UNIVERSITY ADMISSION REGULATIONS

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of the President of National Economics University)

Chapter I
GENERAL PROVISIONS

Article 1. Scope of regulations and applicable subjects

1. This document regulates principles, requirements, standards, procedures, powers and responsibilities of relevant parties in the process of university admissions for all forms of training.

2. This document applies to organizations and individuals related to admission process for degree conferred by National Economics University (hereinafter referred to as the University), and does not apply to joint admissions with degree conferred by international institutions.

Article 2. Interpretation of terms

Following is the interpretation of terms in this document:

1. Admission scope covers programs, majors, groups of majors and training forms that are organized for admission in one period, or based on a certain admission method .

2. Application for admission is when a candidate participates in the admission process to a training program or a training major of a University by registering his/her admission choices on the University's admission system and the general admission support system of the Ministry of Education and Training (hereinafter referred to as the general admission support system) and registering for the exam (if any), registering for admission according to the University's regulations.

3. Admission selection is a separate processing procedure at the University (or a general processing procedure by a group of training institutions if the University participates) to determine admission conditions and create a list of candidates eligible for admission to a training program or training major, based on the admission criteria determined by the University.

4. Admission choice processing refers to the process in the University's admission system and the general admission support system to determine the highest application among the admission choices for which the candidate is eligible to be admitted, on that basis, a list of admitted candidates is given.

5. The entrance threshold (or entrance quality assurance threshold) is the minimum

requirement for learning capacity shown in learning outcomes, exam results, and assessments so that candidates are able to attend and complete the training program.

6. Direct admission is the recognition of admission to subjects relying on provisions of this document, which apply to applicants having met the requirements for admission conditions without consideration of the entrance threshold.

7. Assessment criteria are factors used in exams, tests, and assessments of candidates' abilities to classify candidates based on their level of meeting the input requirements of the training program.

8. Admission criteria are factors used to determine the admission conditions of candidates, mainly based on academic performance or test results, and candidate assessment; usually converted into admission scores including priority points.

9. The admission score (of a group of majors, a major, a training program) is the threshold score that candidates (who have registered for that major or training program) with equal or higher scores will be eligible for admission.

10. Priority score refers to the difference between the admission score applied to the priority group of candidates and the normal admission score; in other words, it is also the score added to the admission score of a group of candidates, which is applied as the normal admission score.

11. An entrance exam is an exam organized in conjunction with the admission process, using the exam results as the sole or main basis for admission.

12. An independent exam is an exam organized independently of the admission process, using exam results at different levels as the basis for admission.

13. A supplementary exam is an exam organized in addition to the admission method (such as aptitude test, talent test, interview) to use the results as a basis, a criterion for admission.

14. Direct exam is a form of exam organization with direct invigilator; candidates take the test on paper or on computer, networked device or answer interview before the council.

15. Online testing is a form of testing with online invigilators and supervision using technology; candidates take the test on computers, networked devices or answer interviews online.

16. The general enrollment support system of the Ministry of Education and Training (MOET) is a software system that supports registration of admission choices, exchange of admission data, processing choices and managing admission and enrollment data of training institutions.

17. The Admissions Portal (of the Ministry of Education and Training) is the web interface of the general admissions support system of the Ministry of Education and Training.

18. The University Admissions Portal is the website interface of the University's admissions support system for admission to full-time university, in-service department or distance learning.

19. The school code in enrollment is a unified national code used to identify a training institution, a branch or a training unit belonging to or affiliated with a university with its own enrollment quota.

20. Admission code is a unified conventional code in a training institution, branch or training unit belonging to or affiliated with a university used to identify a training program, major, or group of majors with separate enrollment quotas belonging to a school code.

21. Equivalence conversion is the conversion of input thresholds and admission scores between admission methods and admission combinations of an admission code according to a rule prescribed by the training institution, ensuring equivalence in the level of meeting the input requirements of the corresponding training program, major, and group of majors.

Article 3. General requirements for admission

1. Universities apply their autonomy and accountability in enrollment practice, which ensures their compliance with legal regulations and their legal responsibility.

