

**MINISTRY OF TRANSPORTATION
VIETNAM MARITIME UNIVERSITY**

**GUIDE BOOK FOR INTERNATIONAL STUDENTS
(ADVANCED PROGRAM)**

INTERNATIONAL SCHOOL OF EDUCATION

Haiphong – April, 2020

MỤC LỤC

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PART I. INTRODUCTION

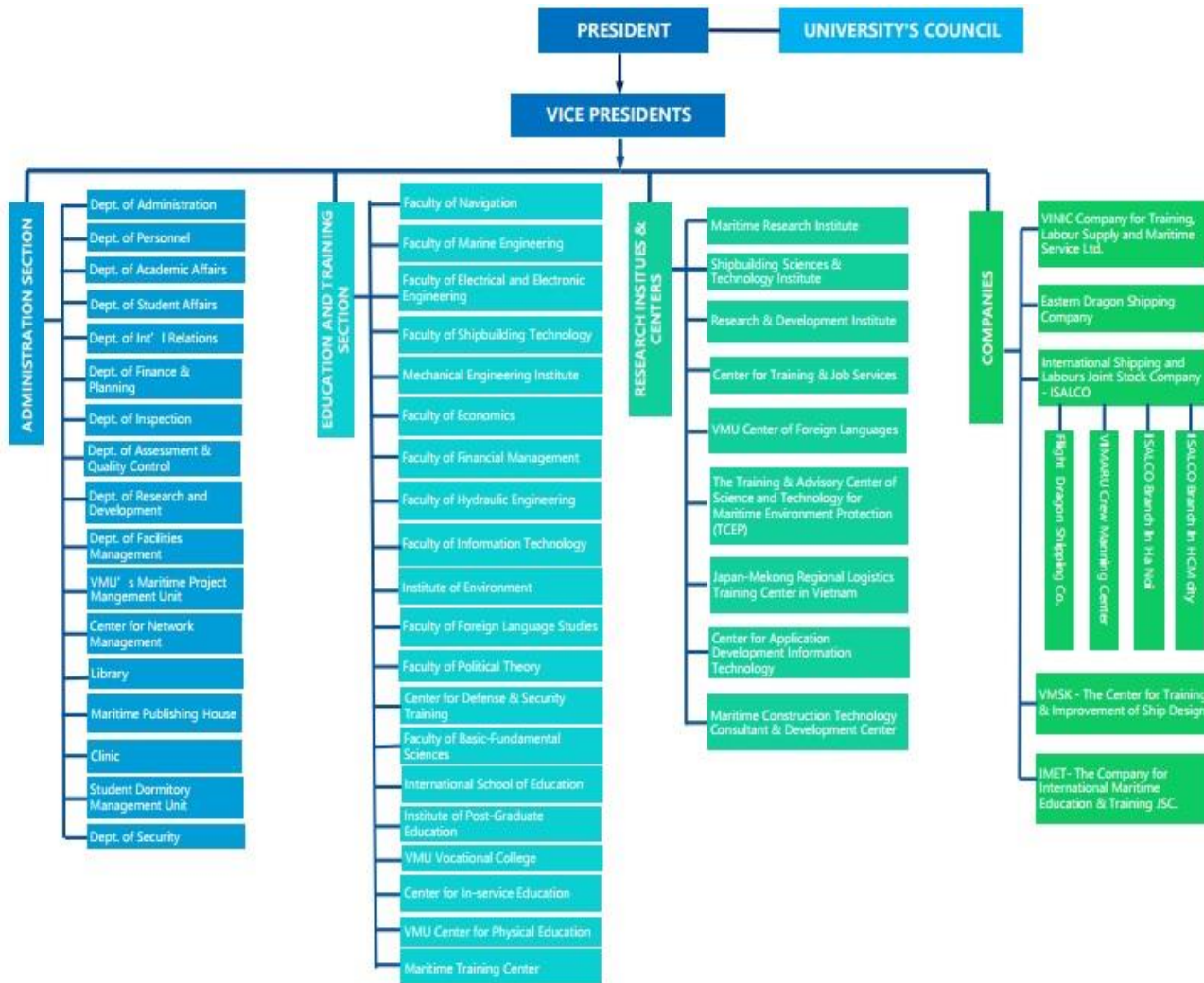
I. INTRODUCTION ABOUT VIETNAM MARITIME UNIVERSITY

1.1. History and milestones

- 1956:* The Vocational School of Navigation was established.
- 1957:* Merge the Vocational School of Navigation and the Vocational School of Marine Engineering in to the Vocational of Maritime
- 1959:* The Vocational of Maritime was upgraded to Vietnam Nautical Vocational School, under the control of Waterway Transport Ministry.
- 1976:* Vietnam Nautical Vocational School was upgraded to Maritime University based on Decision No. 426/TTG on 27th October 1976 of the Prime Minister. As of a rich history of 60 years, the University has made great contributions to the transportation industry, national economy and defense. For its worthy contributions and achievements, the Vietnamese Government has granted noble awards to the University.
- 2002* The university became an official member of the Association of Maritime Education and Training Institutions in Asia Pacific (AMETIAP), which now turns to Global Maritime Education and Training (GlobalMET)
- 2004* The university was recognized as a full member of International Association of Maritime Universities (IAMU)
- 2011:* The Vietnamese Government has granted noble award “President Ho Chi Minh Medal” to the University.
- 2013* The University was renamed to Vietnam Maritime University and officially became to one of Key National Universities of Vietnam
- 2016* On 1st April 2016, Vietnam Maritime University was awarded “Hero of the People’s Armed Forces”

The mission statement of Vietnam Maritime University is clearly defined: “A multi-disciplinary university with high reputation in the region and the world; providing human resource education and training for the maritime sector and society, contributing to the national development and international integration”.

1.2. Organization chart



II. INTRODUCTION ABOUT INTERNATIONAL SCHOOL OF EDUCATION

2.1. Foundation and functions

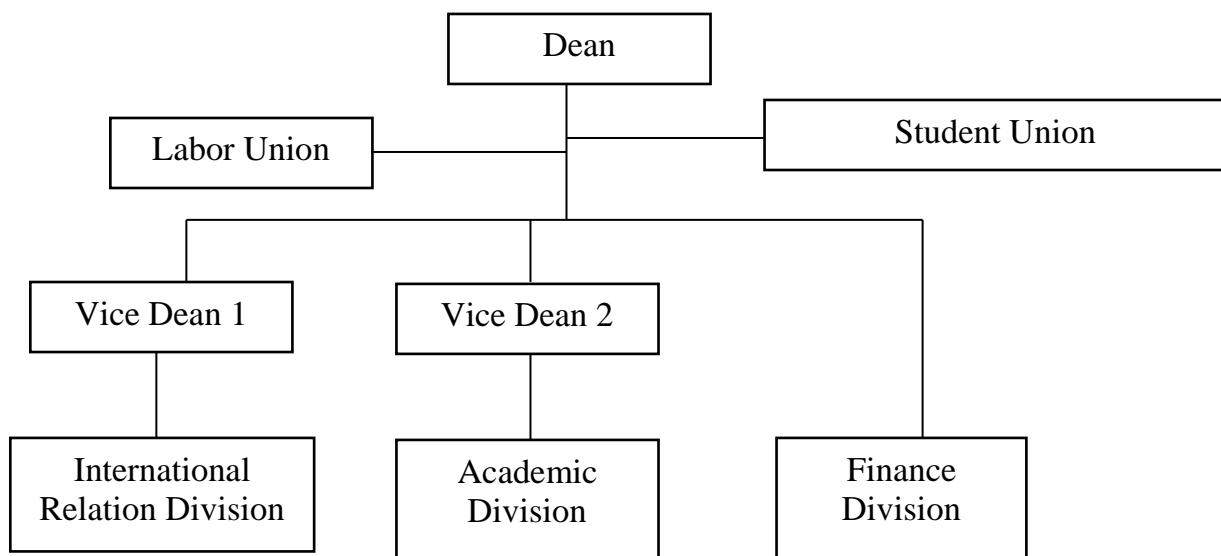
International School of Education was established on 28th July 2012 according to Decision No. 1666/QĐ-DHHH-TCCB with these functions:

- Establish and implement education and training program with foreign partners.
- Co-operate with specific faculties to develop and implement undergraduate programs which have been successfully organized at foreign universities followed Advance Program of Vietnamese Ministry of Education and Training.
- Provide consultative support for lecturers and students in further study based on cooperation with foreign partners.
- Provide high quality human resource and perform scientific research cooperation.

