

DECISION

Issuing Procedures of Organizing Examinations 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 Organizing Examinations 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 ORGANIZING EXAMINATIONS OF INTERNATIONAL UNIVERSITY
(Issued with Decision No. 411/QĐ-ĐHQT dated July 07, 2020 of Rector of International University)

No.	Work description	Unit		Implementation time	Notes
		Assigned to	Collaborate with		
1	Proposal about examination organization: School/Department (Sch/Dept) and relevant units inform the department that assign examination schedules.	Office of International Academic Collaboration (OIAC) Sch/Dept	Office of Undergraduate Academic Affairs (OUAA)	At most the second week after the add/drop week	
2	Assign examination schedule for all students: based on the proposal of examination schedule for all students	OUAA	OIAC Sch/Dept	Finish at most 2 weeks prior the first week of examination	
3	Announce examination schedule: send the soft copy to Sch/Dept and relevant units, upload on Edusoftweb Announce the returning of scores for those who cannot attend the examination date and have to retake the examination	OUAA	OIAC Sch/Dept	2 weeks before the first examination date of the first examination week	Announce on edusoft

No.	Work description	Unit		Implementation time	Notes
		Assigned to	Collaborate with		
4	Come up with the examination questions, answers, and rubrics	Lecturers	Sch/Dept and relevant units	At least 4 working days prior the examination date	
5	Pay proctoring fees in advance, allocate the fees to School/Department and relevant units	OUAA	Office of Finance and Planning (OFP) OIAC Sch/Dept	1 week prior to the first examination week	OIAC and Sch/Dept send cost estimation of their units to OUAA
6	Distribute examination papers, draft papers, examination bag to Sch/Dept and relevant units: sign to confirm	OUAA	OIAC Sch/Dept	The week prior the first examination week	
7	Send request of proctoring general study subjects assistance to Sch/Dept and relevant units	OUAA	Relevant units	At least 4 working days prior the examination date	
8	Send proctoring schedule to leaders and protors of general study subject to all the relevant units	OUAA	OIAC Sch/Dept	At least 3 working days prior the examination date	
9	Send soft copy of examination room signing list to Sch/Dept and relevant units	OUAA	OIAC Sch/Dept	At least 3 working days prior the examination date	
10	Copy the examination questions, prepare examination bags	Relevant units		At least 1 working days prior the examination date	
11	Monitor and deal with problems that might arise	Relevant units		During the examination week	
12	Transfer examination papers, mark the papers, submit the marked papers, announce the scores	Relevant units		At most 20 working days from the examination date	

No.	Work description	Unit		Implementation time	Notes
		Assigned to	Collaborate with		
13	Students request to retake the midterm examination (in personal) with acceptable reasons Students request to postpone the final examination (later received scores labeled "I") with acceptable reasons	Students	OUAA OIAC Sch/Dept Lecturers	At most 3-5 working days after the examination date	Lecturers give students consultation about their assessment records. Sch/Dept/OIAC give consultation on students' requests OUAA receive and submit to get confirmation from the Board of Rectors (for personal retake of midterm examination).
14	Fulfill the advance proctoring fees	OUAA	OIAC Sch/Dept	2 weeks after the last examination week	OIAC and Sch/Dept send the Final Settlement of Sch/Dept to OUAA to gather in the week after the last examination week