

REGULATION

On Administrating International students at Hanoi University of Natural Resources and Environment

*(Promulgated according to Decision No. 3210 /QĐ-TĐHHN dated September 7th 2018 by
President of Hanoi University of Natural Resources and Environment)*

ARTICLE 1. SCOPE AND OBJECTS OF APPLICATION

1. Scope

This regulation applies to foreigners studying at Hanoi University of Natural Resources and Environment (HUNRE), including: requirements, reception process for international students; training and administrating of international students; right and responsibility of international students.

2. Objectes

This regulation applies to foreigners who wish to study at HUNRE in various forms: under the nation agreement, scholarship or self-funding.

3. Language used in teaching and learning

Vietnamese language is the official language used for teaching and learning at HUNRE (except for some specialized subjects taught in English in some specific training programs)

ARTICLE 2. REQUIREMENTS AND RECEPTION PROCESS FOR INTERNATIONAL STUDENTS

1. Requirement about education, qualification, health and finance

- Having a graduation degree which is equivalent to Vietnamese graduation one in accordance with current regulations of Vietnam Ministry of Education and Training (MOET);

- International students must have Vietnamese language proficiency requirements for each level of training and training program in the Circular No. 17/2015/TT-BGDĐT of MOET Minister dated 01/9/2015 about Vietnamese language ability for foreigners;

- Have financial capacity to ensure the study, research and living in Vietnam.

- Have good health to study in Vietnam.

2. Requirements about dossier

International students should prepare a dossier in Vietnamese or English language, including:

- Application form (according to Form 1)
- Copies and translation of degrees, diplomas and academic transcripts applicable for relevant levels of proposed study, duly notarized or certified by competent authorities of the sending country, specifically:
 - + For undergraduate training: A notarized or authenticated translation of high school certificate or equivalent;
 - + For master's training: A notarized or authenticated translation of Bachelor degree and academic transcripts;
- Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country or by Vietnamese central, municipal or provincial medical bodies, clearly stating that the applicant is healthy and fit for overseas study;
- Duly certified copies of Vietnamese Proficiency Certificates issued by competent educational institutions or internationally recognized certificate of the foreign language to be used for study in Vietnam;
- Copy of passport with a validity of the expected duration of study in Vietnam or at least 1 year from the expected arrival in Vietnam;
- 4 photos size 4x6 (taken no more than 6 months to the date of submission).

3. Reception process for international students

- Before 1st of June annually, applicants' dossiers should be sent directly to HUNRE for consideration and approval.
- Before 20th July annually, HUNRE completes receiving and approving of scholarship/self-funding international students' dossiers and replies to the candidates.
- International students enter undergraduate level will be admitted to HUNRE from the 15th of August to 1st of September annually.
- International students enter master course according to the annual training plan of HUNRE.

ARTICLE 3. TRAINING FOR INTERNATIONAL STUDENTS

1. Directly enter official program

- International students are fullfill all the requirements and documents in Article 2 might be admitted directly to the official program.
- In case, international students are not qualified for Vietnamese to study official programs in Vietnamese language, HUNRE will send them to enhance their Vietnamese level at Vietnamese Pre-Training Institutions (under MOET). Tuition fee for language courses will be paid by students during the study period.
- HUNRE will not accept international students if their health are not reach the requirements.

2. Exemption subjects for international students

- Exemption for foreign language standard.
- Exemption for National Defense Education-Security.

3. Program and training time

Applied as training program and training time to Vietnamese citizens of HUNRE which has been approved by MOET and by HUNRE.

4. Examination; thesis and dissertation defense; final thesis, graduation dissertation, awarding degree, certificate

Studying, scientific research, tests, final examinations, study warnings, thesis, dissertation defense, awarding degree and certificate for international students are performed as for Vietnamese citizens under the regulations issued by MOET; and the regulations on credit training at HUNRE. In addition, international students are awarded original degree or certificate in both Vietnamese and English.

5. Shorten and lengthen learning time

- International students may shorten their training time, but must complete full contents of training programs according to current regulations.

