

No: 502/QD-UEF

Ho Chi Minh City, September 1, 2022

DECISION

promulgating on the regulations for the conduct of final exams

PRESIDENT

OF HO CHI MINH CITY UNIVERSITY OF ECONOMICS AND FINANCE

Pursuant to the Law on Higher Education dated June 18, 2012 and the Law amending and supplementing a number of articles of the Law on Higher Education dated November 19, 2018;

Pursuant to Decree No. 99/2019/ND-CP dated December 30, 2019 of the Government detailing and guiding the implementation of a number of articles of the Law amending and supplementing a number of articles of the Law on Higher Education;

Pursuant to Circular No. 08/2021/TT-BGDĐT dated March 18, 2021 of the Minister of Education and Training on promulgating Regulations on university level training;

At the request of the University's Chief of Office, Head of Department of Testing Services and Head of Department of Academic Services.

DECISION:

Article 1. Issued together with this Decision Regulations for the conduct of final exams of Ho Chi Minh City University of Economics and Finance.

Article 2. This Decision takes effect from the date of signing and replaces Decision No. 324/QD-UEF dated September 14, 2019 of the President promulgating Regulations for the conduct of final exams . All previous regulations contrary to this regulation are annulled.

Article 3. The Chief of the University Office, the Head of Department of Testing Services and leaders of relevant units are responsible for implementing this decision./.

Recipients:

- Announced on the electronic information page;
- As Article 3;
- Archive: VT.

PRESIDENT

Nguyen Thanh Giang

REGULATIONS

for the conduct of final exams

*(Attached to Decision No. 502/QĐ-UEF dated September 1, 2022
 of the President of Ho Chi Minh City University of Economics and Finance)*

Chapter I

GENERAL RULES

Article 1. Adjustment object

This document regulates the organisation of exams, marking and handling of violations in final exams at Ho Chi Minh City University of Economics and Finance.

Article 2. Scope of application

This regulation applies to:

1. Ho Chi Minh City University of Economics and Finance and related individuals.
2. Students of regular university training programmes, transfer, second degree, work-study, and international programmes at Ho Chi Minh City University of Economics and Finance.

Article 3. Responsibility for organizing the final exams

1. All units, departments, faculties, centres, and institutes under the University are responsible for coordinating with the Department of Testing Services in organizing the final exams in accordance with the regulations of the Ministry of Education and Training and the regulations of the University. .

2. Responsibilities of the Department of Testing Services

a) Organize, operate and manage the entire exam in accordance with the regulations of the Ministry of Education and Training and current regulations of the University.

b) Receive final exam schedule for each semester; each batch from the training management unit.

c) Prepare a list of officials and employees participating in the organisation of the exam on the basis of mobilizing maximum lecturers from the faculties to meet the requirements for organizing the exam.

d) Receive a list of students participating in the exam from the training management unit.

d) Organize printing, packaging, and sealing exam paper according to security regulations.

e) Prepare badges, forms, minutes, exam papers, stationery and other items related to the exam.

g) Deliver and receive test papers and transcripts according to current regulations of the University.

h) Organize re-examination and transfer the results to the Department of Academic Services.

i) Report the status and results of the exam to the President according to the regulations of University.

3. Responsibilities of the Department of Academic Services

a) Prepare exam schedules and announce exam schedules to students on time.

b) Transfer the exam list to the Department of Testing Services on time.

c) Receive students' applications for re-evaluation and notify students of re-evaluation results.

4. Responsibilities of the Student Affairs Department

a) Thoroughly grasp the awareness and serious attitude in exams to each student; Urge students to pay tuition fees on time as prescribed by the University.

b) Inform students about the use of student cards, or photo identification documents, and dress according to University regulations during exams. In case the card has not yet been issued to new students or students are waiting to have their card re-issued, the Student Affairs Department must issue a confirmation (or receipt) to the student to participate in the exam.

5. Responsibilities of the University Office:

Support for administrative and clerical work for the exam.

6. Responsibilities of the Inspection Committee

Plan and assign exam supervisors according to the published exam schedule, ensuring seriousness, fairness, and objectivity in the exam.

7. Responsibilities of the Department of Facilities Management

Prepare adequate facilities to serve the exam such as: opening the exam room on time, cleaning the exam room, fully arranging tables and chairs, electrical, sound, lighting, and security systems, transportation.

