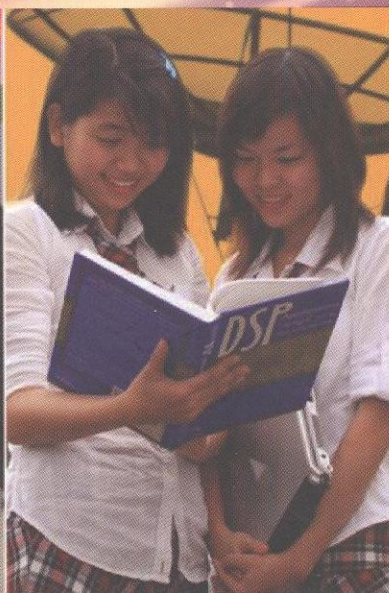
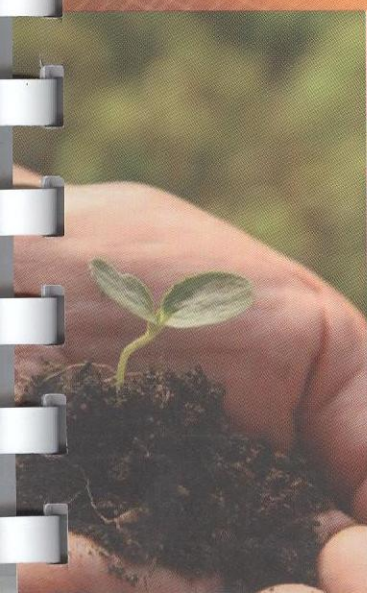




VIETNAM NATIONAL UNIVERSITY - HO CHI MINH CITY
INTERNATIONAL UNIVERSITY

STUDENT'S HANDBOOK

SEMESTER I ACADEMIC YEAR 2008 - 2009



INTRODUCTION

1. Introduction of International University:

International University (IU) is an affiliated member of VNU-HCM. The University offers training for three types of academic degrees. Those awarded: solely by IU; by both IU and an overseas university under a joint-certification program; and solely by an overseas university. The goals of the university are that its graduate, will have a mastery of the fundamentals of scientific knowledge and a strong grounding in their fields. The students will full grasp of theory, good practice skills and the ability to possess with state-of-the-art advancements in science and technology. In addition, they will be capable of working effectively in an international English-speaking environment.

2. Introduction of Student Handbook:

Student handbook contains all helpful information for lectures and students using in teaching and studying in each semester.

3. Students' responsibility:

Students must read very carefully all the information in the handbook to know important information in studying at International University in each semester.

Students have to do exactly all guides in the handbook without illegatity.

COURSE-REGISTRATION PROCEDURE

I. COURSE-REGISTRATION PROCEDURE:

1. Course-registration procedure:

The fresh students study in fix schedule. Office of Academic Affair co-ordinate with School to organize, supervise and assist for students from second-year to last-year in their course-registration.

- Before the end of semester, at least 1 month, Office of Academic Affair send handbook, registration form, student list to schools.

- In the next 2 weeks, academic advisors send handbook, registration form (included signature), advice, and guide students register subjects. Academic advisors and their students must have at least one meeting to do this work.

- After the due date of course-registration (noticed in handbook), students submit registration form to their advisors, and school will submit them to Office of Academic Affair in regulation: registration form must have advisor's signature, unused handbooks and registration forms, and students' list included signatures of students.

- After two weeks later, Office of Academic Affair will send to schools: temporary schedule of school, each lecturer, and each student. School will send lecturer schedules to lecturer and advisors will send student schedules to their students (included signature).

- Any mistakes in lecturer and student schedule will be send to Office of Academic Affair by schools in 1 week later to correct.

- The Course dropping and adding must be made only within the first academic week of the semester relevant. The request form must be approved by advisor, registration form must have advisor signature (in adding course) and is sent to school.

- Office of Academic Affair will solve all requests in second academic week of the semester relevant, after that will submit for Rector of International University and send schedule back to schools.

- For students, who is register late after due date:

- In 3 days after due date, students must submit registration form and request form for dean of school to consider and send to Office of Academic Affair to solve problem.

