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UNDERGRADUATE ASSESSMENT AND PROGRESSION POLICY

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INTRODUCTION

British University Vietnam (BUV) is committed to providing a rigorous, transparent, and student-centered academic framework that upholds the highest standards of quality in higher education. This policy establishes the academic regulations governing undergraduate programmes awarded by BUV and recognised under the Vietnamese higher education system.

The policy reflects BUV's dedication to academic excellence, equity, and continuous improvement while ensuring full compliance with Vietnamese Ministry of Education and Training (MOET) regulations and alignment with international best practices in quality assurance.

PURPOSE

The purpose of this Policy is to establish a clear, consistent, and institution-wide framework for the governance and implementation of undergraduate academic regulations at British University Vietnam (BUV). The Policy defines the principles, scope, and authority underpinning academic decision-making related to student enrolment, progression, assessment, and graduation.

This Policy provides an authoritative and auditable framework to ensure that undergraduate academic regulations are applied consistently, transparently, and equitably across all programmes and modes of study, in compliance with the requirements of the Vietnamese Ministry of Education and Training and applicable legal and quality assurance standards.

This Policy aims to:

- ensure compliance with MOET regulations and applicable legal requirements;
- promote fairness, transparency, and consistency in academic processes and decisions;
- support student learning, progression, and achievement through clearly articulated academic expectations;
- enable effective quality assurance, monitoring, and continuous improvement of academic standards; and
- provide a stable and auditable reference framework for associated academic procedures and operational guidelines.

A. SCOPE AND APPLICATION

1. This Policy applies to all undergraduate students enrolled in British University Vietnam (BUV) Own degree programmes, and the BUV-only parts of dual programme.

2. The Policy governs the application of undergraduate academic regulations relating to programme structure, enrolment status, assessment, progression, reassessment,

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academic performance, and graduation, as defined within its provisions and associated academic procedures.

3. This Policy does not apply to students enrolled in collaborative, joint, or dual degree programmes awarded by international partner universities, nor does it apply to postgraduate programmes.

4. This Policy is developed in compliance with the relevant regulatory framework issued by the Vietnamese Ministry of Education and Training, including Circular No. 08/2021/TT-BGDĐT on the promulgation of regulations on undergraduate education, together with any related amendments, extensions, or replacement regulations issued by MOET. The Policy also aligns with the principles of the ISO 9001:2015 Quality Management System. In the event of any updates or newly issued regulations that are inconsistent with the provisions of this Policy, the applicable MOET regulations shall prevail, and this Policy shall be reviewed and updated accordingly.

B. DEFINITIONS

For the purposes of this Policy, the following academic terms shall apply.

1. *BUV Own Programme* refers to an undergraduate programme developed, delivered and awarded by BUV under the credit-based system, comprising compulsory modules and meeting the training programme standards prescribed by the Ministry of Education and Training (MOET).

2. Module means a group of courses and other learning and research activities that share characteristics in terms of specialisation and have identifiable roles in achieving a set of objectives and learning outcome standards of an educational programme, according to Circular No. 17/2021/TT-BGDĐT (as amended). A module is normally delivered within one academic semester.

3. *Credit* shall be equivalent to 50 hours of study by a learner, including time for class attendance, study with instructions, self-study, research, experiences, examinations and assessments.

4. *Academic Load* refers to the total number of credits that a student is required to complete in order to graduate from a programme, including both mandatory and elective modules.

The following terms describe student enrolment and study status.

5. *Transfer Student* is a student who transfers to BUV from another programme, campus, or higher education institution.

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6. *Exchange Student* is a student who temporarily studies at a partner institution under a formal exchange agreement, either outbound from BUV or inbound from a partner institution.

The following assessment-related terms are used throughout this Policy.

7. *Module Grade* is the final grade awarded for a module, calculated based on the applicable formative and summative assessment components.

8. *Grade Point Average (GPA)* refers to the weighted average of grade points achieved by a student, calculated on a 4.0 scale for credit-based programmes. For transcript purposes, the GPA shall be rounded to two decimal places.

9. *Cumulative GPA* is the weighted average of all module grades earned from the commencement of the programme up to a specified point in time.

10. *Academic Warning* is a formal notification issued to students whose academic performance falls below the required academic thresholds.

The following terms relate to programme structure and progression.

11. *Mandatory Module* is a module that all students within a programme are required to complete.

12. *Elective Module* is a module selected by students from an approved list to fulfil programme requirements.

13. *Prerequisite* is a module or academic requirement that must be successfully completed before a student is permitted to enrol in a subsequent module.

14. *Recognition of Prior Learning (RPL)* refers to the process by which learning achieved through formal, non-formal, or informal means is assessed and formally recognised toward a programme of study.

C. POLICY FRAMEWORK

1. All academic regulations at BUV are underpinned by core academic principles prescribed by the Vietnamese Ministry of Education and Training. These principles include integrity and honesty, requiring that all regulations be applied in a serious, impartial, reliable, and honest manner. Equity and fairness are central to the framework, ensuring that academic regulations are implemented consistently across students within the same class, across different classes, programmes, and modes of study. Transparency is maintained through the clear communication and accessibility of academic requirements, processes, and decisions to all students. In addition, a student-centred approach is adopted to support student learning, progression, and success while upholding established academic standards.

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2. All BUV Own undergraduate programmes are developed in accordance with defined programme development and quality standards. Programmes are designed using the credit-based system with clearly structured modules and must meet the training programme standards and requirements set by the Ministry of Education and Training. Each programme specifies the total academic load and the requirements for degree completion, applies consistent content and learning outcomes across all approved modes of study, and includes standard learning plans for each mode of delivery. Programme information is formally announced to applicants prior to admission and reconfirmed at the commencement of the programme.