2. The University take all necessary measures to create favorable conditions and equal opportunities for all candidates; to select candidates whose aspirations and abilities best suit the requirements of the training program and major.

3. Universities coordinate closely under the support and supervision of the Ministry of Education and Training to ensure unity, uniformity and connectivity within the system; help improve the quality and efficiency of enrollment of each institution and of the entire system, and at the same time positively impact teaching and learning activities in general education.

Article 4. Basic principles in admission

1. Fairness to candidates

a) Regarding information provision: Each interested candidate is provided with complete, clear, reliable, consistent and timely information to make appropriate decisions and best prepare for admission;

b) Regarding the opportunity to apply: No candidate will lose the opportunity to apply due to regulations unrelated to qualifications and abilities; or due to the admission process being cumbersome or costly;

c) Regarding capacity assessment: Candidates are assessed objectively, fairly and reliably on their learning ability and prospects for success, meeting the requirements of the training program and industry;

d) Regarding admission opportunities: Candidates are given the highest chance of admission and the right to determine their priority choices among the training programs and majors that are eligible for admission;

e) Regarding commitment implementation: The University implements its commitments to candidates; provides advice, supports and resolves complaints, and protects the legitimate rights of candidates in risky situations.

2. Equality among institutions

a) Regarding cooperation: The University ensures equal cooperation to improve the quality and efficiency of enrollment, while bringing the best benefits to candidates;

b) Regarding competition: The University ensures honest, fair and healthy competition in admission according to the provisions of the law on competition.

3. Transparency towards society

a) Regarding information transparency: Universities are responsible for publishing complete, clear and timely admission information through appropriate media for social and state management agencies to monitor;

b) Regarding accountability: Universities are responsible for reporting as required by state management agencies and explaining to society in appropriate forms about major issues that cause public concern.

Article 5. Candidates and conditions for application

1. Candidates are determined at the time of selection (before the official selection results are announced), including:

a) People who have been recognized as graduating from high schools in Vietnam or have a foreign diploma recognized as equivalent;

b) People who have a secondary vocational diploma in the same field of application and have completed the required amount of high school knowledge as prescribed by law.

2. Candidates specified in Clause 1 of this Article must satisfy the following conditions:

a) Meet the input threshold as prescribed in Article 9 of this Regulation;

b) Have good health to study according to current regulations;

c) Have full personal information and application documents as prescribed.

3. For a training program or a major that simultaneously applies multiple admission methods, the University applies specific regulations on the subjects and admission conditions for each admission method in compliance with the principles specified in Point b, Clause 1, Article 4 of this document.

4. For candidates with disabilities who have reduced learning ability and choice to register for admission, within the its capacity, the University will consider majors appropriate with health conditions of these candidates.

Article 6. Admission methods

1. The University shall announce its decision on one or several admission methods (exam, selection, or a combination of both) applicable to the University in general or applicable to certain training programs, majors, or groups of majors. A training program, major, or group of majors may use several admission methods at the same time.

2. Each university admission method clearly stipulates the assessment and admission criteria as well as the method of calculating scores and determining admission conditions, including:

a) The main criteria used for assessment and admission must be based on the requirements for basic knowledge and core competencies that candidates need to have to study the training program, major, or group of majors;

b) The total of bonus points, and incentive points (collectively referred to as bonus points) for candidates with special achievements and candidates with foreign language

certificates must not exceed 10% of the maximum score of the scoring scale (a maximum of 3 points on a 30-point scale);

c) Each candidate has the opportunity to achieve the maximum score on the scale, but no candidate's score (including bonus points and priority points) exceeds this maximum score.

3. For admission methods based on academic results and exam results by subject (final scores of high school subjects, high school graduation exam scores and other assessment results):

a) The subject combination for admission includes at least 3 subjects suitable to the characteristics and requirements of the training program, including maths or literature with a weighted score of at least 25%; from 2026, the total number of subjects in the combination must contribute at least 50% of the weighted score;

b) For foreign language certificates used to exempt high school graduation exams according to the current regulations on high school graduation exams, universities can convert results of these certificates into foreign language scores included in the admission subject combination with the weighted score not exceeding 50%;

c) In the case of high school academic performance for admission, only academic results of the entire grade 12th are used with the weighting of the score of at least 25%.