Detail duties as listed below:

- Organizing and conducting training program in undergraduate and graduate programs assigned by Vietnam Maritime University, International School of Education (As assigned by the University) with other foreign universities and organizations.
- Managing advanced programs of the University.
- Preparing language skills and human resources to meet the requirements of international joint training programs.
- Connecting with training organizations and institutions both domestic and abroad to perform short-term training programs and issue certificate on knowledge and professionals relating to science technology, education, management and business.
- Organizing or cooperating to organize conferences and seminars both domestic and abroad in the fields managed by International School of Education.
- Joining, advising, and proposing solutions for issues relating to International School of Education's operations.
- Performing overseas study consultancy services for organizations and individuals as requested.
- Performing other tasks as assigned by the President.

2.2. Organization chart



2.3. Contact detail

- Academic Division: Room 805, 8th Floor, C2 building.
- International Relation Division: Room 105, A5 building. Tel: 0225.3261.999
- Finance Division: Room 106B, A5 building. Tel: 0225.3261.083

PART II: ACADEMIC REGULATIONS

I. BASIC CONCEPTS OF CREDIT, MODULE, AND TUITION FEE

1.1. Credit

Credit is a value in number which is used to measure the work load of a student. A credit is determined to be equal to 15 periods of theoretical modules, or 30 periods of practice and/or experiment, and/or discussion in seminar; or 45 hours of internship at a business or manufacturing unit; or 45 hours of assignment or writing academic essays, doing research or graduation paper. For theoretical courses or practice, experiment, or seminar, a period lasts for 50 minutes.

1.2. Course

A course represents a relatively complete volume of knowledge which a student must accumulate during their study. Almost all courses have 2 to 4 credits. The course content is arranged to transfer to students completely, and is distributed evenly within the course time frame. The course content is supposed to relate closely to a level of knowledge in accordance with the designed academic year. It is also designed as a part of a subject or a combination of some subjects. Courses are classified according to 2 criteria:

1.2.1. Types of courses (classified based on learning conditions)

- a) Compulsory courses: Courses that contain essential knowledge of a curriculum that every student of a particular major is required to take in order to graduate.
- b) Elective courses: Courses which contain necessary knowledge but are chosen under instructions of the school in order to diversify the major directions; or chosen by student's desire in order to accumulate enough modules as regulated in each curriculum.
- c) Prerequisite courses: Course A shall be considered to be Course B's prerequisites only when students are required to complete course A satisfactorily (with grade D at least) prior to enrollment in course B
- d) Prior courses: Course A shall be considered to be Course B's prior course only when students are required to complete course A with verification (with every grade) prior to enrollment in course B.

1.2.2. Types of courses (classified based on assessment method)

- a) Courses of type I: The courses in which overall attendance ("X" point) is used in the learning outcomes
- b) Courses of type II: The courses in which the overall attendance is not used in the learning outcomes. In order to be eligible to appear for course-end test, participants must meet the academic requirements stipulated separately for each course. Course of type II includes: Physical Education, Mid-Internships, Graduation Internship and Graduation Thesis. Specifically as follows:

+ *Physical Education*: A course does not accumulate credits, not included in the academic grade point average (GPA) but students must take their part in and be certified for being eligible for final graduation.

+ *Field Trip 1, Internship 2*: These courses are intended to supplement students with practical knowledge and practical skills when students are involved themselves in business establishments, experimental lab facilities appropriate for each academic major.

+ *Internship 3 (Disseration)*: A prerequisite course prior to students' registration for Graduation Thesis or Graduation Exam.

+ *Graduation Thesis*: To register for this course, students must complete the course Graduation Internship and accumulate enough credits prescribed.

1.3. Tuition

Tuition is the unit used to quantify the costs of teaching and learning activities calculated for each course.

a) Tuition must be paid fully for the whole semester. Time for paying tuition fee each semester as following:

Semester I: from 15th August to 30th August

Semester II: from 15th January to 30th January.

b) Semester tuition for international students in the school year 2018-2019 is 1500 USD. (*This amount might vary depending on the regulation of the university and Vietnamese law*)

c) Tuition for retaking course: students who wish to retake a course must fulfil payment before the course starts at Financial Division of ISE at least 2 weeks and the amount of money is calculated as following:

Course retaking fee = number of retaking credits x Cost of each credit.

The current cost of each credit is 885.000 VND and this cost might vary depending on the regulation of the university and Vietnamese law.

d) For some special course (e.g.: Mid-Internships, Graduation Thesis) the university imposed its own rules on the unit cost for each credit.

II. LEARNING AND TEACHING PLANS

2.1. Depending on the number of students, the number of classes, and the facility of the university, the Academic Division makes schedule for course registration, class time and exam for each semester of the school year.

2.2. The university organizes the study in curriculums, academic years and semesters:

a) The curriculum is the time designed for students to complete a specific training program. At present, the university conducts 4-6 year training programs for university graduates of economic majors, 4.5-6.5 year training programs for university graduates of Engineering & Technology majors, 3-5 year training programs for college students.

b) Following the regulations by the Ministry of Education and Training, Rector of the Vietnam Maritime University regulates the amount of study for certain programs as follows:

- 95 ÷ 100 credits for the college training program of 3 years.
- 125 ÷ 130 credits for the university training program of 4 years.
- 145 ÷ 155 credits for the university training program of 4.5 years.

c) An academic year is made up of about 52 weeks which are divided in 2 semester:

- Semester I: from August to December every year
- Vietnamese Tet holidays: 2 weeks
- Semester II: from January to July every year
- Summer holidays: about 4 weeks

III. COURSE REGISTRATION

3.1. International students who reach entrance English requirement must register courses at Academic Division depending on their own learning ability and conditions.

3.2. Registration type

a) On-schedule Registration: students register their modules/ courses according to the schedule of the standard curriculum.

b) Registration for retaking the module: students are supposed to retake the module when they receive grade F or when they receive grade C, C+, C-, D, D+, D- and want to improve the general studying result.

c) In-advance registration (Registering more modules than required): If the students wish to shorten their leaning time, they can register more credits than the standard curriculum.

3.3. Amount and conditions of registration

a) Normally, the number of credits that each student has to register in every semester is from 12 to 30 credits.

Students under "studying warning" are required to register from 6 to 14 credits per semester in order to improve the studying result.

b) The course registration must meet the requirements of the prerequisites and prior courses in the curriculum.

c) If the number of students registering a course exceed the prescribed amount, Academic Division will take the students with the best studying results to the course. The studying results are calculated based on IELTS results and accumulated scores.

3.4. Course registration method

Before the beginning of each semester 01 month, international students find details of timetable for the whole semester on the website ise-vmu.edu.vn (Education/ Study

Schedule) and decide which courses they want to take based on standard curriculum and students' ability.

The student registers courses at Academic Division before the starting date of the course at least 02 weeks.

After deadline of paying tuition 15 days, Finance Division will send the list of students who not fulfil tuition to Academic Division and these students' names will be deleted from the list of courses in that semester.

3.6. Withdrawing registered course

If the students find that they may not fulfill their registered amount of study, they can make an application for withdrawing the course on condition that they meet the minimum credits required. Students submit the form at Academic Division of ISE before course starting date at least 02 weeks. If the request is accepted, students need to keep a copy for future claims.

IV. ASSESSMENT

Students' study outcomes are evaluated at the end of each semester, based on the following criteria:

- + Study volume registered: the total number of credits registered and approved (successful registration).
- + The average score in the semester: the average score in a semester has the weight of all modules registered in the semester (the weight is the number of the credits of each module respectively)
- + Accumulated knowledge: measured by the total credit number of the courses recognized as "passed" (marked as A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-) throughout the training program.
- + Accumulated Grade Point Average: the weight of modules that the students have passed (with grades A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-) from the beginning of the course to the time of assessment.

4.1. Course assessment (The final grade Z)

a) For type I courses

$$Z = 0,1X + k_1Y_1 + k_2Y_2 + k_3Y_3$$

$$k_1 + k_2 + k_3 = 0,9$$

Z: final grade

X: score for students' attitude and attendance

Y_1, Y_2, Y_3 : scores of 3 evaluation times of lecturer during the course (including mid-term test, assignment, team work, etc. which are prescribe in syllabus)

In order to pass the course, students have to attend at least 75% of their scheduled classes.