3. The duration of study and academic load for each programme are regulated to ensure compliance with national requirements and academic feasibility. Students are required to complete their studies within the maximum timeframe prescribed by Ministry of Education and Training regulations, which shall not exceed twice the standard study duration.

4. BUV employs comprehensive and systematic assessment and grading standards to evaluate student learning and academic achievement. Assessment methods are designed to measure the attainment of defined learning outcomes and incorporate both formative and summative components. Transparent grading criteria and marking rubrics are applied consistently across all assessments, and timely feedback is provided to support student learning and improvement. These standards are implemented to ensure consistency, fairness, and reliability in academic evaluation.

5. Students are required to maintain satisfactory academic progression in order to continue their enrolment in a programme. This includes meeting the minimum Grade Point Average (GPA) requirements on both a semester and cumulative basis, completing prerequisite modules prior to enrolling in advanced modules, and complying with attendance and participation requirements. Students are also expected to respond appropriately to any academic warnings and to engage with academic intervention measures implemented by the University to support continued progression.

D. ACADEMIC REGULATIONS FOR UNDERGRADUATE DEGREES

Article 1: Compliance with regulations of Vietnam Ministry of Education and Training

Academic regulations are developed in accordance with Circular No. 08/2021/TT-BGDDT on Promulgating Regulation on Undergraduate Education to ensure compliance with the circular. This document should be read in conjunction with Circular No. 08/2021/TT-BGDDT, its amendments, extensions and replacements.

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Article 2: BUV Own programmes and study duration

2.1. BUV Own programmes are developed using the credit system and comprise of modules (hereinafter collectively referred to as "modules"), which include all mandatory modules and meet training programme standards according to existing regulations of the MOET. Dual-degree programmes and major/minor degree programmes must specify the total academic load and academic load of each degree.

2.2. Content and expected learning outcomes of a BUV Own programme shall apply to all modes of study, methods for training organisation and types of students enrolled in that programme. For those holding a qualification at a different level or in another major, the actual academic load shall be determined on the recognition of prior learning (RPL), taking into consideration accumulated credits. Students can be exempted from taking modules already completed in the previous training programme.

2.3. BUV Own programmes must be announced to applicants before admission and at the start of the course; changes relevant to BUV Own programmes shall be made in accordance with existing regulations and announced before implementation so as not to affect students negatively.

2.4. BUV Own programmes shall have a standard learning plan for the whole programme for each mode of study to provide orientations for students.

For full-time study, the study duration according to the standard learning plan for the whole training programme must be appropriate to the duration provided for in the structural framework of the national education system and enable the majority of students to complete the BUV Own programme;

For part-time study, the study duration according to the standard learning plan for the whole BUV Own programme must be at least 20% longer than that of the full-time mode.

2.5. Maximum time limit for students to complete a BUV Own programme is 02 times the study duration according to the standard learning plan for the whole programme for each mode of study. For students with modules exempted following the RPL, maximum time limit for them to complete a programme shall be determined by deducting the amount of study time corresponding to the completed academic load from the study duration according to the standard learning plan of the whole programme.

BUV Own programmes' detail and study duration limit are detailed in programme handbooks.

Article 3. Methods for training organization

BUV applies different methods for training organisation depending on the programme design.

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3.1. Year-based training is a method in which all mandatory modules of a training programme are organised into relatively fixed classes, enabling students within the same cohort to follow a standard learning plan and a common timetable, except for elective modules or retaken modules.

Students whose study progress is satisfactory may advance to the next academic year in accordance with the standard learning plan and are required to retake any failed modules in compliance with the regulations set out in this Policy.

Students whose study progress is unsatisfactory must retake failed modules at the next available opportunity in accordance with the regulations of the training programme.

3.2. Credit-based training is a method in which modules are organised into classes in line with BUV's teaching plan, allowing students to accumulate credits for each module and pursue the programme based on individual learning plans.

Students who fail a mandatory module are required to retake that module or take an equivalent module in accordance with BUV regulations, or a substituting module where the failed module is no longer offered.

Students who fail an elective module must retake that module or take another elective module in accordance with the regulations of the training programme.

3.3. The method of training organisation applicable to each programme is specified in the relevant programme handbook. As of 2025, all BUV Own programmes are delivered using the year-based training method.

For future programmes, BUV may select and apply an appropriate training method, including applying credit-based training consistently across all cohorts and modes of study, applying year-based training consistently across all cohorts and modes of study, or applying credit-based training to certain cohorts or one mode of study while applying year-based training to other cohorts or modes of study.

Article 4. Modes of study

4.1. The mode of study applicable to each programme is specified in the relevant programme handbook. As of 2025, all BUV Own programmes are delivered in the full-time mode of study. For future programmes, BUV may select and apply an appropriate mode of study in accordance with regulatory requirements.

4.2. Under the full-time mode of study, teaching activities are primarily conducted at BUV. Practicals, internships, practical experiences and online teaching may be delivered outside of BUV where appropriate. Teaching activities are scheduled between 6:00 a.m. and 8:00 p.m., from Monday to Saturday, and programme-specific activities are organised in accordance with BUV regulations.

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4.3. Under the part-time mode of study, teaching activities are conducted at BUV or at institutions participating in joint training arrangements in accordance with the joint training regulations set out in Article 5 of this Regulation. Practicals, internships, practical experiences and online teaching may be delivered outside of BUV and the institutions involved in joint training. Teaching time under the part-time mode of study may be arranged flexibly.

