

Hanoi, 17 March 2020

DECISION

On promulgating the regulation on management and support of foreign students studying at Hanoi University of Science and Technology

PRESIDENT OF HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Pursuant to the Law on Higher Education; Law amending and supplementing a number of articles of the Law on Higher Education No. 34/2018/QH14;

Pursuant to Decision No. 1924/QĐ-TTg dated October 6, 2016 of the Prime Minister approving the pilot project to renew the operation mechanism of Hanoi University of Science and Technology;

Pursuant to Circular No. 30/2018/TT-BGDĐT dated December 24, 2018 of the Ministry of Education and Training on the promulgation of Regulations on management of foreign students in Vietnam;

Pursuant to the Statute on Organization and Operation of Hanoi University of Science and Technology issued by the University's Council in Document No. 09/VBHN-HDĐĐHBK dated December 30, 2019;

At the request of the Heads of Student Affairs Office, Academic Affairs Office, External Affairs Office, Admission Office,

DECIDES:

Article 1. To promulgate “*Regulations on the management and support of foreign students studying at Hanoi University of Science and Technology*”, applicable in Hanoi University of Science and Technology.

Article 2. This Decision takes effect from the date of signing.

Article 3. Heads of General Administration Office, Academic Affairs Office, Admission Office, External Affairs Office, Student Affairs Office, Heads of relevant units and individuals are responsible for the implementation of this Decision./.

Recipients:

- As Article 3;

- Saved: General Administration Office, Student Affairs Office

PP. PRESIDENT

VICE PRESIDENT

(Signed and sealed)

Assoc. Prof. Dr. Huynh Quyet Thang

REGULATIONS

on management and support of foreign students studying at Hanoi University of Science and Technology

*(Promulgated in attachment with the Decision No.: 428/QĐ-ĐHKB
dated 17/3/2020 by the President of Hanoi University of Science and Technology)*

Chapter I

GENERAL REGULATIONS

Article 1. Objects and scope of regulation

1. Objects

As a foreign student (a person who does not hold Vietnamese nationality or is a Vietnamese person holding a foreign passport), studying, practicing, researching or exchanging at Hanoi University of Science and Technology, hereinafter collectively referred to as International Students or Foreign students, including the following groups:

- a) Foreign students covered by treaty: Foreign students are admitted to study long-term at the University according to conventions and agreements between the Vietnamese Government and foreign partners;
- b) Foreign students not covered by treaty: a foreign student accepted for long-term study and accumulating credits (from one semester or more) at the University according to the agreement and training contract signed between Hanoi University of Science and Technology and students or organizations and persons sending students to training or sponsoring scholarships for students;
- c) Exchange student: A foreigner who comes to practice, research, exchange according to agreements, projects, cooperation programs of the University and its affiliated units;
- d) The organization/individual sending or exchanging the international students who is called the nominator or the exchange party

2. Scope of adjustment

- a) This Regulation prescribes the responsibilities of relevant units in Hanoi University of Science and Technology for the management and support of international students;

b) This regulation stipulates the rights and responsibilities of international students in the process of studying, practicing, visiting and exchanging at Hanoi University of Science and Technology.

Article 2. Records of international students

1. The record of long-term international students, international students must have the number of credits required (in Vietnamese or English), includes the following documents:

- Brief curriculum vitae with photo (according to the form): 01 copy;
- Admission decision of Hanoi University of Science and Technology: 01 copy;
- Copy of passport with valid entry visa to Vietnam: 01 copy;
- Copy of the health insurance card that is valid during the exchange time of the international student at Hanoi University of Science and Technology;
- Photo 4x6 (taken within 6 months from the date of application): 04 photos;
- Documents and decisions directly related to international students (if any) during the course of international students studying at Hanoi University of Science and Technology.

2. The record of exchange student (in Vietnamese or English), includes the following documents:

- Copy of passport with valid entry visa to Vietnam: 01 copy;
- A copy of the health insurance card that is valid during the exchange time of the international student at Hanoi University of Science and Technology;
- Depending on the agreement, project, cooperation program: documents and decisions directly related to the exchange student of the exchange party and of Hanoi University of Science and Technology.

Chapter II

REGULATIONS FOR INTERNATIONAL STUDENTS

Article 3. Rights of international students

1. The common rights of learners are guaranteed according to current regulations for students of Hanoi University of Science and Technology.