- International students may not allow to extend their study duration without permission. In cases where it is necessary to extend study period in order to complete training program, international students must be accepted by sending country, approved by HUNRE and MOET.

6. Regulations on absenteeism for international students

International students are not allowed to absent from classes, internship program without permission. They must abide by the regulation on training of each educational level issued by MOET and regulations on studying and practicing of HUNRE. International students who absent for more than specified number of hours (with or without reasons) are treated as Vietnamese students according to the above regulations.

7. Suspension of study

The maximum period of suspension is one (01) year for scholarship students, self-funding students if reasons are provided and accepted by sending country, approved by HUNRE and MOET.

8. Changing major, changing university

International students are not allowed to change their major or change to another university without permission. International students are only allowed to change their major or university if HUNRE sends a written consent to MOET and get allowed from MOET. This change is made only once and only apply for students from higher level.

ARTICLE 4. TRAINING COST

Applied as the amount for Vietnamese citizens issued by HUNRE.

1. For international students under the Agreement

Followed the Circular No. 03/2014/TT-BGDĐT dated 25th February, 2014 of the Minister of MOET promulgating Regulations on administrating international students studying in Vietnam and Circular No.24/2018/TT-BTC dated March 12th 2018

Guidance on the management of tuition fees for international students of Lao People's Democratic Republic and Kingdom of Cambodia under the Study Agreement in Vietnam.

2. For international students under scholarship

HUNRE will regulate the expenses that international students receiving under scholarships according to current regulations of Vietnam.

3. For international students under self-funding

Self-funding international students will pay all expenses during the study period at HUNRE in accordance with regulations as follows:

- Self-funding international students of Lao People's Democratic Republic and Kingdom of Cambodia: 20.000.000 VND/year (amount in words: twenty million VND) for undergraduate training program and 25.000.000 VND/year (amount in words: twenty-five million VND) for master's degree programs.

- Self-funding international students belong to:

- + Group of low income countries (\leq 2.000 USD/year): 1.600 USD/year (amount in words: one thousand six hundred USD) for undergraduate training program and 2.000 USD/year (amount in words: two thousand USD) for master's degree programs.

- + Group of other countries: 2.000 USD/year (amount in words: two thousand USD) for undergraduate training program and 2,500 USD/year (amount in words: two thousand five hundred USD) for master's degree programs.

ARTICLE 5. RIGHTS AND RESPONSIBILITIES OF INTERNATIONAL STUDENTS

1. Responsibilities of international students

- To abide by the Laws of Socialist Republic of Vietnam, to respect Vietnamese tradition and customs;

- Having awareness of preservation and promotion of the friendship and cooperation between Vietnam and home countries of international students.

- To perform study and research according to training program and plan regulated at the educational institutions; strictly follow regulations of training institutions and regulations on administrating international students studying in Vietnam.

- Being responsible for the management of visa and temporary residence certificate. 10 days before the expiration of visa or temporary residence certificate, international students must report to HUNRE for the purpose of renew visa and temporary residence certificate.

- To ensure financial issue for study, research, and activities other than scholarships granted under regulations;

- To comply with regulations on foreigners working in Vietnam in case international students working full-time or part-time in Vietnam.

2. Rights of international students

- To be respected and treated equally as Vietnamese citizens;

- To allow to use facilities, equipment for study, research, cultural, physical training and sport activities under regulations of educational institutions;
- To participate in cultural, art, physical training and sport activities of pupils, students organized by educational institutions;
- To be commended if having outstanding achievements in study and research;
- To be entitled to holidays and summer break according to regulations of educational institutions;
- To participate in physical training, sports and cultural activities organized by the Embassy or HUNRE;
- International students can return home for summer vacation, holidays, and invite relatives to visit Vietnam in accordance to Vietnamese regulations.
- To be provided a bank account in Vietnam to pay tuition fees at HUNRE.