4. For a training program, major, or group of majors with different admission methods or admission combinations:

a) Universities must determine the rules for converting equivalent input thresholds and admission scores of admission methods and admission combinations according to the unified instructions by Ministry of Education and Training; ensuring the selection of candidates who best meet the input requirements of the training program, major, and group of majors;

b) Universities are not allowed to prescribe separate admission codes or quotas for each admission method or admission combination, except for the regulation of direct admission quotas as prescribed in Article 8 of these Regulations.

5. In the case that the University organizes an entrance exam, it must notify candidates at least 1 year before allowing them to register. The University must comply with the exam organization regulations of the Ministry of Education and Training.

6. Universities are responsible for giving explanations with scientific and practical basis about their determination of admission methods, admission combinations as well as the conversion of foreign language certificates into foreign language subject scores and conversion rules equivalent to input thresholds and admission scores. These explanations must be based on data analysis, evaluation and comparison of learning outcomes of admitted students in previous years.

Article 7. Priority policies in admission
1. Priority by region (by Appendix I of the Regulations)

a) The priority score applied to region 1 (KV1) is 0.75 points, rural region 2 (KV2-NT) is 0.5 points, region 2 (KV2) is 0.25 points; region 3 (KV3) is not counted for priority points;

b) The admission area of each candidate is determined according to the location of the school where the candidate studied the longest during high school (or intermediate) time; if the (longest) study time in the areas is the same, it will be determined according to the area of the school where the candidate last studied;

c) The following cases are entitled to regional priority based on place of permanent residence:

- Students of ethnic boarding schools enjoy priority and preferential treatment from the State according to regulations;

- Students with permanent residence (during high school or intermediate level) for more than 18 months in communes in region III and communes with extremely difficult villages in ethnic and mountainous areas according to regulations of the Minister, Chairman of the Ethnic Committee and the Prime Minister; extremely difficult communes in coastal and island areas; extremely difficult communes, border communes, and safe zone communes in the investment area of Program 135 (according to Decision No. 135/QD-TTg dated July 31, 1998 of the Prime Minister); extremely difficult villages and communes in areas according to regulations of the Prime Minister if studying high school (or intermediate level) at a location in a district , town, or city under the province with at least one of the communes in the extremely difficult area.

- Military personnel; officers, non-commissioned officers, and conscripts in the People's Public Security who are sent to participate in the recruitment. If they have been stationed for 18 months or longer in a region, they will enjoy priority based on that region or their place of permanent residence before enlistment, depending on which region has higher priority. If they have been stationed for 18 months or longer in regions with different priority levels, they will enjoy priority based on the region with longer period of stationing. If they have been stationed for less than 18 months, they will enjoy regional priority based on their place of permanent residence before enlistment;

d) Candidates enjoy regional priority policies based on regulations in the year of graduating from high school (or college) and the following year.

2. Priority based on policy subjects (according to Appendix II of this document)

a) The priority score applied to group UT1 (including subjects 01 to 04) is 2.0 points and to group UT2 (including subjects 05 to 07) is 1.0 point;

b) The priority score for other policy subjects (specified in current legal documents) is decided by the Minister of Education and Training;

c) Candidates belonging to different policy subjects specified in points a and b of this clause will only be given the highest priority score.

3. The priority scores specified in this Article correspond to the total score of 3 subjects (in the admission subject group) on a 10-point scale for each exam subject (without

multiplying the coefficient); in the case that the admission method uses a different scale, the priority scores will be converted to an equivalent level.

4. Priority points for candidates with a total score of 22.5 or higher (when converted to a 10-point scale and the maximum total score of 3 subjects is 30) are determined with the following formula:

Priority points = [(30 – Total points achieved)/7.5] × Priority points specified in Clauses 1 and 2 of this Article.

