VIETNAM GENERAL CONFEDERATION OF LABOUR
TON DUC THANG UNIVERSITY

No. **2510**/2018/TDT-QD

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

Ho Chi Minh City, November 29th, 2018

REGULATIONS ON RECEIVING, ARRANGING ACCOMMODATION, COLLECTING FEE, STUDENT ACTIVITY REGIME FOR INTERNATIONAL STUDENTS STAYING IN DORMITORY

1. TYPES OF ROOMS AND AMENITIES

1.1. Class A room:

a. **Twin rooms**: fully equipped *(air conditioner, blanket, gas, pillow, mattress, bed, wardrobe, table, chair, shelf, TV, water heater in bathroom, water heater, fridge, iron...)*;

b. **Personal belongings**: students buy for themselves;

c. Electricity, water, and room cleaning services *(03 times per week)* are included in the room rate;

d. Other expenses depend on the needs.

1.2. Class B room:

a. **Four-bed rooms** with full equipment *(air conditioner, blanket, sheet, pillow, mattress, bed, wardrobe, table, chair, shelf, TV, water heater in bathroom, water heater, fridge, iron...)*;

b. **Personal belongings**: students buy for themselves;

c. Electricity fee, water fee and room cleaning service *(03 times per week)* are included in the room rate;

d. Other expenses depend on the needs.

1.3. Class C room:

a. **6-bed rooms** with basic equipment *(table, chair, shelf, bed, cabinet, fan, etc.);*

b. **Personal belongings**: students buy for themselves;

c. Students clean the rooms by themselves; pay electricity and water fees according to regulations *(based on usage meter);* and other types of personal expenses as needed.

2. RESIDENTIAL DURATION

a. **Long-term stay:** undergraduate and graduate students stay and study at Ton Duc Thang University from 01 school year (*equivalent to 2 semesters*) or more;

b. **Medium-term stay:** students study on the campus rotation program; under programs and special agreements; *from 1 month to less than 2 semesters*;

c. **Short-term stay**: students study the student exchange program, study tours, short-term study types; *duration of stay is less than 1 month.*

3. ACCOMMODATION POLICY

a. **Free accommodation (dormitory fee)**: for full scholarship recipients or full beneficiaries under the decision of the President;

b. **50% discount on dormitory fees**: the scholarship recipients or the beneficiaries of 50% reduction of fees as decided by the University President;

Scanned with CamScanner

c. **Normal fees:** students pay fees according to regulations.

4. DORMITORY FEE AND SERVICE PRICE

a. Based on the actual situation, the plan for collection of depreciation of property, types of students and duration of stay, Department of Finance shall coordinate with the dormitory to elaborate the price list for each type of room (*the charge rate may change depending on the value of added services, if any, socio-economic situation, level of inflation*) from time to time, submitted to the University President;

b. Depending on university's decision (*type of residence, residential duration, type of room arranged* ...), students pay the accommodation fee, which is based on the tuition fee set by the school;

c. Long- term stay students must pay a fee. There are two options for them: paying the fee for either the whole school year or each semester, depending on student's economic conditions. Pay the fee at the beginning of the school year and at the end of term 1;

d. Students, mid-term and short-term students pay a one-time fee upon arrival and check in;

e. During their stay in the dormitory, if any damage to property or equipment is caused by the residents, the residents and the proposed unit are responsible for compensation.

5. PROCEDURES FOR CHECKING IN, COLLECTING FEE, CHECKING OUT

5.1. Students study in undergraduate and postgraduate programs in Vietnamese:

a. The College of International Studies annually provides the decision and the list of students to be admitted (*including subjects, residence policies ...);*

b. To facilitate learning and integrate with the environment, improve Vietnamese language skills; after receiving the approved decision, **students are arranged accommodation with domestic students at the Dormitory Zone B (Class C room).** Dormitory authorities deliver assets, equipment to students at the beginning of each school year;

c. Students pay a tuition fee for each school year (or each semester) according to the rate announced by the university *(if they are subject to paying fee)*;

d. Students admitted to the Dormitory must undertake to abide by the rules and regulations as well as other sanctions like students in the country;

e. At the end of each school year, the student hand over the old university property; and hand over assets for the new school year.

5.2. Students who study undergraduate and graduate programs in English:

a. The College of International Studies annually provides the decision and the list of students who are accepted *(along with types of students, residence policy ...);*

b. After receiving the approved decision, students stay at the Dormitory Zone B, together with domestic students *(Class C rooms),* or rooms for international students *(Class A or B rooms.* According to the personal wishes of the students and the scholarship policy of the university, the dormitory proposes to the President to approve the list of room types. Then, the dormitory hands over assets and equipment to students at the beginning of each school year and implement the management;

Scanned with CamScanner

c. Students pay a tuition fee for each school year (or each semester) according to the price list announced by the university (for those subject to school fees);

d. Students must undertake to comply with rules, regulations as well as other sanctions like domestic students. Apart from general regulations for all students; international students will have to abide by more rules and regulations exclusively for themselves;

e. At the end of each school year, the students hand over the property of the last school year and receive the property for the new school year.

