE PRESIDENT OF THE VIETNAMESE-GERMAN UNIVERSITY

Pursuant to Decision No. 1196/QĐ-TTg dated 1st September 2008 of the Prime Minister on the establishment of the Vietnamese-German University;

Pursuant to Decision No. 890/QĐ-TTg dated 19th June 2017 of the Prime Minister on issuing the Charter of Organization and Operation of the Vietnamese-German University;

Pursuant to Decision No. 235/QĐ-ĐHVĐ dated 14th August 2018 of the President of the Vietnamese-German University on issuing the General Examination Regulation for Bachelor and Master programs;

Based on the approvals of the Academic Senate of Vietnamese-German University at the 15th meeting dated 18th August, 2021 and the 20th meeting dated 19th January 2022;

Considering the request of the Head of Academic and Student Affairs Department,

DECIDES:

Article 1. To issue with this Decision the General Examination Regulation for Bachelor and Master programs of the Vietnamese-German University.

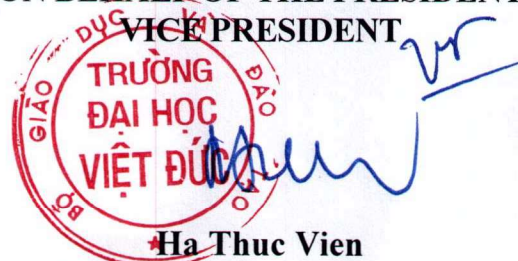
Article 2. This Decision enters in force upon signature and replaces Decisions No. 235/QĐ-ĐHVĐ dated 14th August 2018 of the President of the Vietnamese-German University on issuing the General Examination Regulation for Bachelor and Master programs.

Article 3. The Head of Academic and Student Affairs Department, Head of Language Center and Foundation Year, Deans of Faculties, Study Program Coordinators, academic staff, students and relevant units are responsible for implementing this Decision./.

Recipients:

- As Article 3;
- Archive: PBO, ASA.

**ON BEHALF OF THE PRESIDENT
VICE PRESIDENT**


Ha Thuc Vien

GENERAL EXAMINATION REGULATION FOR BACHELOR AND MASTER PROGRAMS OF THE VIETNAMESE-GERMAN UNIVERSITY

(Promulgated in conjunction with Decision No. 20/QĐ-ĐHVD dated Jan 21, 2022 by the President of the Vietnamese-German University)

Chapter I. General Provisions	3
Article 1. Scope of Adjustment	3
Article 2. Aims of the Programs.....	3
Article 3. Academic Degrees.....	3
Article 4. Examination Board.....	3
Chapter II. Structure of Study	5
Article 5. Standard Period of Study, Study Scope and Structure	5
Article 6. Modularization	6
Article 7. Teaching Methods and Types of Courses	6
Article 8. Practical Study Elements.....	7
Chapter III. Coursework and Examinations	7
Article 9. Credit Points (CP)	7
Article 10. Examination Forms and Deadlines	7
Article 11. Registration and Admission to Modules and Module Examinations.....	9
Article 12. Pass and Repetition of Modules and Module Examinations.....	10
Article 13. Failure and Withdrawal.....	11
Article 14. Additional Examinations.....	11
Article 15. Online Examination, Alternative Examination Arrangements and Legal Protection Periods.....	12
Chapter IV. Organization of Examination	12
Article 16. Examiners, Assessors	12
Article 17. Proof Reading Rules.....	13
Article 18. Fraud in Exams and Breach of Regulations	14
Chapter V. Evaluation and Recognition	14
Article 19. Evaluation of Examinations	14

Article 20.	Inspection of assessed Examinations	17
Article 21.	Recognition of Examination Achievements and Periods of Study	17
Chapter VI. Theses and Completion of Degree Examination		18
Article 22.	Nature and Scope of a Degree Examination	18
Article 23.	Final Thesis	18
Article 24.	Evaluation and Archive of the Final Thesis	20
Article 25.	Repetition of the Final Thesis	20
Article 26.	Passing the Degree Examination and Graduation Consideration	21
Article 27.	Temporary Suspension, Withdrawal of Studies and Program Transfer..	22
Article 28.	Invalidity of the Examination.....	23
Chapter VII. Degree and Final Clauses		23
Article 29.	Degree Certificate, Transcript of Records, Diploma Supplement	23
Article 30.	Loss, Duplication, Amendment and Withdrawal of Degrees and Certificates.....	24
Article 31.	Documentation and Inspection of Examination Records.....	25
Article 32.	Transitional Provisions.....	25
Article 33.	Taking Effect.....	25

CHAPTER I. GENERAL PROVISIONS

Article 1. Scope of Adjustment

- (1) This general examination regulation applies to all programs in both Master's and Bachelor's degrees of the Vietnamese-German University (VGU) after transition and is supplemented by specific examination regulations for each degree program. Degree programs, in which students obtain the degree of a German Partner University before transition, are regulated solely by the examination regulation of the partner university. For joint degree programs, after transition, conjoint examination regulations issued by both universities are applied.
- (2) Based on this general examination regulation, individual specific examination regulations shall be created for each degree program to define content and program related issues and requirements more precisely. The individual module descriptions become part of the specific examination regulations. Admissions requirements are determined in the admission regulations.
- (3) If there are discrepancies, this general examination regulation takes precedence over the examination regulations for the specific degree program.

Article 2. Aims of the Programs

Bachelor's degree graduates possess a broad knowledge of the basic science, the practical applications and a critical understanding of the subject. They know the most important theories and methods and can apply them. They can take responsibility in teams of experts and define goals for working and learning processes. They are able to develop new solutions and defend their arguments towards experts.

Graduates of the Master's degree programs have a comprehensive, detailed and specialized knowledge on the latest state of knowledge of the discipline. They have technical and conceptual skills for solving problems, especially strategic problems. They will be able to lead teams in the framework of complex tasks and present their work's results. They can define new applications or research-oriented tasks under reflection of the social, economic and cultural impact.

Article 3. Academic Degrees

Following the successful completion of studies, graduates will be awarded the academic degree by the VGU and in the case of double or joint degree programs, the academic degree of the German partner university.

