

Ho Chi Minh City, day month , 2025

No: /TB-ĐHNH

ANNOUNCEMENT
Regarding the Organization of Teaching and Learning Activities
Summer Semester – Academic Year 2024–2025

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 Department of Academic Affair would like to inform all students about the registration for accelerated courses, grade improvement courses, second major courses, and retake courses in the summer semester of the 2024–2025 academic year as follows:

1. Eligible participants:

Regular full-time undergraduate students and students from other programs who wish to take accelerated courses, grade improvement courses, second major courses, or retake courses for subjects not yet passed in the training program.

Planned duration of the summer semester 2024–2025: **From July 21, 2025 to August 31, 2025** (including morning and afternoon classes on Saturdays).

2. Tuition fees:

According to the tuition and service fee rates stipulated by the University in Decision No. 887/QĐ-ĐHNH dated April 9, 2024, regarding the collection of tuition and service fees for the 2024–2025 academic year.

- **Tuition payment period:** From **June 16, 2025 to June 29, 2025**.
- **Tuition payment method:**

Students must access the online payment portal of Banking University of Ho Chi Minh City at <https://e-bills.vn/pay/hub> to check outstanding fees and make tuition

payments via the VCB Digibank app, mobile banking apps of other banks, or e-wallets. (A user guide for the online payment portal of Banking University of Ho Chi Minh City at <https://e-bills.vn/pay/hub> is attached.)

3. Conditions for opening a course/class:

- The minimum class size requirement is **40 students per course**. For courses taught in a foreign language, the minimum is **30 students per course**.

In cases where the number of registered students does not meet the minimum requirement, the course may still be opened if all registered students voluntarily agree to cover the full cost based on the minimum class size. In such cases, a student representative must submit a written request along with a list of participating students. All participating students must sign the list, which must then be submitted directly to the Department of Academic Affair – Thu Duc Campus).

- Students must complete tuition payment within the specified timeframe.

4. Registration process:

4.1 - Step 1: Collect students' course enrollment requests and assign students who have registered their needs to the summer semester course offerings.

Students who wish to enroll in specific courses to be offered must register their information (**accurately fill in all required details such as student ID, full name, course title, etc.**) using the link provided by the Department of Academic Affair at the following address: <https://forms.gle/aeqwXhnGX1c7cofbA> .

Method: Students from all cohorts must individually register online and submit a **request form to open a course**, using the template provided by the Department of Academic Affair this applies to all courses students wish to take, and registration must be completed **from the date of this announcement until 7:30 AM on May 26, 2025**, based on the list of courses approved for offering in the summer semester of the 2024–2025 academic year (**attached list**).

Based on students' pre-registration data and the number of requests for each course, the Department of Academic Affair will open course sections for the summer semester of the 2024–2025 academic year. At the same time, students who have pre-registered will be officially enrolled in the respective course sections, and the registration results will be updated on each student's personal portal.

4.2 - Step 2: Students check their class schedules and make adjustments or cancel course registrations if any scheduling conflicts are found (if applicable).

Students should check the course sections registered by the Department of Academic Affair in their personal portal. If the system indicates a schedule conflict, students must either switch to a different course section or cancel the conflicting registration.

- **Method:** Online via each student's personal portal at <http://online.hub.edu.vn/>.
- **Timeframe:** From 6:00 PM on June 11, 2025, to 7:30 AM on June 13, 2025.

*** Note:**

➤ During the adjustment period, the system will only display two options: “Switch class/group” and “Cancel class.” Students will not be allowed to register for new courses during this time. Therefore, students are advised to limit the use of the “Cancel class” function, and only use it if they no longer wish to attend the course.

➤ After the adjustment period ends, the Department of Academic Affair will review all students’ schedules. In cases where there are still conflicts in class or exam schedules, the system will automatically cancel one of the conflicting classes at random.

5. Additional registration for course sections with available slots (For students who did not pre-register or who wish to add more courses)

- **Method:** Online via the student’s personal portal at <http://online.hub.edu.vn/>.
- **Timeframe:** From 6:00 PM on June 13, 2025, to 7:30 AM on June 16, 2025.

6. Verification and correction of course registration errors:

From **July 10, 2025 to July 11, 2025**, students must check their course registration results via their personal portal and directly report any errors or request corrections at the Department of Academic Affair (if any).

After this period, the Department of Academic Affair will publish the final list of course sections, and no further additions or changes will be accepted. Students who do not wish to register for courses in the summer semester may register for and take their remaining courses during the upcoming regular semesters, in accordance with the Department of Academic Affair’s academic plan and class schedule.

For all information related to the Summer Semester 2024–2025, students should directly contact the Department of Academic Affair – Thu Duc Campus (56 Hoang Dieu 2) for guidance. Support hotline for registration: 028-38.971.638 (ask for Mr. Thien Minh).

Recipients:

- BoR: for reporting;
- Relevant units: for coordination;
- APRD: để t/b cho sv;
- YU – SA, CSCR: for awareness;
- Save: DAA, GAO.

**AS AUTHORIZED BY THE RECTOR
P.P HEAD
DEPUTY HEAD**

(Signed)

Nguyen Thi Huynh Uyen