5.3. Exchange students with short and medium length of residence:

a. Students who have foreign citizenship are referred by the Faculties, the Department of Graduate Studies or the Incredi according to the plan approved by the President;

b. Based on the proposals of the involved units and the dormitory, the Principal approves the list of admissions; stay policy (room classes); modes of stay (free or charged); and other exceptions if any;

c. Students pay the fee according to the price list announced by the university (*if required*), pay 01 time upon arrival;

d. Students must undertake to comply with rules, regulations as well as other sanctions like domestic students. Apart from general regulations for all students; international students will have to abide by more rules and regulations exclusively for themselves;

e. Upon the expiration of the stay, the person residing shall hand over the property and compensate *(if any)*.

6. DUTIES AND RESPONSIBILITIES OF INTERNATIONAL STUDENTS STAYING AT THE DORMITORY

6.1. Important remarks:

a. Making full and timely payments for the living fee and other fees as prescribed (if any); keeping receipts for comparison or refund procedures when necessary;

b. Self-preserving personal property and belongings;

c. Complying with the Dorm's official community hours: **opening time: 5:00, closing time: 22:00;**

d. Don't decorate, repair or renovate rooms, relocate accommodation, equipment or materials of the dormitory out of position having been arranged intentionally;

e. Being responsible for preserving the keys, property, equipment and items in the room; for using them for the right purpose in accordance with the regulations of equipment provided or permitted to use *(computers, radio cassettes, irons, lights, personal fans, etc.)*; for carefully using electronic equipment; for unplugging the device from the power sockets after use; for checking and switching off all appliances and water before leaving the room;

f. Being responsible for compensating for self-damage or self-loss of the facilities of the dormitory;

g. Complying with regulations on temporary residence registration instructed by the Dormitory; being absent for 02 days or more must be reported to a dormitary officer;

h. Maintaining general hygiene in the dormitory; arranging furniture, personal items neatly and orderly; outfits, attitudes and behaviors must be appropriate for the university environment; drying clothes and personal items at the right place;

Scanned with CamScanner

i. Residing in your assigned bed and room; male residents mustn't visit female residences or vice versa;

j. Following the request of Dormitary Director about the residence relocation when it is necessary or has a good reason;

k. Strictly complying with all regulations on fire and explosion prevention, carefully using electronic items.

6.2. Prohibitions:

a. Stockpiling, using banned goods, smuggled goods; weapons; explosive substances, toxic chemicals; trading in, storing, using drugs and preparations of drugs in all forms;

b. Using alcohol, beer, tobacco and/or other stimulants in the boarding residences;

c. Storing, using electric cooking utensils, magnetic, oil, gas and alcohol stoves, charcoal, firewood; as well as other explosive and flammable substances;

d. Organizing or participating in gambling and betting activities in any form;

e. Acts of vandalism and of using the university property for improper purposes;

f. Making noise; or gathering crowds of people that affect the living and studying in the dormitory area;

g. Arbitrarily introducing outsiders into the dormitory area; Letting others borrow and use the boarding pass, keys, equipment in the room, etc.;

h. Performing acts and activities in violation of the State's regulations and laws; don't carry out study activities during the time of in-residence, but carrying out extracurricular activities in violation of the laws of the Socialist Republic of Vietnam.

7. PROVISIONS

a. All concerned units and people admitted to reside in the dormitory must carry out the procedures for registering, receiving, arranging accommodation, collecting fee... and showing the commitment to comply with this regulation.

b. In the course of implementation, when new requirements arise, or if there are new issues in the regulations of the University, dormitories and related units propose the President to consider making appropriate adjustments.

c. The regulation takes effect from the date of signing.

PRESIDENT

TRƯỜNG ĐẠI HỌC TÔN ĐỨC THẮNG

Prof. LÊ VINH DANH, Ph.D.

Recipients:

1. The dormitory and departments: CIS, INCREDI, DEGRAS, Students Affairs, Inspection and Legislation, Facilities Management, and other campuses (*for implementation*);
2. Departments: Testing and Quality Assessment, Personnel and Administrative Affairs, Faculties (*for supervision*);
3. Saved by: Personnel and Administrative Affairs, the Dormitory.

Scanned with CamScanner