

No: /TB-ĐHNH

Ho Chi Minh City, day month , 2025

ANNOUNCEMENT

Regarding course registration for the Regular Undergraduate Program and the Part-Time Undergraduate Program for Semester 1 – Academic Year 2025–2026

Pursuant to Decision No. 2181/QĐ-ĐHNH dated October 4, 2019 of the Rector on promulgating the Regulations on full-time undergraduate education under the credit-based system at Ho Chi Minh University of Banking; Pursuant to Decision no. 1575/qđ - đhnh, dated august 31, 2021 of the rector on amending and supplementing certain articles of the regulations on undergraduate training under the credit-based system at Ho Chi Minh University of Banking;

Pursuant to Decision No. 466/QĐ-ĐHNH dated February 28, 2024 of the Rector on promulgating the Regulations on organization and management of undergraduate training at Ho Chi Minh University of Banking;

Based on Decision No. 1076/QĐ-ĐHNH, dated May 8, 2019, issued by the Rector of Banking University of Ho Chi Minh City, Regarding: the promulgation of the "Regulation on Course Registration and Withdrawal in Credit-Based Training System at Ho Chi Minh University of Banking";

The Academic Affairs Office hereby informs all students of the Regular Undergraduate Program and the Part-Time Undergraduate Program of all cohorts about the course registration plan and regulations for Semester 1 – Academic Year 2025–2026 as follows:

1. Academic Calendar Convention

Semester 1 (2025–2026) starts from Week 1 and ends in Week 23. Week 1 begins on Wednesday, September 3, 2025.

2. Announcement of Class and Exam Schedules:

The class and exam schedules for all courses offered in Semester 1 – Academic Year 2025–2026 will be published on **June 27, 2025**. Students can view the details at the following websites: <https://hub.edu.vn/> or <https://phongdaotao.hub.edu.vn/>.

3. Registration Time and Method:

a) For students of the Regular Undergraduate Program:

NO	COHORT, PROGRAM		ONLINE REGISTRATION PERIOD	NOTE
1	RUP-K40	Round 1: Main registration	<ul style="list-style-type: none"> • Group-based registration (registration time applied according to each major): <ul style="list-style-type: none"> - Management Information Systems, Data Science, International Business, International Economics: From 18:00 to 21:00 on July 3, 2025. Note: For students majoring in <i>Information Systems & Digital Transformation</i>, it is required to additionally register for three compulsory courses – <i>Marxist-Leninist Political Economy, Principles of Accounting, Econometrics</i> – during the subject-based registration period (along with Physical Education 5 and elective courses). - Accounting, Business Administration, Logistics and Supply Chain Management, Marketing: From 21:00 on July 3, 2025 to 08:00 on July 4, 2025. - English Language, Economic Law: From 18:00 to 21:00 on July 4, 2025. - Banking and Finance, Financial Technology: From 21:00 on July 4, 2025 to 08:00 on July 5, 2025. • Subject-based registration: For all majors (<i>elective courses and Physical Education 2</i>): From 18:00 on July 5, 2025 to 08:00 on July 7, 2025. <p>After the registration period, students can check the list of canceled course sections (Round 1) due to insufficient enrollment on July 12, 2025 at http://online.hub.edu.vn/.</p>	During the registration period for elective courses, <i>English for Specific Purposes 1, Applied Informatics, and Physical Education 3</i> , the system will only display these courses for students to register. Courses from the compulsory group will not be shown during this time. Therefore, students are advised not to cancel any previously registered compulsory courses .
		Round 2: Additional registration	<p>From 18:00 on July 21, 2025 to 16:00 on July 22, 2025</p> <p>After the registration period, students can check the list of course sections canceled in Round 2 due to not meeting the minimum enrollment requirement on July 25, 2025 at: http://online.hub.edu.vn/.</p>	
	RUP-K39	Round 1: Main registration	<ul style="list-style-type: none"> • Group-based registration (registration time applied according to each major): <ul style="list-style-type: none"> - International Economics, Accounting majors: From 18:00 to 21:00 on July 7, 2025. - Management Information Systems, Business 	During the registration period for elective courses and <i>Physical</i>

