



HANDBOOK FOR
**INTERNATIONAL
STUDENTS**

TON DUC THANG
UNIVERSITY

➤ INTRODUCTION

WELCOME TO TON DUC THANG UNIVERSITY!

You are here, at one of the fastest growing higher educational institutions in Vietnam and preparing for an interesting journey.

AN ASPIRING COMPREHENSIVE UNIVERSITY

In a nutshell, TDTU is a young aspiring university. After 20 years of development, TDTU now has 5 well-equipped campuses across the country and keeps expanding incessantly. As a comprehensive university with 16 faculties covering a variety of areas, offering courses and programs at all levels from the bachelor's to master's and doctoral degree, we believe a great deal of choices are made available to various groups with different interest.

A LOCAL UNIVERSITY WITH INTERNATIONALIZED SERVICES

The university pursues the strategy to be a globally recognized institution and has focused on internationalization activities for years. We welcome hundreds of international students to our campus annually to take part in international programs, either full-time or short courses. You come from different countries, of different nationalities, from different cultures, and join us here - in an international environment.

A RECOGNIZED EDUCATIONAL INSTITUTION OPEN FOR EXPERIENCE

We believe that such achievements as being rated 3/5 stars by QS Star Ratings from the UK, announced in Top 200 universities of sustainable development, granted 4 patents by USPTO just partially speak about us. Hence, you are encouraged to experience yourself to feel the value.

ABOUT THIS HANDBOOK

This handbook comes up with useful information as well as instructions for you to adapt to and get on well with a new learning environment, which can be considered as Your Guide to Information for TDTU's life.

➤ MISSION STATEMENT

“For accomplishment in human development and society with sustainable growth”

➤ IMPORTANT INFORMATION FOR STUDENTS

We are very happy that you have chosen Ton Duc Thang University for your own education. In order to provide a good service for all our students, we want to inform you of some important issues of student life here on our beautiful campus:

1

In parallel with the academic programs, TDTU focuses on ethical training programs for students including: good learning outcomes to show gratitude to parents, law and rules abiding, community awareness, and selflessness.

2

Physical education and English language are of great concern in training programs.

3

Students are under the management of the faculty and their parents are advised to contact the faculty's office for information about the students. All official communication should be made in written form.

4

A personal email account is made for every student and remains valid until his/her graduation.



5

According to the university regulations, all undergraduate students need to wear uniforms. For further information, see page 24.

6

Currently, we have two separate dormitory buildings, one for males and one for females. Generally, 8 students share one room with a bathroom.

No cooking is allowed in the dormitory.

7

Those who live on the university campus are strongly encouraged to be back in their dorms by 22:00. Students can leave the campus for the entire weekends, during holidays and semester breaks with prior permission of the Residence Dean.

8

Pillows, bed sheets and other personal belongings must be self-arranged. Such stuff can be found at either the on-campus minimart or nearby supermarkets.

➤ GETTING STARTED

ORIENTATION

At the beginning of every school year, the information sessions are an exclusive opportunity for new students to engage and prepare for an exciting journey ahead at TDTU. They include a range of activities, training workshops and seminars to familiarise new students with each other and the university resources, equipping students with essential information, tips and skills for making the most of their university life.

► Some program highlights include:

- Welcome session with the President, Presidential board and department heads
- Introduction to Student support services, regulations and ethical training programs; activities of the Students Union and clubs/teams
- TDTU library access: online and offline resources
- Soft skills training workshops

TDTU CONNECT

Department of Student Affairs

📍 Building A - Room A0003
☎ (028) 37 755 054
✉ phongctct-hssv@tdt.edu.vn
🌐 ctct-hssv.tdt.edu.vn

Dealing with:
Issues regarding Student ID Cards, student status, tuition fee exemption and extension; Applications for soft skill courses, and some student clubs.

Department of Finance

📍 Building A - Room A0007
☎ (028) 37 755 070
✉ phongkhct@tdt.edu.vn
🌐 ptc.tdt.edu.vn

Dealing with issues regarding fees of all kinds, insurance, etc.

Department of Testing and Quality Assessment

📍 Building A - Room A0302
☎ (028) 37 755 042
✉ iso@tdt.edu.vn
🌐 kiemdinhtdt.edu.vn

Dealing with issues regarding examinations and certification.