X, Y, Z are calculated on the 1-100 grade.

b) For modules of type II

- Field trip 1: Z = Pass or Z = Fail

- Others: Z = Y

Y and Z are calculated on the 1-10 grade scale which rounds to one decimal place.

c) Grade scale transferring and Z recognition

After having been calculated on the 1-100 grade scale, Z score is changed into the 1-4 grade scale and letter grade scale as follows:

Percent grade	Letter grade	4.0 scale
96-100	A+	4.0
91-95	A	4.0
85-90	A-	3.7
81-84	B+	3.3
76-80	B	3.0
71-75	B-	2.7
66-70	C+	2.3
61-65	C	2.0
55-60	C-	1.7
51-54	D+	1.3
46-50	D	1.0
40-45	D-	0.7
0-39	F	0,0

Note: Students absent at class more than 25% of the scheduled classes will get Z = 0 (Fail)

4.2. Semester student assessment

4.2.1. Evaluation criteria

Students' studying result is evaluated after each semester based on:

- a) The total number of credits registered by the student (only successful registration)
- b) Grade point average of the semester
- c) The number of accumulated credits (excluding courses graded "F")
- d) Accumulated grade point average (excluding modules graded "F")

4.2.2. Ranking the training year

After each semester, based on the number of their gained credits, the students' training year is ranked as follows:

Qualification	Gained credits
First year student	From 0 to 35 credits
Second year student	From 36 to 70 credits
Third year student	From 71 to 105 credits
Fourth year student	From 106 credits

4.2.3. Ranking students' academic result

After each semester, the student's academic result is ranked as following:

Ranking	Accumulated grade point average
Excellent	From 3.60 to 4.00
Very Good	From 3.20 to 3.59
Good	From 2.50 to 3.19
Ordinary	From 2.00 to 2.49
Poor	From 1.00 to 1.99

4.2.4. Studying warning

Studying warning is an announcement of the university to inform students about their poor academic performance at the end of each semester, based on which, the university considers stopping their studying.

Studying warning has two levels, taking the accumulation and the reduction into account. At the end of each semester, the warning level is defined as following:

1. Studying warning level 1: applied to the students under the following circumstances:
 - a) Grade point average of the semester is below 0.80 in the first semester or below 1.00 in other semesters.

b) Accumulated grade point average is below 1.20 for the first year students, below 1.40 for the second year students, below 1.60 for the third year students or below 1.80 for the other students.

2. Studying warning level 2: applied to the students warned at the level 1 but the academic result of the next semester continues to be one of the above cases.

Note: If a student warned at the level 1 or 2, but his/her studying results do not under the above circumstance in the next semester, the warning level will drop one level.

4.2.5. Expulsion from school

After each semester, a student shall be expelled from school in the following cases:

a. The student received studying warning level 2 and his/ her result in the next semester keeps being under the mentioned circumstances.

b. The student has not finished studying after a specific period of time as regulation of the university (including his or her leaving for personal reasons).

c. With the remaining studying time as the regulation, the student cannot complete his/ her studying program.

d. The student fails to pay tuition as specified in the university's regulation.

e. The student do not register courses or drop classes without permission and the grade point average of one semester equals to zero.

f. The student has been recognized as taking exam for another person or having another person do exam twice; the student gets disciplinary punishment as expelling from the university.

Notes: The student in the cases a, b, c shall be allowed to apply for in-service courses or for a compatible 3-year college program. In these cases, s/he shall be able to retain part of his or her previous academic performance.

V. GRADUATION PROCESS

5.1. Graduation register time: at the beginning of the last semester.

5.2. Conditions for graduation register:

5.2.1. S/he gains at least 100 major credits, pass field trip 2 and accumulated grade point average is from 1.8

5.2.2. S/he fulfils tuition fee at the register time.

5.3. Assessment of graduation dissertation

5.3.1. Dean of ISE offers members of Dissertation Assessment Board to Department of Assessment and Quality Control. The member list of Dissertation Assessment Board then will be considered and approved by VMU president.

5.3.2. Score of dissertations are used to calculate Accumulated grade point average for the whole course.

5.3.3. Students fail in the graduation dissertation must retake it in following semesters.

5.4. Conditions for graduation approval:

5.4.1. S/he does not commit any criminal prosecution until the graduation time and does not under discipline warning level 3 (expulsion from university for 01 year).

5.4.2. S/he has successfully completed all the credits required.

5.4.3. Accumulated grade point average is from 2.0

5.4.4. S/he gains physical education certificates as required.

5.4.5. S/he obtains Microsoft Office Specialist (MOS) certificate of Certiport (USA) in 02 contents:

- Microsoft Word (point \geq 700)

- Microsoft Excel (point \geq 700)

5.4.6. S/he reaches English requirement as following:

Major and batch	IELTS	Cambridge	TOEFL	
			ITP	IBT
- International Business & Logistics batch 54, 55, 56 (IBL04, 05, 06)	5.5	B2 (162 - 168)	513 ITP	65 IBT
- Global Studies & Maritime Affairs all batch - International Business & Logistics from batch 57 (IBL07) - Business Management & Marketing all batch	6.0	B2 (169 - 175)	530 ITP	71 IBT

5.4.7. S/he reaches requirements on discipline and payment to the university.

5.4.8. If the student intends to graduate sooner or later than standard time, s/he should submit graduation register form to Academic Division of ISE.

5.4.9. S/he submits MOS and English certificate to Academic Division by 30th November for February Graduation or by 31st May for August Graduation.

5.5. Issuing the Graduation Certificate

5.5.1. Graduation process

After receiving all required documents, the University graduation council works and issues graduation decisions. Students receive the graduation decisions in February or August.

5.5.2. Graduation rank

Graduation certificates are issued accordance with students' majors. The graduation rank is defined based on the accumulated grade point average as following:

Rank	Accumulated grade point average
Excellent	3.60 ÷ 4.00
Very good	3.20 ÷ 3.59
Good	2.50 ÷ 3.19
Ordinary	2.00 ÷ 2.49

The rank of excellent or good will be reduced by 1 level in one of the following cases:

- The number of retaken credits is more than 5% of the required amount of the whole program.
- Student got study warning before.

3. Students' study result for each course will be printed in "Graduation Transcript" with 3 columns for 10 scale, 4.0 scale and ABC scale. The education software save all component scores of every time a student takes a course but the transcript only shows the highest scores of each course.

VI. ENGLISH REQUIREMENT

6.1. English requirement at entrance

International students can start the main courses only when they get IELTS from 4.0 (or equivalent) or they are native English speakers.

6.2. Score of Basic English 1 and Basic English 2

International students do not have to study Basic English 1 and Basic English 2. The score of these courses are transferred from international English certificate as following:

IELTS (<i>or equivalent international English certificate</i>)	COURSE	
	Basic English 1	Basic English 2
5.5	84/100 (B+)	84/100 (B+)
6.0	90/100 (A-)	90/100 (A-)
6.5	95/100 (A)	95/100 (A)
7.0	100/100 (A+)	100/100 (A+)

6.3. International English certificate transferring table

VII. STANDARD COURSE SEQUENCE

7.1. Global Studies and Maritime Affairs

Students who majored in "Global Studies and Maritime Affairs," are equipped with the following knowledge:

- Theoretical background of the social sciences, applied in accordance with the growing needs of transport industry in general and shipping it separately.
- The appropriate knowledge to work in government agencies and local non-profit organizations, international organizations and the maritime business; have a solid foundation of economic theory and global politics; theories of policy-making processes; the understanding of the global maritime history and the importance of maritime power to the power of a nation; aware of the global maritime issues existing as security, trade and the environment.
- The theoretical knowledge necessary to understand the issues of maritime policy in the world's increasing globalization; understanding of business policies in maritime trade, especially critical thinking skills, research ability or non-quantified amount, leadership skills and cultural awareness.

