

DECISION

On promulgating the Regulations on Assessment of Personal Development and Community Engagement Activities of Students of Hanoi University of Science and Technology

THE PRESIDENT OF HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Pursuant to the "University Charter" promulgated under the Prime Minister's Decision No.70/2014/QĐ-TTg dated December 10, 2014 stipulating the tasks and powers of the Presidents of the affiliated universities;

Pursuant to Circular No.10/2016/TT-BGDĐT dated April 5, 2016 of the Ministry of Education and Training on promulgating the Regulation on Student Affairs in full-time higher education programs;

Pursuant to the "Statute on Assessment of Personal Development and Community Engagement Activities of Full-Time Higher Education Students", promulgated with Circular No.16/2015/TT-BGDĐT dated August 12, 2015 of the Minister of Education and Training;

At the request of the Head of the Student Affairs Office,

HEREBY DECIDES

Article 1. To promulgate the "**Regulations on Assessment of Personal Development and Community Engagement Activities of Students of Hanoi University of Science and Technology**" to be applied at HUST.

Article 2. This Decision takes effect from the date of its signing and applies from the academic year 2019-2020.

Article 3. The Heads of Administrative Office, Academic Affairs Office, Student Affairs Office, Finance and Accounting Office, and relevant units and individuals are responsible for the implementation of this Decision.

Recipients:

- As in Article 3;
- For filing at the Student Affairs Office.

**PP PRESIDENT
VICE PRESIDENT**
(Signed and sealed)

Assoc. Prof. Tran Van Top

REGULATIONS
ON ASSESSMENT OF PERSONAL DEVELOPMENT AND COMMUNITY
ENGAGEMENT ACTIVITIES OF STUDENTS OF HANOI UNIVERSITY OF
SCIENCE AND TECHNOLOGY

*(Promulgated with the Decision No. /QĐ-ĐHBK-CTSV dated..... of the President of
Hanoi University of Science and Technology)*

Article 1. Scope of regulation and subjects of application

This document prescribes the framework of personal development and community engagement points of full-time undergraduate students (excluding foreign students) of Hanoi University of Science and Technology, including the framework of student personal development and community engagement points; assessment methods and procedures; use of assessment results; and implementation provisions.

Article 2. Affairs to be assessed and the grading scale

1. To review and evaluate the results of students' personal development and community engagement points is to assess the political, moral and lifestyle qualities of each student according to the points obtained on the following aspects:

- Awareness and attitude to learning and scientific research
- Awareness and results of compliance with rules and regulations of the University;
- Awareness and results of participating in political, social, cultural, literary, sports, science research, career guidance, and crime prevention activities of the class, unions and other organizations inside and outside the University;
- Citizen qualities, responsibility and relationship with the community;
- Results or special achievements of student's study and personal development and community engagement points.
- Regulations on affairs to be assessed are detailed in Appendix 1.

2. Personal development and community engagement points are assessed using a 100-point scale and are classified as follows:

No.	Points	Grade
1	From 90 to 100	Excellent
2	From 80 to <90	Good
3	From 65 to <80	Fairly good
4	From 50 to <65	Satisfactory
5	From 35 to <50	Weak
6	Below 35	Poor

Article 3. Method and process of assessing personal development and Community Engagement activities

Each student's personal development and community engagement point is calculated based on data management system, evidence of student participation in the assessment period, and the framework of student personal development and community engagement point developed by the University-level Student Assessment Council. Proof of student participation in activities is confirmed by assigned officials based on information provided by students participating in activities. The cadres in charge of activities are assigned by the Schools, the Youth Union, the Student Union and the Student Affairs Office based on the functions and tasks of the units.

The online student workbook system is a set of tools to support the assessment of personal development and community engagement points for students. The system of student affairs handbook includes a website (linked to the Training Portal www.ctt-daotao.hust.edu.vn) and a mobile application to serve these functions: (1) register and update account information; (2) assign the right to operate on the system to the relevant individuals; (3) announce activities, receive registrations to join groups and activities; (4) provide evidence, confirm and evaluate evidence of participation in activities; (5) calculate and announce personal development and community engagement points for students.

