



**FPT SCHOOL OF BUSINESS  
& TECHNOLOGY**

**STUDENT HANDBOOK**

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## **FPT SCHOOL OF BUSINESS AND TECHNOLOGY, FPT UNIVERSITY**

### **CHAPTER I: GENERAL ISSUES**

#### **Article 1. Scope of regulation and modules of application**

This handbook regulates the organization of training activities for master's degree programs at the FPT School of Business & Technology, FPT University (hereinafter referred to as the School). This includes organizing training, internship, examination and final exam.

The regulations in this handbook apply to students of the master's degree programs at the School.

#### **Article 2. Students and Academic Year**

1. Students are someone who meet the admission requirements and complete the enrollment procedures have received decisions on class placement and admission into the Master programs of the School.
2. Academic year: refers to a group of students who enroll within a particular year and continue their studies according to the standard duration.

#### **Article 3. Regulations on Completing Admission Documents**

Students may delay the completion of certain admission documents based on the review regulations of the Ministry of Education and Training and the School but must complete them no later than the first semester. Violations of this requirement will result in DISMISSAL due to insufficient admission documents.

#### **Article 4. Student Email and Learning Account (Account)**

1. Upon enrollment, students will be assigned a student ID, a personal email address on the system (email@fsb.edu.vn), and login accounts for the school's learning management systems such as AP, and Eform, according to the school's general regulations.
2. Students are required to use the provided email to monitor, access the App, receive information from the school, and access educational management software throughout their studies.

#### **Article 5. Time and semester**

1. For the academic years 2019 and earlier, the program was divided into 3 semesters (each lasting about 6 months) and a thesis semester.
2. Starting from the academic year 2020, the training program (including the graduation thesis) is divided into 4 semesters (Semester 1 to Semester 4). Each semester lasts 4 months and is defined in the year as follows:
  - Spring Semester/Spring/SP: From January to April.
  - Summer Semester/Summer/SU: From May to August.
  - Fall Semester/Fall/FA: From September to December.
3. The annual opening ceremony will be held at the beginning of the SP, SU, and FA semesters - corresponding to each semester's schedule, which will vary depending on the class start dates.
4. The total training time as regulated shall not exceed 4 years from the time of enrollment to the time of the decision to defend the graduation thesis/project.

#### **Article 6. Modules and module duration**

1. A module (or module) is a relatively complete body of knowledge, conveniently divided for students to accumulate specialized knowledge during their studies.

2. The average duration of a module ranges from 03 to 05 credits, with each module being specified in the decision on the training program framework issued by the school at specific times.
3. The module content consists of 2 main parts:
  - Classroom theoretical teaching and self-study.
  - Practical work (exercises, classroom practice, projects, essays, etc.). The ratio between theoretical and practical parts varies depending on the specifics of each module and is detailed in the syllabus for each module.

#### **Article 7. Tuition fees**

1. Tuition fees are paid per semester. For modules from the academic year 2019 and earlier, fees are paid over 3 semesters (each about 6 months). From the academic year 2020 onwards, students pay over 4 semesters, each lasting 4 months.
2. Students are responsible for fulfilling their tuition obligations at least 7 days before the start of the new semester.
3. Tuition Fee Adjustment: FPT University issues a decision on student financial regulations annually, ensuring that any increase or decrease in tuition fees does not exceed 10% compared to the previous year. This decision is typically issued in March and takes effect in September each year.
4. Tuition refund: According to the financial regulations issued by FPT University for all training programs:
  - The School does not refund fees such as admission fees and examination fees once paid by students.
  - Students who have paid tuition for a semester but then withdraw from the module: The School will refund 100% of the actual tuition paid if the withdrawal occurs at least one week before the start of the semester; 80% if within one week before the start of the semester; 50% within 14 days after the start of the semester; and no refund will be provided after two weeks of classes.
5. Students who have paid tuition and subsequently request a deferment, if approved, will have their tuition retained and applied to their account when they return to their studies.
6. Students must complete all financial obligations before the establishment of the graduation thesis evaluation committee: Besides ensuring academic requirements are met, students must fulfill all financial obligations to the university, including any outstanding tuition fees and related charges during their studies, as well as any fees for delayed thesis completion (if applicable).
7. Free Supplemental Professional Knowledge: Based on individual student requests, the university may offer free supplemental professional knowledge (students attend classes without taking exams or receiving grades). Specifics:
  - If individual or several students request supplemental knowledge, the university will inform them of the schedule of upcoming classes for free registration. A separate class requires at least 70% of the students to confirm their registration.
  - Students must deposit 50% of the program's tuition fee to ensure attendance of at least 80% of the class sessions. If students fail to attend or violate the minimum attendance requirement, the deposit will not be refunded and will be used to cover class organization costs.