ARTICLE 6. RESPONSIBILITIES ON ADMINSTRATING INTERNATIONAL STUDENTS OF UNITS UNDER HUNRE

1. Student Affair Department

- Hosting the reception and graduation process for international students in accordance with regulations;
- Administrating international students' profile and international students during the period studying at HUNRE according to current regulations; Handing over the profile of international students to Science-Technology and International Relations Department after international students finishing the course; providing relevant information of international students to other units to report ministries.
- Receiving and supporting the implementation of policies about holidays break, vacation, personal leave of international students as prescribed.
- Organizing meetings for international students to disseminate regulations, rules of Ministries, HUNRE; Cultural exchanges, sightseeing tours, holidays, etc.
- Organizing exchanges programs with the aim to promote friendship and solidarity among Vietnamese and international students.
- Monitoring and coordinating with units inside and outside HUNRE to administrate international students, deal with international students throughout the duration studying in Vietnam under the terms of training contract.

2. Science-Technology and International Relations Department

- Administrate the entire the problems related to international students during their timing (study & stay) at HUNRE.
- Hosting the meetings with agencies outside HUNRE for the problems, deal with international students at HUNRE.
- Coordinating to host the reception and graduation according to regulations.
- Consulting and supporting international students in the preparation of documents related to training and financial procedures which are submitted to HUNRE for approval.

- Receiving and supporting the procedures for visa extension and other problems in accordance with the Vietnamese Law.
- To make reports to relevant units on international students' study and stay regularly or unexpected request.

3. Academic Affairs Department

- Receiving dossiers in accordance with the regulations of MOET, completing the enrollment procedures, transferring dossiers and sending notification to related departments.
- Implementing the training plan for international students.
- Receiving and assisting international students in changing major, conducting research project, transcript of internship, changing university of according to regulations.
- Coordinating with faculties to organize tutor classes (Vietnamese and other subjects) for international students (if required and possible).
- Administrating and providing information on learning process of international students every semester for Science-Technology and International Relations Department to synthesize and send to Ministries and Departments as required.
- Coordinating with other departments to organize closing ceremony for international students at the end of the course.

4. Planning-Finance Department

- Making budget estimation for each school year related to international students;
- Allocating and settling all expenses related to international students;
- Providing financial data related to international students for Science-Technology and International Relations Department to synthesize and report to Ministries, Departments as required.
- Assisting insurance procedures as prescribed for international students.
- Assisting and ensuring financial procedures for international students (if required).

5. Faculties

- Arranging lecturers, instructing internship, research and supervising for international students who study majors managed by Faculties.
- Reflecting to related units about learning situation of international students periodically or unexpected request.

6. Youth Union

- Coordinating with Science-Technology and International Relations Department, Student Affairs to encourage international students participating in cultural exchange, art, sport, etc.
- Selecting Vietnamese students to help international students during the period studying at HUNRE.

7. Campus Services Center

- Arranging accommodation and administrating international borders in accordance with regulations;
- Coordinating with competent authorities and units at HUNRE to deal with matters related to international students during the period in Vietnam (declaration and registration for temporary residence of international students).

ARTICLE 7. REPORTING

- All units of HUNRE are responsible for submitting reports on the situation of international students to Science-Technology and International Relations Department every semester and unexpected (if required).
- Science-Technology and International Relations Department is responsible for gather information from HUNRE units and report to HUNRE Board of President every 6 months/year and unexpected (if required).

ARTICLE 8. COMMENDATION AND DISCIPLINE FOR INTERNATIONAL STUDENTS

1. Commendation

International students studying at HUNRE who achieve outstanding achievements in study, research and friendship activities shall be commended according to the regulations of HUNRE, MOET and the provisions of Vietnamese Law.

2. Discipline

International students who violate the provisions of Vietnamese Law, other relevant regulations and rules of HUNRE will be subject to disciplinary measures in accordance with the regulations of HUNRE, MOET and other regulations of Vietnamese Law.