- In week after due day, students must submit registration form, request form which has advisor's signature and relevant proofs to Office of Academic Affair.

- Students must receive the result at place they submitted.

2. Course-Registration:

- Students register subjects depending on: Regulation in Academic, Semester schedule (used for registration) to know the information about subject, schedule for each subject, registration-schedule to register suitable subjects for themselves

- Course - registration is prior to the following things:

- Register subjects which are suitable to students' own academic program.

- There is prior to retake the courses in twinning programs.

- Register subjects of later semesters for fair of good students.

- Students need to receive the advise from their advisor in study plan, course registration. Students must be responsible for their registration. International University won't accept any correction without students' own registrations.

- Students sign, write full their full name and submit the registration form to academic advisor. Advisors will sign and have relevant responsibility in accurateness and suitability of registration form.

3. Sending-Receiving registration form procedure:

Sending-Receiving registration form procedure is organized by school and noticed to each academic advisor, each student and relevant people, which is organized:

- Academic advisor organize to receive and check the suitability of registration form which is have enough information: student's full name, write and fill student ID, write subject's names, write and fill subject ID, student's signature. Advisor sign in registration form and ask student to sign in Student List (included the time).

- Advisor submits all registration form to school and sign to submit.

- Dean of school assigns people to receive and submit all registration form to Office of Academic Affair (included signature) in right schedule.

- In cases which are submit in 3 days after due date, school will collect and submit to Office of Academic Affair.

II. ORGANIZATION AND PUBLICATION SCHEDULE:

1. Organization temporary schedule:

After receiving registration form from schools, Office of Academic Affair makes temporary schedule to meet well the suitable studying demands from students. This procedure includes the following steps:

- Prior to students who register following in Item 2 - Chapter II.

- Reject illegal registration forms: wrong ID, do not meet academic program conditions.

- Statistic and update lecturer information, co-ordinate with schools to permit students adjust registration when there have adjustments in prepare schedule (adding, dropping subjects because of the real number of registration or another reasons).

- After adjusting important changes (when necessary), Office of Academic Affair will publish temporary schedule. Temporary schedule contains: school schedule, lecturer schedule, student schedule, which are sent to school by Office of Academic Affair in order to send to right receivers. Student schedule contains the result of students' registration and tuition. Students must keep these schedules very carefully in order to use when having any request to adjust.

- The official schedule (pink form) will be send to students following the same procedure. Students must keep carefully these official schedules through semester to know mid-term and final examination schedule, tuition schedule, and other purposes.

2. Adjusting or adding subject:

Adjusting schedule:

- When receiving their own schedule, students should check all information in the schedule: number of subjects, tuition, etc.... If

there has any wrong information, students will submit request form to schools in 3 days after.

- Schools have responsibility to check (through academic advisor) and give ideas in request form, collect and send to Office of Academic Affair in order to solve problem and send back to school to answer students.

Adding or dropping subjects:

In the first academic week relevant, depending on schedule, ability and study condition, students can add or drop subjects, following these regulations and procedure:

Regulation in adding or dropping subjects:

- The Course Dropping and adding can not belong to one of the followings such as: practicum, Lab., blueprinting, thesis, or theoretical course with Lab works or practicum.

- Not permitted to drop preceding courses: English

- Adding subject will be accepted if there is not over seat or assigns lecturer: lab, experiment.

Receiving and solving adding subjects:

a) Procedure:

Students' request form must have academic advisor's signature (advisor can ask the recent schedule for checking easier).

Notice: when registering or adding subjects, students should check very carefully subject regulation in Item 2.2.1- Chapter II.

- Advisors organize to receive request form in the same procedure with the first registration (Item 3 - Chapter I), contains Student list. Advisors check, advice and sign in registration form.

- Advisors submit all adding registration form to schools on Friday of first academic week relevant.

- Deadline for school to submit all adding registration form to Office of Academic Affair is Friday of second academic week relevant.

- Office of Academic Affair receives, adjusts, updates information and answers each day for adjusting subjects, print and publish student schedule to students through schools, update on Website and send result to students' account.