			<p>Administration majors: From 21:00 on July 7, 2025 to 08:00 on July 8, 2025.</p> <p>- English Language, Economic Law majors: From 18:00 to 21:00 on July 8, 2025: <i>Note</i>: Students in the English Language major must also register for the compulsory course “General Law” during the course-based registration period (Physical Education 5 and Elective Courses).</p> <p>- Banking and Finance major: From 21:00 on July 8, 2025 to 08:00 on July 9, 2025.</p> <p>• Course-based registration (Elective courses, English for Specific Purposes 1, Applied Informatics, Physical Education 5): For all majors: From 18:00 on July 9, 2025 to 16:00 on July 10, 2025.</p> <p>After the registration period, students can check the list of canceled course sections in Round 1 due to not meeting the minimum enrollment requirement on July 12, 2025 at: http://online.hub.edu.vn/.</p>	<p><i>Education 5</i>, the system will only display these specific courses for students to register.</p> <p>Courses in the compulsory group will not be shown during this time.</p> <p>Therefore, students are advised not to cancel any previously registered compulsory courses.</p>
		<p>Round 2: Additional registration</p>	<p>From 18:00 on July 22, 2025 to 16:00 on July 23, 2025</p> <p>After the registration period, students can view the list of course sections canceled in Round 2 due to not meeting the minimum enrollment requirement on July 25, 2025 at: http://online.hub.edu.vn/.</p>	
	RUP-K34→K37	<p>Round 1: Main registration</p>	<p>• Course-based Registration:</p> <p>From 18:00 on July 10, 2025 to 16:00 on July 11, 2025.</p> <p>After the registration period, students can check the list of course sections canceled in Round 1 due to not meeting the minimum enrollment requirement on July 12, 2025 at: http://online.hub.edu.vn/.</p>	<p>(Note: In the first phase of the registration period, students are only allowed to register for course sections designated for Cohort 38 and elective courses for Cohorts 39 and 40. Students who wish to register for mandatory courses in groups opened for Cohorts 39 and 40 must do</p>
		<p>Round 2: Additional registration</p>	<p>From 18:00 on July 23, 2025 to 16:00 on July 24, 2025</p> <p>After the registration period, students can check the list of course sections canceled in Round 2 due to not meeting the minimum enrollment requirement on July 25, 2025 at: http://online.hub.edu.vn/.</p>	

				so during the second phase of the registration period.)
	RUP-K38	Round 1: Main registration	<ul style="list-style-type: none"> Course-based Registration: Từ 18h00 ngày 11/7/2025 đến 16h00 ngày 12/7/2025. From 18:00 on July 11, 2025 to 16:00 on July 12, 2025. After the registration period, students can check the list of course sections canceled in Round 1 due to not meeting the minimum enrollment requirement on July 12, 2025 at http://online.hub.edu.vn/. 	(Note: In the first phase of the registration period, students are only allowed to register for course sections designated for Cohort 38 and elective courses for Cohorts 39 and 40 . Students who wish to register for mandatory courses in groups opened for Cohorts 39 and 40 must do so during the second phase of the registration period.)
		Round 2: Additional registration	From 18:00 on July 24, 2025 to 16:00 on July 25, 2025 After the registration period, students can check the list of course sections canceled in Round 2 due to not meeting the minimum enrollment requirement on July 25, 2025 at: http://online.hub.edu.vn/ .	

***Receiving Student Requests for Opening Additional Course Sections (if any):** Students are required to compile a list and submit it via the form link: <https://forms.gle/causgstNFHjuo32F9> from **July 12, 2025** until **8:00 AM on July 14, 2025**.

*** Third Registration Round:** This is for students to **add courses** to existing classes that have already been opened by the university and still have available slots. **Note:** Students are **not allowed to cancel any registered courses** during this period.