Article 4. Examination Board

- (1) The Examination Board in this general examination regulation is the relevant competent Examination Board of the faculties of the VGU.

- (2) The Examination Boards of the faculties of the VGU are responsible if their own programs are affected. The Examination Boards of the partner universities are responsible for the framework of their degree programs offered at the VGU. The Examination Boards will cooperate with each other.
- (3) For the organization of examinations and the tasks assigned by this examination regulation, each faculty of the VGU forms an Examination Board for its programs. The Examination Board consists of the chairman, the deputy, five official voting members and three other non-voting substitute members. The chairman, the deputy and two other members are elected from the group of academic staff (professors, lecturers and research and teaching assistants), one member from the Department of Academic and Student Affairs and two members from the group of students; each group (Academic staff, Department of Academic and Student Affairs, Students) has a substitute member. Each group shall nominate candidates with no more than twice the number of members represented on the Examination Board. The term of the members from the groups of VGU's staff shall be three years, the term of the student members one year. Re-election is possible.
- (4) All members of the Examination Board are elected by the Faculty Council. As long as no Faculty Council is established, the Faculty Board consisting of the Dean and Vice-Deans nominates the members of the Examination Board. If several faculties are involved in the study programs, the faculties will agree on the composition of the Examination Board. The elections can be conducted in secret or by open ballot, depending on the respective faculty regulations. In case it is not regulated, the elections are secret. In order to avoid the need for by-elections during the term of office, substitute members from each group are also elected. If a board member is prevented from attending a meeting or leaves the Examination Board permanently during his term of office, the substitute member automatically takes his place on the board. The board members elected by the Faculty Council must be informed without delay. The election shall be deemed as accepted if it has not been rejected in written form within two weeks.
- (5) The Examination Board constitutes a quorum (of at least five members) when in addition to the chairman or its deputy, at least two further voting members of the group of academic staff or their representatives and at least two further voting members or their representatives are present. Decisions are made by simple majority. In the case of a tie, the vote of the chairman decides. The student members and substitute members of the Examination Board are not involved in the recognition of examinations and the appointment of examiners and assessors. The Examination Board may meet by videoconference.
- (6) The Examination Board shall ensure that the provisions of the examination regulations are adhered to and ensures the proper conduct of examinations. It is, in particular, responsible for deciding on appeals against decisions taken in examination procedures and the compliance with deadlines. In addition, the Examination Board regularly, at least once a year, has to report to the Faculty

Council and the German partner universities on the development of examinations and average duration of study. This report shall be published in an appropriate manner. It makes suggestions for the reform of the examination regulations and the study course plan and discloses the distribution of grades and the overall grades. The Examination Board may delegate its tasks for all normal cases to the Chairman. This does not apply to decisions on appeals and the report to the faculties.

- (7) The official members of the Examination Board have the right to attend the examinations.
- (8) Examination board meetings are not public. The members of the Examination Board and the representatives are subject to official secrecy. If they are not VGU's employees, they shall be bound to secrecy by the chairman of the Examination Board.
- (9) The Examination Board may use administrative assistance to carry out its duties.
- (10) In case the Examination Board of the partner universities is responsible, the Academic Coordinator of VGU has the responsibility to accelerate the necessary decisions of the Examination Board of the partner university.
- (11) If students have to provide evidence to the Examination Board of VGU or the Examination Board of the partner university according to this general examination regulation, they must provide the evidence to the Examination Office at VGU, which notes the date of receipt and forwards the evidence to the respective Examination Board.

CHAPTER II. STRUCTURE OF STUDY

Article 5. Standard Period of Study, Study Scope and Structure

- (1) The standard period of study of the Bachelor's programs is at least 6 semesters and 180 CP. In order to be admitted to the Bachelor's study program, students are required to pass successfully the Foundation Year at VGU, if the Foundation Year is not included in the curriculum of the program and Credit Points are not accumulated to the GPA.
- (2) The standard period of study of the Master's programs is normally 4 semesters and 120 CP. For part time Master's programs, this standard period can be adapted in relation to the credits given for each year.
- (3) The degree programs consist of compulsory modules, mandatory elective modules and elective modules as well as the Bachelor's thesis worth 6 to 15 CP or Master's thesis worth 15 to 30 CP. In addition, practical study units are offered.
- (4) The programs are held completely in English.

- (5) The individual exam regulations shall provide the opportunity to spend a part of the degree program in Germany.
- (6) The maximum period of study shall not exceed the standard period of the programs plus six (6) semesters for Bachelor's programs and four (4) semesters for Master's programs.

Article 6. Modularization

- (1) The programs are modular. Modules are thematically and chronologically rounded with self-contained units, which lead to a partial qualification in accordance with the scopes described in Article 2.
- (2) Modules are typically completed with an examination and should be studied in one semester. In exceptional cases, a module may extend over two semesters. In justified exceptional cases, the module exam consists of an accumulation of several partial module examinations.
- (3) The scope of modules in credit points and their sequence are to be determined by individual examination regulations. The credit points are explained in Article 9.

Article 7. Teaching Methods and Types of Courses

- (1) To achieve the intended learning outcomes, the courses can be conducted in different forms such as for example:
 - Lectures
 - Preparatory courses
 - Laboratory courses
 - Tutorials
 - Seminars
 - Colloquiums
 - Project work
 - Internships
 - Excursions
- (2) In **lectures**, the subjects of the discipline are displayed exemplarily and systematically and serve to impart basic and specific academic knowledge. They will provide an overview of problems in context.
- (3) **Preparatory courses** teach basic skills that are necessary to prepare for the study.
- (4) In **laboratory courses**, scientific questions and knowledge are deepened in practical experiments and applications. As part of the laboratory courses, students, individually or in a team, acquire knowledge of laboratory work and data analyses under professional and methodological guidance.
- (5) **Seminars** serve to work on scientific questions and knowledge about a given topic. They are courses with active participation of students, including the processing of

a defined task and, optionally, the presentation and/or discussion of this task in an oral presentation.