- Employee in Office of Academic Affair

writes result information down in request form (accepted, reasons if rejected...), signs and send back to school to save in Advisor file. Students will contact with their advisor to know the result and can make another request form in due date.

b) Solving over due date course registration:

- In 3 days after due date for adjusting, if students make request forms which have advisor's and dean's signature, these forms will be treated in the same procedure with procedure in Item a).

- After this period time, if having reasonable reasons, students will make request form which contains necessary proofs, advisor's signature, and submit to Office of Academic Affair. All these cases depend on the right of Chef of Office of Academic Affair.

3. Official schedule publication:

- When ending adjust subjects, Office of Academic Affair will treat and make official schedule in order to submit Rector to sign and publish to schools, students (pink form).

- Official schedules will be sent to schools in

order to send to lecturers. These are the official documents to confirm teaching amount of lecturer and to assign other responsibility in university.

- Official schedules and Student list are sent to school in order to send to students (included signature). Procedure is the same with publication temporary schedule.

- Students must receive official schedule at schools, check, keep carefully to pay tuition, know examination schedule... or will be used as proof to request for other purposes.

- Before ending fifth academic week relevant, schools - advisors make list to suggest Office of Academic Affair delete official schedule of students who did not receive schedules at schools. Office of Academic Affair will treat following regulation in *discipline to students, university cadres violating regulation on testing, examination of Academic regulation* under credit system.

PROCEDURE IN SOLVING STUDENTS' REQUESTS

NO.	PURPOSE	TIME TO RECEIVE FORM	CONDITION	PROCEDURE FOR STUDENT	SOLUTION	TIME TO ANSWER
1	Keeping University Entrance Examination	In 15 days after the day of the beginning of term	<ul style="list-style-type: none">- Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...- Other proofs: request form, required documents in regulation.	<ul style="list-style-type: none">- Make request form at OAA- Form must have clear reasons, includes proofs and parents' approval.- On day of respond, contact with OAA to receive Keeping University Entrance Examination Decision and make request form to continue to study in right time in Decision.	<ul style="list-style-type: none">- Keeping University Entrance Examination Decision	<ul style="list-style-type: none">- 1 week after due date of receiving form
2	Suspending	First 2 weeks relevant	<ul style="list-style-type: none">- Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...- Other proofs: request form, library's approval, tuition receipts- Not allowed to take two continuous suspending semesters.	<ul style="list-style-type: none">- Make request form at OAA- Form must have clear reasons, includes proofs and parents' approval.- On day of respond, contact with OAA to receive Suspending Decision and make request form to continue to study in right time in Decision.	<ul style="list-style-type: none">- Suspending Decision- Receive back 100% tuition fee of recent semester.	<ul style="list-style-type: none">- 1 week after due date.
		After first two weeks relevant	<ul style="list-style-type: none">- Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...- Other proofs: request form, library's approval, tuition receipts- Not allowed to take two continuous suspending semesters.		<ul style="list-style-type: none">- Suspending Decision- Receive back 70% tuition fee of recent semester..	<ul style="list-style-type: none">- 1 week after due date.
		After Midterm Examination	<ul style="list-style-type: none">- Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...- Other proofs: request form, library's approval, tuition receipts- Not allowed to take two continuous suspending semesters.		<ul style="list-style-type: none">- Suspending Decision- not receive back tuition fee, pay 100% tuition fee of recent semester.	<ul style="list-style-type: none">- 1 week after due date.