Article 8. Subjects of direct admission and priority admission

1. Labor heroes, People's Armed Forces heroes, and National Emulation Fighters are admitted directly to majors and programs prescribed by the University.

2. Candidates who won first, second, or third prizes in National or International competitions for excellent students; or first prizes in national or international science and technology competitions organized by or sent to participate by Ministry of Education and Training; the time of winning the prize must not exceed 3 years from the time of direct admission;

3. The University President shall consider and decide on admission based on the candidates' high school academic performance and the requirements of the training major in the following cases (if necessary, the candidate must study 01 year of additional knowledge before officially entering the university):

a) Candidates being severely disabled and having a certificate of disability issued by a competent authority as prescribed, are able to study a number of majors as prescribed by the institution but are not able to apply for admission under the normal admission method;

b) Candidates are ethnic minorities with very few people according to current regulations of the Government and candidates from 20 poor border and island districts in the Southwest region;

c) Candidates have had a permanent residence of 3 years or more, studied for 3 years and graduated from high school in poor districts (boarding students for ethnic minorities are calculated based on their permanent residence) according to regulations of the Government and the Prime Minister ;

d) Foreign candidates must meet the language proficiency standards required by the training program and major in accordance with regulations of the Ministry of Education and Training.

4. The University shall prescribe other forms of priority admission for candidates specified in Clauses 1 and 2 of this Article, who apply for majors based on their choices (not using the priority right of direct admission);

5. Universities shall specify and publish admission information, admission plans, subjects, quotas, criteria, admission scope, majors, and training programs for direct admission and priority admission.

Article 9. Admission thresholds for training majors

Based on quality assurance requirements, the University determines and announces the entrance threshold for majors, groups of majors and admission methods at least 10 days prior to the registration deadline, specifically:

1. For the admission method/combined admission, the input threshold refers to the admission condition/application submission condition of the candidate.

2. For the entrance exam method or admission based on high school graduation exam results, the University announces the entrance threshold based on general regulations of the Ministry of Education and Training.

Article 10. Reservation of admission results

1. Candidates who have received admission notices can reserve their admission results in the following cases:

a) Perform military service or join the youth volunteer camp according to the decision or order of the competent authority in the same year of being admitted;

b) Have serious illness or serious accident preventing enrollment on time, with medical records and confirmation from a competent medical authority.

2. Candidates who are subject to the provisions of Clause 1 must submit a request for reservation along with supporting documents to the University within the time limit for admission. The maximum time for reservation of results is 3 years.

3. Immediately after being eligible to return to school, the person whose admission result is reserved must carry out the admission procedures according to the regulations of the University, in which he/she must provide proof of having completed the task or having been treated for recovery. For the case specified in Clause 1 of this Article with a reservation period of 3 years or more, the University will consider introducing him/her to preparatory schools and classes for review before officially entering school.

Article 11. Admission information

1. Every year, the University develops and publishes Admission Information to fulfill its accountability and commitment to candidates, state management agencies and society. Admission Information must contain complete information as a basis serving the following purposes:

a) Candidates choose the University, major, training program, and admission method suitable to their abilities, interests, and personal conditions; prepare completion with the conditions for participation in the admission and carry out the steps based on the University's admission plan;

b) State and social management agencies monitor the implementation of legal regulations and commitments to students of the University in enrollment and training.

2. The main contents of the Admission Information include:

a) Information about the University, majors and training programs, including information about the decision to open majors, training languages, teaching staff, learning and research conditions, graduation degrees, quality assessment results, graduation rate (out of total enrollment) and employment rate appropriate to the professional qualifications of

graduates;

b) Full information about training costs, tuition fees, enrollment service fees and other service fees for the entire course and each school year; scholarship policies, tuition exemptions, financial support, dormitory accommodation and other preferential and support policies for learners;

c) Enrollment plan and scope of enrollment in each phase of the year (in which the first phase of university enrollment must be consistent with the general plan issued by the Ministry of Education and Training), including regulations on subjects and conditions of enrollment, enrollment methods, admission combinations and enrollment quotas for training programs, majors, and groups of majors; conversion rules equivalent to input thresholds and admission scores of admission methods and combinations; methods and criteria for university majors in the case of enrollment by major group; registration process and procedures and other necessary information for candidates;