Total credit number required: 150

- Credit number of type I module: 137
 - + Compulsory credit number: 128
 - + Selective credit number: 9
- Credit number of internship and graduation: 13

Semester 1:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	ECO 100	Microeconomics	3	3	0
2	EGL 100	English Composition	3	3	0
3	ELEC 70	Mathematics (Elective)	4	4	0
4	ELEC 81	Foreign Language I	3	3	0
5	BUS 120	Environment of modern business	3	3	0
6	LIB 100	Information fluency in the digital world	2	2	0
7	GMA 106	Maritime Cargo (Elective)	3	3	0
Total			21	21	0

Semester 2:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	GMA 120	Introduction to Environmental Policy	3	3	0
2	ELEC 20	Critical thinking (Elective)	3	3	0
3	ELEC 63	Physical science (Elective)	3	3	0
4	ELEC 63L	Physical science lab (Elective)	1	0	1
5	ELEC 82	Foreign Language II	3	3	0
6	ECO101	Macroeconomics	3	3	0
7	EGL 110	Speech communication	3	3	0
8	GMA 107	Introduction to GMA	3	3	0
Total			22	21	1

Semester 3:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	GMA 100	Introduction to International Relations	3	3	0
2	GMA 215	Introduction to Comparative Politics	3	3	0
3	GMA 225	Politics of Pacific Asia	3	3	0
4	MTH 107	Elementary statistics	4	4	0
5	INT01	Co-op/Internship	3	0	3
Total			16	16	0

Semester 4:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	GMA105	Ocean Politics	3	3	0
2	LAW 300	International Law	3	3	0
3	GMA 220	Comparative Maritime Policies	3	3	0
4	GMA 345	Asian Security	3	3	0
Total			12	12	0

Semester 5:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	LAW 200	Environmental Law	3	3	0
2	GMA 330	Maritime Security	3	3	0
3	GMA 360	Globalization	3	3	0
4	ECO 200	Economic Geography	3	3	0
Total			12	12	0

Semester 6:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	ELEC 45	Lifelong Understanding (Elective)	3	3	0
2	HIS 300	World Maritime History	3	3	0
3	HUM 325	Globalization of Culture (Elective)	3	3	0
4	GMA 310	The Geopolitics of Energy (Elective)	3	3	0
5	GMA 301	Maritime Economics	3	3	0
6	INT02	Internship 2	4	0	4
Total			19	15	4

Semester 7:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	GMA 400	Senior seminar 1: methods and design	3	3	0
2	GMA 405	International maritime organizations	3	3	0
3	HUM 400	Ethics	3	3	0
4	BUS 300	International business 1	3	3	0
5	GMA 320	Ocean environmental management	3	3	0
Total			15	15	0

Semester 8:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	MGT 340	Global logistics	3	3	0
2	GMA 401	Senior seminar 2: Senior Project	3	3	0
3	BUS 301	International business 2	3	3	0
4	GMA 450	Special topics in maritime business	3	3	0
5	INT03	Dissertation	6	0	6
Total			18	12	6

Elective courses: Student have to choose at least 3 courses of 8 courses (equal to 9 credits):

<i>No</i>	<i>Course name</i>	<i>No. of credits</i>
1	Mathematics	4
2	Physical Science	3
3	Physical Science Lab	1
4	Critical thinking	3
5	Lifelong understanding	3
6	Politics of Pacific Asia	3
7	Asian Security	3
8	Maritime Cargo	3

Courses of Vietnamese language and culture:

<i>No</i>	<i>Course name</i>	<i>No. of credits</i>
1	Vietnamese 1	3
2	Vietnamese 2	4
3	Vietnamese Culture	3

Courses of Vietnamese language and culture as well as Physical Education 1, 2, 3 and 4 are arranged during semesters.

7.2. International Business and Logistics

Students who majored in "International Business and Logistics" is equipped with the following knowledge:

- Theoretical background of the social sciences, applied in accordance with the growing needs of transport industry in general and shipping it separately.
- The appropriate knowledge and analytical skills that can be applied in a variety of organizational settings including the corporate sector, government and non-profit; have a solid foundation of economic theory and global politics;
- The theoretical knowledge necessary to understand the issues of maritime policy in the world's increasing globalization; understanding of business policies in maritime trade, especially critical thinking skills, research ability or non-quantified amount, leadership skills and cultural awareness.

Total credit number required: 150

- Credit number of type I module: 137
 - + Compulsory credit number: 128
 - + Selective credit number: 9
- Credit number of internship and graduation: 13

Semester 1:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	ECO 100	MICROECONOMICS	3	3	0
2	BUS 120	ENVIRONMENT OF MODERN BUSINESS	3	3	0
3	COM 100	INTRO TO COMPUTERS	2	2	0
4	ELEC 81	FOREIGN LANGUAGE 1	3	3	0
5	EGL 100	ENGLISH COMPOSITION	3	3	0
6	MAT 100	MATHEMATICS (Elective)	4	4	0
Total			18	18	0

Semester 2:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	EGL 110	SPEECH COMMUNICATION	3	3	0
2	ELEC 20	CRITICALTHINKING (Elective)	3	3	0
3	ELEC 82	FOREIGN LANGUAGE 2	3	3	0
4	MGT 100	PRINCIPLES OF MANAGEMENT	3	3	0
5	ECO 101	MACROECONOMICS	3	3	0
6	LGT 500	FUNDAMENTAL OF LOGISTICS & SCM	3	3	0
Total			18	18	0

Semester 3:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	BUS 100	ACCOUNTING PRINCIPLES	3	3	0
2	BUS 205	BUSINESS STATISTICS	3	3	0
3	BUS 200	INTRO. TO MARKETING	3	3	0
4	MGT 205	ORG. BEHAVIOR & LABOR RELATIONS	3	3	0
5	MTH 205	CALCULUS FOR BUSINESS	3	3	0
Total			15	15	0

Semester 4:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	BUS 101	FINANCIAL MANAGEMENT	3	3	0
2	MGT 305	INFORMATION SYSTEMS MANAGEMENT	3	3	0
3	BUS 165	BUSINESS DECISION ANALYSIS	3	3	0
4	EGL 300	ADVANCED WRITING	3	3	0
5	INT01	FIELD TRIP/ INTERNSHIP 1	3	0	3
Total			15	12	3

Semester 5:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	LGT 501	GLOBAL LOGISTICS	3	3	0
2	LAW 100	BUSINESS LAW	3	3	0
3	BUS 300	INTERNATIONAL BUSINESS I	3	3	0
4	KTN 600	FOREIGN INVESTMENT (Elective)	3	3	0
Total			12	12	0

Semester 6:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	LAW 300	INTERNATIONAL LAW	3	3	0
2	LGT 502	STRATEGIC SCM	3	3	0
3	BUS 301	INTERNATIONAL BUSINESS II	3	3	0
4	LGT 503	WAREHOUSE MANAGEMENT	3	3	0
5	INT02	CO-OP/INTERNSHIP 2	4	0	4
Total			16	12	4

Semester 7:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	LGT 504	TRANSPORT LOGISTICS	3	3	0
2	HUM 400	BUSINESS ETHICS	3	3	0
3	BUS 405	BUSINESS LEADERSHIP	3	3	0
4	LGT 507	IMPORT-EXPORT CUSTOM PROCEDURE (Elective)	3	3	0
5	KTN 605	MARITIME INSURANCE (Elective)	3	3	0
6	GMA 401	SENIOR SEMINAR: Senior Project (Elective)	3	3	0
Total			18	18	0

Semester 8:

No	Code	Course name	No. of credits	In-Class hours	Out-class hours
1	MGT 440	LOGISTICS CASE ANALYSIS (Elective)	3	3	0
2	LGT 505	PORT LOGISTICS	3	3	0
3	LGT 508	DEVELOPING ECONOMICS (Elective)	3	3	0
4	KTN 606	BUSINESS NEGOTIATION (Elective)	2	2	0
5	LGT 509	RISK MANAGEMENT (Elective)	3	3	0
6	INT03	DISSERTATION	6	0	6
Total			20	14	6

Elective courses: students have to choose at least 3 courses of 7 courses (equal to 9 credits):

No	Course name	No. of credits
1	Foreign investment	3
2	Import-Export custom procedure	3
3	Maritime insurance	3
4	Developing economics	3
5	Business negotiation	2
6	Risk management	3
7	Critical thinking	3
8	Logistics case analysis	3

Courses of Vietnamese language and culture:

No	Course name	No. of credits
1	Vietnamese 1	3
2	Vietnamese 2	4
3	Vietnamese Culture	3

Courses of Vietnamese language and culture as well as Physical Education 1, 2, 3 and 4 are arranged during semesters.