3	Changing field of study/academic program, twinning program	Before the beginning of semester or in first week relevant	<ul style="list-style-type: none"> - Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...) - Other proofs: request form, tuition receipts 	<ul style="list-style-type: none"> - Make request form at OAA - Form must have clear reasons, includes proofs and parents' approval. - On day of respond, contact with OAA to receive Decision and new student ID. 	<ul style="list-style-type: none"> - Changing Announcement to schools, students - Students are studied in changing program in recent semester. 	1 week after due date.
		After first week relevant	<ul style="list-style-type: none"> - Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...) - Other proofs: request form, tuition receipts 		<ul style="list-style-type: none"> - Changing Announcement to schools, students - Students are studied in changing program in next semester 	1 week after due date.
	Changing field of study/academic program, IU program	Before the beginning of semester	<ul style="list-style-type: none"> - Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...) - Other proofs: request form, tuition receipts 		<ul style="list-style-type: none"> - Decision of National University - Announcement to schools, students 	Depending on Decision of National University
		After the beginning of semester	<ul style="list-style-type: none"> - Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...) - Other proofs: request form, tuition receipts 		<ul style="list-style-type: none"> - Decision of National University - Announcement to schools, students 	Depending on Decision of National University
4	Score revision	In 1 week after grade announcement day	<ul style="list-style-type: none"> - Request form 	<ul style="list-style-type: none"> - Make request form at OAA - Contact with schools, departments to know the result 	<ul style="list-style-type: none"> - Score revision result is sent to schools or announce at departments 	-5 days after re-checking of lecturer
5	Official transcript	All time	<ul style="list-style-type: none"> - Suitable reasons: <ul style="list-style-type: none"> + Apply scholarship + Study overseas: make request form and university's approval - Documents: request form, tuition receipt 	<ul style="list-style-type: none"> - Make request form at OAA - On day of respond, submit receipt and receive Official transcript at OAA 	<ul style="list-style-type: none"> - Official transcript for students 	1 week

6	Student certification (scholarship, study overseas)	All time	<ul style="list-style-type: none"> - Suitable reasons: <ul style="list-style-type: none"> + Apply scholarship + Study overseas: make request form and university's approval - Documents: request form, tuition receipt - Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...) - Other proofs: request form, library's approval, tuition receipts 	<ul style="list-style-type: none"> - Make request form at OAA - On day of respond, submit receipt and receive Student certification at OAA 	<ul style="list-style-type: none"> - Student certification 	1 week
7	Academic termination (receive student file)	In first two weeks relevant	<ul style="list-style-type: none"> - Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...) - Other proofs: request form, library's approval, tuition receipts 	<ul style="list-style-type: none"> - Academic Termination Decision - Receive back 100% tuition fee of recent semester. 	<ul style="list-style-type: none"> - Academic Termination Decision - Receive back 100% tuition fee of recent semester. 	1 week
		After first two weeks relevant	<ul style="list-style-type: none"> - Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...) - Other proofs: request form, library's approval, tuition receipts 	<ul style="list-style-type: none"> - Make request form at OAA - Form must have clear reasons, includes proofs and parents' approval. - On day of respond, contact with OAA to receive Decision. 	<ul style="list-style-type: none"> - Academic Termination Decision - Receive back 70% tuition fee of recent semester 	1 week
		After Midterm Examination	<ul style="list-style-type: none"> - Suitable reasons: health (included doctor's medical examination, family conditions, finance conditions,...) - Other proofs: request form, library's approval, tuition receipts 	<ul style="list-style-type: none"> - Make request form at OAA - Form must have clear reasons, includes proofs, instructor and dean's approval if want to delay before exam day. - Submit request form at OAA. - On day of respond, contact with OAA to receive result. - If students are received I grade, they need to file a properly form to retake the course examination. If not completed by the end of the next academic year, the incomplete is changed to an F for grade point computation. 	<ul style="list-style-type: none"> - Academic Termination Decision - Not receive back, pay 100% tuition fee of recent semester. 	1 week
8	Delaying examination before exam day (I grade)	At least 1 week before exam day	<ul style="list-style-type: none"> - Completed coursework in mid-term examination, lab sections, and assignments - Paid the tuition for that semester - Got leave of absence for the final examination (due to illness, accidents...) 	<ul style="list-style-type: none"> - Make request form at OAA - Form must have clear reasons, includes proofs, instructor and dean's approval if want to delay before exam day. - Submit request form at OAA. - On day of respond, contact with OAA to receive result. - If students are received I grade, they need to file a properly form to retake the course examination. If not completed by the end of the next academic year, the incomplete is changed to an F for grade point computation. 	<ul style="list-style-type: none"> - Agreement or disagreement in request form 	1 week
	I grade after exam day	In 3 days after exam day				