Chapter II
ADMISSION FOR FULL-TIME TRAINING PROGRAM

Article 12. Admission plan development

1. Based on the general plan of the Ministry of Education and Training for the first round of admission for full-time training program, the University coordinates with the Ministry to implement the following procedures:

a) Register for admission on Admissions Portal of Ministry of Education and Training (referred to as the system within the scope of this Chapter) and on the National Public Service Portal;

b) Implement admission process at the University based on the following methods: admission/combined admission, using high school graduation exam results or high school academic performance or capability exam results;

c) Process admission choices on the system (based on a loop combined with the admission process at the University);

d) Confirm admission results on the system and enrollment based on the University's announcement.

2. Based on the general plan of the Ministry of Education and Training, the University develops a direct admission plan, a general admission plan for admission methods and a plan for additional admission rounds (if any).

Article 13. Registration and direct admission

1. Based on the announced admission information, the University shall notify candidates eligible for direct admission (according to the provisions of Article 8 of this document) and allow them to register for admission online or in person at the University.

2. The University shall implement direct admission procedure for qualified candidates,

announces and uploads the list of qualified candidates (except for those with high school graduation requirements) on the system to process application choices along with other admission methods as stated in the general plan. The application choice processing must be completed before the candidates register for admission on the system.

3. Candidates who have been admitted to the University based on the direct admission plan shall register their choices on the system according to the general plan of the Ministry of Education and Training to choose the program, major, and group of majors they have been directly admitted to at the University or register for other admission choices.

4. Candidates who are directly admitted must confirm their admission according to the general plan; the University shall require candidates to commit to admission or confirm their admission earlier than the general plan schedule.

Article 14. Registration for admission on the system according to the general plan

1. The Ministry of Education and Training shall provide support in the first round of registration for full-time training with any admission methods. The registration period begins when high school graduation exam finishes and this period ends when there are results of high school graduation exam and graduation approval.

2. Candidates for the first round of full-time training must register for admission on the system (via the Ministry of Education and Training's Admissions Portal or the National Public Service Portal) according to the general plan and instructions of the Ministry of Education and Training.

3. Candidates can register their choices for different majors and institutions with unlimited number. However, they must arrange their choices in the order of priority from the most wanted to the least wanted choices . In the case that many choices are eligible for admission, candidates will only be recognized as admitted and called for admission according to the highest choice.

4. Candidates shall submit their choices through the options on the general admission support system (based on the instructions of the Ministry of Education and Training) as follows:

a) Order of priority of choices (number 1 represents the highest choice);

b) Selection of the University and the admission unit (University code);

c) Selection of training program, major or group of majors (admission code).

Article 15. Admission and processing application choices according to the general plan

1. Universities shall autonomously organize admissions according to their own admission methods and criteria, or voluntarily coordinate in groups to organize admissions based on their common admission methods and criteria. The Ministry of Education and Training shall provide instructions for admissions schedule and support with the processing of application choices on the system.

2. At the end of the registration period, to serve the admission process, the University shall

downloads information and data from general admission support system, which includes registration data, high school academic performance, high school graduation exam results, high school graduation scores, results of exams organized by institutions during the admission year as well as data on priorities for region and types of candidates.

3. Admission principles

a) The Admission score is determined in the way that the number of students admitted for each major and training program is consistent with the announced quota, and the admission score is not lower than the input threshold;

b) For any training program, major, or group of majors, all candidates are selected equally based on their exam scores and equivalent converted admission scores for each admission method and admission combination regardless of the priority order of registration choices, except for the case specified in Point c of this Clause;

c) The use of priority points for admission based on region and types of candidates must be consistent with regulations on priority points specified in Article 7 of this document.

4. After each admission processing cycle, the University shall upload on the system a list of candidates anticipated to be eligible for admission to majors and training programs (according to admission methods). The application processing system will automatically remove from the list the low-level admission choices of candidates eligible for multiple choices, then, it will return the list of candidates expected to be admitted according to the highest application.