2. To be possible to return home for summer vacations and ceremonies, invite relatives to visit according to Vietnam's regulations.

3. Collectives of international students in the same country shall assign a representative to act as the contact person with the University to deal with matters related to the collectives of international students in their own country.

4. To get advice on programs, make study plans, support to supplement knowledge in the learning process.

5. To get advice and support in finding accommodation; to get advice and support in administrative

procedures for foreign students.

6. To get advice on buying insurance, medical examination and treatment when needed.

7. To be supported in completing procedures for granting/extending/changing entry visas in line with study plans at the University.

8. To be considered/registered for the grant of scholarships for students of Hanoi University of Science and Technology.

Article 4. Responsibilities of international students

1. Complying with the Vietnamese laws

2. Respecting Vietnamese customs and practices.

3. Strictly complying with regulations and purposes of entry into Vietnam to study.

4. Registering residence according to current regulations of Vietnam.

5. Having friendly relations with Vietnamese citizens and students from other countries.

6. Implementing current statutes and regulations of Hanoi University of Science and Technology for foreign students.

7. It is mandatory to have health insurance card and register for medical examination and treatment at one of the hospitals in Hanoi or the Polyclinic of Hanoi University of Science and Technology during the entire study period at the University.

8. Paying tuition fees in full and on timely manner according to current regulations of Hanoi University of Science and Technology for international students.

Article 5. Residence registration

1. The international student must carry out the procedures for declaring temporary residence at the place of residence according to regulations.

2. Must register residence information, study plan, exchange and notify when there is any change related to residence in Vietnam with the University, Foreign students covered by treaty and Foreign students not covered by treaty through the Student Affairs Office and exchange students through the External Affairs Office.

Article 6. Procedures for granting, extending and changing entry visas

1. Students who are sent to study, practice, research or exchange at the University must have an entry visa in accordance with the purpose of entry.

2. International students wishing to obtain, extend or change their entry visas to suit their study plans at the University need to prepare a dossier according to the prescribed form and send it to the Student Affairs Office and External Affairs Office.

1. Requests for extension or change of entry/exit visas are received and handled according to current regulations of the immigration department and of Hanoi University of Science and Technology.

2. International students must pay fees for granting, extending/changing visas according to current regulations of the State of Vietnam.

Article 7. Adjusting study time, suspending study, changing majors, transferring schools

1. Adjusting the study time

a) Foreign students covered by treaty: When it is necessary to extend the training period, the consent of the sending party must be obtained and the approval of Hanoi University of Science and Technology is required;

b) Foreign students not covered by treaty: The training period shall comply with the training statutes or the agreement or training contract with the University;

c) Exchange students: Exchange students who want to change their internship/research/exchange time at the University must have the consent of the nominator and be approved in writing by Hanoi University of Science and Technology.

2. Suspending the study

a) Foreign students covered by treaty: During the study period, if an international student wishes to temporarily suspend his/her study, he/she must obtain the consent of the nominator, be approved by the University and a decision on temporary suspension for the international student must be made;

b) Foreign students not covered by treaty: The period of suspension of study shall comply with the training regulations or the agreement or training contract with the University.

3. Changing the majors, transferring schools

a) Agreement-based international student: Can transfer majors or educational institutions only when it is agreed in writing by the nominator, the University approves and makes a decision to allow the transfer of majors/educational institutions (for the case of transfer of educational institutions, a written consent of the receiver is required).

b) International student out of agreement: Complying with the training regulations or agreements or training contracts with the University.

Article 8. Commendation and handling of violations against international students

1. International students with outstanding achievements in study, research and friendship activities shall be considered and rewarded according to current regulations of Hanoi University of Science and Technology.

2. International students who violate discipline, depending on the seriousness of the violation, will be disciplined in the following forms:

a) Reprimand;

b) Warning;

- c) Forced to stop learning and return to the country;
- d) Request the competent management agencies to handle according to the provisions of Vietnamese law.

3. Disciplinary form

a) Specified at Points a and b, Clause 2, Article 9: Decided by the President of Hanoi University of Science and Technology.

b) The provisions at Points c and d, Clause 2, Article 9:

- For Foreign students covered by treaty: The university will report and consult the Ministry of Education and Training before making a decision.