9	Studying 2 academic programs simultaneously	After ending semester I of first year of academic program	<ul style="list-style-type: none"> - Academic field program in second program is different form one in first program. - Not bad student in first program 	<ul style="list-style-type: none"> - Make request form at OAA - Form must have clear reasons, includes official transcript, parent's approval. - On day of respond, submit receive to receive the result at OAA. 	<ul style="list-style-type: none"> - Second academic program Decision if Agreement - Reasons if disagreement in request form.. 	1 week after due date
10	Transfer to other University	All time	<ul style="list-style-type: none"> - Suitable reasons: move to other place, difficult conditions... - Transfer to school which has equivalent program with recent program. - Agreement of destination university. - Not be freshman or last year student - Not be in period time of Discipline to students, university cadres violating regulation on testing, examination 	<ul style="list-style-type: none"> - Make request form at OAA - Form must have clear reasons, includes proofs and parent's approval. - On day of respond, submit receive to receive the result at OAA. 	<ul style="list-style-type: none"> - Transferring Decision 	1 week

KNOWLEDGE OF FORMALITY TO REGISTER AT FOREIGN UNIVERSITY

(only for student in twinning program)

1/ Information about twinning program:

1.1/ Training program between Nottingham University (NU) and International University (IU):

Condition:

Table 1. Condition in twinning to UK

SCHOOL	ENGLISH REQUIREMENTS							
	IELTS		PAPER BASED TOEFL		COMPUTER BASED TOEFL		IBT TOEFL	
	MARK	≥ (in any element)	MARK	≥ (in TWE)	MARK	≥ (in essay rating)	MARK	≥ (in any element)
BA	7.0	6.0	600	4.5	250	4.5	100	19
BT	6.0	5.0	550	4	213	4	79	17
EE	6.0	5.0	550	4	213	4	79	17
IT	6.5	6.0	575	4.5	230	4.5	88	19

With ≥: No less than

Student passes all subject of twinning program in 2 year learn at IU. If student has any subject drop, they will go later.

Table 2. Condition in twinning to Malaysia

SCHOOL	ENGLISH REQUIREMENTS							
	IELTS		PAPER BASED TOEFL		COMPUTER BASED TOEFL		IBT TOEFL	
	MARK	≥ (in any element)	MARK	≥ (in TWE)	MARK	≥ (in essay rating)	MARK	≥ (in any element)
BA	6.5	5.5	575	4.5	230	4.5	88	19
BT	6.0	5.0	550	4	213	4	79	17
EE	6.0	5.0	550	4	213	4	79	17
IT	6.0	5.0	550	4	213	4	79	17

With ≥: No less than

Student passes all subject of twinning program in 2 year learn at IU. If student has any subject drop, they will go later.

Scholarship:

NU: decrease tuition fees (this information will be sent by Nottingham University later)

Tuition fees:

School	England (£)	Malaysia (USA)
BA	7.600	8.500
BT	10.100	8.500
EE	10.100	8.500
IT	10.100	8.500

1.2/ Twinning program between West of England (UWE) and International University (IU):**Condition:**

- English

+ IELTS \geq 6.0 or PBT TOEFL \geq 550

- Student passes all subject of twinning program in 2 year learn at IU. If student has subject drop, they will go later.

Scholarship:

UWE decrease 1000£ for student do all tuition fees when academic year begin.

Tuition fees

School	Tuition (£/year)
BT, EE, IT	7.700£ (after decreased 1000£)
BA	7.250£ (after decreased 1000£)
Another fees: about 500 (£/year)	

1.2/ Twinning program between Auckland University of Technology (AUT) International University (IU):**Condition:**

- English

+ IELTS \geq 6.0

+ no < 5.5 in any element

- Student passes all subject of twinning program in 2 year learn at IU. If student has subject drop, they will go later.