5. Based on the results of admission choice processing, the University shall repeat the admission process in the next cycle, adjusting the admission scores to match the quota within the prescribed time limit. In the final cycle, the University shall decide the admission scores for the majors and training programs (according to the admission methods) and uploads on the system the (official) list of eligible candidates. Based on the final processing results of admission choices, the University decides the list of candidates admitted to the majors and training programs.

6. The University shall announce the admission scores (together with additional conditions and criteria, if any) for majors and training programs according to admission methods. The university allows candidates to look up their individual admission results on the University 's website (or the website of the group of training institutions coordinating the admission).

Article 16. Notification of results, confirmation of admission and enrollment

1. The University shall send admission letters to successful candidates, clearly stating the necessary procedures for enrollment and enrollment method.

2. Candidates shall confirm their admission on the online system before enrolling at the University.

3. For candidates who do not confirm admission and enroll within the prescribed time limit:

a) If there is no valid reason, the candidate will be considered as having refused admission and the University has the right to reject him/her;

b) If candidate is ill or has an accident, there must be a proof from a district hospital or higher level, or if there is natural disaster, there must be proof from the district People's Committee or higher level. Then, the University will consider accepting the candidate or reserve the admission results for that candidate for future study;

c) If there are any errors or mistakes by the admission staff or candidates themselves, the University shall coordinate with relevant individuals and organizations to review the evidence and consider accepting the candidate or reserving the admission results for future enrollment.

4. Candidates having confirmed their admission to the University are not allowed to participate in the admission process elsewhere or in additional admission rounds, unless permitted by the University.

5. Classroom organization

a) Candidates admitted in the same course/year of admission will be placed in classes of students with the same major/program.

b) A standard class consists of 50 students, each major/program can be divided into many classes in the order of A, B, C...

c) Conditions for opening a class (organizing a class): for a major/program with a quota of 01 class, the minimum size to open a class is 20 students; for a major/program with a quota of 02 classes, the minimum size to open a class is 25 students/class; for a major/program with a quota of 03 classes or more, the minimum size to open a class is 35 students/class. Special cases are decided by the University President.

Article 17. Registration and admission for additional rounds

1. Based on the enrollment quota and the number of admitted candidates having confirmed their enrollment and having enrolled in the majors and training programs, the University's admissions council will consider and make decision on additional admission rounds. The University will announce the admission plan, admission methods and registration forms for additional admission rounds; as well as admission conditions for majors and training programs based on each admission method, which must not be lower than the admission conditions of the previous round.

2. Candidates having not been admitted or having been admitted but having not confirmed their admission yet to any place can register for additional admission rounds according to the University's plan and instructions.

3. At the end of each admission round, the University will announce on its website the admission scores (and conditions and additional criteria, if any) for majors and training programs according to admission methods. The university allows candidates to look up their

individual admission results; sends admission letter and provides successful candidates with admission instructions.

Article 18. Responsibilities of relevant parties in the admission process

1. Candidates' responsibilities:

a) carefully learning about the university's admission information, not applying for majors, training programs or admission methods that not being eligible;

b) providing complete and accurate information for all applications, including personal information, regional information and priority subjects (if any), registration choices; authenticity of supporting documents;

c) agreeing to allow the University of application to use necessary information and data for the admission process;

d) complete payment of the admission fee before completing the application process.

2. Responsibilities of the University

a) providing complete, correct format and ensuring the authenticity of enrollment information and data to the system based on the instructions of the Ministry of Education and Training;

b) regulating (or agreeing with other training institutions) on the amount of admission fee as well as method of charging and usage of this fee;

c) providing full information, advice and guidance to candidates, not allowing them to register for a training program, a major or group of majors without meeting the requirements; being responsible and proactively resolving the issue of candidates' being transferred to or from different institutions due to errors in enrollment;

d) ensuring the accuracy, fairness and objectivity of the admission process; carrying out commitments stated in the announced Admission Information;

d) checking information and supporting documents of candidates' enrollment, ensuring candidates' satisfactory with admission requirements;

e) resolving petitions, complaints and denunciations related to the University's admission process based on legislation.