- For Foreign students not covered by treaty and exchange students: The President of Hanoi University of Science and Technology shall make decision.

Chapter III

RESPONSIBILITIES OF RELEVANT UNITS

Article 9. Admission Office

1. Complete the record of long-term international students as specified at Point 1, Article 2 and hand it over to the student affairs office for management.
2. Coordinate with functional offices and competent management agencies in providing information to report and solve problems related to international students.

Article 10. Academic Affairs Office

1. Manage and support international students to study; Synthesize reports to the University's leadership and relevant authorities as required.
2. Coordinate with schools in receiving and supporting the settlement of requests for study registration, major change, research topic, internship outline, university transfer, summer vacation, vacation, long-term leave according to regulations for international students.
3. Support international students with administrative procedures; assume the prime responsibility for, and coordinate with the Student Affairs Office and schools in organizing extra-curricular classes for international students (if required and in practical conditions).
4. Coordinate with functional units and competent management agencies in providing information to report and resolve issues related to international students.

Article 11. External Affairs Office

1. Complete the records of credit-accumulated international student as specified in Clause 1, Article 2 and hand it over to the student affairs office for management.
2. Prepare and manage exchange student records as specified in Clause 2, Article 2.
3. Assume the prime responsibility for and coordinate with relevant units in the University in

providing information and resolving related issues during and after the implementation of exchange activities with exchange students and organize the events, cultural exchange activities for exchange students.

4. Support relevant units to organize exchange programs, cultural exchange for international students and procedures for granting, extending and amending entry visas to serve the study of international students.

5. Synthesize reports to the University's leadership and relevant authorities periodically and irregularly as required.

Article 12. Center for Foreign Languages

Coordinate with relevant units inside and outside the University to organize cultural exchange programs for international students.

Article 13. Student Affairs Office

1. Receive and manage student retention records studying at the University from the Admission Office and the External Affairs Office as specified in Article 2.

2. Assume the prime responsibility for organizing the dissemination of statutes, rules and regulations of Hanoi University of Science and Technology to international students.

3. Support international students with administrative procedures, insurance regimes according to regulations.

4. Support international students in procedures for granting, extending and amending entry visas in accordance with the law.

5. Assume the prime responsibility for and coordinate with relevant units in the University in organizing cultural and sports events and activities in order to strengthen the solidarity and friendship between international students and Vietnamese students.

6. Coordinate with relevant units to support international students according to assigned tasks.

7. Update the electronic database system for managing international students of the Ministry of Education and Training.

8. Act as the key point and coordinate with the functional offices in performing statistics, summarizing and reporting to the leaders of the University and the Ministry of Education and Training periodically and irregularly as required.

9. Assume the prime responsibility and coordinate with relevant units inside and outside the University to provide information and resolve issues related to agreement-based international students and international students out of agreement.

Article 14. Specialized units

1. Arrange academic advisors, guide internships, research, and tutor for international students

studying majors managed by the School and Institute.

2. Report to the Board of Directors on the learning situation of undergraduate students (through the Student Affairs Office) and post-graduate students (through the Academic Affairs Office) periodically or on unexpectedly as required.

3. Receive and assist in the resolution of requests for transfer of research topics, internship outlines and learning-related issues within the functions of the School and Institute.

4. Receive and provide professional support and management for exchange students.

5. Coordinate with the External Affairs Office to support international students to exchange according to the agreed contents of cooperation projects and programs; Prepare and hand over documents for receiving exchange students to the External Affairs Office for management.

Article 15. Youth Union and Student Association of the University

1. Coordinate with Student Affairs Office to organize cultural exchange activities, arts and sports, international student clubs,...

2. Select Vietnamese students to participate in helping international students during their study and life at the University.

Chapter IV PROVISIONS

Article 16. Implementation organization

1. Heads of units shall, based on regulations, organize the performance of tasks at their units. The issues arising and problems in the implementation process are not specified in this document, the units send to the Student Affairs Office to summarize and report to the President for settlement.

2. The amendment and supplementation of this regulation shall be decided by the President.

Article 17. Validity

This regulation takes effect from the date of signing. The previous regulations and guidelines on the management and support of foreign students studying at Hanoi University of Science and Technology have been expired.

PP. PRESIDENT

VICE PRESIDENT

(Signed and sealed)

Assoc. Prof. Dr. Huynh Quyet Thang