7.3. Business Management and Marketing

Students who majored in "Business Management and Marketing" is equipped with the following knowledge:

- Business management field: theoretical knowledge and practical skills to develop career in marketing and business management; use of tools and ability to research independently to develop research capacity for higher education.
- Marketing: background in choosing a holistic approach to business and marketing research in a variety of contexts and from multiple perspectives; the ability to assess the strategic importance of complexity, change, ambiguity and other challenges arising from the business environment and marketing environment.

Total credit number required: 137

- Credit number of type I module: 124

+ Compulsory credit number: 106

+ Selective credit number: 18

- Credit number of internship and graduation: 13

Semester 1

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>UK level equivalence</i>	<i>No. of Credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	ELEC 70	Mathematics	4	4	4	0
2	ECO 100	Microeconomics	4	3	3	0
3	EGL 101	Foreign Language I	4	3	3	0
4	EGL100	English Composition	4	3	3	0
5	BUS 120	Environment of Modern Business	4	3	3	0
6	MGT100	Principle of Management	4	3	3	0
7	MS4201	Marketing Communication	4	3	3	0
Total				22	22	0

Semester 2

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>UK level equivalence</i>	<i>No. of Credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	EGL 102	Foreign Language II	4	3	3	0
2	BM4090	Personal and Professional Portfolio	4	3	3	0
3	BUS 200	Intro. To Marketing	4	3	3	0
4	ECO101	Macroeconomics	4	3	3	0
5	EGL 110	Speech Communication	4	3	3	0
6	MS4113	Customer Behaviour and Analysis	4	3	3	0
7	BUS 100	Accounting Principles	4	3	3	0
Total				21	21	0

Semester 3

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>UK level equivalence</i>	<i>No. of Credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	MTH107	Business Statistics	5	3	3	0
2	HUM400	Business Ethics	5	3	3	0
3	BM5102	Managing Human Resource	5	3	3	0
4	MS5103	Marketing Management	5	3	3	0
5		Elective 1	5	3	3	0
6	INT01	Internship 1		3	0	6
Total				18	15	6

Semester 4

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>UK level equivalence</i>	<i>No. of Credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	BM5101	Managing Business Operations (Prerequisite: BUS120)	5	3	3	0
2	MS5111	Market Research and Analysis	5	3	3	0
3	MS6101	Strategic Marketing	5	3	3	0
4		Elective 2	5	3	3	0
5	INT02	Internship 2		4	0	6
Total				16	12	6

Semester 5

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>UK level equivalence</i>	<i>No. of Credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	MS6102	How Brand Work	6	3	3	0
2		Elective course 3	6	3	3	0
3		Elective course 4	6	3	3	0
4		Elective course 5	6	3	3	0
Total				12	12	0

Semester 6

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>UK level equivalence</i>	<i>No. of Credits</i>	<i>In-Class hours</i>	<i>Out-class hours</i>
1	BM6101	Building and Sustaining Strategy	6	4	3	1
2		Elective course 6	6	3	3	0
3	MS6401 & INT03	Dissertation	6	6	0	8
Total				13	6	9

Elective courses: students have to choose at least 18 elective credits in the following list, of which minimum 6 elective credits from level 5 and 12 credits from level 6:

Level 5 elective courses:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>
1	MS5301	International Marketing	3
2	BUS300	International Business I	3
3	EGL300	Advance Writing	3
4	GMA400	Seminar I: Research Method & Design	3
5	BUS405	Business Leadership	3
6	MS5203	E-Interactivity and Social Media	3
7	BUS165	Business Decision Analysis	3
8	LAW100	Business Law	3
9	LGT500	Fundamentals of Logistics & Supply Chain Management	3
10	MTH205	Calculus for Business	3

Level 6 elective courses:

<i>No</i>	<i>Code</i>	<i>Course name</i>	<i>No. of credits</i>
1	BM6106	New Business Enterprise	3
2	BM6102	Cultural Issues in Management	3
3	BM6107	Corporate Financial Management (<i>Prerequisite: Accounting Principles</i>)	3
4	BM6105	Managing Change	3
5	MS6104	Services Marketing	3
6	BM6108	Strategies for Globally Responsible Leadership	3
7	BM6202	Managing Innovation and Entrepreneurship	3
8	MS6105	Relationship Marketing	3
9	MS6301	Cultural Issues in International Marketing	3
10	MS6302	International Marketing Strategies	3
11	BM6199	Investigative Study	3
12	MS6402	Investigative Study	3

13	GMA401	Seminar 2: Senior project	3
14	BUS301	International Business (<i>Prerequisite: International Business I</i>)	3

Courses of Vietnamese language and culture:

No	Course name	No. of credits
1	Vietnamese 1	3
2	Vietnamese 2	4
3	Vietnamese Culture	3

Courses of Vietnamese language and culture as well as Physical Education 1, 2, 3 and 4 are arranged during semesters.

PART III: REGULATIONS OF STUDENTS' ACTIVITIES

3.1. RIGHTS AND OBLIGATIONS OF FOREIGN STUDENTS

3.1.1. Rights of foreign students

1. To be treated equally with Vietnamese citizens and other students of the University.
2. To be sufficiently provided with studying information upon existing condition of Vietnam Maritime University;
3. To be able to access to equipment and facilities for their study, cultural, sport and physical training activities at Vietnam Maritime University (under the current regulations);
4. To be able to participate in cultural, artistic, sports and physical training activities and performance organized by Vietnam Maritime University.
5. To be able to participate in scientific research activities organized by Vietnam Maritime University in the same manner as for Vietnamese students.
6. To be able to take exams, tests, defend graduation dissertation, and receive graduation certificates or diplomas.
7. To be able to return to their home countries for summer vacations and holidays; to invite their relatives to visit Vietnam under Vietnamese regulations; to take annual leave or sick leave or leave for medical treatment upon approvals by Vietnam Maritime University.
8. Government scholarship holders will receive scholarships and other benefits subject to the agreements between Vietnam and their dispatching countries as well

as current regulations of Vietnam. Benefits of other scholarship holders will be subject to the agreements, training contracts signed by Vietnam Maritime University and scholarship sponsor;

9. Foreign students of the same country, studying at the Vietnam Maritime University may appoint their representatives to manage all activities of foreign students and settle issues relating to their country's foreign students.

10. The right to petition directly to the school or via class representative, delegation, organization, Student Union about solutions to complete the school; state individual's expectation and complain to the principal to deal with problems related to the valid rights and benefits of students.

3.1.2. Obligations of foreign students

1. To comply with the current laws of the Socialist Republic of Vietnam.

2. To have to respect the Vietnamese customs and traditions.

3. To comply with the Regulations on management of foreign students in Vietnam, academic regulations, university rules for each education grade or training level promulgated by the Ministry of Education and Training of Vietnam and Vietnam Maritime University; Regulations on management of foreign students prescribed by Vietnam Maritime University; Dormitory regulations.

4. To have to update adequate information and reports at the online management system of foreign students as prescribed in Article 14 herein.

(Article 14. Online Management System for foreign students

Foreign students must register and update full and accurate information at the on – line management system for foreign students at <http://lhsnn.vied.vn> within 30 days after their enrolment to study in Vietnam, and their information must be updated annually or when there is any change.

Other scholarship holders and self-funded students must provide documents and requested information in accordance with current regulations of Vietnam Maritime University.)

5. To comply with the regulations on foreigners working in Vietnam (the Decree No. 34/2008/MD-CP dated March 25th, 2008 of the Government) if the foreign students work or do part-time jobs in Vietnam.

6. To comply strictly with the immigration regulations and their immigration purposes on studying in Vietnam.

7. To maintain friendship with Vietnamese citizens as well as with students from other countries.

8. To preserve and protect the property of the Vietnam Maritime University.

9. Foreign students must obtain permission from Department of Student Affairs, ISE and Dormitory (if the student stays at campus) at least 01 day prior to long leave or return back to home country.
10. Execute the legitimate policies of the government and other regulations, contents, statutes of the school. Respect to teachers, officials, and other staff of the school; solidarity, helping each other in the studying and practicing process; implement civilized lifestyle.
11. From Monday to Thursday, students are required to wear uniforms (trousers, shirts, shoes, hats) and hang student card as regulations of the school. The other days, students must wear properly and politely. Students in the major of seafaring must wear black shoes; the others wear shoes or sandals. Students must not use foul language; male students must not have hair or beard too long or closely cropped.
12. Pay tuition fee and other fees on time.
13. Participate in the social and protecting environment activities which are suitable to the abilities and health conditions according to the school requirements.