Chapter III
ADMISSION FOR WORK-STUDY UNDERGRADUATE TRAINING AND DISTANCE TRAINING

Article 19. Plan development, registration and admission

1. Based on the general admission plan, the University shall develop an admission plan for the entire year and each period (including additional periods) and each location (place of study).

2. Based on the announced admission information, the University shall notify and allow candidates to register/submit applications online or in person at the University.

3. When the registration/application period ends, the University shall organize the admission exam based on the following principles:

a) Admission scores shall be determined so that the number of students admitted for each major and training program is consistent with the announced quota, but these scores are not lower than the input threshold;

b) For a training major (or a training program) based on a method and subject combination, all candidates shall be considered equally based on the review score regardless of the priority order of admission choices;

c) The use of priority points based on location and specific groups of candidates for admission must be consistent with the regulations on priority points specified in Article 7 of this document.

4. Based on the final admission results, the University shall decide on the list of candidates admitted to the majors and training programs.

5. The University shall announce the admission scores (and additional conditions and criteria, if any) for majors and training programs based on different admission methods; candidates are provided with the Admission Decision on the University's electronic information page.

Article 20. Announcement of results and enrollment

1. The University sends an email of admission to successful candidates and publicly announces the Admission Decision on the University's website, clearly stating enrollment procedure and enrollment method.

2. For candidates who do not confirm their admission within the prescribed time limit:

a) If there is no valid reason, the candidate shall be considered as having refused admission and the University has the right to reject him/her;

b) If candidate is ill or has an accident, there must be a proof from a district hospital or higher level, or if there is natural disaster, there must be proof from the district People's Committee or higher level. Then, the University will consider accepting the candidate or reserve the admission results for that candidate for future study;

c) If there are any errors by the admission staff or candidates themselves, the University shall coordinate with relevant individuals and organizations to review the evidence and consider accepting the candidate or reserving the admission results for future enrollment.

Article 21. Responsibilities of relevant parties in the admission process

1. Candidates' responsibilities:

a) carefully learning about the university's admission information, not applying for majors, training programs or admission methods that not being eligible;

b) providing complete and accurate information for all applications, including personal information, regional information and priority subjects (if any), registration choices; authenticity of supporting documents;

c) agreeing to allow the University of application to use necessary information and data for the admission process;

d) complete payment of the admission fee before completing the application process.

2. Responsibilities of the University

a) regulating (or agreeing with other higher education institutions) on the amount of admission fee as well as method of charging and usage of this fee;

b) providing full information, advice and guidance to candidates, not allowing them to register for a training program, a major or group of majors without meeting the requirements;

c) ensuring the accuracy, fairness and objectivity of the admission process; carrying out commitments stated in the announced Admission Information;

d) checking information and supporting documents of candidates' enrollment, ensuring candidates' satisfactory with admission requirements;

e) resolving petitions, complaints and denunciations related to the University's admission process based on legislation.

Chapter IV
IMPLEMENTATION

Article 22. Establishment, tasks and powers of the Admission Council

1. The University President decides to establish a University Admission Council (UAC) for each training mode to manage the admission process.

2. Members of Admission Council include:

a) Chairman: University President or Vice President;
b) Vice Chairman: Vice President of the University;
c) Standing members: Head of Academic affairs for full-time training admission; Head of In-service Department for work-study training admission; Director of Distance Learning Center for distance training admission;
d) Members: heads of some departments, heads of faculties/schools, Admission Officers and IT Specialists.

Those who have relatives (children, spouses, fathers, mothers, brothers, sisters of their own and their spouses') taking the entrance exam or applying for **admission to** the University are not allowed to participate in the University's Admissions Council and the University's Admissions Council support teams during that time.