#### **Article 8. Learning management software**

All software is located on App My FSB+. Students need to download the App on their phones

IOS and Android platforms with the name « My FSB+ ».

Some main applications in the App:

1. AP software: Training management software: view class schedules, attendance, module grades, personal records, academic decisions, academic processing forms, financial situation, Notification of training, class schedule, and module schedule for the next 6 months at the facility.
  - Access link: <http://ap.fsb.edu.vn>
  - Students will be given their User/Password and instructions for use during the session
  - Orientation before the module begins.
2. QR Code/Daily feedback form:
  - The school encourages students to access the QR Code eFormA to give feedback on the quality of training in terms of lecturer expertise and the quality of training organization during the day - this helps the Institute's Board of Directors have objective feedback. , promptly to improve the quality of the school's training organization.
  - QA code Access code is posted on the desk in the classroom.

## **CHAPTER II: TRAINING ORGANIZATION**

### **Article 9. Credit training regime**

1. The program provides training in the form of credit accumulation. The total number of credits (including graduation thesis/project) depends on each approved training framework but is not lower than 60 credits.
2. Students are considered to graduate when they accumulate enough credits according to the training framework of each program.

### **Article 10. Compulsory modules and prerequisite modules**

1. Some compulsory modules for all prescribed frameworks:
  - Philosophy.
  - Research Methodology.
  - Graduation thesis/project.
2. Depending on each program framework, the prerequisite modules required for each subject will be specified.

### **Article 11. Class organization and MAIN CLASSES**

1. Students are assigned to MAIN CLASSES upon placement. During the school process, the school will assign classes to each module. Students who repeat, make up, or study ahead of schedule will be paired with other classes according to the advice and instructions of the training department.
2. The Dean will decide to combine classes with some modules in a way that helps students have better conditions to acquire specialized knowledge or have the opportunity to listen to lectures from a number of good quality lecturers. at home and abroad, or distance learning combined with classes at other institutions.
3. Changing MAIN CLASSES:
  - Students are only allowed to change their MAIN CLASSES at the end of the semester, and self-register to take additional missing modules (if any), and are responsible for extended study time due to the new class's schedule being different from the new class's schedule. Old class.
  - Students who wish to transfer to MAIN CLASSES need to apply on the My FSB+ app.

### **Article 12. Re-registration**

1. Students who have failed a module and re-register need to pay the module fee again according to regulations. If you re-register in the next semester, you will only have to pay 50% of the module fee again.
2. Procedures for registering and paying re-study fees need to be completed no later than 07 days before the module begins.
3. Students who are rescheduled to study at any time will study according to the module outline being implemented by the School at that time.

### **Article 13. Temporary Leave of Absence (Deferment)**

1. According to regulations, students are permitted to temporarily suspend their studies and defer their course results in the following cases: being called into the armed forces or international duty; illness or injury requiring long-term treatment or maternity leave as per regulations, with certification from an authorized medical agency; and other special cases requiring approval from the Dean.
2. Students may defer their studies by semester and are only eligible for deferment after completing the first semester. The deferment application must be submitted at least one week before the new semester begins.
3. Students must submit a Deferment Application (form available on AP) and may not defer for more than 2 consecutive semesters. Between consecutive deferments (if any), students must still submit a new deferment application. The total deferment period must not exceed 3 semesters during the entire course of study.

