

PROGRESSION POLICY

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1. PURPOSE

British University Vietnam (BUV) commits to provide students with a clear, consistent, and equitable UK educational system-based framework for understanding their progression through their programme of study, and ensures that this framework is effectively communicated at the outset of their program and at the key intervals. This policy also ensures compliance with the following principles of the Vietnamese Ministry of Education and Training:

- a) the regulations must be serious, impartial, reliable and honest;
- b) the regulations must be fair to all students in one class, all classes, all courses and all modes of study.

2. SCOPE

1. The progression policy only applies for undergraduate and postgraduate students who study a British University Vietnam (BUV) programme and BUV part in Dual programme where applicable.
2. This policy shall comply with applicable regulations of the Vietnamese Ministry of Education and Training. In case of there is new regulations taking effect and conflicting with this policy, the new regulations apply while this policy is being revised accordingly in a timely manner.
3. Students who study a collaborative programme and a dual programme of partner universities shall follow progression policies of partner universities to ensure fairness to all students in the same programme.

3. PROGRAMME PROGRESSION REQUIREMENTS

Passing a module

1. Students must attempt all module assessments on time. To pass a module, undergraduate students must achieve an average mark of 40% (D grade in Vietnamese Letter Grade system). To pass a module, post graduate students must achieve an average mark of 50% (C grade in Vietnamese Letter Grade system)
2. In case students need to carry out a re-sit to achieve an overall module pass mark, the highest mark that students have achieved in an assessment will be used to work out their module score.

3. Example of a case in which scores achieved at a first sit and a re-sit are combined to create an overall pass mark. It is called the highest mark stands.

Attempt	Assessment 1 @ 40%	Assessment 2 @ 30%	Assessment 3 @ 30%
First Sit	50%	2%	28%
Re-sit		40%	10%

4. For some programmes, modules are recorded as pass or fail, and students will not get a numerical mark. Some modules are subject to rules set by external agencies, for example Vietnamese compulsory modules in BUV own programmes, and these programmes are run according to their rules, rather than the standard ones above. Students will be told if this applies to them.
5. Once a student has passed a module, the module credits are accumulated to credit record to consider progress to the next year.

Progressing to the next semester within one year

6. Students will automatically progress to the next semester within one year.

Progressing to the next year

7. Undergraduate students: At the end of each academic year, students will be regarded as having made satisfactory study progress and permitted to advance to the next year under the following conditions:
- c) the academic year average grade is at least 1,0 for the first year, at least 1,2 for the second year and at least 1,4 for the third year onwards;
 - d) the number of failed credits since the beginning of the course is no more than 16
8. Postgraduate Students: For Postgraduate students, all credits are considered to be at the same year.

Postgraduate thesis guidelines

9. Eligibility for defending thesis:
- having completed all modules of study of the training program;
 - having submitted thesis and receiving consensus from instructors to defend;
 - having satisfied other requirements of the educational institutions.

10. Thesis score shall be the arithmetic means of scores given by committee members present at the thesis defence sessions on the scale of 100; candidates shall be qualified when their thesis score is at least 50%.
11. In case thesis is unqualified, candidates may revise for the second assessment within 3 months from the meeting date of the committee for the first assessment; the third assessment is not organised.

4. FAILURE OF ASSESSMENTS & MODULES

Assessment attempts

1. The first-time students attempt an assessment is counted as their first sit. If they fail an assessment in their first sit and must attempt again, this is counted as their resit.

Late submission of assessment

2. Students can claim for exceptional circumstances in case of late submission and non-submission. If students have no exceptional circumstances and do not submit, they will fail the assessment.
3. Students are expected to be able to deal with most day-to-day difficulties and work through a minor illness or a life problem because this is expected of a student in the world of work. Students are requested to make their exceptional circumstances claim as soon as possible but no later than two weeks after the assessment date (excluding public holidays and university closures for example New Year or Tet holiday closures)

Failure of the first submission of an assessment

4. If students have failed their assessment but still achieved an average module mark of 40% undergraduate (D grade in Vietnamese Letter Grade system), or 50% postgraduate (C grade in Vietnamese Letter Grade system), they will still have passed their module.
5. If students are in their first semester of study at the University, they will be able to re-work their assessment task and re-sit it as if for the first time. This applies to year 1 only.
6. If students did not attempt the assessment or did not get an average pass mark for the module, they will be given a deadline to submit a new assessment task to complete the module. This is called a re-sit. If students pass, they will be given a basic pass mark. Late submissions will not be accepted.