4.4. For academic disciplines that are prioritised for socio-economic development in each period, the Ministry of Education and Training shall issue guidance on the applicable modes of study.

Article 5. Joint training

5.1. Joint training programmes shall only be delivered in the part-time mode of study in accordance with Clause 22, Article 1 of the Law on Amendment to the Law on Higher Education and Clauses 2 and 3 of this Article. Joint training programmes in health-related disciplines that lead to the award of practitioner certificates are not permitted.

5.2. Institutions in charge of joint training must meet minimum requirements, including having been accredited by a licensed educational accreditation organisation, with valid accreditation in accordance with applicable regulations. The training programme delivered through joint training must have been implemented for at least three consecutive cohorts in the full-time mode of study, and from the 2024 cohort onwards, such programmes must be accredited in accordance with current regulations. Full-time lecturers must deliver at least 70% of the programme content and academic load. In addition, regulations on joint training must have been promulgated, and the quality assurance conditions of the cooperating institution must have been appraised.

5.3. Institutions participating in joint training must meet the required conditions relating to pedagogical environment, facilities, equipment, library resources and management personnel in accordance with the requirements of the training programme. The participating institution must have submitted a self-assessment report on educational institution quality to the competent authority in accordance with regulations, and from the 2024 cohort onwards, must be accredited under applicable regulations, unless the institution is affiliated with the Ministry of National Defense or the Ministry of Public Security.

5.4. BUV and the institution participating in joint training shall enter into a joint training agreement that clearly defines the rights and responsibilities of each party. The parties shall jointly manage teaching activities to ensure training quality and implement the agreement in compliance with this Regulation and other relevant legal provisions. BUV shall take primary responsibility for managing training quality and shall report on joint training activities to the People's Committee of the province where the joint training is conducted prior to student admission. Where the participating institution fails to meet quality assurance conditions for a module or the programme, BUV shall transfer affected

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students to the institution in charge of joint training to continue their studies and ensure their legitimate rights.

5.5. The institution participating in joint training shall cooperate with BUV in ensuring adequate facilities for training delivery and shall participate in management and teaching activities in accordance with the joint training agreement. Both BUV and the participating institution shall be legally responsible for the implementation of the joint training agreement, compliance with admission and training regulations, and the protection of the legitimate rights and interests of lecturers and students throughout the training process.

Article 6. Teaching and learning plans

6.1. Teaching and learning plans shall elaborate the provision of training programmes by year and by semester as appropriate to the mode of study and method for training organisation.

6.2. Every academic year plan shall include main timestamps of training activities in the academic year for all modes of study and training programmes and be promptly announced to all relevant parties before the academic year starts. An academic year shall have two or three main semesters with a total of at least 30 academic weeks. Besides main semesters, BUV may have additional semesters.

6.3. Every semester plan shall include class opening plans, teaching and learning forms (in-class or online), class schedules and exam schedules of modules taught in the semester for each programme and mode of study. Semester plans must be promptly formulated and announced and include all necessary information to help students prepare their learning plans and register for classes.

6.4. Study schedules shall specify the time, location and teaching and learning activities of each class of each course, mode of study and training program. Study schedules of normal classes of modules shall be evenly distributed across all weeks of a semester. Where it is necessary for modules to be taught in a short period of time, each module shall not be taught for more than 15 hours/week and 4 hours/day.

6.5. BUV's teaching and learning plans are elaborated in the academic calendar and teaching and learning timetables.

Article 7. Organisation of class registration

7.1. Before the start of each semester, BUV shall provide their students with instructions on how to register for classes on their class registration systems.

7.2. All students shall register for classes of modules that they plan to attend in the semester, including new modules, modules with unsatisfactory performance (for retaking), modules with satisfactory performance (for grade improvement, if any) and

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elective modules based on list of modules opened and registration requirements of each module.

7.3. Procedures for organisation and documentation of students' class registration in each semester and withdrawal from registered modules include Enrolment Procedure, Withdrawal Procedure, Change Programme Procedure and Break-in-study procedure.

7.4. Regulations on academic load limit of students for each semester are as follows:

- Minimum academic load shall be at least 2/3 of the average academic load of the semester according to the standard learning plan;
- Maximum academic load shall not exceed 3/2 of the average academic load of the semester according to the standard learning plan.

Article 8. Teaching and learning organization

8.1. Teaching and learning organisation at BUV is required to strengthen the professional competence and sense of responsibility of lecturers in accordance with applicable working regulations.

At the same time, it must promote students' proactive engagement and responsibility in learning, encourage motivation for study, maintain academic discipline, and enhance overall training quality and effectiveness.

BUV shall also establish internal supervision and inspection mechanisms to support continuous quality improvement, based on feedback collected from students.

8.2. BUV may organise online teaching and learning activities where existing requirements for the application of information technology in online training management and delivery are met. Appropriate quality assurance measures must be in place, and evidence must be available to demonstrate that the quality of online classes is not lower than that of face-to-face classes.

For full-time and part-time programmes, online teaching must not exceed 30% of the total academic load.

In cases of natural disasters, complex epidemics or other force majeure events, training activities shall be conducted in accordance with guidance issued by the Ministry of Education and Training.

8.3. For joint training programmes implemented in accordance with Circular No. 07/2025/TT-BGDDT on joint training programmes for bachelor's, master's and doctoral degrees between Vietnamese and foreign higher education institutions, specific regulations apply.