Student Services Office - Department of Undergraduate Studies

- 📍 Building E - Room E0001
 - ☎ (028) 22 477 215
 - ✉ tuvanhocduong@tdt.edu.vn
 - 🌐 tuvanhocduong.tdt.edu.vn
- Dealing with academic requests, provision of psychological consulting service.

International Cooperation, Research & Training Institute

- 📍 Building A - Room A0001
 - ☎ (028) 37 755 053
 - ✉ increti@tdt.edu.vn
 - 🌐 increti.tdt.edu.vn
- Dealing with academic issues of Joint-training programs, international affairs, visa support.

Union and Association Office

- 📍 Building A - Room A0004
 - ☎ (028) 37 755 027
 - ✉ doanhoi@tdt.edu.vn
 - 🌐 doanhoi.tdt.edu.vn
- Dealing with issues relating to unions and associations that officially operate in the University, such as the Student Union, Youth Union, etc.

Center for Application of Information Technology

- 📍 Building A - Room A0506
 - ☎ (028) 37 761 046
 - ✉ trungtamtinhoc@tdt.edu.vn
 - 🌐 cait.tdt.edu.vn
- Providing training in Informatics up to international standards, such as MOS, IC3, etc.
Providing short courses in computer skills of all levels.
Organizing activities at IT Zone.

Department of Dormitory Management

- 📍 Building I - Room I0005
 - ☎ (028) 37 760 652
 - ✉ bqtktx@tdt.edu.vn
 - 🌐 ktx.tdt.edu.vn
- Dealing with housing issues: applications, housing contracts, etc.

TDT Creative Language Center

- 📍 Building E - Room E0012
 - ☎ (028) 37 755 064
 - ✉ clc@tdt.edu.vn
 - 🌐 clc.tdt.edu.vn
- Providing foreign language courses (English, Chinese, Japanese, Korean), English-taught soft skill training courses, Vietnamese for foreigners.
Advising students on how to learn foreign languages effectively, organizing extra-curricular programs to develop.

Center For Cooperation with Enterprises and Alumni

- 📍 Building C - Room C0003
 - ☎ (028) 37 761 042
 - ✉ htdn@tdt.edu.vn
 - 🌐 alumni.tdt.edu.vn
- Providing support for accommodation, career consulting services.
Organizing field-trips, internships, observational internships, soft skill courses.
Dealing with applications for A1 motorbike driving license.

Department of Undergraduate Studies

📍 Building A - Room A0005
☎ (028) 37 755 052
✉ phongdaihoc@tdt.edu.vn
🌐 pdh.tdt.edu.vn

Dealing with academic issues of undergraduate students regarding study schedules, subject enrollment, transcripts issuance, etc.

Department of Graduate Studies

📍 Building A - Room A0305
☎ (028) 37 755 059
✉ tssdh@tdt.edu.vn
🌐 scp.tdt.edu.vn

Dealing with academic issues for graduate students relating to recruitment, timetable, exams, graduation, etc.

University Clinic

📍 At Multi-purpose Arena
Room 104
☎ (028) 22 137 081

Providing first aid and healthcare consulting services

➤ STUDENT'S PHYSICAL LIFE



IMPORTANT HOURS



At SCHOOL

There are 5 shifts at the University, 3 periods/shift, 45 minutes/period.

Shift 1 (Period 1,2,3):

- Class time (3 bells): 6:50
- Break time (1 bell): 8:00 - 8:10
- End time (3 bells): 9:15

Shift 2 (period 4,5,6):

- Class time (3 bells): 9:25
- Break time (1 bell): 10:30 - 10:40
- End time (3 bells): 11:50

Shift 3 (periods 7,8,9):

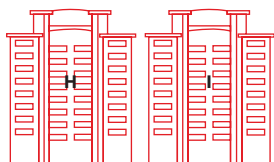
- Class time (3 bells): 12:30
- Break time (1 bell): 13:35 - 13:45
- End time (3 bells): 14:55

Shift 4 (period 10, 11, 12)

- Class time (3 bells): 15:05
- Break time (1 bell): 16:15 - 16:25
- End time (3 bells): 17:30

Shift 5 (period 13, 14, 15, 16)

- Class time (3 bells): 17:45
- Break time (1 bell): 19:00 - 19:15
- End time (3 bells): 21:30



At **DORMITORY**

Opening and Closing: 5:00 - 22:00

- Lights must be turned off in all dorms, on the balcony, corridors and stairs. Students must use personal lights to study at night.
- After 22:30, all students are prohibited from playing games, watching movies, listening to music or other activities that may disrupt the quietness.
- The dorm management board and the self-management student team may regularly check the tidiness, hygiene, and activities in the room.