8. Responsibilities of the Information Technology Centre:

Fully prepare computers, network systems and other equipment for the exam.

9. Responsibilities of the Department of Finance

Prepare funds for exams, pay remunerations to members participating in exams. Make a list of students with tuition debt (attached with data files) and send it to the Department of Academic Services to promptly handle exam bans for students who still owe tuition.

10. Responsibilities of specialized faculties, institutes and centres

a) Deliver exam paper or test bank matrices to the Department of Testing Services to organize the exam on time.

b) Organize the grading of exams and transfer transcripts to the Department of Testing Services on time.

c) Organize re-examination according to regulations and transfer transcripts to the Department of Testing Services on time.

Article 4. Steps to carry out exam organisation

1. Exam organisation is carried out according to the University's current final exams organisation process.

2. The review process is carried out according to the current review process of the University.

Chapter II

ORGANISATING AND GRADING THE FINAL EXAMS

Article 5. Develop exam schedule and assign personnel at the exam site

1. Build exam schedule

a) The Department of Academic Services develops a scientific, reasonable, and optimized exam schedule, ensuring to best serve the learning and exam needs of students. Basis for building exam schedule: full-course training programme, teaching and learning chart for academic year, semester timetable, facilities, current exam room fund.

b) The exam schedule for full-time students is arranged from Monday to Saturday of the week according to the training chart of each semester of academic year.

c) Exam schedules for students of other programmes are arranged on weekdays according to each class schedule.

d) Depending on the time of each exam subject, physical conditions, exam room funds, etc., 1 to 2 exam shifts can be arranged in each exam session.

2. Assign personnel at the test site

a) Each exam room (according to the list) has 02 the proctors.

b) Each Secretary is in charge of a maximum of 08 rooms.

c) Each Supervisor is in charge of a maximum of 07 rooms.

Article 6. Exam papers of the final exam

1. Some requirements for the exam papers

a) The format of the exam papers must follow the format prescribed by the University. On each exam, there is no specific exam time, but only exam number 1, number 2, and number 3.

b) The exam papers must have content corresponding to the exam time. The content must be within the amount of knowledge and skills taught; consistent with the course content specified in the programme; classify student learning outcomes; must clearly state whether to use the documents or not; Exam paper must be correct and standard in common vocabulary, grammar, and spelling. In case there are errors while copying and printing exam paper, corrections must be made in the exam paper and must be signed and confirmed by the faculty (subject) that approved the exam paper.

c) The exam papers must not repeat verbatim semester exams, test questions, exercises, or review questions that have been previously disseminated to students, including exams that require retakes.

d) Exam time for essay and multiple-choice exams is prescribed as follows:

- 2 or 3 credit courses: 60 minutes
- 4-credit courses: 90 minutes

d) For some specific subjects that require exam times different from the above regulations, the Faculty will submit a report to the Department of Testing Services to the President for consideration and approval.

e) For the written exam (essay), the instructor compiles a set of exam paper including 03 exam paper + 03 answers/exam/exam subject (content of exam paper is different) . Each exam question must not be longer than 6 A4 pages.

g) For multiple-choice exam courses that do not have a test bank, the instructor compiles a set of test questions including 02 test questions/test case/test subject (the contents of the test questions are different) . Each exam question is shuffled into 02 question codes.

h) For exam paper extracted from the University's exam bank, the Head of the Department of Testing Services is responsible for selecting questions in the test bank and combining exam paper based on the exam matrix of the Faculty/Department. Deadline for submitting exam matrices: no later than 2 weeks before the exam date.

i) Signing and sealing the exam paper and handing over the exam paper is done according to Clause 5 of this Article.

k) The oral exam is compiled into sets of questions (minimum 10 questions) for students to draw.

2. Responsibilities of the lecturer setting the exam paper

a) The lecturer is the main person responsible for the quality of the exam.

b) The lecturer are not allowed to send exam paper via email.

c) Lecturers must sign and seal the exam paper before handing them over to the Faculty (Department). At least 3 weeks before the exam, the lecturer assigned to the exam must send the sealed exam set to the Faculty (or Department) for approval.

d) The lecturer who sets the exam paper is responsible for being on-site (in person or by phone) to resolve problems with the exam paper (if any) during the exam.