- (6) **Tutorials** provide students with the opportunity to deal with specific issues and areas of the subject and pursuit of practical training of necessary relevant skills.
- (7) **Colloquia** provide students with the possibility of an in-depth discussion of selected scientific issues and research topics, as well as to present and discuss their own research results.
- (8) **Project work** can be offered as part of a course or as a separate teaching method. As part of project work, students, individually or in a team, acquire scientific knowledge under professional and methodological guidance or develop concepts and solutions for practical tasks or for scientific problems based on scientific methods.
- (9) **Internships** are used to apply the methods of the subject and provide practical experience and insight into possible professional fields.
- (10) **Excursions** serve the immediate confrontation of students with the scientific subjects of the courses under academic guidance.
- (11) The teaching forms may be fully or partially offered or supported by eLearning.

Article 8. Practical Study Elements

The study may include practical training elements such as internships. The nature, scope and learning objectives of such elements are described in the degree program specific examination regulations.

CHAPTER III. COURSEWORK AND EXAMINATIONS

Article 9. Credit Points (CP)

- (1) Credit Points (CP) are a quantitative measure to define the estimated workload, which is required on average to complete a module successfully.
- (2) The average workload for full-time studies that a student will spend is 1,800 work hours per academic year on average. One credit point corresponds to 30 hours of work. Thus, one academic year shall correlate to 60 CP and one semester to 30 CP.
- (3) The CP correlate to a credit in the ECTS (European Credit Transfer System).
- (4) CP may only be acquired by successfully completing module examinations.

Article 10. Examination Forms and Deadlines

- (1) Exams are study-related, graded or ungraded module examinations and the final

thesis. For completion of an examination, students must be enrolled at the VGU. In addition, it may be necessary to enroll at the German partner university. Details are provided in the degree program specific examination regulations.

- (2) Module examinations are to be offered in temporal or factual connection with the corresponding modules.
- (3) All module examinations shall be offered at least twice a year.
- (4) The dates for the module examinations and the registration procedures will be announced at the beginning of the first session of the module by the lecturers.
- (5) Examinations may be provided in the form of a written exam, an oral exam, a seminar, equivalent course work, written work or homework. The final form of the examination, in the case of alternative options and the approved aids, are announced by the lecturers at the beginning of the semester in which the module takes place.
- (6) A **written exam** is an exam, in which the evidence is to be provided that within a limited time and with limited aids tasks in the field of the course referred to by the written examination, can be processed properly and relevant knowledge exists. An exam may also include the multiple-choice method. Each examination is to be evaluated and observed by an examiner as referred to in Article 16. He or she may delegate the supervision of the exam to an observer as referred to in Article 16. Written examinations, that determine the final remaining of a student in the study program, are evaluated by two examiners. The duration of an examination is based on the extent of the module and is determined in the module description. The evaluation procedure of the examinations should not exceed 3 weeks.
- (7) In **oral examinations**, students should demonstrate that he or she has sufficient knowledge in the field of the examination, recognizes relationships and is able to classify them into context specific questions. Oral examinations assess students individually or in a group. They are to be held in front of an examiner and an expert assessor or two examiners. The decision about the grade is made with the consent of both examiners or the examiner and expert assessor involved in the exam. Essential objects and results of the examination are recorded according to protocol. The result of the examination is to be announced to the students following the oral examination. Students who participate in the same module and are going to be examined in the same examination can be admitted to the examination as listeners in accordance with the spatial conditions, unless the candidate objects. The admission does not include the presence at the consultation and announcement of the examination results. The temporal scope of the oral examination is based on the extent of the module and will be announced at the beginning of the course. The test duration is the same for all students who attend the same oral exam. The test can be taken by videoconference if the examiner belongs to a German partner university. In this case, the assessor or the second examiner shall be an academic staff member of the VGU and shall be located with the student in the same room

during the examination.

- (8) **Seminars** are performances of students, which are held by a candidate or a group of candidates in form of a speech or an illustrated graphic presentation in front of participants of the seminar and are marked by the lecturer. The evaluation of the seminar has to be clearly documented in written protocol. A seminar may be supplemented by a written report. The scope and specific form of the seminar is based on the extent of the module and is announced at the beginning of the corresponding course by the lecturer. The evaluation procedure of the examination should not exceed 3 weeks.
- (9) A module examination, in the form of **course work equivalent to an examination**, consists of a number of contributions made on the subjects assigned to the module. Such equivalent course work may, for example, consist of oral examination, discussions, seminar papers, written tests, other written work, or records of practical work. Course work equivalent to an examination may also be carried out in the form of group work, provided that in each case the individual contributions to the overall work are clearly identifiable. The overall grade is derived from the individual grades of the equivalent course work, weighted in accordance with factors, determined by the module supervisor and announced at the beginning of the first session in a module. The evaluation procedure of the examination should not exceed 3 weeks.
- (10) A **written report or homework** should reflect the essential facts, contexts and interpretations of the subject of the course, but should go beyond the matters discussed in the lecture. The students can suggest a topic; while the issuance of the topic is made by the lecturer, who records the date of the issue and the processing time. All points of the written report or the homework that have been taken, literally or analogously, from public or non-public sources and therefore do not constitute original performance of the students have to be marked as such and the source has to be named. The homework or the written report has to be submitted in time with a declaration of the student that he or she has done it on his or her own and did not use unnamed sources or unpermitted aids. Late submissions of homework or written reports shall be counted as a failed attempt. The evaluation of the written report and the homework shall not exceed 4 weeks. The evaluation has to be reported comprehensively according to protocol. A written report or the homework may be preceded by a seminar presentation. The scope and specific form is based on the extent of the module and announced at the beginning of the corresponding course by the lecturer.
- (11) Group work can only be approved by a lecturer, if the individual contribution of each group member can be evaluated.

Article 11. Registration and Admission to Modules and Module Examinations

- (1) To participate in a module, including the module examination, those students who

meet the prerequisites of each course, must have not lost the right to be examined in their course of study or a course recognized as equivalent, or have already passed the examination successfully will be admitted.