3.1.3. Prohibitions

1. Any behaviors of hurting dignity, pride, or violating the bodies of lecturers, staffs of Vietnam Maritime University (VIMARU) and other students.
2. Any behaviors of academic fraud such as: cheating, bringing learning materials into the examination rooms, trading for scores; studying, taking examinations, doing internship, being on duty for other people; begging other people for studying, taking examinations, doing internship, being on duty for yourself; copying, asking other people or writing essays, blueprints, theses; organizing or joining a cheating system; using, or counterfeiting any diplomas, certificates or any other cheating behaviors.
3. Any behaviors of smoking, drinking beer and alcohol at classrooms; going to class or boarding- houses in drunk condition.
4. Any behaviors of disordering peace and order of the university or any other public areas.
5. Any behaviors of joining or organizing illegal driving race.
6. Any behaviors of playing card during school time or within self-studying time on campus, and any forms of gambling.
7. Any behaviors of producing, trading, delivering, distributing, storing, using or encouraging other people to use weapons, explosives, drugs, banned chemicals, any reactionary and degenerating documents, publications, information and any other documents prohibited by government; organizing, participating to propagate superstitious activities in the university along with any other immoral behaviors.

8. Any behaviors of arranging, joining illegal political activities; organizing and taking part in cooperative activities on the behalf of VIMARU without permission of VIMARU president.

3.2. RIGHTS AND OBLIGATIONS OF STUDENTS LIVING ON CAMPUS

3.2.1. Rights of students living on campus

1. The right to ask dormitory authorities to obey every clause in signed accommodation contracts. To elaborate, students will receive accommodation including appropriate individual equipment as well as sharing equipment such as electronic system, lights, etc. listed in room receiving reports.
2. The right to use electricity, water and equipment provided by dormitory authorities for supporting students' living, studying, and training conditions. Besides, fees for electronic and water consumption are paid with the price level determined by the University and based on actual using level.
3. The right to take part in any activities supporting cultural and spiritual values held by VIMARU, Ho Chi Minh Communist Youth Union, Vietnam Student Associations or the dormitory authorities.
4. The right to state complaints, aspirations as well as requirements with Manager of boarding-school and other departments of the university about any problems related to students living on campus.
5. The right to be rewarded for remarkable achievement in campus missions, or any activities in campus promoted by the university.
6. The right to be on duty for improving penalty points according to regulations of current Student Affairs.

3.2.2. Obligations for students living in dormitory

1. Carry out the procedures of boarding registration, temporary registration, temporary absence under the guidance of the Management Board of the Dormitory Committee after boarding; paying the living fee and deposit as prescribed.
2. Strictly abide by the rules on going in and out of boarding area; following the timetable of studying and living from 05:30 to 22:30 every day, sleeping hours at night start from 22:30 to 05:30 next morning. Compulsory rules during sleeping time:
 - * Maintaining order
 - * Turning off the lights shared in rooms
 - * Using table lamps equipped with lampshade only (in the situation of doing private works in need)
 - * Keeping silent to avoid affecting everyone around

3. Have duties of participating in doing shifts for ensuring collective security, do housing shifts, work or maintenance of landscapes, do general hygiene according to the plan of the University and the Management Board of the Dormitory; actively prevent fight and denounce crime, especially theft and burglar at dormitory.
4. Personal property has to be tidily put in right places in the room; wash, dry clothes and blankets in prescribed places.
5. Bicycles, motorbikes and bulky items have to be put in prescribed places under the guidance of the Management Board of the Dormitory.
6. In the case that Management Board of the Dormitory has not had the guest room yet, if having permission of the Head of Management Board of the Dormitory and the members living in same room, students could receive visitors in room and out of practicing hours.
7. Meetings, cultural and art activities have to be held in prescribed places with the permission of the Head of Management Board of the Dormitory only.
8. Actively participate in solving unusual cases occurring in dormitory such as: fire, risks and so on.
9. Fully pay for living charges, electricity charges and other charges on time.
10. Not repair, renovate rooms; not move equipment and materials of dormitory away from the arranged position without permission; have responsibilities for compensation of damages or losses caused to the equipment of dormitory; actively preserve private properties and belongings.
11. Implement requirements of the Head of Management Board of the Dormitory for the transfer of living places in dormitory in case of necessity. Not assign or sublease the living contracts to other people.
12. Be under supervision, examination, and movement in accordance with the dormitory; sending private properties to the prescribed place as well as handing over the rooms to the Management Board of the Dormitory before the summer break and the holiday to serve for maintenances, repairs and other works of the school.

3.2.3. Prohibitions

1. Going out and coming back after 22:30 (exception of Saturday and Sunday, the curfew is extended to 23:00). In the case of students coming back after the curfew, officers and staffs of the Management Board of the Dormitory as well as the Security Board have to check identity papers or valid student cards and record them in the shift note before allowing students to going inside the dormitory.
2. Storing and using of weapons, firecrackers, explosives, flammable substances, toxic substances.
3. Storing and using stimulants such as opium and its productions in any forms; beverages with concentration of alcohol over 12 degrees.

4. Storing, circulating, or disseminating movies, records and other cultural products with depraved contents or stimulation of violence, and documentations of enemy's psychological warfare or unauthorized propagandistic materials; participating in illegal pagan beliefs and religions.
5. Organizing or participating in playing cards, gambling, making bet, betting on the last two numbers of the first prize in the national lottery, prostituting or having illicit relationships between men and women ... in any form.
6. Causing or inciting fights, organizing gangs or factions, gathering to disrupt security in and out the dormitory. Organizing racing or cheering illegal racing in any form.
7. Having behaviors of destruction, stealing properties of state and school, private properties of citizens or taking and robbing properties of citizens by force; using public properties for improper purposes.
8. Having uncultured actions, causing public disorder, causing environmental pollution in the dormitory; boiling and cooking in rooms; writing and drawing; pasting and sticking pictures, photographs, advertisements, posters, ... on the wall in the room and other public areas.
9. Bringing strangers in room without permission of the Head of Management of the Dormitory; receiving visitors out of curfew, especially receiving visitors in practicing hours at the evening (after 19:30); shielding the room, bed causing unaesthetic troubles or aiming at unhealthy purposes.
10. Placing censers or worshiping in rooms.
11. Having threatening behaviors toward school's officers, staffs, employees, professors, lecturers, and teachers

3.3. COMMENDATION, REWARD AND DEALING WITH BREACHES

3.3.1. Commendation, Reward and dealing with breaches of foreign student

1. Foreign student who achieves academic GPA of 2.5 and higher may receive commendation and reward in accordance with regulations of the University and the Ministry of Education and Training (annex 6).
2. Foreign student who breaches discipline (annex 7) shall be, depending on the seriousness of their breaches, subject to be:
 - a. Reprimanded; or
 - b. Warned; or
 - c. Suspended (and sent back to home country if necessary)
 - d. Discontinuous and sent home;
 - e. Delivered to relevant authorities to be dealt with in accordance with Vietnamese laws.

If students violate the regulations of Vietnam Maritime University and/or the laws of Vietnam will be subject to corresponding discipline in accordance with the university's regulations and Vietnamese laws.

3. Discipline stipulated in points a and b, Item 2 of this Article shall be decided by the President of Vietnam Maritime University. Discipline prescribed in points c and d, Item 2 of this Article shall be decided by the President of the Vietnam Maritime University in case of self-funded students; or be decided based on mutual agreement with sending organization in case of other scholarship holders; or reported to the Ministry of Education and Training for approval in case of government scholarship holders.

Note: The decision of punishing need to be announced officially in paper. After the announcement is released, the fining point is back to 0. The decision is valid within the time stated in the thesis 2.3.1.

PART IV: RESPONSIBILITIES OF RELATED UNITS OF VMU ON RECEIVING AND MANAGING FOREIGN STUDENTS

4.1. Department of Student Affairs

To receive application documents as prescribed by the Ministry of Education and Training in collaboration with related departments for completing admission procedures, records and informs the concerned institutions/faculties/departments.

To support foreign students in providing their information to online management system of foreign student at website: <http://lhsnn.vied.vn> within 30 days after their enrollment to study in Vietnam and update their information annually when there is any change (online register for foreign students as required).