3. Responsibilities of the Faculty (Department)

a) Based on the nature and professional requirements of the subject, the Dean (of the subject) discusses with the lecturer about the content and requirements of the exam. After checking the exam paper, the Head of the Faculty (subject) signs and approves the exam paper and seals the exam paper (envelope containing the exam paper according to the University's form).

b) The Faculty (Department) must send the approved exam paper to the Department of Testing Services at least 2 weeks before the exam.

4. Responsibilities of the Department of Testing Services

a) Randomly select 02 essay exam questions/exam and 01 multiple choice exam/exam .

b) Responsible for organizing printing , checking, packaging, and sealing exam paper at the exam copy printing room. During the implementation process, Department of Testing Services staff must comply with regulations: recall and seal original exam paper for storage; Handling and canceling excess or damaged photocopies of exam paper; Absolutely do not leave your position while copying the test. After printing copies of the exam paper, counting them, putting them in the exam bag and sealing them. The exam bag must ensure a sufficient number of exam paper and have complete and accurate information printed on the bag (the exam bag follows the University's form).

5. Exam security

a) For the lecturer setting the exam paper: Must keep absolutely secret the content of the exam they compiled; Send the exam paper (with your sealed signature) to the Faculty (Department) for approval.

b) For Faculty (Department): Organize serious and confidential review of exam paper; The reviewer must sign and seal the exam and send it to the Department of Testing Services.

c) For the Department of Testing Services: Manage all test questions in the test cabinet in the Department of Testing Services. The Head of the Department of Testing Services is fully responsible for the preservation and security of exam paper. Original exam paper (hard copies and soft copies stored on the device) and exam bag must be stored in a securely locked cabinet.

6. Delivery and receipt of exam paper

a) When delivering and receiving exam paper, departments and individuals must comply with the following principles: Check the security of exam paper, seal signatures (or seals), and sign for confirmation on the exam exam delivery record.

b) The transportation of test bags to testing facilities is carried out by the Department of Testing Services to ensure confidentiality, safety and timeliness for the exam.

Article 7. Responsibilities of exam proctors, secretaries and exam room supervisors

1. Responsibilities of exam proctors (CBCT)

a) Dress politely (don't wear t-shirts, jeans, short skirts above the knee, etc.) when taking the exam, don't use cell phones, don't talk in private, do private work, don't smoke, drinking beer or wine while on duty.

b) Strictly follow the exam schedule. In case of absence due to legitimate reasons (or force majeure), you must immediately report to the Head of the Examination Department for timely resolution.

c) Must be present on time to perform tasks in the following order:

- 30 minutes before the exam, the examiner must be present at the council room for the opening session and receive the exam list, exam papers, draft papers, exam questions, etc.

- 15 minutes before the exam, CBCT 2 gives the registration number and CBCT 1 calls students into the exam room. CBCT 2 checks the items students bring into the exam room, checks student cards and identification documents with photos to identify and compare with the list of students taking the exam; CBCT absolutely does not arbitrarily add student names to the exam list.

- CBCT 2 distributes exam papers, instructs students to write down their registration number, fill in their names and write all items on the exam paper before taking the test; CBCT1 is not allowed to sign in advance on the exam paper and draft paper, only sign and clearly state their full name on the exam paper and draft paper when checking and comparing photos in the student card and the student has filled in all personal information.

- When it's time to distribute exam paper, CBCT 1 holds up the exam bag so students can clearly see that the seal is still intact, peels off the exam bag and distributes exam questions to each student, CBCT 2 covers the entire exam; If you have any questions about the exam, the CBCT immediately reports it to the Head of the Department of Testing Services for resolution.

- CBCT1 clearly states on the board the following contents: exam subject, time, whether or not to use materials, number of students present on the exam list.

- During exam time, CBCT 1 covers from top to bottom of the room, CBCT 2 covers from bottom to top of the room until the end of exam time.

- Only allow students to leave the exam room as early as 2/3 of the exam time, after students have submitted their homework and exam paper. As for multiple-choice exams, students are only allowed to leave the exam room after the CBCT has collected and controlled all the tests in that exam room. If a student is unusually sick or has a legitimate need to temporarily leave the exam room, the CBCT must notify the supervisor or Head of the Department of Testing Services to resolve the matter.

- In case a student violates exam regulations, the CBCT must make a disciplinary record according to regulations. If there is an unusual situation, you must immediately notify the Head of the Department of Testing Services to resolve it.