- (2) The registration for a module includes the registration for the module examination. The registration will take place through an electronic system no later than one week from the beginning of the module. During this time the student can also step back from the registration.
- (3) Mandatory modules, as defined in the examination regulations of the degree, will be automatically registered for the student in the electronic registration system if he/she fulfills the requirements as defined in (1).
- (4) The examination regulations of the degree program may provide that the examination must be made within a specified period after taking the course or after the semester to which the course is assigned by the module handbook.
- (5) Students are allowed to take part in the module examination if the student attended at least 75% of the requested contact hours of the module as described in the respective module description. The module description may define further requirements.
- (6) Students can only unsubscribe from a module examination for important and justified reasons. The reason for withdrawal must be in writing, without delay to the relevant Faculty and the Department of Academic and Student Affairs.

Article 12. Pass and Repetition of Modules and Module Examinations

- (1) An examination is passed if it has been graded "sufficient" or better. If an examination has no grades, it is passed when the conditions stipulated in the examination regulations of the degree program have been successfully met. A passed examination may not be retaken.
- (2) A module is passed if the conditions prescribed in the module description for each degree program have been fulfilled.
- (3) A module is failed if the student's academic results do not meet the requirements and the examination has been graded "failed". Then the student is required to repeat the module examination.
- (4) Failed module examinations or partial module examinations may be repeated one time. The repetition must be taken at the next possible examination date. Students will be automatically registered for the next possible examination date in the online registration system.
- (5) After failing an examination twice, students are allowed to retake the module one more time. After retaking the module, students will have the third module examination and one last repeated time (if required). Tuition fee for retaking modules are charged based on the module's credit points.

- (6) Retests in written or oral exams shall be evaluated by at least two examiners if it is the student's last attempt.
- (7) A module examination is not passed when all examination attempts according to paragraphs (4) and (5) have failed. Notification of final failure of a module examination will come as a written notice by the chairman of the Examination Board, which is to include the right of appeal.
- (8) The announcement of the grades for the individual examinations is carried out respecting data protection by public notice and within the electronic system, where one exists.
- (9) In cases of force majeure (epidemic, natural disaster), the Presidential Board may issue a separate decision on the number of examination attempts for a module.

Article 13. Failure and Withdrawal

- (1) A module examination or partial module examination is considered as "failed" if the student does not take part in the examination without good reason or withdraws in the last week before the examination without good reason. The same applies if a written examination is not completed within the specified time, a blank sheet is given or the student remains silent in an oral exam.
- (2) The reason for the withdrawal or failure must be given to the Examination Board (via the program assistant) and made credible in writing without delay. Failure or withdrawal due to illness of the student must be proven by a medical certificate. The certificate must be issued immediately to the Examination Board and has to prove the impact on the student's ability to participate in the examination. If in doubt, a medical certificate by an independent medical examiner may be required. In case the inability to take part in the examination comes into effect during the examination, the student has to claim it immediately to the examiner. The obligation to notify and make the reasons credible to the Examination Board shall remain unaffected. If the student was forced to withdraw or failure was due to illness of a child or close relatives (parents, grandparents, spouse) that he or she has to take care of, the same rights as in the case of his or her own illness apply. One good reason is the evidence of maternity protection by a student. If the reason is accepted, the next possible date can be given or a new date is set by the lecturer.
- (3) The Examination Board shall decide on the recognition of the reasons given. If the Examination Board accepts the reasons for the failure of the test in question it will not be counted as a number of attempts.

Article 14. Additional Examinations

Students may be examined in additional modules at their own request. The results are not considered when calculating the overall grade. They are listed in the Transcript of Records.

Article 15. Online Examination, Alternative Examination Arrangements and Legal Protection Periods

- (1) Alternative examination arrangements may be made for students with long - or short - term medical conditions, specific learning difficulties or disabilities, such that the overall requirements of academic standards are maintained.
- (2) Students who cannot participate or have to leave an examination early because of health issues are required to submit a medical certificate to the Examination Board within three days after the examination.
- (3) If a student proves, by medical certificate, that he or she is unable to take part in an examination, wholly or partially, in the form provided due to ongoing or permanent physical or mental disability or chronic illness, this disadvantage has to be compensated by taking appropriate measures, such as an extension of the processing time or other procedures. However, the professional requirements must not be compromised. Any such compensatory measure must be requested in writing at the latest with the registration for the examination.
- (4) The legal maternity protection periods, periods of parental leave (the time off due to the care and upbringing of children), the care of the spouse or a close relative, shall be considered.
- (5) Alternative examination arrangements may be made if the student is not able to attend an examination on-site due to force majeure via an approved online examination solution.
- (6) In the case of force majeure, when on-site examinations cannot take place as described in the module description of the course and online examinations must be chosen as an alternative assessment method, the Examination Board can decide whether or not to count the number of attempts, in consultation with the examiner on a case-by-case basis.

CHAPTER IV. ORGANIZATION OF EXAMINATION**Article 16. Examiners, Assessors**

- (1) Members of the groups of professors, senior lecturers, as well as lecturers and language teachers are authorized to evaluate university examinations. Adjunct faculty members, who are in a teaching position, can be appointed as examiners for a degree program with their consent. Examinations may only be evaluated by people who possess the same level of qualification or an equivalent qualification in the respective field, which shall be ascertained by the examination.
- (2) As assessors for oral examinations, only persons may be appointed, who possess

the same level of qualification or an equivalent qualification in the respective field, which shall be ascertained by the examination. The appointment of the assessor is done by the chairman of the Examination Board. He or she may delegate the appointment to an examiner.

- (3) In general, the module examinations are conducted by the lecturer of the module without special order by the Examination Board. If the lecturer cannot conduct the examination, the Examination Board may appoint another examiner.
- (4) The chairman of the Examination Board ensures that the names of the examiners will be announced to the candidates at least two weeks before the date of the examination. The principles of data protection have to be observed.
- (5) Examiners and Assessors are bound to official secrecy.
- (6) As observers for written examinations, only persons may be appointed, who possess the same level of qualification or an equivalent qualification in the respective field, which shall be ascertained by the examination.

Article 17. Proof Reading Rules

The University does not offer a proof-reading service to students nor does it recommend the use of any proof-reading services. Proof-reading is the final stage of producing a piece of written work and therefore, whenever possible, the University believes that students should carry out their own proof-reading. When a student chooses to ask another individual to proof-read their work or uses a proof-reading service to undertake this task, they must adhere to the following rules.