➤ STUDENT'S PHYSICAL LIFE



STUDENT IDENTITY CARD

The student identity (ID) cards with the information of the student's name, date of birth, student number, class, faculty, major, and training course are issued to registered students at the commencement of their studies and expires at the end of the programs. Students must carry their ID cards when

on campus as they are used to access several services and are required for identification by the security guards upon entry.

Student ID cards are also integrated with their bank accounts and can be used to get discounts on such services as bus fare, cinema tickets, etc.

The student ID card is the property of the University and must be returned to the office of Student Affairs upon termination of studies for any

reasons. In the event of losing the card, immediately report to Department of Student Affairs (A0003) for the new card which costs 50,000VND. In the meantime, students will be issued with a temporary one.

➤ STUDENT'S PHYSICAL LIFE

DRUG-FREE ENVIRONMENT

The University has a drug-free campus policy. "Drug-free" means abstinence from the use or possession of alcohol, tobacco, and mind-altering drugs, as well as the abuse of prescription drugs on campus.



ALCOHOL



TOBACCO



MIND-ALTERING
DRUGS



FOOD SERVICES

3 on-campus canteens/ cafeterias are open to everyone and opening hours are as follows:

At the dorm

Mondays-Saturdays:

🕒 5:30 to 20:00

Sundays:

🕒 6:00 to 15:00

At building D, 10th floor

Mondays-Saturdays:

🕒 6:00 to 18:00

Sundays:

🕒 6:00 to 15:00

At INSPIRE library, Ground floor and 5th floor

Mondays-Saturdays:

🕒 6:00 to 17:00

Food prices fluctuate from **15,000 VND** to **30,000 VND**.

In addition, food and other necessities can be found at the on-campus minimart or nearby outlets.

➤ STUDENT'S PHYSICAL LIFE

UNIVERSITY CLINIC



Location: Room 104 on the ground floor of the Multi-purpose Arena.

At the University Clinic, our dedicated staff are always ready with first aid services and for treatment of basic health problems of students. For serious cases, students will be transferred to local clinics and hospitals.

Full-time students are required to purchase health insurance and will have periodic health checks at the beginning of the school year.

STUDENT HOUSING

As an international student, you are welcome and prioritized to live in the on-campus dormitory. The dormitory area is a complex of housing, a minimart, a canteen, a cafeteria, a laundry room, and a meeting hall with 300 seats.

Applications for housing are considered all year round and we make housing offers based on the availability.

For more information about application, dorm availability, housing contracts, dorm fees, etc., students can contact the Department of Dormitory Management or INCRETI.

MAIL SERVICE

The nearest Post Office: **Tan Phong Post Office, 565 Nguyen Thi Thap Street, Tan Phong Ward, District 7, Ho Chi Minh City.**

BUS STOP

Commuting by bus in the city is very convenient. We have an on-campus bus stop and Route 86 operates from 06:05 to 18:30, Monday through Saturday with 10 - 15 minute intervals.

***Note:** By taking the bus route 86 to Ben Thanh Market, you can discover Ho Chi Minh City center.



MAINTAINING A PEACEFUL CAMPUS

It is important that students keep the campus green and peaceful.

- Littering is forbidden.
- Picking flowers, and removing branches from trees are banned.
- Do not smoke or drink alcohol on campus.
- When riding a motorbike: ride slowly, keep to the right of the road and avoid sounding your horn.
- Always queue to use elevators, buses, canteens, etc. Priority is given to the elderly and school staff.



➤ STUDENT'S MENTAL LIFE

The University regularly organizes such contests as TDTU's Got Talent, Beauty contests, MC contests, English Speech contests, Startup competition, etc. which attract the participation of the majority of our students.



STUDENT'S SOCIAL LIFE

LEADERSHIP

As part of its educational program, the University offers students opportunities to develop leadership skills through active involvement in student clubs/teams and activities/programs.

For more details, please contact **the Department of Student Affairs.**



SPORTING EVENTS AND FACILITIES

In keeping with the strong focus on physical fitness, the University has an impressive selection of sports facilities, including a swimming pool, football pitches, indoor sports hall, and a well-equipped gym.