Tuition fees

School	Tuition (NZ\$/year)
EE	22.000
IT	19.900
BA	18.300

IU scholarship:

In 2 year learn at IU, Ministry of Education and Training has scholarship which is 7.500.000VND for 6% number of student of all twinning programs.

2. Processing of Going to England:

Students of Twinning Program will prepare form April and get to England at about September, 2009 with below necessary documents (in order getting Visa at August, 2009):

No.	WORK	TIME	NOTE
1	Making pass port	3 months before transferring (about the time of March, 2009)	Students make by themselves
2	Talk with NU	About May, June, 2009	
3	Announcement List of students have enough condition	About May, June, 2009	
4	Sending Application form	At the end of June, 2009	
5	TOEFL/ IELTS certificates	Same time with Application form	
6	Saving book with enough money for 2 year of Academic. Other documents prove your finance ability	June, 2009	Certificate of a certain Bank of your financial situation in both English and Vietnamese
7	Offering letter of NU or UWE	End of July, 2009	
8	Fully filling in Visa Application form with a Photograph size 4x6		Fee: £85, Submit the form on the morning and get it back in the afternoon, interview in Ha Noi (confirmed)
9	Certificate of health situation	After having Unconditional Offer letter	
10	Transcript of the two first years at IU (Confirmed by the rector)	Before receiving offer of NU (about end of July, 2009)	

3. Processing of Going to Malaysia:

Students of Twinning Program NU will prepare from April and get to Malaysia at September, 2009 with below necessary documents (in order getting Visa at Au 2009):

No.	WORK	TIME	NOTE
1	Talk with NU	About May, June, 2009	
2	Announcement List of students have enough condition	About May, June, 2009	
3	Sending Application form		
4	TOEFL/ IELTS certifications	Same time with Application form	
5	Making Passport	3 months before Departure (about March, 2009)	
6	Making Student pass, documents send for NU	At least 2 months sooner than Entrance (about July, 2009)	NU will make student pass Student will receive result through an e-one month before Entrance
7	Fee of registering \$200	At least 2 months sooner than Entrance (about July, 2008)	
8	Offer letter of NU	After The second semester's result Middle of June, 2008	
9	Submitting VISA application form	After receiving offer letter of NU	
10	Medical Insurance (\$50/ year)		
11	Airport Service	Informed one week before leaving Vietnam.	
12	Transcript of the first two years at IU (confirmed by the rector)		

4. Processing of Going to New Zealand:

Students of Twinning Program AUT will prepare from March and get to New Zealand at about July, 2009 with below necessary documents (in order getting Visa at June, 2009):

No.	WORK	NOTE
1	Making Student pass, documents send for AUT:	
	- Passport	
	- 2 pictures (4*6)	
	- Application form	
	- Accommodation form	
	- IELTS certificate	
2	Receiving Offer letter from AUT	
3	Sending transcript of the two first years at IU for students	
4	Preparing for making VISA: application form	
	- Offer letter	
	- official transcript	
	- IELTS certificate (6.0)	
	- Other documents prove your finance ability: NZ\$40,000	
	- Filling VISA form + 3 pictures (VISA)	Address: New Zealand Embassy, Room 909, Floor 9, 235 Dong Khoi Street, Ben Nghe Ward, District.1
5	Booking airplane ticket (18-20 tickets)	IMPORTANT
6	Take off	At the end of May, IU will fix student list to AUT, IU books airplane tickets and announce to their families (about 500\$ - 600\$/ticket)

If there have any question or problem, students will contact with Coordination Office to be assisted in order to complete procedure transferring to twinning Universities.