To coordinate with ISE and related departments for carrying out the admission procedures and farewell when foreign students finish the program, to compile contract between Vietnam Maritime University and foreign students or other organizations, persons who provides scholarship to students.

To complete profile and list of self-funded foreign students and other scholarship holders for reporting to Ministry of Education and Training; and to coordinate with the concerned authorities in settling issues relating to the admission of self-funded foreign students.

To support self-funded student (if required) to study the preparatory courses on language proficiency and specialized capacity subject to the direct agreement and contract with such educational institution.

To manage foreign students living in dormitories; Supporting foreign students in their activities relating to students affairs, monitoring their study, progress, duration of temporary residence, and necessary procedures for getting job or part-time job in Vietnam.

To receive and support to settle requests for changing the study major or educational institutions or shortening or extending the studying duration or temporary suspension of study as stipulated on Article 12.

To receive and support the registration of the temporary residence requested by ISE, the procedures for application, supplement and amendment of visas, extension of temporary residence for foreign students in accordance with Vietnamese laws.

To organize gathering with foreign student to disseminate the regulations and rules promulgated by the Ministry of Education and Training and Vietnam Maritime University as well; the programmes on cultural exchange, sightseeing tours, the festival day, holidays, etc.

To coordinate organizing extra classes (Vietnamese language and specialize subjects) for foreign students (if required and possible).

To monitor and make reports on immigration status, studying progress and temporary resident of the foreign students;

To coordinate with ISE and related departments of the university as well as related competent agencies to handle issues arising to foreign students, as follow:

+To join handling and overcoming the consequences of law violations, accidents or incidents relating to the foreign students as per request of concerned authorities;

+ To duly report to the police agencies about the activities of the foreign students relating to political security, social and safety.

To collect the monthly reports, annual reports and whole course report in order to summarize and report to the Ministry of Education and Training as regulation.

4.2. The Department of International Relations:

Promote the university's program, in charge of attracting and receiving foreigner students;

Inform admission schedule to the Department of student affairs.

To coordinate with the Department of Student Affairs and related faculties, institutes in admission of foreign students and farewell when they leave the university in accordance with current regulations;

To coordinate with the Department of Student Affairs with regards to the procedures on applications, supplement, amendment of visas and extending temporary residence of foreign students;

To catch up the situation of foreign students since their admission till graduation, collect all information relating to foreign students and report to concerned authorities.

4.3. The Department of Academic Affairs:

To manage the educational curriculars, plant and quality of foreign students;

To arrange academic classes, monitor and manage the foreign student's study and research;

To grant the graduation diploma or certificates subject to its authority;

To propose to the Ministry of Education and Training for revision of the general provisions on educational curricula for foreign students if necessary;

To coordinate with institutions providing preparatory study for foreign students and institutions designated by the Ministry of Education and Training in conducting Vietnamese proficiency tests for foreign students before their admission if necessary;

To provide the Department of Students Affairs with foreign students's information on studying progress, transcript of each semester, each academic year and whole course.

4.4. International School of Education

To receive the student list and foreign students;

To assign the tutor or home lecturer in charge of managing, supporting and assisting foreign students in studying, training and living during course;

To arrange the supervisor for instructing practice, research and the extra-class on specialized subjects managed by the faculties/institutes.

To support foreign students in preparing: Copy of passport (the nortarized hard copy); Application form for granting, supplement and amendment of visas and also extending temporary residence (Annex III) if foreign students do by themselves; and sending such documents inclosed with application to the Department of Student Affairs (if necessary).

To coordinate with related departments in order to organize extracurricular activities due to disseminating rules, regulations of Ministry of Education and Training and Vietnam Maritime University, cultural exchange, sightseeing tour, the New Year's Day, holidays; settling arisen problems; giving advice on studying and training for assuring registered studying plan;

To report to the Department of Student Affairs on studying and training prograss of foreign students of each semester, each academic year (on 30th December annually) and the end of course.

4.5. The Department of Administration

To arrange accommodation for foreign students at dormitory;

To arrange adequate facilities for foreign students in accordance with VMU's regulations in case foreign students stay at VMU's dormitory.

4.6. The Dormitory Management Unit

To manage foreign students in accordance with the dormitory's regulations;

Send and exchange information with Department of Student Affairs for coordinated management.

The Dormitory Management Unit at C area shall directly manage foreign student at C3 Building.

4.7. The Department of Finance and Planning:

To comply with existing financial regulations for government scholarship holders, self-funded foreign students and others.

4.8. The Department of Security

To make sufficient security and fire prevention at dormitory of foreign students;

To coordinate with the Department of Student Affairs and concerned faculties/institutions for settling the arisen problems relating to foreign students.

4.9. Ho Chi Minh Communist Youth Union and Student Association

- To coordinate with the Department of Student Affairs, Department of International Relations and other concerned Faculties/Institutes to encourage students to participate in cultural musical exchange, sports activities....

- To select Vietnamese volunteer students to help foreign students learning and participating in student activities.

PART V: REGULATIONS ON VISA, HEALTH INSURANCE AND GUEST HOUSE

5.1. REGULATION ON VISA

(Based on announcement No. 132/TB-DHVVN, dated 3rd March 2014 regarding Guidance on Visa application procedure for international students)

The student affair department, faculties and institutions (that have international students) are responsible for assigning staffs to monitor, remind the international students about the VISA duration and temporary residency, in order to avoid the case of VISA expiry and fining thereafter according to the regulations of Immigration management agency. The VISA extension can be done by one of these methods:

Method 1: International student apply to extend VISA by themselves, the student affair dept will provide guidance on procedure and address of the Immigration management agency.

Method 2: The student affair dept will assist in VISA extension for international students, the steps are as follows:

Step 1: 15 days prior to the VISA expiry date, students register with the Student affair department to start the procedure, submit necessary documents and fees to extend VISA (details in the attached annex)

Step 2: Within the next 05 days (from the point of accepting the VISA extending profile of the student), the Student affair dept assign a staff to work with the Immigration department to proceed with the VISA extension.

Step 3: The Student affair dept come to the Immigration department to receive VISA, keep the copy and return the VISA to student. (latest 05 days after the appointed time of returning VISA by the Immigration agency).

In case the Department of Student Affairs assists in Visa extension, international students will need to pay the fee for Visa extension and traveling cost which are specified in the

latest announcement.

5.2. REGULATION ON HEALTH INSURANCE

(Based on announcement No. 223/TB-DHHHVN, dated 24th March 2015 regarding the purchase of health insurance for international students)

International students may register to purchase complete personal insurance with 03 options in order to receive benefits from BAOVIET Hai Phong:

1. Option 1: 3.421.000 VND/student/year
2. Option 2: 4.450.000 VND/student/year
3. Option 3: 8.770.000 VND/student/year

Effective in: 12 months from the day of purchase

International students can register to purchase health insurance during their time studying at University; the Student Affairs Department contacts the insurance company and provides guidance on the procedure upon students' registration.

The participation of this insurance is to ensure compensation and negating consequences when risks or accidents happen, such as: treatment costs, hospitalization cost. If the international students refuse to participate in this health insurance, they are obliged to bear all liabilities and costs upon the case of the mentioned events.

Details of the personal insurance are available in the announcement.

5.3. REGULATION ON C3 GUEST HOUSE

(Based on decision No.4187/QD-DHHHVN, dated 11th December 2014 regarding the functions and duties of C3 Guest House Vietnam Maritime University and decision No. 3725/QD-DHHHVN, dated 31st December 2015 regarding amending and supplementing some articles and provisions of Decision No 4187 / QD-DHHHVN on December 11, 2014.)

3.3.1. Room rental procedures

Guests need to present identification documents (ID card, passport) to guesthouse management staff (If rental period lasts for several months, guests must apply the document for a stay at the guest house).

3.3.2. Rental fees

- Single room (by date) : 150,000 dong/day
- Single room (by month) : 2,000,000 dong/month
- 4-people room (by month): 2,800,000 dong/month

3.3.3. Regulations on monthly electricity usage

- Overseas students eligible for 100% scholarships can consume 50 kw/person/month, in addition, any extra usage must be paid under the current selling price. Others allowed to stay in the guesthouse are required to pay the monthly bill according to the KW power actual use (except for the prioritized cases approved by the University).
- In case guests and students do not pay the rent, electricity cost or violate the rules of C3 guesthouse, General Administration department has the right to stop providing accommodation services, electricity, water in C3 guesthouse.