3. Duties and powers of the Admission Council

a) The Admission Council is responsible for approving the Admission Information compiled by the University President, which is annually developed and published by the Drafting Committee in accordance with the provisions of Article 11 of this document.
b) The Admission council of each training mode has the following duties and powers:
   i. Implementing the admission process based on the issued admission information and regulations, complying with the provisions of this document and current legal regulations; fulfilling accountability to the Ministry of Education and Training, relevant authorities and the society for all admission procedure of the University.

ii. Carrying out internal inspections and investigation, proactively resolving risks stated in the University's Admissions Information; dealing with complaints, denunciations and handling violations related to admission process based on the provisions of this document and relevant laws.

iii. Ensuring updated information about admission data in reality no later than December 31 of each year, including: candidate's information; candidate's admission information; candidate's admission results; admission majors; admission methods as announced on the General Admission Support System of the Ministry of Education and Training.

iv. Preserving and storing documents related to admission throughout the training course as stated in the provisions of the Law on Archives and regulations on the retention period of professional documents of the education sector. If the university organizes an entrance exam, it is necessary to preserve the list of exam rooms, exam papers of candidates, records and exam results according to the time limit prescribed in the Regulations on High School Graduation Exams of the Ministry of Education and Training.

v. Charging and using admission fees;

vi. Consolidating admission process; making decision on rewards and disciplines according to regulations;

4. Duties and powers of the Chairman of the Admission Council

a) Implementing and taking responsibility for the University's admission process;

b) Establishing support team for Admission Council in the implementation of the admission process.

c) The Vice Chairman of the Admission council shall perform tasks assigned by the Chairman and represents the Chairman in handling work when authorized by the Chairman

Article 23. Establishment, duties and powers of the Secretariat

1. The members of the Secretariat include:

a) The Chief Secretary performed by the standing member of the Admission Council;

b) Members: specialists from relevant departments, centers, faculties/schools and staff of information technology.

2. Duties and powers of the Secretariat:

a) Announcing information related to conditions, documents, time, form and location of registration for admission or exam (if any) on the University's website and mass media;

b) Examining candidates' documents and admitted ones according to regulations;

c) Updating the university's admission information on the Admissions Portal and the General Admissions Support System of Ministry of Education and Training serve system-based admission process (in the case of admission for full-time training program);

d) Anticipating admission score plan, submitting the plan to the Admission Council for decision;

e) Listing successful candidates and sending them admission letters;

f) Performing other tasks of the Secretariat as prescribed by the Regulations on High School Graduation Exams and considering the recognition of high school graduation if there is examination.

g) Performing other tasks assigned by the Chairman of the Admission Council.

Article 24. Handling of violations

1. Officers and candidates who commit violations during the entrance exam (if any) shall be handled according to High School Graduation Exam Regulations of the Ministry of Education and Training.

2. In regard of candidates committing fraud during the registration process and exam, depending on the severity, they may be expelled from the University, banned from applying to the University in the following years or be criminally prosecuted based on the law.

3. Any person who violates regulations in this document and is a civil servant or staff of the University, shall be handled according to the provisions of Article 71 of the Law on Higher Education; the Law on Public Employees, the Law on Cadres and Public Employees and documents regulating disciplinary action against civil servants and staff, depending on the severity of the violation.

Article 25. Rewards

The Chairman of the Admission Council shall award or propose to the University President to award:

1. Individuals and units with excellent completion of their duties.

2. Individuals and units with many achievements contributing to the admission process.

Article 26. Implementation provisions

1. This document shall take effect from the signing date, replace previous relevant regulations and rules of the University. This document is applicable from admission in 2026.

2. The entire admission process shall be implemented and applied with information technology and digital transformation to facilitate management and monitoring.

3. Head of Academic Affairs, Dean of In-service department, Director of Distance Learning Center, Head of units and affiliated units under the University as well as related units and individuals are responsible for implementing this document.

4. Every year, this document is supplemented, amended and updated according to the regulations and instructions of the Ministry of Education and Training.

5. During the implementation process, if any problems arise that need to be adjusted or supplemented, units and individuals should report to Department of academic affairs for consolidation and proposal to the University President for consideration and decision.

PRESIDENT

Pro.Dr. Phạm Hồng Chương