HOLIDAYS

- New Year's Day: January 1st
- Lunar New Year/Tet Holiday: annually announced
- Hung Kings Commemoration Day: 10th day of the 3rd Lunar month
- Reunification/Liberation Day: April 30th
- Labour Day: May 1st
- Independence/National Day: September 2nd
- **TDTU Anniversary:** September 24th

Holidays are determined annually by the academic schedule. The dates below are the national public holidays:



➤ STUDENT'S ACADEMIC LIFE

LIBRARY

Ton Duc Thang University's INSPIRE Library is a striking, 7-storey building with an extra 24-hour Moonlight Area, and located on campus with a capacity of 2000 users. It has been purpose-built to bring the concept of modernity into the real world and was designed by faculties and students. It is our goal to make INSPIRE one of the most prestigious and admirable university libraries in Vietnam.

In order to become an environment for learning and research, INSPIRE Library ensures that integrated technologies are kept up to date. Our dedicated team strives to continually manage and improve our services and resources. We have trained our staff to be beacons of diligence, professionalism, and courtesy.

The library aims not only to inspire users to perform well in their studies and research but also to help promote creation, collaboration and knowledge-sharing all around the campus. We provide high-quality services aligned with the standards of the top university libraries worldwide. At INSPIRE library, there are open spaces



for such demands as learning, socializing, relaxation and exhibitions; and access to comprehensive and informative resources are always guaranteed.

For more information about the standards, regulations and responsibilities of partners involved, and tips on how to use the library effectively and efficiently, users should join the Library Orientation Session.

Contact information:

- 📍 Building G
- ☎ (028) 37 755 057
- ✉ thuvien@tdt.edu.vn
- 🌐 lib.tdt.edu.vn
- 📘 facebook.com/ThuvienDHTDT/

STUDENT EMPLOYMENT

Employment consulting services provide a range of advice on and support for career development which help students:

1. Plan and manage their careers.
2. Orient their careers to match their personal strengths and majors.

> STUDENT'S ACADEMIC LIFE



DRESS CODE

Students must appear in an appropriate manner when they are on campus, carrying their student ID cards, dressing with appropriate modesty, and wearing shoes or sandals. Students' hairstyle and use of jewellery should also be modest. In particular, pink Ao dai for girls or white shirt and dark trousers for boys are uniforms for Mondays, Thursdays and certain festivals.

RULES AND REGULATIONS

On orientation days, students will be informed clearly about the University regulations which are duly updated and can be accessed on the students' portal. Students can also find the key university regulations in all classrooms.

> LOCATION

The main HCMC campus is located at 19 Nguyen Huu Tho Street, Tan Phong Ward, District 7, Ho Chi Minh City; 15 minutes' drive from the city center. The green and peaceful surroundings help make the campus a fresh, calm, and productive environment for our students.



➤ GENERAL NOTICE TO INTERNATIONAL STUDENTS

BEFORE YOUR DEPARTURE



Prepare yourselves with travel insurance and vaccination.



Check the schedule and prepare necessary items for the trips.



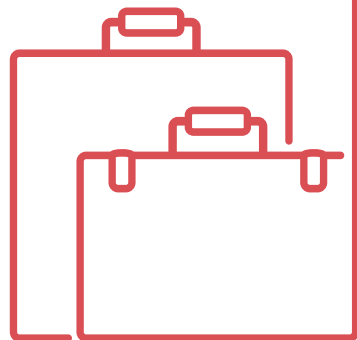
Inform us duly if you have any kind of allergy.



Be prepared to share the room with others.



Bring your personal documents (passport, visa, etc) and keep them safe and secure.