3.3.4. Responsibilities of people staying at the guesthouse

1. Perform a civilized lifestyle, keep the room tidy and clean, and protect the environment around.
2. Protect accommodation equipment; if they cause damage or loss, they must compensate 100% of the value at current prices. While using the facilities, if troubles happen, they must immediately report to the management board of the guest house for timely repair;
3. Preserve personal belongings;
4. Save water and electricity, if they exceed the prescribed quota, they must pay for the extra amount monthly;
5. If they go out, they need to turn off electrical appliances (lights, fans, air conditioners, etc.) and carefully lock the door.
6. Objects 1, 4 in Article 1 need to equip personal items by themselves (blankets, mosquito nets, mats, etc.)

3.3.5. Prohibitions

1. Organizing any type of gamble, fighting, drinking, disturbing other people;
2. Public property vandalism, stealing public property others' belongings;
3. Stockpiling weapons, stimulants (drugs, heroin ...), poisonous, explosive flammable substances, debauched products and reactionary products;
4. Any type of cooking at rooms (electric cooker, gas stove, etc.);
5. Arbitrarily electric use leading to unsafe situation;
6. Arbitrarily moving assets or shielding room and bed unaesthetically;
7. Writing, drawing or pasting posters, etc. on the wall of the guest house;
8. Making noise or using media (televisions, radio cassettes, computers, etc.) at loud volume that affects other rooms;
9. Littering, pouring garbage or water on hallways or public areas, throwing objects into the area around the guesthouse;
10. Arbitrarily bringing outside people into the guesthouse;

11. Arbitrarily changing rooms, letting other people live in the rooms;
12. Arbitrarily relocating or installing equipment in the room

3.3.6. Provisions on security and fire protection

1. Guests of persons living in the guesthouse must report the Management Board for guidance;
2. Students and fellows can meet friends only at specified areas. If they wish to visit the rooms, they must get permission of the Management Board;
3. Persons who are living at the guesthouse must report the Management Board if they go out overnight;
4. Persons staying at the guesthouse must strictly observe regulations on fire protection. All violations related to security, fire protection will be disciplined or prosecuted under existing laws.

Appendix 1: FRAME OF STUDENT DISCIPLINES

No	FRAME FOR EVALUATING STUDENTS' DISCIPLINE BEHAVIOR	MARK (points)	NOTE
Students' discipline marks will be misused if they have any kinds of a breach of discipline			
1.	a. Do not bring the student card when having an examination	-10	Punish following the examination regulations and the enrollment regulations
	b. Cheat when doing an examination (giving or receiving documents related to the examination, copying the other's examination, ...)	-21K	
	c. Your examinations/ dissertations/ are not done yourself; using the forged documents/ certificates.		
	- First time	-26K	
	- Second time	-31K	
	d. Your attendance is done by the other, and vice versa.	-15	
	e. Have someone participate in class, doing composition instead of doing yourself.	-15	
	f. Organization exam/sub-project/dissertation on behalf of others.	-31K	
	g. Do b or c in the entrance examination	-31K	
2.	Absent from class, probation without any reasons; late for class.	-5	(not -3)
3.	Make noise, not paying attention to the theory class, practical class, probation, self-studying hours at the dormitory	-5	
4.	Be out of the class, probation, examination; leave the dormitory continuously more than 2 weeks without any reasons (dormitory students)	-26 ÷ -31	
5.	a. Play cards, games at class or self-studying	-15	

No	FRAME FOR EVALUATING STUDENTS' DISCIPLINE BEHAVIOR	MARK (points)	NOTE	
	hours (at the dormitory); go out after the curfew; using the cellphones			
	b. Drink alcohol in the class; get drunk when attending the class			
	- First time			-15K
	- Second time			-21K
	- Third time			-26K
	- Forth time			-31K
	c. Place the vehicles, play football in incorrect time –wrong place; cooking at the dormitory room	-5		
6.	a. Let the stranger get into the dormitory; make noise	-15K		
	b. Change the living place without informing the dormitory manager (dormitory students)	-15		
7.	a. Do not follow the requirements of the person who is at a superior level.	-15	If you make 6b, 6c, 6d more than three times, 6a will be added	
	b. Talk nonsense; leave room messy, leave hair and beard too long, be bold or not keep classroom clean.	-5		
	c. Make these kinds of activities: do not check the attendance, do morning exercise; smoke in the wrong place.	-5		
	d. Do not wear the student card, uniform	-10		
	e. Do not wear helmet	-5		
8.	a. Pay the tuition fees, electricity fee, and water fee after the deadline	-15		
	b. Do not pay the tuition fees, electricity fee and	-31K		

No	FRAME FOR EVALUATING STUDENTS' DISCIPLINE BEHAVIOR	MARK (points)	NOTE
	water fee		
9.	a. Steal the others' properties; store, consume the stolen properties; take part in gamble...		Transfer to the police for penalty
	- First time	-26K	
	- Second time	-31K	
	b. Store the weapons, explosive; be on drugs; trade forbidden goods.	-31K	
	c. Hiring or being involved in prostitution	-31K	
10.	Be impolite with the lectures, university staffs; fighting each other.	-15K ÷ -31K	
11.	Damage the public properties.	-15K ÷ -31K	Compensate for damage
12.	Hold, sell or use pornography, participate in superstitious activities, or illegal religious activities.	-15K ÷ -31K	Transfer to the police for penalty
13.	a. Ignite, drag people into demonstration; write illegal posters, slogans	-26K ÷ -31K	Transfer to the police for penalty
	b. Trade, transport, store, drag people into using drugs	-31K	
14.	Violate the traffic regulations, be punished by the police		
	+ Lower than 200.000 VND	-15K	
	+ From 200.000 VND to 1.000.000 VND	-21K	
	+ From 1.000.000 VND to 6.000.000 VND	-26K	
	+ More than 6.000.000 VND	-31K	
15.	a. Absent from the salute to the national flag/ fixed time outdoor activities class. Absent from convoke of university, faculty, ISE, youth and	-15	

No	FRAME FOR EVALUATING STUDENTS' DISCIPLINE BEHAVIOR	MARK (points)	NOTE
	student associations.		
	b. Cause the loss of solidarity in class, in-and-out university	-15K	
16.	Conceal, not denounce or even drag people into social issues	-15K ÷ -31K	
	a. Leave the dormitory continuously without any reasons (dormitory students)	-5	
17.	b. Be out of the class, probation, examination; leave the dormitory continuously more than 2 weeks without any reasons (dormitory students)	-26 ÷ -31	
	a. Play cards anytime, anywhere, go out after the curfew.	-15K	
18.	b. Absent from security duty.	-15	
	c. Place the vehicles, play football in incorrect time –wrong place; cooking in the dormitory room	-15	
	a. Let stranger get into the dormitory; make noise	-15	
19.	b. Change the living place without informing the dormitory manager (dormitory students)	-15	
	c. Do not follow the requirement of the person who is at a superior level.	-15	
	a. Talk nonsense; let the room messy	-5	If you make 4a, 4b, 4c more than three times, 3c will be added
20.	b. Make these kinds of mistakes: do not check the attendance, do morning exercise	-5	
	c. Do not wear the student card, uniform	-10	
	a. Pay the electricity fee, and water fee after the deadline.	-15	
21.	b. Do not pay the electricity fee, water fee and	-26	

No	FRAME FOR EVALUATING STUDENTS' DISCIPLINE BEHAVIOR	MARK (points)	NOTE
	the dormitory fee.		
22.	a. Steal the others' properties; store, consume the stolen properties; take part in gambling or prostitution		Transfer to the police for penalty
	- First time	-26K	
	- Second time	-31K	
	b. Store, use or sell weapons, explosive materials, inflammable materials, drug, illegal items (according to Vietnam law)	-31K	
	c. Hire or be involved in prostitution	-31K	
23.	a. Be impolite with, disrespect full to or warning the lectures, university staffs.	-15 ÷ -31	
	b. Ruin the property of dormitory leading to compensation	-15 ÷ -31	
24.	a. Store, use, sell or give others pornography, take part in superstitious activities or illegal religious activities.	-15 ÷ -31	Transfer to the police for penalty
	b. Ignite, drag people into demonstration; write illegal posters, slogans	-26K ÷ -31K	
	c. Fight each other, cause injury	-31K	
	d. Trade, transport, store and get others involved in using drugs.	-31K	