- (1) In all cases, work submitted by a student must be their own work and any use of a third-party proof-reader, proof-reading service or editing service must not compromise the authorship of the work submitted.
- (2) Students should consult their respective study program policy with respect to the use of proof-readers for particular programs and modules, and ensure that they adhere to the relevant rules.
- (3) On submission of their work, students should declare if they have used a proof-reader, proof-reading service or editing service.
- (4) Where a proof-reader or proof-reading service is used they may:
 - a. Identify spelling and typographical errors
 - b. Identify poor grammar
 - c. Highlight formatting errors or inconsistencies
 - d. Identify errors in labelling of diagrams, charts or figures
 - e. Highlight a sentence or paragraph that is overly complex or where the intended meaning is not clear
 - f. Draw attention to repeated phrases or omitted words
- (5) Where a proof-reader or proof-reading service is used they must not:
 - a. Rewrite passages of text to clarify the meaning
 - b. Change any words or figures, only spelling corrections are accepted.

- c. Check or rewrite calculations, formulae, equations or computer code
 - d. Rearrange or reformat passages of text
 - e. Contribute any additional material to the original piece of written work
 - f. Re-label diagrams, charts or figures
- (6) Failure to adhere to the above requirements will result in an investigation by the Examination Board, and appropriate penalties will be applied.

Article 18. Fraud in Exams and Breach of Regulations

- (1) Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of the university. The university operates a strict policy in relation to cheating in examinations and records any dishonest action into the academic performance history of student(s). If a student is caught cheating, the examination will be graded “failed”.
- (2) In case of serious fraud (e.g. repeated fraud or fraud with a written statement by a student that he or she did the examination on his or her own without unauthorized aids), the Examination Board can exclude the student from taking further examinations or coursework such that the right to continue the degree program expires. The severity of fraud shall be determined based on the effort expended such as organized cooperation and/or the type of unauthorized technical aids used, for example, electronic and smart devices.
- (3) A student who disrupts the examination can be excluded from continuing the examination by the examiner or the examination proctor. In this case the examination will be graded "failed".
- (4) If a student participates in an examination wrongly through culpable conduct, the Examination Board may decide that the examination is considered as “failed”.
- (5) The student may make a written request to the Examination Board to review its decision within a 4-week period.
- (6) Where the Examination Board has deemed a student guilty of cheating, its decision has to be promptly issued, in writing, and include both justification and a course of legal action.

CHAPTER V. EVALUATION AND RECOGNITION

Article 19. Evaluation of Examinations

- (1) The evaluation of examinations is carried out using a German grade scale and/or a Vietnamese grade scale. Hereby the conversion of the two grading systems is based on linear alignment via a leading performance scale. The conversion table equating the two grading systems is as follows:

Performance	German Grade	Vietnamese Grade
96 - 100%	1,0	9,9 - 10
	1,1	9,7 - 9,8
	1,2	9,6
91 - 95%	1,3	9,4 - 9,5
	1,4	9,2 - 9,3
	1,5	9,1
86 - 90%	1,6	8,9 - 9,0
	1,7	8,7 - 8,8
	1,8	8,6
81 - 85%	1,9	8,4 - 8,5
	2,0	8,2 - 8,3
	2,1	8,1
76 - 80%	2,2	7,9 - 8,0
	2,3	7,7 - 7,8
	2,4	7,6
71 - 75%	2,5	7,4 - 7,5
	2,6	7,2 - 7,3
	2,7	7,1

Performance	German Grade	Vietnamese Grade
66 - 70%	2,8	6,9 - 7,0
	2,9	6,7 - 6,8
	3,0	6,6
61 - 65%	3,1	6,5
	3,2	6,3 - 6,4
	3,3	6,1 - 6,2
55 - 60%	3,4	6,0
	3,5	5,8 - 5,9
	3,6	5,6 - 5,7
	3,7	5,5
50 - 54%	3,8	5,3 - 5,4
	3,9	5,1 - 5,2
	4,0	5,0
<50%	5,0	4,0

Vietnamese grades are based on a 10-point grading scale and rounded to one decimal place (i.e. 0,1). Conversion from German grades to Vietnamese grades is calculated by rounding up to the highest value in the respective range indicated in the above table.

German grades are permissible to award the standard grades 1,0; 1,3; 1,7; 2,0; 2,3; 2,7; 3,0; 3,3; 3,7; 4,0; 5,0. Other German grades (1,1; 1,2; 1,4...) are only permissible in cases: (i) the module consists of a number of submodule and the module examination grade is calculated as the arithmetic averages of the grades for the submodule examinations; (ii) the module examination is evaluated differently by two or more examiners and the module grade is calculated as the arithmetic averages of the grades from the examiners evaluation. In these cases, when calculating the module grade (arithmetic average), only the first decimal point behind the comma will be counted (without rounding).

- (2) Classifications of academic performance at the end of a semester or at the end of the whole study program are based on semester Grade Point Average (GPA) or cumulative GPA. For degree certificates awarded by a German partner university, the grade of the degree is stipulated in the specific examination regulation of each study program. For degree certificates awarded by VGU, the grade of the degree is specified in the following table:

Vietnamese grade	Vietnamese grade classification	Description
$10 \geq \text{score} \geq 9,0$	Excellent	Extraordinary performance, which exceeds the requirements considerably
$9 > \text{score} \geq 8,0$	Very good	Very good performance, which completely meets all of the requirements
$8 > \text{score} \geq 7,0$	Good	Good performance, which meets most of the requirements
$7 > \text{score} \geq 6,0$	Average good/ Satisfactory	A performance, which generally meets the requirements, despite some basic flaws
$6 > \text{score} \geq 5,0$	Sufficient	A performance, which still satisfies the requirements despite various shortcomings.
$5,0 > \text{score}$	Failed	A performance that does not meet the requirements due to significant deficiencies.