VIETNAM NATIONAL UNIVERSITY - HCMC

INTERNATIONAL UNIVERSITY

ACADEMIC CALENDAR 2008 - 2009

Month	Sep/2008	Oct/2008	Nov/2008	Dec/2008	Jan/2009	Feb/2009	Mar/2009	April/2009	May/2009	June/2009	July/2009	August/2009
Class Weeks	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Monday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
K.2005	O 08/9	C(7)	M	C(7)	20/1	R	F	C(8)	16/5	R	F	GG
K.2006 (G1/G2)	O 08/9	C(5)/C(4)	M	C(5)/C(4)	20/1	R	F	C(6)/C(5)	16/5	R	F	08/6 Summer Semester
K.2007 (G1/G2)	O 08/9	C(3)/C(2)	M	C(3)/C(2)	20/1	ME (for IU)	C(4)/C(3)	M	C(4)/C(3)	06/6	R	29/6 Summer Semester
K.2008 (G1)	O	06/10	C(1)	M	C(1)	17/4	C(2)	M	C(2)	06/6	R	29/6 Summer Semester
K.2008 (G2)	O	06/10	C(0)	M	C(0)	17/4	C(1)	M	C(1)	06/6	R	29/6 Summer Semester

Notes:

- O: Orientation, semester preparation
 C: Class Study [C(i): classes of semester ith]
 M: Midterm Examination
 F: Final Examination
 R: Reserved for make-up classes, preparing for examination
 PTOU: Proceed to the study in overseas universities

SB: Summer Break

G1: Meeting English requirements

G2: Not meeting English requirements

GG: Graduation Grading

ME: Military Education

Date: May 05, 2008

RECTOR

NOTICE

1. Important milestones in semester I (2008 -2009):

No.	Content	Time/duration
1	Beginning of semester	K2005, K2006, K2007: 08/09/2008 K2008 (NV1 & 2): 06/10/2008
2	Midterm examination	K2005, K2006, K2007: 27/10/2008 – 01/11/2008 K2008 (NV1 & 2): 24/11/2008 - 29/11/2008
3	Reserved week	K2005, K2006: 22/12/2008 – 27/12/2008 K2007, K2008: 02/02/2009 – 07/02/2008
4	Final examination	K2005, K2006: 29/12/2008 – 10/01/2009 K2007, K2008: 09/02/2009 – 21/02/2008

2. Works in semester I (2008 – 2009):

For students in K2005, K2006, K2007:

No.	Content	Time/duration	Place
1	Send Handbook, Suggested Subject List, registration form to schools	11/08/2008	OAA
2	Receive registration form, Handbook, register and submit registration form	12/08/2008 – 18/08/2008	Receive from advisor Submit to advisor
3	Submit registration form to OAA	In the afternoon 18/08/2008	School - advisor
4	Make temporary schedule for student	19/08/2008 – 22/08/2008	OAA
5	Send temporary schedule to schools	In the morning 25/08/2008	OAA
6	Receive temporary schedule	25/08/2008	Receive at schools
7	Submit request form to adjust mistake in schedule	25/08/2008 – 29/08/2008	Submit to schools, schools submit to OAA
8	Adjust mistake and send back to schools	25/08/2008 – 05/09/2008	OAA
9	Receive schedule after adjusting	01/09/2008 – 05/09/2008	Receive at schools
10	Dropping or adding subjects	08/09/2008 – 12/09/2008	Submit to advisor
11	Submit registration forms to OAA	In the afternoon 12/09/2008	School - advisor
12	Make Official schedule for student	15/09/2008 – 19/09/2008	OAA
13	Send Official schedule to schools	In the morning 22/09/2008	OAA
14	Receive Official schedule	From 22/09/2008	Receive from advisor
15	Due date for paying tuition fee in semester I (2008-2009)	03/10/2008	

For students in K2008:

No.	Content	Time/duration	Place
1	Receive Handbook	In the entrance day	Receive from school
2	English Testing	9/2008	OAA and Department of English organize
3	Send Official schedule to schools	9/2008	OAA
4	Receive Official schedule	9/2008	Receive from school

