

# MST Appeals, Retake, and Examination Review Information

*Student information page for the Master's Program in Mechatronics and Sensor Systems Technology*

<b>Programme</b>	M.Sc. Mechatronics and Sensor Systems Technology (MST)	<b>Document type</b>	Student information page
<b>Version</b>	v1.3	<b>Owner</b>	M.Sc. Le Duy Can, MST Programme Coordinator (supported by MST Programme Office), Faculty of Engineering, VGU
<b>Publication authority</b>	Dean, Faculty of Engineering, VGU	<b>Review cycle</b>	At least once per academic year
<b>Primary sources</b>	VGU General Examination Regulation; MST Specific Examination Regulation; MST Module Handbook / module descriptions	<b>Use</b>	Public information page to improve visibility of appeals, retakes, and accommodations

Important note. This page is an information summary intended for students and staff. In case of any discrepancy, the General Examination Regulation for Bachelor and Master Programs of VGU and the MST Specific Examination Regulation prevail.

## 1. Purpose and scope

This page consolidates the MST programme's publicly relevant information on examination review, appeals against assessment, retake examinations, final failure, and alternative examination arrangements. It should be read together with the VGU General Examination Regulation, the current MST Specific Examination Regulation, the current MST Module Handbook, and other student-facing programme information of MST.

The page combines the general university-wide rules with MST-specific provisions so that students can identify both the formal legal route and the programme-level contact points. In case of discrepancy, the applicable VGU regulations and the current MST programme regulations prevail.

## 2. Quick reference

Topic	What students need to do	Deadline / route
Inspection of an assessed written examination	Inspect your written examination paper and the examiner's report on	Within 2 weeks after results are

Topic	What students need to do	Deadline / route
	the date announced by the examiner.	announced
Informal clarification after a grade is announced	Discuss reservations about the assessment directly with the examiner first.	As early as possible after inspection
Formal appeal against assessment	Submit the appeal and supporting evidence to the Examination Office at VGU for forwarding to the Examination Board.	Within 4 weeks after announcement of the result
Alternative examination arrangement	Submit a written request with supporting documentation, normally including a medical certificate where applicable.	At the latest with examination registration
Illness or health issue affecting an examination	Inform the Examination Board without delay and submit a medical certificate.	Within 3 days after the examination
Failed thesis	A failed thesis may be repeated once with a new topic under the applicable regulations.	No second repetition

### 3. How examination information is communicated

- At the beginning of each semester, students are informed of evaluation criteria, examination schedules, and grading methods through the module handbooks and course introductions.
- Module-specific forms of assessment, passing conditions, and additional requirements are defined in the current MST Module Handbook / module descriptions and, where applicable, the MST Specific Examination Regulation.
- Examination results are announced in compliance with data protection requirements through public notice and the electronic system where one exists. In the MST programme, students can monitor schedules, grades, and study progress through the Student Information System (SIS).

This publication page is intended to complement - not replace - the module-level information provided in each semester.

### 4. Inspection of examinations and appeals

Students have the right to inspect their own written examination papers and the respective examiner's report(s). The examiner shall specify a date and time for inspection within two weeks after the announcement of the results.

Students who object to the assessment of an examination should first discuss their reservations with the examiner. If the student remains dissatisfied after this clarification, a formal appeal may be lodged with the Examination Board.

1. Discuss the assessment with the examiner after the result is announced and, where applicable, after inspection of the written examination.
2. Submit the formal appeal in writing to the Examination Office at VGU, which records the date of receipt and forwards the documents to the competent Examination Board.
3. Submit the appeal within 4 weeks after the announcement of the result.
4. Expect a reasoned decision within 1 month. Where the Examination Board orders a second grading, the result may be higher or lower than the original grade.

Where a module examination is definitively failed, the written notice issued by the chairman of the Examination Board must include the right of appeal.