The in-person learning method may deliver up to a maximum of 30% of the total classes of a joint training programme through the online training system.

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The online learning method must deliver more than 50% of the total classes of the joint training programme through the online training system and applies only to bachelor's degree programmes.

The blended learning method must deliver more than 30% and up to 50% of the total classes of the joint training programme through the online training system and applies only to bachelor's and master's degree programmes.

8.4. Other regulations governing teaching and learning organisation at BUV include requirements that teaching timetables clearly allocate lecturers to classes and assign lecturers to teaching and supervising experiments, practicals, internships, graduation projects, graduation papers and other learning activities.

Student feedback collection at BUV is governed by the Module and Teaching Evaluation Surveys Procedure, which regulates the collection of feedback from students across all classes on quality assurance conditions and learning effectiveness, as well as the publication of such feedback, including its content, level and format.

Regulations on teaching workload define the responsibilities and rights of lecturers assigned to teaching and supervision, as well as the responsibilities of academic units and relevant management and support units.

In addition, the Student Code of Conduct and the Student Handbook regulate the rights and responsibilities of students when attending classes, conducting experiments, participating in practicals or internships, and undertaking projects, papers and other academic activities.

Article 9. Assessment regulations

In accordance with Decree 99/2019 and Circular 08/2021 issued by the Ministry of Education and Training (MOET), and upon approval by the BUV Senate, this regulation adopts a more granular 10-tier letter grade scale and a higher passing threshold (C–, equivalent to 40%) to ensure accuracy in converting UK grades to Vietnamese GPA and consistency in dual-degree awarding. This regulation is effective for all BUV-owned degree programmes from April 1st, 2024. Grades issued before this date remain valid.

9.1. For each module, students shall be assessed via at least 02 component grades for modules equivalent to less than 02 credits, students may be assessed via one grade. Components shall be graded on a 100-point scale. Assessment methods and grade weighting shall be provided for in the detailed outline of each module. Online assessment may be employed if it is as honest, fair and impartial as direct assessment and shall contribute no more than 50% to total weighted grade of the module; online theses defense and assessment of graduate projects and graduate papers may have higher weight under the following conditions:

- A specialised council with at least 3 members shall take charge of the assessment;

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- The council members and students agree to carry out the defense and assessment online;
- The online defense session is fully video and audio recorded and archived.

All BUV's assessment papers are approved through the Assessment Approval Procedure.

For dual-award programmes jointly conferred by BUV and a UK partner institution, the assessment regulations of the UK awarding body shall apply to ensure fair, transparent, and consistent treatment of all students enrolled in the programme. This includes, but is not limited to, requirements that students must attempt all assessed components or pass all components of a module to be eligible for a pass, as well as provisions permitting the downgrading or capping of final grades in cases of non-participation in any mandatory assessment, in accordance with the partner institution's current academic regulations.

9.2. Students who are absent from an examination or fail to submit an assessment on their first attempt without a legitimate reason shall receive a grade of non-submission (0/100).

Where a student fails the overall module, they will be offered a resit (reassessment) opportunity for the failed component(s) only. Any component(s) already passed will be carried forward and will not be required to be retaken. The mark for any component undertaken at resit shall be capped at the minimum basic pass grade of 40%.

Students who are absent for a legitimate reason may take the exam or assessment at another time, with the grade recorded as their first attempt, in accordance with the BUV Exceptional Circumstances Policy.

9.3. Examination Regulations

9.3.1. These regulations apply to all formal examinations and assessments contributing to credit-bearing modules and awards at BUV.

9.3.2. The official examination deadlines shall be published on the Learning Management System (Canvas) approximately three weeks in advance.

Students must sit examinations at the designated time and venue, unless officially approved for alternative arrangements.

9.3.3. Students must present valid physical documents of identification to be admitted to the examination room.

Acceptable physical documents of identification include:

- BUV Student ID Card
- Passport
- Citizen Identity Card or VNeID
- Driving License with photograph

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All identification documents must be valid, unexpired, and clearly display the student's photograph.

Students who fail to present an acceptable form of identification will not be permitted to sit the examination.

Students are required to arrive at least 30 minutes prior to the scheduled start time.

Late arrivals may be admitted, at the discretion of the invigilator, within the first 10 minutes for examinations of one hour or less, and within the first 30 minutes for examinations exceeding one hour. No additional time shall be granted.

9.3.4. Only authorised materials specified in the module handbook are permitted.

Mobile phones, smart watches, and unauthorised electronic devices must be switched off and stored in bags.

Students must comply with all instructions issued by invigilators at all times; communication between students during the examination is strictly prohibited; and students must remain seated until formally dismissed by the invigilator.

9.3.5. No student may leave the room within the first 30 minutes or the final 15 minutes of the examination. Temporary absence (e.g. restroom use) requires invigilator approval and escort.

9.3.6. Students who cannot attend due to illness or serious circumstances must submit an Exceptional Circumstances Form with evidence within 5 working days. Approved cases may be granted a deferred assessment.

9.4. Late Submission

For first attempts, if a student submits their assignment within one week after the deadline, the submission will be marked as late, and the maximum achievable grade shall be capped at the minimum basic pass grade of 40% for undergraduate modules. This late submission will count as the student's first attempt.

For resit assessments, late submissions are not accepted under any circumstances. Failure to submit on time will be treated as a non-submission, as detailed in Section 9.5(a) below.