### **Article 14. Transfer of training facility**

1. Students transferring between training facilities will retain their academic results.
2. Students must pay the transfer fee and complete the tuition fee for the next semester at the current facility before submitting the transfer application.

### **Article 15. Postponement of admission**

1. In case of force majeure or special reasons, students cannot attend the module, they can request to postpone the module and need to make an application (on AP) at least 1 week before the module starts. The school does not consider applications once the subject has been studied.
2. Students can defer up to 3 modules in the entire module and no more than 2 consecutive modules.
3. When students apply to defer a module, it is understood that they will accept the reclassification according to the school's other class schedule. Including studying outside of the regular class time, for example: students in a class with a weekend schedule but can reschedule the postponed subject to the same class on weeknights, or classes with weekend modules. far from school.
4. Retake deferred modules: Students are responsible for proactively checking other class schedules (on My FSB+), contacting the training department to receive advice and making an application to retake deferred modules at least 2 weeks in advance. subject begins. Students are free to retake deferred modules.

### **Article 16. Absence (absence of attendance) in the module**

1. According to training regulations, students who do not participate in at least 75% of the planned duration of the module will not be allowed to take the final exam of the module and must re-register for that module. The maximum number of absences for each subject is shown in the subject Syllabus.

2. Considering the student's practical work experience appropriate to each subject, the School considers exemption from attendance for no more than 2 modules in the entire module. With conditions:
  - There was an application for exemption from attendance (on My FSB+) and it was approved.
  - Students need to attend at least 2 sessions of the subject to request attendance exemption. In cases where attendance has been considered for exemption but then fails to attend class for 2 sessions, the student will still be considered an attendance violation and will not be allowed to take the entire exam for that module.

#### **Article 17. Studying multiple modules with other classes**

1. Students can register to combine modules with other classes at the facility, or other facilities in the following cases: make up missing modules, take extra modules (voluntary), or make up for postponed modules. Students need to make an application on My FSB+ to register for a combined module no later than 2 weeks before the module takes place. The number of modules registered for combined study must not exceed 2 modules in a semester.
2. During the process of studying multiple modules, students are responsible for fully completing the professional obligations of the modules during the semester with the main class. Especially comply with current regulations on subject postponement, attendance exemption.

#### **Article 18: Changing majors**

1. During the study process, students can apply to change majors or majors according to regulations at the end of the semester. In case the semester has not ended, students can still be transferred to immediately continue studying modules in the new major or major but will not be able to refund or convert the tuition fees paid for the semester to the new major or major.
2. Students are considered to convert credits and scores for some modules that overlap with the framework of the new major or major when converting.
3. Financial regulations when changing majors: Students changing majors need to complete their financial obligations before switching, including:
  - Fees for changing majors.
  - Repay financial debts.
  - Complete the full tuition fee for the semester in the new major.
  - Scholarships: students are not allowed to keep their granted scholarships when changing majors or majors. Special cases are decided by the Dean.
4. Students who want to change majors or majors need to make an application on the My FSB+ app.

#### **Article 19. Transfer of training program**

1. Students can only transfer programs when they finish the semester at the transfer program and meet the admission requirements of the transfer program.
2. Students will receive credits along with scores for modules passed and will be considered for credit conversion equivalent to the program they are transferring to.
3. Students need to make an application (on AP) at least 7 days before the new term begins and pay the program transfer fee according to regulations.
4. Students are exempted from tuition fees for transferred modules but are not allowed to keep the scholarship level at the transferring program (if any).

#### **Article 20. Compulsory withdrawal and voluntary withdrawal**

1. Students will be forced to withdraw from school (compulsory withdrawal) if they violate one of the following:
  - Not completing enough entrance documents after the first semester;
  - Failure to fulfill financial obligations to the school;
  - Violation of regulations on reservation period;
  - Exceeding the total maximum allowed duration of the program;
  - Disciplined at the level of expulsion from school according to regulations on violations and disciplinary levels according to the training regulations of the Ministry of Education and Training and FPT University.
2. Voluntary withdrawal from school:
  - Students who voluntarily withdraw from school need to submit an application (form on AP) before the new semester begins.
  - The school only considers refunding other financial items (if any), and does not refund tuition fees if the student withdraws mid-term.