- 15 minutes before the end of the exam time, notify the remaining time to the students taking the exam.

- When there is an end-of-test signal, the examiner asks students to stop doing the test, officer 1 collects the students' papers, including those of students who have been disciplined, officer 2 maintains order and discipline in the exam room. . When receiving the exam, you must check the number of exam papers the student has submitted, ask the student to write down the paper number and sign the list of students participating in the exam (absolutely do not let students sign in advance on the student list). take the exam while taking the exam).

- After collecting the exams, the examiner checks and arranges the exams in order in the list of students participating in the exam (from small to large). Disciplinary action records (if any) must accompany the student's exam. Both officials directly brought test bags and reporting forms according to regulations to hand over to the test site secretary.

- After handing over the test papers, each test bag is sealed on the spot by the secretary. Both examiners must sign the seal on the sealed edge of the test bag and sign the exam handover book from the test officer to the scoring secretary. exam.

2. Responsibilities of the secretary

- a) Prepare complete documents, stationery, list of students taking the exam (including list of students taking the debt repayment exam) and related documents to hand over to each exam room.

- b) Receive the exam papers and all types of minutes from the CBCT at the end of each exam shift. Report the status of CBCT and supervision to the Head of Department of Testing Services.

3. Supervisor's responsibilities: Regularly supervise the implementation of exam regulations by officials and students, check and remind officials to confiscate documents and technical means illegally brought by students into the exam room, and make records Disciplinary action against officials and students who violate exam regulations.

Article 8. Responsibilities of students taking the exam

- 1. Students must be present at the exam room at least 15 minutes before the exam time to complete the exam procedures. Students who arrive more than 15 minutes late from the time the exam is scheduled will not be allowed to take the exam.

- 2. When entering the exam room, students must strictly comply with the following regulations:

- a) Wear the correct University uniform; Present your student card for CBCT to check.

b) You are only allowed to bring into the exam room pens, pencils, compasses, erasers, rulers, electronic calculators without memory cards, without text editing functions and textbooks and documents (if the exam allows). .

c) Do not bring into the exam room documents (if the exam does not allow it), laptop computers, carbon paper, erasers, technical means of recording, transmitting, transmitting information, recording audio, video recording, storage devices. Information that can be used for exams and other materials. In special cases, at the request of the instructor, students may be brought into the exam room with some tables, documents and computers to facilitate taking the exam.

d) Before taking the exam, you must write your full name, registration number (or serial number according to the exam list) on the exam paper and must ask the officer to sign and clearly write his/her full name on the exam paper.

d) Assignments must be written clearly, cleanly, without creases, markings or special symbols. It is strictly forbidden to take the exam with two types of ink, or with a red pen. You must protect your work and strictly prohibit any acts of cheating. You are not allowed to view other students' work. You are not allowed to exchange opinions or exchange documents while doing the test.

e) If you need to ask a CBCT something, you must ask it publicly. Must maintain order in the exam room. In case a student is sick, the Head of the Examination Department will decide on specific handling (transfer to the Health Department or Hospital).

g) When the exam time ends, you must immediately stop taking the exam and submit the exam as requested by the CBCT. If students cannot complete the exam, they must also submit exam papers. When submitting the exam, students must clearly state the number of exam papers they submitted and sign their names on the exam list.

h) Students are only allowed to leave the exam room after 2/3 of the exam time and after submitting their assignments and exam paper to the CBCT. As for multiple-choice exams, students are only allowed to leave the exam room after the CBCT has collected and controlled all the tests in that exam room.

Article 9. Grading the final exams

Head of Faculty (subject) are responsible for assigning lecturers to mark the final exam. Exam marking must be done seriously, objectively, accurately and fairly.

1. Grading the essay test

a) The department secretary receives the final exam at the Examination Department, then hands over the final exam to the instructor assigned to mark the exam. The examiner and the department secretary opened the seal on the exam bag to check the exam number and sign for handover. In case there is a discrepancy between the number of actual exams and the list of students who signed and submitted their exams, a record of the incident must be made (signed and confirmed by the faculty leader) and immediately reported to the leader of the organizing unit. The exam authorities know to consider and resolve the issue.

b) Grading the exam is made by 02 lecturers.

c) After marking the exam, the examiner submits the transcript to the Faculty within the prescribed deadline. Absolutely do not lose students' exam papers and exam lists.