Students who are unable to meet a submission deadline due to unforeseen circumstances, such as illness or other serious situations, may submit an Exceptional Circumstances Form in accordance with the BUV Own Programmes Exceptional Circumstances Policy. Approved cases may be granted a deferred assessment.

9.5. Resit failed components; Failure of a module; Retake failed modules, and restudy modules for grade improvement

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a) Resit of Failed Components/Modules

Students who fail to achieve a minimum basic pass grade for a module at the first attempt, shall be given a deadline to submit a new assessment task for the failed component(s). This process is referred to as a resit.

When undertaking a resit, the grade for each resat component shall be capped at the minimum basic pass grade of 40%. The overall module grade, however, shall not be capped. The highest grade achieved for each assessment component will be used to calculate the overall module grade.

Late submissions shall not be accepted in resit under any circumstances.

For students in their first or final year of study, the Examination Board may authorise a second resit opportunity where appropriate.

b) Failure of a module and Retake failed modules

Failure of a module means a student has not achieved the minimum basic pass grade of 40% following their first sit and resit opportunities for the assessments in that module.

For students on Year 1 of an undergraduate programme who have narrowly missed passing the module (35%-39%) and have passed the other modules, the examination board may consider rounding up failed components at 35%-39% of those narrowly missed modules to 40%.

If the examination board can’t offer students condonement, it will consider whether students can study the failed module(s) again according to regulations in Clauses 1 and 2 Article 3 of this policy.

The grade of the last time the module is retaken is the official grade of the module. The total number of retake times is limited to one. However, the maximum time limit for students to complete a course shall not be longer than twice the study duration according to the standard learning plan for the whole course for each mode of study.

c) Restudy modules for grade improvement

Students who pass a module may restudy the module for grade improvement according to regulations of the University. The grade of the last time the module is restudied is the official grade of the module. The total number of restudy for grade improvement is not limited. However, the maximum time limit for students to complete a course shall not be longer than twice the study duration according to the standard learning plan for the whole course for each mode of study.

d) Module condonement

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For students on Year 1 of an undergraduate BUV Own or Dual Award programme who have narrowly missed passing the EAP 1 and 2 (35%-39%) and have passed the EAP 3 module (or equivalent), the examination board may consider rounding up failed components at 35%-39% of those EAP 1 and 2 narrowly-missed English modules to 40% based on students' performance and engagement.

For dual-award programmes jointly conferred by BUV and a UK partner institution, the assessment regulations of the UK awarding body shall apply to ensure fair, transparent, and consistent treatment of all students enrolled in the programme. This includes, but is not limited to, the condonement policy, which permits the award of credit for module(s) despite a marginal failure in one or more components, as defined in the partner institution's current academic regulations.

9.6. The Assessment Approval Handbook, Module Descriptors, Examination Organisation Procedure and Presentation Organisation Procedure will regulate the below matters:

- Organisation of assessment of academic performance and experiences of students, including experiments, practical, assignments and reports, which shall be considered a component of each module.
- Exam organization, including regulations on pre-exam study periods and exam periods, question sheet preparation, exam invigilation, marking, remarking (if any), script preservation, exam deferment and exemption from taking exams.
- Organisation of assessment of modules, graduation projects, thesis, practicals, internships and other special modules.

9.7. Any attempt to cheat, plagiarise, or use unauthorised materials in assessments submission or during examinations shall be investigated under the BUV Own Programmes Academic Conduct Policy. Confirmed cases of academic misconduct will be processed in accordance with this policy, and penalties may include annulment of grades, requirements to resit assessments, or expulsion from the University.

9.8. Provisional marks will normally be released within 6 weeks of the assessments. Final results are confirmed by the examination board and will be published for students on student portal.

Article 10: Calculation of grades of modules

10.1. For the grade scale applicable to modules counted towards final grade point average, assessments are graded on the 100-point scaled then assigned a letter grade and converted to GPA to calculate final GPA according to the GPA Conversion Table below.

In accordance with Decree 99/2019 and Circular 08/2021 issued by the Ministry of Education and Training (MOET), and upon approval by the BUV Senate, this regulation adopts a more granular 10-tier letter grade scale and a higher passing threshold (C–, equivalent to 40%) to ensure accuracy in converting UK grades to Vietnamese GPA and

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consistency in dual-degree awarding. This regulation is effective for all BUV-owned degree programmes from April 1st, 2024. Grades issued before this date remain valid.

The following grade conversion table is applied to determine the equivalent GPA:

100-scale Grade	VN Letter grade	VN GPA
90 – 100	A+	4.0
80 – 89	A	3.8
70 – 79	A-	3.6
65 – 69	B+	3.4
60 – 64	B	3.2
55 – 59	B-	2.8
50 – 54	C +	2.4
45 – 49	C	2.2
40 – 44 40 is the minimum basic pass grade	C -	2.0
Under 40 – Fail grade	F	0

10.2. For grade scale applicable to modules not counted towards final grade point average, but required pass to graduate, the GPA Conversion Table is as below:

100-scale Grade	Letter Grade
40 – 100	P
Under 40	F

10.3. All component assessments are marked on a 100-point scale. The overall module grade is calculated as the weighted sum of all component assessment marks, then rounded to the nearest whole number in accordance with the following rounding rules:

- Where the decimal value is 0.5 or above, the grade shall be rounded up
- Where the decimal value is below 0.5, the grade shall be rounded down

For example: a weighted total of 45.50 shall be rounded to 46; a weighted total of 45.49 shall be rounded to 45.

The rounded whole-number grade shall then be assigned a VN Letter Grade and corresponding GPA value in accordance with the GPA Conversion Table set out in Article 10.1.