- (3) The grades will be determined by the respective examiners. If a grade is a combination of determinations by several examiners, the grade is calculated as an arithmetic average of all the individual evaluations. If there is a discrepancy of at least 1.0 (on the German grade scale), 2.0 (on the Vietnamese Scale), or one examiner gives an evaluation of "failed" while another gives an evaluation of "sufficient" or better, a third examiner will be appointed by the Examination Board. The grade is then calculated as arithmetic average of all three evaluations.
- (4) The Grade Point Average (GPA) expresses the student's performance as a numerical average for the respective modules for either the current semester or for all modules in the semesters completed. The semester GPA is the weighted average of module grades that the student has achieved in that semester, where the weighting factor is usually the number of credit points of the respective modules. The cumulative GPA is the average of the grades of all modules that the student has accumulated from the beginning of the program to the time of evaluation at the end of a semester.
- (5) The semester GPA and the cumulative GPA shall be calculated according to the following formula:

$$GPA = \frac{\sum_{i=1}^m a_i \times n_i}{\sum_{i=1}^m n_i}$$

Where:

GPA is the semester GPA or the cumulative GPA

a_i is the grade of the i^{th} module

n_i is the weighting factor of the i^{th} module

m is the total number of modules.

The semester GPA and the cumulative final GPA shall be rounded to one decimal place.

- (6) A warning regarding academic performance shall be issued each semester to remind students with low performance to formulate suitable study plans so as to progress within the time limit of the curriculum. The warning about students' academic performance shall be submitted to students of concern by the faculties if the semester GPA or the cumulative GPA is above 4.0 (on the German Scale) or below 5.0 (on the Vietnamese Scale).

Article 20. Inspection of assessed Examinations

- (1) Students have the right to inspect their own written examination papers and the respective examiners' report(s). The examiner shall specify a date and time at which the documents may be inspected within two weeks after announcement of the results.
- (2) A student who has an objection to the assessment of an examination is encouraged to discuss his or her reservations with the examiner. If the student is still dissatisfied with the examiner's explanation of his/her assessment, the student can lodge an appeal against the assessment with the Examination Board within 4 weeks after the announcement of the result.
- (3) A justified decision on the objection shall be given to the applicant within one month. If a second grading is ordered by the Examination Board, a higher or lower grade may be given.

Article 21. Recognition of Examination Achievements and Periods of Study

- (1) Examination results that have been achieved in the same program, or a comparable program, in other provinces or state-recognized higher education institutions, or at provincial or state-recognized professional academies have to gain recognition at request, provided that no significant differences can be identified. This also applies to achievements at universities outside Vietnam and Germany. At request, other skills and qualifications can be credited on the basis of the documents submitted.
- (2) Significant differences exist in particular in cases where the acquired skills do not meet the requirements of the program. No schematic comparison, but basic rules for recognition should be defined by the Examination Board.
- (3) The Examination Board is responsible for the recognition according to Paragraphs (1) and (2). Before determining whether substantial differences exist, a representative of the discipline should be consulted. The student must submit the necessary documents for recognition. The student gets a written notice of the

decision, which must be provided with legal remedies. The decision shall be made within four (04) weeks.

- (4) If the examination results are credited, the grades - as far as the grading systems are comparable - are converted and included in the calculation of the overall score. If the grading systems are not comparable, the achievements are marked as "passed". This recognition will be noted in the Transcript of Records and in the Diploma Supplement. If the conditions of Paragraphs (1) and (2) are met, there is a legal entitlement of recognition.
- (5) The recognition of study periods and examination achievements according to the preceding paragraphs may only merit a maximum of 30% of the total program credit points. In case of double or joint degree programs, this maximum may be exceeded for recognition from the partner university.
- (6) Theses cannot be credited according to Paragraphs (1) and (2).

CHAPTER VI. THESES AND COMPLETION OF DEGREE EXAMINATION

Article 22. Nature and Scope of a Degree Examination

A degree examination consists of:

- successful completion of all modules in accordance with the program-specific examination regulations;
- the final thesis and;
- optionally a colloquium supplementing the thesis.

Article 23. Final Thesis

- (1) The final thesis should demonstrate that the student is able to work independently using scientific methods on a professional problem within a prescribed period.
- (2) The program-specific examination regulations may define preconditions to be admitted to the thesis.
- (3) The final thesis may be supervised by any suitably qualified person of the faculty as well as the German partner university that is entitled to supervise it. The supervision by non-faculty examiners is permissible with the consent of the chairman of the Examination Board or his deputy.
- (4) The student must be given the opportunity to propose a thesis topic, but it may not be accepted.
- (5) The topic is decided by the Supervisor and has to be acknowledged by the Academic Director. The date of issue shall be recorded.

- (6) The final thesis is written in English.
- (7) With the consent of the chairman of the Examination Board, the final thesis can be conducted in an institution that may not necessarily be a university. In this case, the topic must be agreed in consultation with a member of the group of professors and lecturers of the responsible profession, and the thesis can only be supervised by a professor or lecturer of the faculty. An external supervisor can be appointed as the second supervisor.
- (8) The preparation time for the final thesis is three months for Bachelor's programs and six months for Master's programs, starting from the receipt of the topic, as long as the program specific examination regulations do not provide other preparation times. The tasks and scope of the thesis must be limited such that the deadline for the thesis can be met. The regular scope of the thesis shall be determined by the program specific examination regulations. Statistics, matrices, illustrations, etc. are to be incorporated into the Annex and shall not be counted when calculating the number of pages of the thesis. The examination regulations of each study program shall provide uniform formality of the thesis.
- (9) The workload for the final thesis should be between 6 and 15 credit points for Bachelor's programs, and between 15 and 30 credit points for Master's programs.
- (10) The topic can only be changed once, and only within the first four weeks of preparation time. In the case of repetition of the final thesis, the change of the topic is only permitted if the student has not proceeded with this option in the first attempt. The chairman of the Examination Board may extend the preparation time once if the student cannot meet the deadline due to circumstances beyond their control, and the student had requested an extension prior to the expiration of the deadline. The duration of the extension is at the discretion of the chairman of Examination Board. If a student is prevented for a longer period from working on the thesis due to reasons, which are out of their control, they can withdraw from the thesis.
- (11) The final thesis must be written according to the rules of scientific practice. In particular, all references, pictures and drawings that have been taken literally or analogously from publications or from other sources have to be identified as such. The final thesis must be accompanied by a declaration from the student that he or she has written the thesis independently and without using sources/material other than the specified sources and approved aids. Further, it must be declared that the final thesis has not, even partially, been used for any other examination or coursework.
- (12) The program-specific examination regulations may provide for a colloquium. The colloquium for the final thesis represents a 30 to 45-minute discussion, in which, the candidate responds to critical questions about his or her thesis and, in addition, a theme or question regarding the final thesis will be discussed in depth. The theme or question is agreed upon with the candidate at the time of registration for

the colloquium. The colloquium is to be evaluated by two examiners or an examiner in the presence of a competent assessor. The colloquium will only be conducted if the final thesis is graded at least “sufficient”.

