



MEMORANDUM

To: All VEF Fellows

Cc: VEF Staff

From: Kien Pham, Executive Director

Date: April 7, 2006

Subject: Policy on Termination

This is to inform you about our policy on termination from the Fellowship program. This memorandum supersedes all previous written or oral communication from VEF on the subject.

VEF must maintain its reputation of integrity and standard of excellence at all times. VEF Fellows are expected to be honest, law-abiding citizens, dedicated to academic achievement to complete their program of study. VEF is obligated to follow the federal legislation regarding Exchange Visitors. If a VEF Fellow violates the principals of honesty and lawfulness or demonstrates a lack of academic conviction, VEF must consider corrective actions, including fellowship termination.

We sincerely hope that none of our Fellows would ever be considered for termination. Nonetheless, we must clarify the conditions and the procedures in case this unfortunate circumstance occurs. Please read the following information so that you are aware of the details of the VEF policy.

Conditions for Consideration of Termination

Termination of the Fellowship for a VEF Fellow will be considered under the following conditions:

1. Dishonesty: if a VEF Fellow lies or is deceitful in any way to VEF or to his/her university with regard to any matter;
2. Plagiarism: if a VEF Fellow plagiarizes (i.e., to copy without identifying sources) on any applications, documents, reports, homework or any other materials or information presented to VEF or to his/her university via any mode, oral or written;
3. Illegal actions: if a VEF Fellow disobeys any rules or regulations, or any laws, established by VEF, by his/her university, by a government entity (i.e., city, state, federal government), by any third-party agency acting on behalf of VEF;

4. Failure to follow immigration regulations: if a VEF Fellow does not follow the specific rules and procedures as described in the federal legislation for Exchange Visitors (22CFR62);
5. Lack of academic success: if a VEF Fellow demonstrates an inability to carry a full-time load, to pass graduate courses at the expected grade level in his/her department, or to complete academic work on time;
6. Failure to move forward in the doctoral program: for doctoral students, if a VEF Fellow's university has determined that the Fellow is not eligible for continuation into the doctoral program and cannot provide full financial support for that Fellow.

Though not obliged to do so, VEF may consider a probationary period in which the VEF Fellow will have the opportunity to reconcile the situation.

Procedures

If a VEF Fellow meets any of the above criteria, VEF will review the situation and make a decision by following the steps below:

1. VEF will inform the VEF Fellow of the seriousness of the matter in writing and ask the Fellow to write a detailed explanation of the situation, including a defense and request about the action to take.
2. VEF will gather the following evidence, as necessary, regarding the case:
 - a. A written and/or oral report from the Fellow, the academic and/or thesis advisor, the head of the department, the international student office, any agent acting on behalf of VEF, VEF staff, and/or a medical doctor;
 - b. Transcripts, grade reports, and/or exam scores;
 - c. Any other documents; and
 - d. Information from individuals that can provide evidence about the case.
3. VEF will review the evidence, summarize the issue, and make a recommendation in writing to a Special Review Committee.
4. The VEF will present the report and recommendation with supporting evidence to a Special Review Committee appointed by the Chairman of the Board of Directors of VEF.
5. The Special Review Committee will make the final decision and VEF will inform the VEF Fellow in writing of the decision.
6. During this process, the VEF Fellow is expected to continue in his/her academic activities.
7. If termination is decided, VEF will inform the Fellow of the date of termination, which may be immediate or may be as long as the end of the academic term. VEF will take appropriate administrative actions in the SEVIS system and provide the Fellow with a plane ticket to return to Vietnam.