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The final programme GPA shall be rounded to two (2) decimal places.

10.4. Students are not required to achieve a pass grade in each individual component in order to pass the module overall. The minimum basic pass grade for each assessment component for undergraduate students is 40%.

a) Example of a module in which only one assessment is passed, but the overall module score is a pass.

Assessment 1 (50%)	Assessment 2 (50%)	Overall Module Score
66%	18%	42% PASS

b) When students undertake a resit, the highest grade obtained in any component assessment will be used to calculate the overall module grade. Below is an example in which scores achieved at first sit and re-sit attempts are combined to create an overall pass grade. This is called the highest-grade stands.

Attempt	Assessment 1 (40%)	Assessment 2 (30%)	Assessment 3 (30%)
First Attempt	**50%**	2%	**28%**
Resit Attempt		**40%**	10%

Special grades for modules not counted towards final grade point average:

- Exempted: grade of module which the student is exempted from taking and the credit(s) of which is/are recognised via the Recognition of Prior Learning Procedure (hereinafter referred to as “exempted module”).
- R-suffix: grade of module which the student passed after having taken the resit.

10.5. Other regulations on Assessment and calculation of grades of modules:

The Assessement Approval Handbook, Module Descriptors, Examination Organisation Procedure and Presentation Organisation Procedure will regulate the following matters:

- Organisation of assessment of academic performance and experiences of students, including experiments, practical, assignments and reports, which shall be considered a component of each module.
- Exam organization, including regulations on pre-exam study periods and exam periods, question sheet preparation, exam invigilation, marking, remarking (if any), script preservation, exam deferment and exemption from taking exams.
- Organisation of assessment of modules, graduation projects, thesis, practicals, internships and other special modules.

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Article 11. Academic performance assessment by semester and by year

11.1. Student academic performance shall be assessed at the end of each semester or academic year based on modules that students undertook and achieved grades based on:

a) Total credits of modules that the student fails in the semester or academic year or since the beginning of the programme;
b) Total credits of modules that the students pass since the beginning of the programme (number of accumulated credits), including exempted modules;
c) Grade point average of modules that the student has undertaken in the semester (semester grade point average) or academic year (academic year grade point average) or accumulated grade point average since the beginning of the course calculated based on official grades of the modules with the weight being the number of credits of each module.

11.2. To calculate grade point average, letter grades of modules shall be converted to numerical grades as follows:

100-scale grade	VN Letter grade	VN GPA score
90 – 100	A+	4.0
80 – 89	A	3.8
70 – 79	A-	3.6
65 – 69	B+	3.4
60 – 64	B	3.2
55 – 59	B-	2.8
50 – 54	C +	2.4
45 – 49	C	2.2
40 – 44	C -	2.0
Under 40 – Fail grade	F	0

11.3. Letter grades not provided for in Clause 11.2 shall not be counted towards the semester GPA, academic year GPA or accumulated GPA. Modules not required by the programme shall not be counted towards the assessment of student academic performance.

11.4. Degree classification is based on the final grade point average as below:

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GPA Range	Vietnamese Classification	BUV English Classification
3.60 – 4.00	Xuất sắc	High Distinction
3.20 – 3.59	Giỏi	Distinction
2.50 – 3.19	Khá	Credit
2.00 – 2.49	Trung bình	Pass
Below 2.00	Không đạt	Fail

11.5. In accordance with Clause 3, Article 14 of Circular 08/2021/TT-BGDĐT, students graduating with either High Distinction or Distinction will have their classification reduced by one level if they meet both of the following conditions:

a) The total number of credits from retaken / restudied modules exceeds 5% of the total credits required of the programme (for example, more than 6 credits in a 120-credit programme); and
b) The student has been subject to any form of disciplinary action recorded during their study.

11.6. Any adjustment to the classification system must be approved by the BUV Senate and be in accordance with Vietnamese regulations.

The translation of Vietnamese classification terms into English (e.g. “Xuất sắc” as “High Distinction”) is aligned with international academic conventions and approved by the Senate.

Article 12. Handling of credit-based academic performance

12.1. At the end of each main semester, students will receive an academic warning in any of the following cases:

a) Total number of failed credits in the year exceeds more than half of the number registered for the semester or total number of failed credits from the beginning of the course is more than 24;
b) Semester average grade is under 0,8 for the first semester of the course or under 1,0 for following semesters;
c) GPA is under 1,2 for first-year students, under 1,4 for second-year students, under 1,6 for third-year students or under 1,8 for the following years.

12.2. Students will be expelled in any of the following cases:

a) Number of academic warnings or level of academic warning received exceeds the permitted amount/ level according to regulations of the training institution;
b) Study duration exceeds the maximum study time.

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12.3. Other regulations on Handling of credit-based academic performance:

a) The Attendance Policy and Student at Risk procedure regulate conditions for academic warning and permitted number of academic warnings or academic warning level, which shall allow for no more than 2 consecutive warnings;
b) The Academic Conduct Policy regulates academic warning and forced leave from school; and announcement of such measures to students;
c) Retention of accumulated study results in case of forced leave from school will be decided by the appropriate panel on a case-by-case basis.

Article 13. Handling of year-based academic performance

13.1. At the end of each academic year, students will be considered to have made satisfactory academic progress and be permitted to advance to the next year if they meet both of the following conditions: the academic year average grade is at least 1.0 in the first year, at least 1.2 in the second year, and at least 1.4 from the third year onwards; and the total number of failed credits accumulated since the beginning of the programme does not exceed 16 credits.

