



Hanoi, December 18th, 2013

**EXPLANATION ABOUT THE ACADEMIC PROGRAMS & GRADING SYSTEM  
AT FOREIGN TRADE UNIVERSITY**

To whom it may concern,

Foreign Trade University currently applies a credit system for its undergraduate programs having been implemented since 2008, which is under the Regulation No 43/2007/QĐ – BGDDT issued by the Minister of Education and Training on 15<sup>th</sup> August, 2007. The Department of Training Management provides explanation about the education system at Foreign Trade University as follows:

**1. About Academic Programs and Degrees:**

As a normal schedule, a full-time undergraduate student at FTU is required to take a 4-year (8-semester) program in order to complete his/her study. Upon successful completion of all of the required courses and a graduation thesis or internship report, he/she will be awarded a Bachelor Degree of his/her own major.

**2. About the Grading System:**

The final grade for each course is based on a 10- point scale and is rounded up or down to the nearest one decimal number and then converted into letter grade. The grade in letter will then be converted into a numeric grade in order to calculate his/her GPA.

Descriptor	Grading system of 10	Grading system of letters	Grading system of 4
Excellent	8.5 – 10.0	A	4
Good	7.0 – 8.4	B	3
Satisfactory	5.5 – 6.9	C	2
Poor	4.0 – 5.4	D	1
Fail	Below 4.0	F	0

The student's rank is based on his/her overall accumulated average of all of the grades:

GPA Scale	Grade Description
3.60 – 4.00	Xuất sắc (Excellent)
3.20 – 3.59	Giỏi (Very Good)
2.50 – 3.19	Khá (Good)
2.00 - 2.49	Trung bình (Ordinary)

**Students who receive their GPA below 2.0 will fail to graduate.**

**3. About Academic Transcript:**

The following notes are for the clarification of the academic transcripts issued by FTU:

- a) Credit: Courses are measured in credits. One credit is equal to 15 class hours of studying theories or 30 class hours of practicing. Each class hour lasts for 50 minutes. Students are required to spend at least 30 hours of self-study to prepare for one credit.
- b) GPA: GPA is calculated based on the average of the highest grades of all the courses taken by students.

Sincerely,



Dr. Le Thi Thu Thuy  
Head of Department of Training Management

<http://www.ftu.edu.vn>