## 5. Retake of module examinations and final failure

- A passed examination may not be retaken.
- A failed module examination or partial module examination may be repeated once. The repetition must be taken at the next possible examination date; students are automatically registered in the online registration system.
- If an examination has been failed twice, the student may retake the module once. After retaking the module, the student has the next permitted examination attempt under Article 12 of the General Examination Regulation.
- If a written or oral retest is the student's last permitted attempt, it must be evaluated by at least two examiners.
- A module examination is definitively failed when all permissible attempts under the applicable regulations have been exhausted.
- A failure or withdrawal for accepted good reason, including illness properly documented to the Examination Board, is not counted as an examination attempt.

For MST students, the programme communication also emphasises that students receive assessment information at the beginning of each semester and that examination results are made visible through the Student Information System (SIS).

## 6. Alternative examination arrangements and special circumstances

- Alternative examination arrangements may be made for students with long-term or short-term medical conditions, specific learning difficulties, or disabilities, provided that the academic standards of the module are maintained.
- Students who require compensatory measures, such as extended processing time or another appropriate arrangement, must request these measures in writing at the latest with registration for the examination.
- Students who cannot participate in an examination, or who must leave an examination early because of health issues, are required to submit a medical certificate to the Examination Board within 3 days after the examination.
- Legal maternity protection periods, parental leave, and care responsibilities for close relatives are to be taken into consideration under the General Examination Regulation.

Students are encouraged to contact the Examination Office and the MST programme office as early as possible when alternative arrangements may be needed, so that both the formal approval route and the practical implementation in the module can be coordinated in time.

## 7. Thesis and colloquium: MST-specific note

- Under the MST Specific Examination Regulation, the Master thesis may only be started after all examinations of semesters 1 to 3 have been passed, the required English-language proof has been provided, and the Industry Project has been passed.
- The student submits the thesis registration to the Academic Coordinator.
- Following the Master thesis, a colloquium is held in accordance with the applicable provisions of the General Examination Regulation.
- A failed thesis can be repeated once. After two failed thesis attempts, the thesis is finally graded 5.0 (failed).

Appeals or procedural objections relating to thesis assessment follow the same general Examination Board route described in Section 4 unless a more specific rule is prescribed by the applicable regulation.

## **8. Inspection of examination records after graduation**

After completion of the study programme, graduates may request inspection of their examination records, including written examinations, examiners' reports, and examination protocols. The request to the chairman of the Examination Board must be made within one year from graduation. The Department of Academic and Student Affairs determines the time and place of inspection and conducts the inspection in the presence of the graduate.

## 9. Contact route

Purpose	First point of contact	Formal route / note
Clarification of grading or examiner feedback	Module examiner / lecturer	Use this route first before filing a formal appeal.
Formal appeal against assessment	Examination Office at VGU	The Examination Office records receipt and forwards the file to the competent Examination Board.
Alternative examination arrangement / accommodation	Examination Office at VGU and MST Programme Office	Submit the request in writing with supporting documents no later than examination registration.
Illness, withdrawal, or inability to attend an examination	Examination Board via the programme assistant / Examination Office	Provide reasons in writing without delay; medical evidence is required where applicable.
Thesis registration and MST thesis procedures	MST Programme Office / Academic Coordinator	Follow the MST Specific Examination Regulation and the MST Thesis Handbook.

## 10. Regulatory basis

1. Vietnamese-German University. General Examination Regulation for Bachelor and Master Programs of the Vietnamese-German University. Promulgated with Decision No. 20/QD-DHVD dated 21 January 2022. Key provisions used here: Article 1, Article 4, Article 12, Article 13, Article 15, Article 20, Article 23, Article 25, and Article 31.
2. Vietnamese-German University. Module Handbook, Curriculum, and Specific Examination Regulation for the Master's Program in Mechatronics and Sensor Systems Technology, 2025-2030 (version dated 26 September 2025). Key provisions used here: Article 1, Article 4, Article 7, Article 8, and Article 9.
3. Vietnamese-German University. Module Handbook for the Master of Science in Mechatronics and Sensor Systems Technology (MST), version dated 26 September 2025. Relevant for module-specific assessment formats, course introductions, and semester-level communication of examination requirements.