**Article 21.** Policies and scholarships to encourage learning during the study process  
 To encourage the spirit of competitive learning, the School promulgates emulation and commendation regulations with prizes and scholarships periodically in the first 6 months of the year, the last 6 months of the year, and the whole year for individual students as well as students. The collective staff of the classes being studied. Specific details are issued at individual discretion.

### **CHAPTER III: EXAMINATION AND FINAL EXAM**

**Article 22. Final exam (FE), postponed final exam, and 2nd final exam**

1. Students can only take the final exam if they meet the exam conditions specified in the module syllabus.
2. Students can only postpone the exam when there is a special reason such as illness or accident requiring hospitalization; an Unscheduled business trip; or being isolated from society; and Students need to apply to postpone the exam (according to the form, with supporting documents), and send it to the Training room for approval before the exam begins.
3. The passing score of the final exam is 4.0 points or higher (10-point scale).
4. Students who do not take the exam the first time, or do not pass the exam the first time, will be allowed to take the exam the second time.
5. Forms and organization of final exam:
  - The form of a written exam (essay, multiple choice, individual exercises) will be organized by the examiner.
  - Presentations (individual or group) will be coordinated by the instructor and the testing team
  - Organize and grade presentations.
6. Organize the second final exam:
  - The second final exam is held at the facility in the last 2 weeks of the semester.
  - Modules taking the second exam include Students who are eligible to take the first exam but can apply to postpone the exam Browser; Students who did not pass the first exam; Students who apply to improve their scores.
  - Exam time is expected to be in the evenings and on Saturdays of the week. Does not depend on the individual class schedule time frame of each class. Students are responsible for proactively attending based on the 2nd exam schedule when receiving notice of the 2nd exam schedule from the School.

- Exam format: 2nd FE exam in the form of Essay (including cases where the class takes the 1st exam in other forms such as individual presentations, or group presentations...). Special cases will be decided by the Dean.
7. Students must retake a subject when:
- Do not take the exam both times; or the score failed both times;
  - Registered for the score improvement test but the score in the score improvement test did not pass;

**Article 23. Testing and assessment in the module (component scores)**

1. During the teaching process, lecturers are responsible for performing assessments and tests in the learning process such as group exercises, individual tests, and individual presentations...
2. Lecturers proactively organize assessments and grade components according to the content of the subject's Syllabus scores.

**Article 24. Review of final exam results (FE)**

1. Students have the right to review the exam within 1 week from the announcement of the results (based on the time the scores are posted to My FSB+). The school will adjust scores if there are changes in test scores after review. The score after re-examination will be the final result.
2. Students apply for a re-examination (according to the form) and pay the re-examination fee. The re-inspection fee will be refunded if the score changes after the re-inspection.

**Article 25: Disciplinary action for violating regulations on testing and exams**

During the study and exam process, students who violate training regulations and exam rules will be handled according to current regulations of the Ministry of Education and the School's training regulations. Forms range from Criticism, Warning, to Expulsion.

**CHAPTER IV: AVERAGE SCORE AND LEARNING CLASSIFICATION**

**Article 26. Evaluation scale**

1. Regular assessment scores (component scores) and final exam scores are graded on a 10-point scale, rounded to one decimal place. The letter grade scale is only used for conversion in the entire module transcript (Academic Transcript).
2. The Module (Module) passing score is 5.0 points or higher (10-point scale).
3. Table to convert 10-point scale to letter scale (conversion in Academic Transcript):

Classification		Official score scale (10-point system)	Letter scale
Pass	Excellent	From 9.0 - 10.0	A+
	Very good	From 8.5 to nearly 9.0	A
		From 8.0 to nearly 8.5	A-
	Good	From 7.5 to nearly 8.0	B+
		From 7.0 to nearly 7.5	B
	Above average	From 6.5 to nearly 7.0	B-
		From 6.0 to nearly 6.5	C+
Average	From 5.0 to nearly 6.0	C	
Not pass		Below 5.0	F