2. Grading computer-based exam courses

a) The Information Technology Centre is responsible for storing all student exam data immediately after the end of each exam shift.

b) The Department of Testing Services transfers all test data to the Faculty of Professional Management so that the Faculty can hand it over to the examiner. Test data must be encrypted, ensuring confidentiality before handing over.

3. Grading multiple choice exams

Grading multiple-choice exams can be done in one of two ways: using computer-based marking software or marking manually.

4. Grading the oral exam

a) There must be 02 lecturers at each exam table. Students participating in the exam are given lots of exam paper, and are only allowed to change the topic once with the permission of the exam teacher and the preparation time to answer is 10-15 minutes.

b) Total time for presenting and answering students' questions should not exceed 15 minutes/student.

c) Students' oral exam scores must be announced publicly immediately after each exam session.

5. Grading essay exams

a) Lecturers assign topics for students to carry out, giving specific instructions on content, requirements, assessment methods, form, and submission time.

b) A valid essay is one that is submitted to the correct class, to the correct course, and on time.

c) Instructors receive assignments, grade them, and submit scores to the Department of Academic Services according to regulations.

6. Grading the final report exam

a) Lecturers assign topics for students to carry out, giving specific instructions on content, requirements, assessment methods, form, and submission time.

b) A valid report means work submitted to the right class, the right course, and on time.

c) According to the exam schedule announced by the Department of Training, students make final reports according to each class and the evaluation of the report is done in the form of an oral exam.

d) Instructors grade and submit test scores to the Department of Testing Services according to regulations.

Article 10. Handling special cases in grading exam

1. Deduct points from the test

a) Exams with unusual signs will be graded collectively. If there is enough evidence for the examiner to conclude that there is an intentional error in marking a student's work, 50% of the entire score will be deducted from that work.

b) For identical exams, 50% of the exam score will be deducted: Two examiners will make a record of the above exams. If the student being punished has enough evidence to prove that he or she was actually cheated, the Head of the Examination Department will consider reducing the disciplinary level from a warning to a reprimand or exemption from prosecution.

2. Score zero (0): for exams written on scratch paper or paper that does not comply with exam regulations.

Article 11. Putting test scores on the grade report at the end of the course

1. The lecturer uses a blue ink pen to write test scores in words on the grade report at the end of the course and uses a black oil marker to fill in the score box with the correct score value in words, including the score. If the decimal is odd, you must fill in the circle and cover the point box. If there is an error while filling in, the lecturer will use an eraser to erase the incorrect box, then re-color the correct box and sign to confirm the correction outside the printing area on the same line as the student's name.

2. After the lecturer finishes grading the final exams, records the exam results and signs the scorecard, the Dean of the department (subject) is responsible for signing and certifying the scorecard.

3. The secretaries of the departments are responsible for checking accurately, completely, and comparing the highlighted points with the written points on the scoreboard before submitting to the Dean for approval.

4. For computer-based exam courses, the Department of Testing Services prints the exam results table, signs it and hands it over to the Department of Academic Services along with a general data file (saved on CD/DVD, excel file format).

5. After the end of the exam, the Department of Testing Services compiles a list of students who violate exam regulations, disciplinary action (if any), and sends it to the Department of Academic Services for deduction of test scores according to regulations.

Article 12. Deadline for submission and announcement of final exam scores and marking scheme

1. The final exam score sheet is made into 03 copies (01 original, 02 copies): 01 copy is kept at the Faculty office, 01 original and 01 copy is transferred to Department of Testing Services no later than 07 days from the date of the corresponding exam. The Department of Testing Services sends the original to the Department of Academic Services to enter scores and handle further work.

2. At the end of the deadline for submitting transcripts according to regulations, the department secretary prepares a list of lecturers who have not submitted transcripts and sends it to the department leaders for handling and sanctions according to regulations.

3. The Department of Academic Services is responsible for announcing test scores to students no later than 10 working days from the corresponding subject test date.

4. The Department of Testing Services is responsible for publishing exam subject answers on the website no later than 1 week after the end of the exam period.

Article 13. Archiving score sheets and exam papers

1. The list of final exam scores is stored in the Department of Academic Services for at least 10 years after the student graduates.

2. The final exams is stored in the Department of Testing Services for at least the end of the training course, and not less than 2 years from the end of the exam.