Form I: Application form for international applicants to study in Vietnam
(Promulgated according to Circular No. 03/2014 / TT-BGDDT dated 25/02/2014 of Ministry of MOET about Regulation on administrating foreigners studying in Vietnam)

Attach your
photo size 4x6

**APPLICATION FORM
FOR INTERNATIONAL APPLICANTS TO STUDY IN VIETNAM**

*Please fill in the blanks or tick (✓) appropriate boxes. Write your full name in
BLOCK letters.*

1	Family name	Middle name	First name
2	Date of birth:	Day. month year.	
3	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
4	Place of birth:	City. Country.	
5	Nationality:	
6	Occupation:	
7	Religion:	
8	Passport:	Number	Place of issue
		Date of issue	Expiry date
9	Marital status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced	
10	Native language:	
11	Home country contact address:	
12	Home phone number in your home country:	
13	Contact person in your home country in case of emergency:		
	Full name	Relationship	
	Residential address	Place of work	
	Phone number	Email	

14	Educational background:			
	Academic year	Institution	Field of Study	Qualifications

15	Employment record:			
	15.1 Employer:		
	Time of employment:		From:month. year. To: month. year.	
	Job Title:		
	Job Description:		
	15.2 Employer:		
	Time of employment:		From: month. year. To: month. year.	
	Job Title:		
	Job Description:		
16	Self assessed Vietnamese language proficiency:			
	<input type="checkbox"/> Zero Vietnamese proficiency <input type="checkbox"/> Some Vietnamese Proficiency Tick appropriate box in the next column:		<input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
	If you have studied in Vietnam in Vietnamese, complete all following required information:			
	Names of institutions attended:		
	Total length of study:	 hours months years	
	Certificate of Vietnamese language proficiency:		<input type="checkbox"/> No <input type="checkbox"/> Yes Level:	
17	Types of qualifications awarded:		<input type="checkbox"/> High school <input type="checkbox"/> College <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctor	
	English Language Proficiency:			
18	<input type="checkbox"/> Zero English proficiency <input type="checkbox"/> Some English Proficiency Tick appropriate box in the next column:		<input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
	Other foreign languages:			
19 Level:			
 Level:			
19	Proposed Study Program:			
	<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD <input type="checkbox"/> Research Fellowship <input type="checkbox"/> Short-term training course			

20	Proposed field of study/research:		
21	Proposed period of study: From: day month. year. To: day month. year.		
22	Proposed educational institution for study/research:		
23	Proposed language medium for study: <input type="checkbox"/> Vietnamese <input type="checkbox"/> English <input type="checkbox"/> Other language:		
24	Your family members living in Vietnam (if any):		
	Full name	Relationship	Address
	1.
	2.
25	Source of funding for your study in Vietnam: <input type="checkbox"/> Vietnamese Government Scholarship <input type="checkbox"/> Other Scholarship <input type="checkbox"/> Self-funding		
26	<p>I, the undersigned, hereby acknowledge that all the information on this Application Form is true and correct to the best of my knowledge. I hereby undertake to comply strictly with all the laws and the regulations of the Vietnamese Government, all regulations applicable to international students studying in Vietnam, all regulations of the educational institutions and accommodation providers throughout my stay in Vietnam.</p>		
Day month year Applicant's signature: 			

Document Checklist

Each applicant should submit 01 set of documents (printed on A4-size paper) listed here under. Documents in languages other than English or Vietnamese must be attached with duly notarized translation into English or Vietnamese. The submitted documents will not in any case be returned to the applicants.

1. Completed application form.
2. Copies and translation of degrees, diplomas and academic transcripts applicable for relevant levels of proposed study, duly notarized or certified by competent authorities of the sending country.
3. Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country or by Vietnamese central, municipal or provincial medical bodies, clearly stating that the applicant is healthy and fit for overseas study.
4. Duly certified copies of Vietnamese Proficiency Certificates issued by competent educational institutions or internationally recognized certificate of the foreign language to be used for study in Vietnam (if any).
5. Copies of financial guarantee to support study, research and living in Vietnam.
6. Research proposal (for PhD applicants) or Plan of practical training (for Internship applicants).
7. Letters of Recommendation provided by 02 researchers or academics who hold doctorate degrees and have similar fields of research (applicable to PhD applicants).
8. Duly certified copies of documents and certificates about the applicant's aptitude, expertise, research achievements, ... (if any).
9. Copy of passport with a validity of the expected duration of study in Vietnam or at least 1 year from the expected arrival in Vietnam.