13.2. Students will be forced to leave school in any of the following cases:

a) The academic year average grade is under 0,8;
b) GPA is under 1,2 after 2 years of study, under 1,4 after 3 years of study and under 1,6 after 4 or more years of study;
c) Study duration exceeds the amount of time mentioned in Article 2 of this Regulation.

13.3. Students, besides those mentioned in Clauses 12.1 and 12.2 of this Regulation may attend the same class as the later cohort to improve their academic performance.

13.4. Other regulations on Handling of year-based academic performance:

a) The Attendance Policy and Student at Risk procedure regulate conditions for academic warning and permitted number of academic warnings or academic warning level, which shall allow for no more than 2 consecutive warnings;
b) The Academic Conduct Policy regulates academic warning and forced leave from school; and announcement of such measures to students;
c) Retention of accumulated study results in case of forced leave from school will be decided by the appropriate panel on a case-by-case basis.

13.5. Current BUV own programmes are designed to follow the year-based training method as regulated in Clause 1 Article 3 of this policy. All mandatory modules are organised into relatively fixed classes or cohorts, allowing students of the same class or cohort to follow the standard learning plan of each year/level and a common schedule, except for elective or restudy modules. Students' academic performance is considered at the end of each academic year/level.

Unless otherwise required by applicable regulations, the Examination Board may consider individual cases and make decisions accordingly, provided that such decisions uphold the

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principle of fair and consistent treatment of all students across classes, cohorts, programmes, and modes of study.

Article 14. Recognition of prior learning

14.1. Study results which a student accumulated from another qualification, academic discipline, training program, course or training institution may be considered for recognition of prior learning.

14.2. The Recognition of Prior Learning Panel shall consider recognition and credit transfer based on comparison of expected learning outcomes, academic content and load, methods for assessment of modules and conditions for program quality assurance at the following levels:
a) Recognition and transfer for each module;
b) Recognition and transfer for each group of modules;
c) Recognition and transfer for the whole training program.

The Recognition of Prior Learning Panel shall comprise:
- Head ASSA, responsible for credit equivalence and credit conversion;
- The Head of School (HoS), Discipline Lead (DL) and/or Programme Lead (PL), responsible for academic judgement regarding equivalence of learning outcomes, academic content, and standards.

14.3. Maximum load of prior learning that may be recognised and transferred shall not exceed 50% of the minimum academic load of the programme.

The recognition of study results and credit transfer is regulated in the RPL Procedure and Credit Granting Procedure.

Article 15. Graduation and degree awarding

15.1. Conditions for graduation:
a) The student has accumulated sufficient modules and credits and completed other compulsory contents required by the programme and achieved the expected learning outcomes of the training programme;
b) The student has a cumulative average GPA of 2.0 or higher for the whole programme;
c) At the time of graduation consideration, the student is not facing a criminal prosecution or suspended from study.

15.2. BUV shall issue graduation decisions and award degrees to students eligible for graduation within 03 months starting from the time where the students become eligible and have fulfilled all obligations with their training institutions.

15.3. Degree classification shall be determined based on GPA of the whole course according to regulations in Article 10 of this Regulation, in which, the degree classification

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of students with excellent and very good GPAs will be lowered by half in any of the following cases:
a) Retaken / restudied modules exceed more than 5% of total credits required for the whole programme;
b) The student received a warning or a more severe penalty when they attended the program.

15.4. For students whose study time has exceeded the maximum permitted limit, if they are not yet eligible for graduation due to incomplete national defense - security or physical education module or failure to meet foreign language or information technology standard where it is a graduation condition, within 03 years after they complete their study, they may fulfill the missing requirements and apply for graduation.

15.5. Students not graduating may be awarded certificates of modules accumulated throughout the training programme of the training institution.

15.6. Other regulations on Graduation and degree awarding:
a) Graduation considerations take place at the end of each semester 3 times a year. Graduation will be considered by the examination board.
b) Retention of accumulated study results in case of forced leave from school will be decided by the appropriate panel on a case-by-case basis.
c) Permission for students whose full-time study time has expired to transfer to the corresponding part-time or remote study (if any) provided by BUV if they have not exceeded the permitted study time limit for the latter mode of study according to regulations will be decided by the appropriate panel on a case-by-case basis.

Article 16. Temporary leave and dropping out

16.1. Students may temporary leave the University and have their study results retained in the following cases:
a) The student is conscripted;
b) The student is selected to represent Vietnam in an international competition by the competent authority;
c) The student is ill, is pregnant or has an accident that requires long-term treatment, which is verified by the competent healthcare facility according to regulations of the Ministry of Health;
d) The student takes leave for a personal reason but has attended at least 01 semester at BUV and is not considered for forced leave from school or discipline.

16.2. Duration of temporary leave for personal reasons shall be counted towards the full-time study time provided for in Article 2 of this policy.

16.3. Students may drop out of school for personal reasons, unless they are considered for forced leave from BUV. These students shall apply for admission following the procedures applicable to other applicants if they wish to return to school.

16.4. Conditions, competence and procedures for handling applications for temporary leave are regulated by the Break-in study procedure.

Retention of accumulated study results in case of forced leave from school or drop out will be decided by the appropriate panel on a case-by-case basis.