Article 24. Evaluation and Archive of the Final Thesis

- (1) The graduating students are required to submit within a specified time the thesis package which includes:
 - a. A specific number of hard-bound copies of the final thesis to their program office as defined in the examination regulations of their study program;
 - b. One hard-bound copy of the final thesis to the Library of VGU;
 - c. One electronic copy of the final thesis to their program office and the Library;
 - d. The thesis submission receipt given to the student by the study program assistant when he/she submits the thesis package. The student must provide written confirmation on the receipt that he or she has done the thesis independently, without the use of unspecified sources or aids, and that any and all citations are marked as such. The date of submission is to be recorded.

If the final thesis is not submitted in time, it is regarded as "failed".

- (2) The final thesis should be evaluated independently by two examiners. One of them is the supervisor according to article 23 (3). The second examiner is determined by the chairman of the Examination Board. Both the supervisor and the examiner assign a grade. The overall grade of the final thesis is formed from the arithmetic average of both grades. If there is a difference of at least 2.0 on the German grading scale (which is 3.0 points on the Vietnamese scale), or one examiner evaluates the thesis as "failed" while the other evaluates it as "sufficient" or better, a third examiner is appointed by the Examination Board. The overall grade is formed by the arithmetic average of the three individual grades.
- (3) The duration of the evaluation procedure should not exceed 8 weeks.
- (4) Upon submission of the final thesis, the Library has the right to publish the final thesis in hard-bound copy and on its digital collections. The publication of the final thesis has to be authorized by the supervisor. With the agreement of the examination board, the publication of the final thesis can be deferred to protect commercial property rights or for other justifiable reasons. The format and storage medium will be decided by the Library.
- (5) The study program office will store 01 hard copy and the electronic version of the final thesis as a part of the examination folder.
- (6) Passed final theses must be archived for 20 years, and failed theses for 5 years.

Article 25. Repetition of the Final Thesis

- (1) A failed thesis can be repeated once. Another topic will be issued. A return of the topic of the thesis is permitted only as part of a re-test if the student has not made

use of this opportunity during the preparation of the first final thesis. A second repetition is not allowed.

- (2) The thesis is finally failed when the second attempt is evaluated as "failed" or regarded as "failed".

Article 26. Passing the Degree Examination and Graduation Consideration

- (1) The degree examination is passed and the Master's or Bachelor's degrees completed, if all the necessary modules and the thesis are successfully completed, possibly including the colloquium are, evaluated as at least "sufficient" and the required credit points were achieved.
- (2) The overall grade of the degree examination is calculated as the weighted arithmetic average of all the grades and credit points of the module examinations, including the thesis.
- (3) The degree examination is finally failed if;
- a. compulsory modules are definitively failed or
 - b. the thesis at the second attempt is graded as "failed" or regarded as "failed".
- (4) If the degree examination is definitively failed, the chairman of the Examination Board issues a written notice, which includes all the information about passed and failed examinations along with the reasons for the failure to pass the final examination.
- (5) If the student has finally failed the degree examination, the student is to deregister. At request, he or she receives a certificate from the examination office detailing relevant information about the passed module examinations including the grades and the acquired credit points, stating that the examination has been irrevocably failed.
- (6) The list of graduates will be distributed to the relevant departments (in the table below) to be double checked and for the approval of completion before the degree can be issued to the students.

Dormitory Management Board Department of Academic and Student Affairs	Accommodation and Transportation Fee Other Student Services Fees (if any)
Department of Strategy and Quality Management	Graduate Evaluation
Library	Return of books
Finance – Accounting Department	Payment

- (7) The degrees will only be issued after complete clearance of all responsibilities of VGU.

Article 27. Temporary Suspension, Withdrawal of Studies and Program Transfer

- (1) Students who are engaged in military service, or who have health problems, financial difficulty, urgent family affairs or other personal reasons, may be permitted to suspend their studies for a period of up to four semesters. The suspension period will be included in the maximum allowable period of study at VGU except in cases of suspension due to military service and (long term treatment of) health problems.
- (2) Students shall submit all supporting documents together with an explanatory letter for suspension of studies to the Presidential Board via the Department of Academic and Student Affairs.
- (3) The Presidential Board decides on the application and informs students of their decision. Successful applicants will be notified of the start and end date of the period of suspension. All the examination results of students are to be retained, including passed and failed modules.
- (4) Upon expiration of the suspension period, the student may only be permitted to return to his/her studies by submitting an application for resumption of studies at least one week before the start of the new semester. If the student fails to submit a report to the Department of Academic and Student Affairs according to the schedule, he/she will be classified as withdrawn.
- (5) Students intending to leave the University prior to graduation must apply for deregistration to the Department of Academic and Student Affairs. A student who leaves the University without following the proper procedures will be considered as unofficially withdrawn and no official documents will be issued to the student. A transcript of records upon approval of deregistration will only be issued after complete clearance of all responsibilities with VGU.
- (6) If the student re-applies to study at VGU after an official withdrawal, he or she must again pass the university's current admission procedures.
- (7) Students of Bachelor programs can make a request to the Department of Academic and Student Affairs to transfer to another study program only once during the standard period of study of their study program (refer to Article 5). Any such request will be reviewed by the Academic Coordinators of both study programs before submitting to the Presidential Board. If the request is finally approved by the Presidential Board, those accepted students must pay the fees for and complete the workload of any missed modules of the program they are joining.
- (8) Students must meet the admission requirements of the program to which he/she wishes to enroll.
- (9) Students must have enough time to complete all of their new study program requirements without exceeding the maximum allowable period of study for the

Bachelor's degree (refer to Article 5).