3. Works in semester II (2008 - 2009):**For student K2005, K2006:**

No.	Content	Time/duration	Place
1	Send Handbook, Suggested Subject List, registration form to schools	14/11/2008	OAA
2	Receive registration form, Handbook, register and submit registration form	17/11/2008 – 28/11/2008	Receive from advisor Submit to advisor
3	Submit registration form to OAA	In the afternoon 28/11/2008	School - advisor
4	Make temporary schedule for student	01/12/2008 – 12/12/2008	OAA
5	Send temporary schedule to schools	In the morning 29/12/2008	OAA
6	Receive temporary schedule	29/12/2008	Receive at schools
7	Submit request form to adjust mistake in schedule	29/12/2008 – 02/01/2009	Submit to schools, schools submit to OAA
8	Adjust mistake and send back to schools	29/12/2008 – 09/01/2009	OAA
9	Receive schedule after adjusting	05/01/2009 – 09/01/2009	Receive at schools
10	Dropping or adding subjects	02/02/2009 – 06/02/2009	Submit to advisor
11	Submit registration forms to OAA	In the afternoon 06/02/2009	School - advisor
12	Make Official schedule for student	09/02/2009 – 18/02/2009	OAA
13	Send Official schedule to schools	In the morning 19/02/2009	OAA
14	Receive Official schedule	From 19/02/2009	Receive from advisor
15	Due date for paying tuition fee in semester I (2008-2009)	27/02/2009	

For student in K2007, K2008:

No.	Content	Time/duration	Place
1	Send Handbook, Suggested Subject List, registration form to schools	28/11/2008	OAA
2	Receive registration form, Handbook, register and submit registration form	01/12/2008 – 12/12/2008	Receive from advisor Submit to advisor
3	Submit registration form to OAA	In the afternoon 12/12/2008	School - advisor
4	Make temporary schedule for student	15/12/2008 – 27/12/2008	OAA
5	Send temporary schedule to schools	In the morning 09/02/2009	OAA
6	Receive temporary schedule	09/02/2009	Receive at schools
7	Submit request form to adjust mistake in schedule	09/02/2009 – 13/02/2009	Submit to schools, schools submit to OAA
8	Adjust mistake and send back to schools	09/02/2009 – 20/02/2009	OAA
9	Receive schedule after adjusting	16/02/2009 – 20/02/2009	Receive at schools
10	Dropping or adding subjects	23/02/2009 – 27/02/2009	Submit to advisor
11	Submit registration forms to OAA	In the afternoon 27/02/2009	School - advisor
12	Make Official schedule for student	01/03/2009 – 10/03/2009	OAA
13	Send Official schedule to schools	In the morning 11/03/2009	OAA
14	Receive Official schedule	From 11/03/2009	Receive from advisor
15	Due date for paying tuition fee in semester I (2008-2009)	19/03/2009	

4. Notice:

- Student can register up to 30 credits in 2 primary semesters and 12 credits in summer semester.
- Student is not allowed to change (cancel or add) subjects after receiving schedules.
- Student is not permitted to change any thing in schedule on summer semester.
- The Course Dropping and adding can not belong to one of the followings such as: practicum, Lab., blueprinting, thesis, or theoretical course with Lab works or practicum.
- Any questions about academic program, student will contact with their academic advisor to be assisted.
- Mistakes in student schedule: student registered subjects but not have temporary schedule or have wrong subjects will contact with school to solve problem.

SCHEDULE OF FAST STUDENT'S S09 BUSES

Start point	Bus 1	Bus 2	Bus 3	Bus 4	Bus 5	Bus 6	Bus 7	Bus 8	Bus 9
Turtle Lake	5:45	5:55	6:05	6:10	6:20	6:25	6:30	6:45	7:00
Natural University	6:35	6:35	6:55	7:05	7:10	7:20	7:35	7:50	8:05
Turtle Lake	7:10	7:10	7:30	7:40	7:50	8:00	8:10	8:25	8:40
Natural University	9:05	9:05	9:25	9:35	9:45	9:55	10:05	10:20	10:35
Turtle Lake	9:50	9:50	10:10	10:20	10:30	10:40	10:50	11:05	11:20
Natural University	10:50	10:50	11:15	11:25	11:35	11:45	12:00	12:20	12:30
Turtle Lake	11:30	11:30	11:50	12:00	12:10	12:25	12:40	12:55	13:10
Natural University	15:05	15:05	15:35	15:50	16:05	16:15	16:25	16:35	16:45
Turtle Lake	15:55	15:55	16:25	16:35					
Natural University	16:55	16:55	17:20	17:30					