Article 17. Transfer to another programme, campus, training institution or mode of study

17.1. Conditions for transferring to another training programme or academic discipline, transfer to another branch campus or transfer from a branch campus to the main campus:

a) The student is not a first-year student or final-year student, is not considered for forced leave from school and has not exceeded the permitted study time limit mentioned in Article 2 of this Regulation;
b) The student is eligible to enroll in the target training programme or academic discipline or main campus (or branch campus) in the same cohort;
c) BUV's campuses meet quality assurance conditions and are capable of providing the programme or academic discipline as per existing regulations of the MOET;
d) The transfer is approved by Dean, and Deputy Vice Chancellor.

17.2. Conditions for transferring to another training institution:

a) The student is not a first-year student or final-year student, is not considered for forced leave from the University and has not exceeded the permitted study time limit mentioned in Article 2 of this Regulation;
b) The student is eligible to enroll in a training programme or academic discipline of the target institution in the same cohort;
c) The target institution meets quality assurance conditions and is capable of providing the training programme or academic discipline as per existing regulations of the MOET;
d) The transfer is approved by the Dean, and Deputy Vice Chancellor at BUV or designated person of the current University and target training institution.

17.3. Students may transfer from full-time study to part-time or remote study provided by their training institutions if they have not exceeded the permitted study time limit for the target mode of study according to regulations.

At BUV, credit-based training regulations are not applicable.

17.4. The procedures for transfer to another training programme, academic discipline, campus, training institution; and recognition of study results or transfer of accumulated credits for students making these transfers are regulated in the Change Programme Procedure.

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Article 18. Student exchange and training cooperation

18.1. BUV and partner universities shall formulate and promulgate regulations on mutual recognition of training process, training content and credit value to provide the basis for students of one training institutions to take some modules in another training institution and vice versa (hereinafter referred to as “student exchange”).

18.2. On the basis of mutual recognition and assessment, a student of one training institution may register for some modules of another training institution provided that the principals of both institutions approve of the registration and the number of credits accumulated in the latter institution (if any) does not exceed 25% of total academic load of the student’s training program.

18.3. For training cooperation between two training institutions, mutual recognition and assessment of the number of credits that a student of one institution accumulates in the other institution shall not exceed 25% of total academic load of the student’s training program.

18.4. Student Exchange Procedure and cooperation agreements with partners shall provide for and publish conditions for student exchange, training cooperation, recognition of study results and credit transfer for students of training programs on their websites.

Article 19. Simultaneous enrollment in two programmes

19.1. Students enrolled in credit-based programmes may, upon approval by BUV, register for modules of another programme or academic discipline in addition to their primary programme.

19.2. Students may apply for the second program after they have reached second year of the first program. At the time of application, students must meet either of the following conditions and other conditions of their training institutions:

a) Have good GPA or higher and meet admission requirements of the second program in the admission year;
b) Have average GPA and meet admission requirements of the second program in the admission year.

19.3. While a student is enrolled in two programmes simultaneously, if GPA of the first program falls below the average level or the student receives an academic warning, they must stop attending the second programme in the following semester; and be removed from list of students enrolled in the second programme.

19.4. Maximum time for a student to attend two programmes simultaneously shall be the maximum study time of the first programme provided for in Article 2 of this Regulation. While the student enrolls in the second programme, results of modules with equivalent content and academic load of the first programme may be recognised.

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19.5. Students may apply for graduation from the second programme if they are eligible to graduate from the first programme and have been admitted to the second programme at least 02 years before graduation from the second programme.

19.6. BUV offers the second programme to students as BUV meet quality assurance conditions in terms of admission quota and training capacity.

Article 20. Application and enrolment for other degree holders

20.1. Holders of vocational education diplomas may apply for and enroll in undergraduate programmes at BUV according to existing regulations of the Government and Prime Minister and BUV regulations.

20.2. A bachelor's degree holder may apply for and enroll at BUV to earn a bachelor's degree in another academic discipline when the training institution has fully employed the credit-based training system (national defense and security programs shall conform to regulations of training institutions) and the programme has admitted at least 03 cohorts in the mode of study selected by the holder.

20.3. These students shall attend the programs and register for classes according to general plans like other students in the same mode of study. Based on credit recognition and transfer, these students may be exempted from taking modules corresponding to accumulated academic load in compliance with regulations in Article 13 of this Regulation.

20.4. The admission of these students is conducted in accordance with the admissions procedure, including the RPL procedure where applicable.

Article 21. Handling of violations committed by students

21.1. Students committing fraud in examinations and academic performance assessments shall be subject to disciplinary actions for each module where they commit fraud according to the BUV Academic Misconduct Policy.

21.2. Students sitting exams for other people or asking other people to sit their exams shall be suspended from study for 01 year if they commit this violation for the first time and forced to leave the University if they commit this violation for the second time.

21.3. Students using forged documents, degrees or certificates to apply for admission or graduation shall be forced to leave the University; and any graduation degree awarded shall be confiscated and disposed of.

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ABBREVIATIONS

BUV – British University Vietnam

MOET – Ministry of Education and Training (Vietnam)

GPA – Grade Point Average

RPL – Recognition of Prior Learning

ISO – International Organization for Standardization

DOCUMENT HISTORY

Version	Author	Approved by	Date
1.1	Learning and Teaching Committee	Senate	29.04.2022
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1.3	Board of Examiners	Senate	28.09.2022
1.4	Learning and Teaching Committee		
2	University Compliance, Audit and Quality Assurance	Senate	09.10.2025

ANNEXES

No	Related policies, procedures and documents
1	BUV Exceptional Circumstances Policy
2	BUV Academic Conduct Policy
3	BUV Appeals and Complaints Policy
4	Assessment Approval Handbook
5	Module Descriptors
6	Examination Organisation Procedure
7	Presentation Organisation Procedure