The process of evaluating personal development and community engagement points is carried out as follows:

1. Units publish plans to organize activities for students on the online student workbook system, so that students can register to participate.
2. Students participate in activities according to their personal development plan, providing proof of participation in the online system of student affairs handbook.
3. The officer in charge of activities shall issue and confirm the student's proof of participation in activities.
4. The homeroom lecturer, based on the evidence of the student's participation in activities, collected on the online student affairs workbook system, calculate the point according to the issued regulations on assessment of personal development and Community Engagement activities.
5. When finding a difference in personal development and community engagement points, students exercise the right to complain under Article 6. Personal development and community engagement points will be updated as soon as there is an adjustment to the results of assessment student's personal development and Community Engagement activities.

The personal development and community engagement points of the assessment period will be recorded and announced immediately after the time for complaint settlement and adjustment of points ends.

Article 4. Assessment period

1. The assessment of students' personal development and community engagement points is conducted periodically by semester, academic year, and the whole course.
2. The semester's personal development and community engagement point is the total point obtained from the detailed assessment contents.

3. The personal development and community engagement point of the academic year is the average of the personal development and community engagement points of the semesters of that academic year.

4. The personal development and community engagement point of the whole course is the average of the personal development and community engagement points of the semesters of the course.

Article 5. Use of assessment results

1. The results of assessment of student's personal development and Community Engagement activities are used in the consideration of scholarships, commendation and discipline, consideration of withdrawal, study suspension, and dormitory accommodation.

2. The results of assessment of personal development and Community Engagement activities for the whole course are recorded together in the point board of the learning results and kept in the student's file upon graduation.

3. Students with excellent personal development and community engagement points are considered for commendation and rewards by the University.

4. Students who are classified as weak or poor in personal development and Community Engagement activities for two consecutive semesters shall have their studies suspended for at least one semester in the next semester and if they are classified as weak or poor for two consecutive semesters for the second time, they will be forced to leave the University.

Article 6. Rights of complaints

Students have the right to complain to the Council for Assessment of Student Personal Development and Community Engagement Activities (via the Student Affairs Office) if the assessment of evidence of participation in personal development and Community Engagement activities is inaccurate.

The start and end times for the complaints will be announced by the Council for Assessment of Student Personal Development and Community Engagement Activities, and the minimum length of time for a student complaint is 15 days.

When receiving a complaint, the unit is responsible for considering and replying to the student within 07 days from the date of receipt of the complaint.

Article 7. Academic Affairs Office

1. Responsible for providing the Student Affairs Office with a list of students who are taking credit classes for the entire University at the beginning of each semester; academic results, English proficiency assessment results, and academic discipline list at the end of the semester.

2. Print the student's final personal development and community engagement point on the student's full-course academic transcript

Article 8. Student Affairs Office

1. Act as the focal point and chair of activities to evaluate personal development and community engagement points for students.

2. Ensure that the online system of student affairs handbook operates stably, serving the function of supporting the assessment of students' personal development and community engagement points.

3. Be responsible for guiding the units in organizing the framework of personal development and community engagement points for students.

4. Be responsible for planning, organizing activities, and providing proof of student participation.

5. Relay students' questions and complaints to the Council and advise the Council to resolve student complaints about personal development and community engagement points.

6. Summarize and send students' final personal development and community engagement points to the Academic Affairs Office to print on the student's full-term academic results transcript.

7. Consult the President to review, correct and amend relevant regulations in order to improve the quality of framework of student personal development and community engagement points and student affairs throughout the University.

Article 9. Schools

1. Responsible for planning, supporting, and organizing activities according to assigned functions and tasks.

2. Assign the cadres in charge, the homeroom lecturers to be responsible for announcing the activities, confirming the proof of participation in the activity for the students, and evaluating the personal development and community engagement points for the students.

3. Directly or in collaboration with relevant parties to resolve students' questions and complaints about the results of student activity participation assessment.

Article 9. Youth Union, Student Union

1. Develop plans, support, and organize activities according to assigned functions and tasks.

2. Assign cadres in charge, responsible for announcing activities, certifying proof of participation in activities for students.

3. Directly or jointly with relevant parties to resolve students' questions and complaints about the results of the student's participation assessment.

4. Support Inter-unit Unions and Associations to organize activities for students at schools.

Article 10. Implementation provisions

These Regulations take effect from the date of its signing and applies from the academic year 2019-2020. All previous provisions contrary to this Document are no longer valid.

PP PRESIDENT
VICE PRESIDENT
(Signed and sealed)

Assoc. Prof. Tran Van Top