- **Registration and tuition payment period** (for courses added during the third registration round): From **September 3, 2025** to the end of **September 10, 2025**.

- **Method of registration:** Online via the student's personal account.

Registration Time and Method

Students register for courses at: <http://online.hub.edu.vn> (Training Information Portal)

b) For part-time students who wish to take joint classes with regular undergraduate program courses:

Students must submit the Course Registration Form to the class manager

- **Time:** From July 10, 2025 to the end of July 11, 2025

- **Email address:** namnt@hub.edu.vn .

- **Procedure:** Students download the Course Registration Form (using the attached template), fill in the information of the courses they wish to register for, and send it to the email address of the class manager.

4. Time and Method of Tuition Payment:

- **Time:** From July 28, 2025 to the end of August 10, 2025.

- **Hình thức đóng học phí: Method of payment:** Students access the Online Payment Portal of Ho Chi Minh City University of Banking at <https://e-bills.vn/pay/hub> to check outstanding tuition fees and make payment via the VCB Digibank app, mobile banking apps of other banks, or e-wallets.(user guide for the Online Payment Portal of Ho Chi Minh City University of Banking is attached: <https://e-bills.vn/pay/hub>).

5. Verification of Course Registration Results

- Students of the regular undergraduate program must verify their credit-based course registration results through their personal accounts at online.buh.edu.vn. If there are any questions or complaints regarding the registration results, students must contact the Academic Affairs Office via phone at **028.38.971.638** (56 Hoang Dieu 2 Street, Thu Duc) from **August 18, 2025 to August 19, 2025** (during office hours).

- Students of the part-time undergraduate program must check the registration results previously sent via email with their class manager and make corrections (if any errors are found) on **August 18, 2025**, via phone at **028.38.212.430** (Campus at 36 Ton That Dam, District 1).

- After the above period, the Academic Affairs Office will not resolve any further complaints or adjustments from students.

6. Important Notes Regarding Course Registration

- To ensure accurate and effective course registration, students are required to thoroughly understand the following information and regulation:

+ Register through the specified website to directly access the registration portal applicable to each cohort.

+ Be aware of the prerequisites for each course to be registered and the number of courses required to accumulate knowledge during the semester. **Note:** Priority

should be given to registering for prerequisite courses before registering for other courses.

+ Students must register for a number of credits that complies with the minimum and maximum limits specified in the current academic regulations.

+ Students currently classified under “academic probation” are allowed to register for a **maximum** study load of **14 credits per semester**, including courses retaken due to prior failure).

+ The **minimum** study load for students with “normal academic standing” is **15 credits per semester**. For students of Cohorts 39 and 40, the minimum requirement is **6 courses**.

+ Students who register for fewer than the required number of credits or fail to register for any courses during the semester will receive **an academic warning**, in accordance with the current academic management regulations.

+ Students who fail to fulfill their tuition payment obligations within the deadline set by the Finance and Accounting Department will **not be recorded** in the list of registered courses for Semester 1 of the 2025–2026 academic year.

For any inquiries, students are kindly requested to contact the **Academic Affairs Office** – Administrative Building, 56 Hoang Dieu 2 Street, Thu Duc – for guidance and clarification, or reach out to the academic advisors in charge of each cohort:

+ Students of Cohort K34: contact Mr. Hien – Phone: 098343969.

+ Students of Cohorts K36 and K40: contact Ms. Ha – Phone: 0903372008.

+ Students of Cohorts K38 and K41: contact Ms. Ny – Phone: 0383489034.

+ Students of Cohorts K35, K37, and K39: contact Mr. Thien Minh – Phone: 028-38.971.638.

Recipients:

- BoR: for reporting;
- Faculties: for coordination and dissemination to students;
- Depts. & Centers: FAD, TQAD, ITMD, SAC, SSC;
- YU-SA;
- ACD: for website publication;
- Students: for implementation;
- Archive: Office, AAO.

AS AUTHORIZED BY THE RECTOR
P.P HEAD
DEPUTY HEAD

Nguyen Thi Huynh Uyen