

## NOTICE

### On regulations for organizing final examinations for Semester II, Academic Year 2025-2026

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The International University announces to all students the following regulations for the final examinations of Semester II, Academic Year 2025-2026:

#### 1. Examination schedule

- Students of cohort 2024: from 08/6/2026 to 20/6/2026;
- Students of cohort 2025: from 25/5/2026 to 30/5/2026
- Students of all other cohorts: from 18/5/2026 to 30/5/2026.
- Intensive English Programme - ENTP01 course: from 04/5/2026 to 09/5/2026.

#### 2. Responsibilities of students taking the examination

- Students are required to complete tuition payment in accordance with the University's notice;

- Students must be present at the designated examination venue 10 minutes prior to the time announced in the examination schedule on the Edusoftweb system. Students arriving more than 15 minutes after the exam papers have been opened will not be allowed to take the examination.

- Students must present their student ID card or other photo identification documents for identity verification when taking the examination. Only items and materials permitted for use, as indicated on the exam envelope and examination paper (according to the invigilator's instructions), may be brought into the examination room.

#### 3. For students with outstanding tuition fees

Students who fail to pay tuition fees on time **will not be allowed to take the examination** and will not be permitted to register for courses in the following semester.

*Note: The examination schedule will be updated on the Edusoftweb system 1-2 working days after the confirmation of payment by the Office of Planning and Finance.*

#### 4. Procedures for requesting grade I (exam postponement)

a) Requesting grade I before the examination date:

- If students request grade I before the examination date: students must submit an application, together with valid supporting evidence and present it to course instructor. Based on the instructor's opinions and the approval of the Faculty/Department, the Office of Quality Assurance and Testing shall consider issuing a decision permitting the student to receive grade I.

- In cases where there is a decision by the University assigning the student to participate in competitions, perform official duties, or taking part in student exchange

programs: students must submit an application together with the assignment decision from the Board of Rectors or the admission letter from the partner institution to the Office of QA&T.

b) Requesting grade I at the time the course examination is held:

In urgent cases (bereavement, hospitalization): the student or a family member must submit an application for grade I to the Office of Quality Assurance and Testing together with the following supporting documents:

- Hospitalization: students must provide an hospital admission paper, prescription, medical records, social insurance documents, etc., bearing the proper official red stamp.

- Bereavement (grandparents, parents, siblings): students must submit a copy of the death certificate.

- Other exceptional cases: applications must be submitted to the Faculty/Department; the Faculty/Department shall submit a recommendation to the Office of Quality Assurance and Testing for presentation to the Board of Rectors for approval.

Application submission deadline: **05** days from the date of absence from the examination (excluding Sundays and public holidays).

d) Application form for grade I:

**Students eligible for requesting grade I may download the application form at: <https://qlcl.hcmiu.edu.vn/vi/khao-thi/>, complete all required information and submit it directly to the Office of QA&T (O2.611).**

### **5. Procedures for Grade Review (Re-marking)**

For final examination results, students are entitled to submit a request for a grade review. Applications for review of final examination results must be submitted to the Office of Educational Quality Assurance and Testing (for Political Theory and Physical Education courses), or to the Faculty/Department responsible for the course, within two weeks from the date of official publication of the results. After the expiration of this period, students shall no longer be eligible to request a grade review. The results of the grade review process shall be announced within one week following the close of the application period.