

DECISION
Issuing Procedures of Processing and Archiving Academic Results
At International University

Pursuant to Decision No. 260/2003/QĐ-TTg dated December 05, 2003 of the Prime Minister about establishing International University directly under Vietnam National University, HCMC;

Pursuant to Decision No. 867/QĐ-ĐHQG dated August 17, 2016 of the President of VNU, HCMC about Issuance of Regulations on the organization and operation of Member Universities and Schools of Vietnam National University, HCMC;

Pursuant to Decision No. 261/QĐ-ĐHQG-TCCB dated April 05, 2010 of the President of VNU, HCMC about Issuance of Regulations on the Autonomy and Accountability Performance of Member Universities;

Pursuant to Law on amendments to the Law on Higher Education No. 08/2012/QH13, which was amended by Law No. 32/2013/QH13, Law No. 74/2014/QH13 and Law No. 97/2015/QH13 issued on November 19, 2018;

Pursuant to Decision No. 43/2007/QĐ-BGDĐT dated August 15, 2007 of the Minister of Education and Training about Issuance of Regulations on Formal Undergraduate Education using Academic Credit System;

Pursuant to Circular No. 57/2012/TT-BGDĐT dated December 27, 2012 of the Minister of Education and Training, which amended Promulgation of Regulation on Formal Undergraduate Education using Academic Credit System issued about Decision No. 43/2007/QĐ-BGDĐT dated August 15, 2007 of the Minister of Education and Training;

Pursuant to Decision No. 262/QĐ-ĐHQG dated April 20, 2017 of the President of VNU, HCMC about Issuance of Regulations on Undergraduate Education;

Pursuant to Decision No. 343/QĐ-ĐHQT dated June 24, 2020 of the Rector of International University about Assigning Work for the Members of the Board of Rectors;

According to suggestion of Head of Office of Undergraduate Academic Affairs in the Statement No. 177/TTr-ĐTĐH dated July 06, 2020.

DECIDES:

Article 1. Issue together with this Decision is the Procedures of Processing and Archiving Academic Results at International University, Vietnam National University, Ho Chi Minh City.

Article 2. This Decision comes into effective on the signing date.

Article 3. Head of Office of Undergraduate Academic Affairs, Relevant Heads of units, and lecturers and students are responsible for implementing this Decision.

Places of Receipt:

- As Article 3;
- Archived at VT, OUAA

SIGNED FOR RECTOR

VICE RECTOR

Dinh Duc Anh Vu

PROCEDURES OF PROCESSING AND ARCHIVING ACADEMIC RESULTS OF INTERNATIONAL UNIVERSITY

(Issued with Decision No. 412/QĐ-ĐHQT dated July 07, 2020 of Rector of International University)

No.	Work description	Unit		Implementation time	Notes
		Assigned to	Collaborate with		
I	Processing midterm/final scores:				
1	- Send soft copy of instructions of filling and submitting scores to relevant Schools/Department (Sch/Dept)	Office of Undergraduate Academic Affairs (OUAA)	Sch/Dept	3 weeks prior the examining week	
2	- Lecturers submit Form 2 with percentage of component scores to Sch/Dept. When fully collected, Sch/Dept will submit to OUAA.	Sch/Dept Lecturers	OUAA	2 weeks prior the examining week	
3	- Lecturers will be provided with an account to directly fill in the scores on edusoft web and send the report back to Sch/Dept (with their signatures). - Sch/Dept send the score report and the signature list to OUAA.	Sch/Dept Lecturers	OUAA	- For score submission: within 15 days from the examination day of the subject. - For midterm exam and final exam score announcement on edusoft web: within 5 days after	- The score announcement for students on Edusoft Web will be done when lecturers have fully filled in the scores on edusoft web and sent the soft copy of the subject scores to the OUAA.

No.	Work description	Unit		Implementation time	Notes
		Assigned to	Collaborate with		
	<ul style="list-style-type: none"> - Visiting lecturers invited by OUAA will directly send the scores to OUAA. - For midterm exam scores: <ul style="list-style-type: none"> + Lecturers give scores and corrections of the exam to their students. + Sch/Dept inform the exam scores to the students. - For final exam scores: <ul style="list-style-type: none"> + After lecturers finish filling in the scores, OUAA will announce on edusoft web: scores of each subject, average scores of the semester, and the accumulated credits of the semester. 			lecturers have fully finished filling in the scores on edusoft web.	- Transnational students that need score sooner can have their score submission sooner than regulated.
4	<ul style="list-style-type: none"> - Score submission reminder 	OUAA	Sch/Dept	<ul style="list-style-type: none"> - 1st time: 15 days after the midterm/final examining week ended (is also the deadline for score submission of the last subject). - 2nd time: 1 week after the deadline of score submission. 	
5	<ul style="list-style-type: none"> - Scan and save the soft copy of scores on monitors. - Save the soft copy of scores in the cuff of the appropriate semester. 	OUAA	Sch/Dept	After receiving the print of scores from Sch/Dept	

No.	Work description	Unit		Implementation time	Notes
		Assigned to	Collaborate with		
II	Process of adjusting scores:				
<i>I</i>	<i>Re-examine final exam scores</i>				
a)	- Students who wish to re-examine final exam scores will submit their request at OUAA or School/Department.	Students	Sch/Dept OUAA	Within 1 day since the score announcement of the subject	
b)	- Send the soft copy of the reexamining list to relevant Sch/Dept or directly send to visiting lectures invited by OUAA.	OUAA	Sch/Dept Visiting lecturers	After the deadline of the subject's reexamination (1 week after the score announcement)	
c)	- Sch/Dept submit the reexamined scores to OUAA		Sch/Dept	At most 15 days since OUAA send the list	
d)	- OUAA fills in the reexamined scores on Edusoft system. - Update the scores of the reexamined subject, the average scores and the accumulated credits of the semester. - Announce the re-examined scores on Edusoft web. - Inform the department of Schedule and Subject Registration with re-examined cases that change the level of Intermediate English classes. - Inform the department that deals with scholarships and academic affairs to check the impact of the scores after re-examination.	OUAA	Sch/Dept	After receiving the re-examined scores from Sch/Dept	

No.	Work description	Unit		Implementation time	Notes
		Assigned to	Collaborate with		
2	<i>Score adjustment from Lecturers</i>				
a)	Lecturers that wish to adjust scores will submit the adjusted version to OUAA.	Sch/Dept Lecturers	OUAA		Chair of Sch/Dept sign to confirm the request to adjust scores from Lecturers.