Chapter III

HANDLING VIOLATIONS

Article 14. Handling officials who violate exam regulations and lecturers who submit final exam scores late

1. Persons participating in the work of organizing exams, invigilating exams, setting exam paper, and marking exams, if they violate regulations (discovered while on duty or after the exam has ended), depending on their behavior and severity. The following disciplinary measures will be applied:

a) Reprimand : Applicable to those who commit one of the following errors:

- Arriving late for the prescribed exam administration time.
- Do not sign exam papers (in the entire exam room or many students in the exam room), student's draft papers.
- During the examination, he voluntarily left his position to do other things.
- Missing 01 exam proctoring session without reporting to the exam organizer without a valid reason.
- Submitting exam paper or transcripts 01 time late than prescribed.

b) Warning: Applicable to those who commit one of the following errors:

- Missing 2 or more exam proctoring sessions (in a academic) without reporting to the exam organizer without a valid reason.
- Allow students to freely copy, bring and use illegal documents during the exam to be detected and recorded by supervisors.
- Do not make records for students who have been found to have violated the regulations.

- Losing transcripts, exam papers, or submitting exam paper or transcripts two or more times late than prescribed.

- Exam grading, adding scores, and entering scores have many errors.

c) *Salary reduction or forced dismissal:* Applicable to those who commit one of the following errors:

- The exam paper have many errors, causing negative consequences for the organisation of the exam.

- Revealing exam paper, buying and selling exam paper.

- Bring exam paper out, bring solutions from outside into the exam room or help students take the exam during the exam.

- Directly solve the exam or guide students during the exam.

- Take this student's exam and give it to another student.

- Swapping student exams.

- Cheating while marking exams and entering scores. Scoring incorrectly with the intention of increasing or lowering the test score compared to the answer key.

- Correct, add or subtract students' work to increase or decrease scores.

- Correcting falsified score data, scores on tests, scoreboards, etc.

2. The handling and disciplinary action for violators of the regulations will be decided by the Council for Emulation, Commendation, and Discipline of the University on the basis of reports and submissions from the Department of Testing Services.

3. Disciplinary action against violators will be considered in assessing the level of task completion, voting for emulation titles, and considering promotions and salary levels for officials - lecturers - staff at the end of academic year.

Article 15. Disciplinary action against students who violate exam regulations

Any violation of exam regulations will be recorded, disciplined and notified to students.

1. Reprimand for students who make a mistake once: look at your work, discuss with you (this form is decided by the exam invigilator in the prepared minutes). Students who are reprimanded while taking a subject will have 25% of their test score deducted for that subject.

2. Warning to students who commit one of the following errors:

a) I was reprimanded once but continued to violate that subject during exam time.

b) Exchange your homework or scratch paper.

c) Copy other people's work. Tests that have the same conclusion will be treated the same. If the person being punished has enough evidence to prove that he or she was cheated, the Head of the Department of Testing Services can consider reducing the disciplinary level from a warning to a reprimand or exempting him from prosecution.

d) Students who receive a disciplinary warning while taking a subject will have 50% of their test score deducted for that subject. The form of disciplinary warning is drawn up by the CBCT, collects evidence and clearly states the proposed disciplinary form in the record.

3. Suspension of exams for students who commit one of the following errors:

- a) I was warned once but continued to violate that subject during exam time.
- b) Bring documents and mobile phones into the exam room (whether used or unused).
- c) Acting aggressively or threatening responsible officials during the exam or other students.
- d) Submit exam paper or receive solutions from outside the exam room.
- d) Write and draw content unrelated to the test.

The form of exam suspension is recorded by the CBCT, collects evidence and is decided by the Head of the Department of Testing Services.

a student is disciplined and suspended from taking an exam during a course , the final exam of that course will receive a score of 0 (zero); Must return assignments and exam questions to CBCT.

4. Students who take the exam for them or ask someone to take the exam for them will be disciplined at the level of a term suspension .

5. Data from surveillance cameras is one of the official bases for considering and handling violations of exam regulations.

Chapter IV

TERMS ENFORCEMENT

Article 16. Enforcement

This regulation takes effect according to the Decision issued by the Principal.

Article 17. Amendment of Regulations

During the implementation process, if there are unreasonable contents that need to be amended or supplemented, units and individuals request the Principal to consider making adjustments so that the Regulations are consistent with the provisions of law and the actual situation of the University./.

PRESIDENT

Nguyen Thanh Giang