Article 28. Invalidity of the Examination

- (1) If a student has cheated in any part of an examination, and if this becomes known only after the award of the certificate, the Examination Board must amend the grades so affected retrospectively and will declare that the entire examination or part thereof has not been passed.
- (2) If the conditions governing the right to take an examination have not been fulfilled although it was not the candidate's deliberate intention to mislead the Examination Board, and if this fact should become known only after the award of the degree, the situation will be compensated for by the passing of the examination itself. If a candidate has deliberately used deception in order to be admitted, the Examination Board, with due reference to general administrative principles, will decide whether or not to revoke administrative documents acquired illegally.
- (3) A candidate shall be accorded the opportunity to make a statement before any decision is made in accordance with paragraph 1 and 2.
- (4) An examination certificate that is incorrect will be retracted and, where appropriate, a replacement will be issued.

CHAPTER VII. DEGREE AND FINAL CLAUSES

Article 29. Degree Certificate, Transcript of Records, Diploma Supplement

- (1) After announcement of the final examination results, successful students receive:
 - a. Graduates will be provided only once with a one-off temporary Certificate of academic completion signed by the President/ Vice President for Academic Affairs, while waiting for the official documents. One copy (01) of the document will be issued in English and another (01) in Vietnamese;
 - b. the Degree certifying the successful completion of the program;
 - c. the Final Transcript of Records listing passed examinations and stating the overall result;
 - d. the Diploma Supplement explaining the program curriculum and the grading system.
- (2) The awarding of the degree is certified in the degree certificate. The degree certificate shall be issued in both Vietnamese and English. The degree certificate is signed by the President/ Vice President for Academic Affairs and stamped with the seal of VGU for its programs. Additionally, in the case of joint degrees the seal and/or signature of the partner universities will be issued on the degree certificate. In accordance with the respective and current law of Vietnam on the "Management

of Higher Education Degrees and Certificates of the National Education System” each VGU degree contains a serial number and a reference number.

- (3) The Final Transcript of Records is issued in both English and Vietnamese. The certificate contains the topic and the grade of the thesis, the overall grade, and the total achieved CP. The certificate will be signed by the President/ Vice President for Academic Affairs or the Head of Academic and Student Affairs, and stamped with the seal of VGU for its programs and the additional seal and/or signature of the partner University for joint degrees. The Final Transcript of Records bears the date on which the last examination was taken. In case the last exam was the thesis, the date of submission is indicated.
- (4) The signature on certificates must indicate the signatory’s full name and position. The original degree and the Final Transcript of Records are issued only once. In case there is an error in the certificates by the issuers, the original must be re-issued.
- (5) Together with the degree and the Final Transcript of Records, a Diploma Supplement will be issued in both Vietnamese and English, including the decision on the grading scale conversion. The Diploma Supplement provides information about the student’s academic profile regarding the completed degree. The Diploma Supplement also displays the ECTS grade distribution for the final grade of the cohort.
- (6) Upon request, students leaving the university without a degree will receive a document with information about all of their VGU examination achievements (i.e. Transcript of Records).

Article 30. Loss, Duplication, Amendment and Withdrawal of Degrees and Certificates

- (1) Graduates must inform VGU if their degree or certificate (Final Transcript of Records or Diploma Supplement) has been lost.
- (2) Graduates have the right to request VGU to provide attested copies of certificates and degrees. The examination office is entitled to issue duplicates of degrees and certificates based on the degree register in the management system of VGU. This request is only accepted in case the original degree or certificate has been lost.
- (3) Degree and certificate holders can request content amendment on their degree and certificate in the following circumstances:
 - The holders of degrees and certificates received a decision or confirmation from the local authorities regarding the changes in their civil status record and ethnics, gender, and birth certificate details in accordance with Vietnam’s laws, or the laws of those relevant countries of foreign graduates of VGU.

- The degree or certificate holders request amendment of the information on their degrees and certificates which were wrongly printed by VGU or the German partner universities.

The request has to be submitted to the Examination office of VGU. The President decides on the amendment, then signs the re-issued certificates and/or degrees upon scrutiny by the examination office.

- (4) Incorrect degrees and certificates (Final Transcript of Records or Diploma Supplement) shall be withdrawn and exchanged for new ones.
- (5) Degrees and certificates are withdrawn or cancelled in the following circumstances:
 - There has been a violation in admission, examination, thesis, or cheating during the process of granting degrees and certificates detected and confirmed by the Examination Board;
 - Degrees and certificates are granted to ineligible students;
 - Degrees and certificates are granted by unauthorized people;
 - There are inaccurate and/or erased details on the degrees and certificates;
 - Degrees and certificates are misused by people other than the awarded holder.

Article 31. Documentation and Inspection of Examination Records

- (1) Degree awarding, amendment and withdrawal have to be documented in a degree register in VGU's management system. Copies of certificates and degrees must be archived for an unlimited period of time by the Department of Academic and Student Affairs. Other documents such as module recognition records must be archived for ten years.
- (2) After completion of their study program, the graduates are entitled upon request to inspect their examination records (i.e. written examinations, the related reports of the examiners and the examination protocols).
- (3) A request under paragraph 2 made to the chairman of the Examination Board can only be accepted within one year from graduation. The Department of Academic and Student Affairs determines the time and place of the inspection and conducts the inspection in the presence of the student.

Article 32. Transitional Provisions

The general examination regulations shall apply to all specific examination regulations that are adopted or amended after the adoption of this general examination regulation.

Article 33. Taking Effect

- (1) This general examination regulation comes into effect on the date it is signed.

- (2) Faculty Staff, Academic Coordinators and Heads of the relevant Departments are responsible for implementing, guiding, checking and monitoring the implementation of this regulation.
- (3) If there are any issues that require attention during the execution of these regulations, the relevant units and individuals will report them to the Presidential Board via the Department of Academic and Student Affairs for revision, modification or addendum./.