7. Students on the final level of an undergraduate programme may be given one further opportunity to pass their assessment task, by re-sitting their work. However, the Award Board may feel it is in their best interest to retake the whole year.

Failure of a module

8. Failure of a module means a student has not passed following their first sit and re-sit opportunities for the assessments in that module.
9. For students on an undergraduate programme who have narrowly missed passing the module (35%-39%) and have done well in other modules, the Award Board may consider to round up to 40%.
10. If students are studying on a postgraduate programme, the Award Board may not consider to round up to 50%. This means that the Award Board will decide what restudy opportunities are available to students. This decision will be made in their best educational interest.

5. CANNOT PROCEED

For undergraduate students

1. For students who do not satisfy requirement at Term 3.3 to progress to the next year, the Award Board will decide if they need to restudy modules or repeat the whole year to improve their academic performance.

For postgraduate students

2. For postgraduate students who are ineligible for graduation after the learning period, the Award Board shall recommend Vice Chancellor or designated personnel to issue a certificate for units of study accumulated by the learners during the training program.

6. CHANGING A PROGRAMME

1. Students may be able to change their current programme if they believe that the programme is not right for them.
2. The University will assist students with the process within the first three weeks of studying. It is not expected that students will change their programme after this period.
3. If students do decide to change their programme, they will need to make sure that the programme /module they are transferring to has availability and is able to accept them.

7. MOVING OR LEAVING THE PROGRAMME

1. If students want to move to another institution, the University will support students with the procedure.
2. This may affect students' funding and unless it is within the first two weeks of the academic year, students will still be liable for some fees. Refer to Fee Policy that is applied for the period.

8. BREAK IN STUDIES AND WITHDRAW

1. Both undergraduate and postgraduate students may take a break in study 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 a competent authority;
 - c. The student is ill, pregnant or had an accident that requires long-term treatment, which is verified by a 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 in the training institution and is not considered for forced leave from school.
2. Duration of temporary leave for personal reason shall be counted towards full-time study time.
3. The University will make sure that students have access to information, guidance and support when deciding if a break from studies is possible and if it is the right thing for them. The University will also support students during their break and their return to studies. When returning, students will need to re-start any incomplete modules as their previous marks on these modules will be cancelled.
4. Students who do not want to return after break in study or want to withdraw from the university shall submit a withdrawal application form to the Course Office and will receive a transcript for completed modules

9. MAXIMUM STUDY TIME & PROGRAMME COMPLETION DELAY

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. For students who take bridge programs and whose accumulated credits have been accounted for, maximum time limit for them to complete a course 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 course

10. TERMINATION OF STUDY DUE TO ACADEMIC PERFORMANCE

1. For undergraduate students, the Award Board can decide to force student 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 as regulated in Article IX.
2. Student will be warned about the risk of failing the whole degree every time they cannot proceed to the next level. Students may attend the same class as the later cohort to improve their academic performance.
3. 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 school if they commit this violation for the second time.
4. Students using forged documents, degrees, or certificates to apply for admission or graduation shall be forced to leave school; and any graduation degree awarded shall be confiscated and disposed.
5. For postgraduate students, students who commit the following violations shall be expelled and their issued degree shall be revoked and disposed (if any) as per regulations of the Ministry of Education and Training:
 - a) committing frauds in enrolment, studying, thesis defence, scheme defence, or during application for issuance of degrees, certificates;
 - b) illegally using results of other individuals or illegally copied, excerpts in thesis and when concluded by appraisal committee to be unqualified. Said illegally copied, excerpted, or used sections are to be removed.
 - c) Asking or hiring other individuals to produce thesis or scheme:

11. RELATED POLICIES, PROCEDURES AND DOCUMENTS

No	Name of document
1	Exceptional Circumstances Procedure
2	Academic Conduct Procedure
3	Break in study Procedure
4	Appeals Procedure
5	Disciplinary Procedure