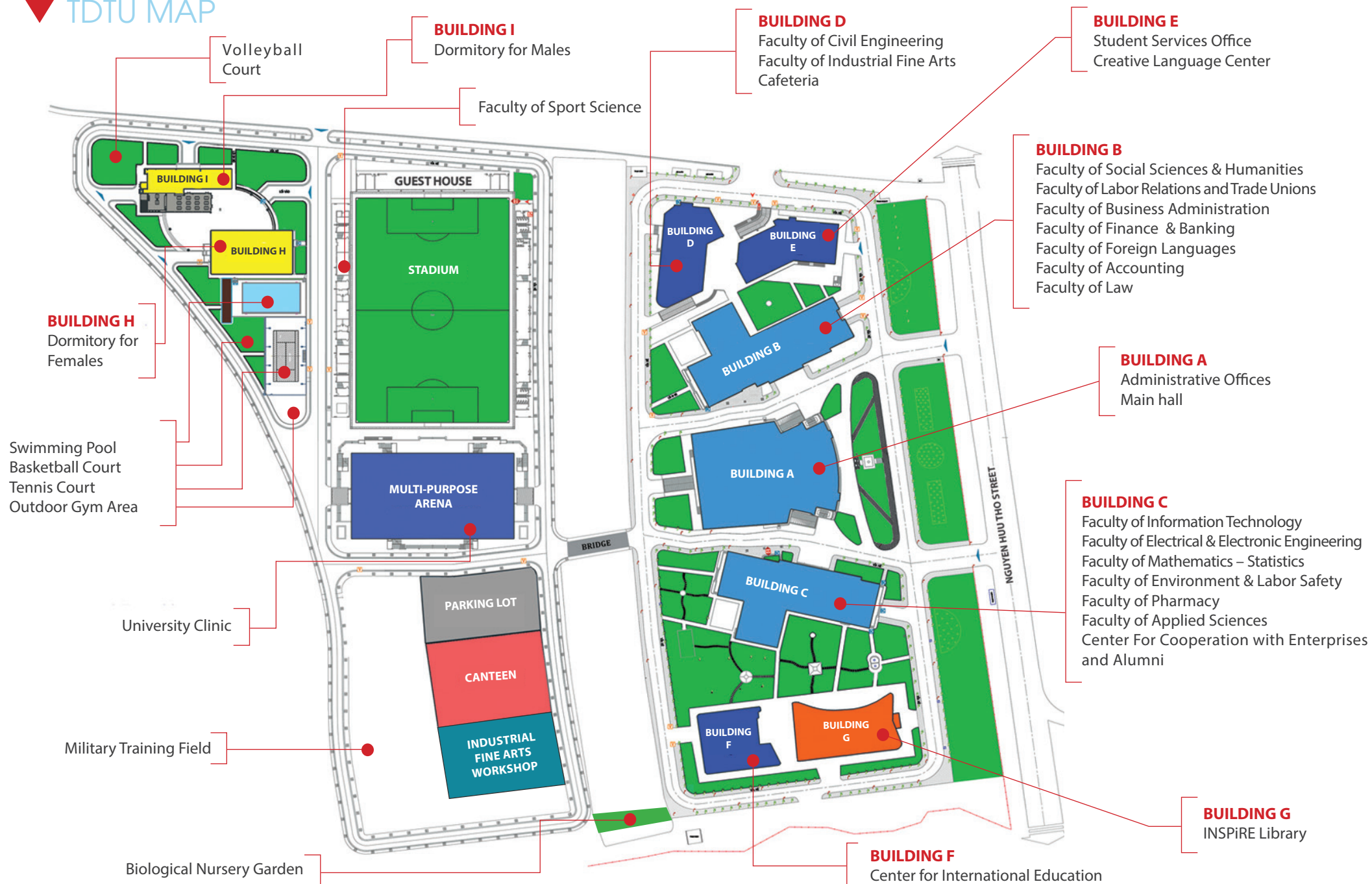
DOS

- Greet people by shaking hands.
- Respect older people.
- Be careful in traffic.
- Take particular care of your belongings.
- Be careful of street food.
- Beware of cheating, pickpockets.
- Make sure of the price before any purchase.
- Bring a copy of your personal documents with you when going out.
- Bargain when you buy things in the market or on the street, and use motorbike taxi services.

DON'TS

- Take photos of the military.
- Touch someone's head.
- Shame other people.
- Wear revealing clothes to temples and public places.





Hành khúc Đại học Tôn Đức Thắng

Nhạc và lời : PHẠM ĐĂNG KHUÔNG

Khoẻ - Vui vẻ ♩ = 110



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INTERNATIONAL COOPERATION, RESEARCH & TRAINING INSTITUTE (INCRETI)

📍 **Building A - Room A0001**
Ton Duc Thang University, 19 Nguyen Huu Tho Street,
Tan Phong Ward, District 7, Ho Chi Minh City, Vietnam.

🌐 increti.tdt.edu.vn

☎ **84-28-3 7755 053**

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🌐 www.tdt.edu.vn

📘 facebook.com/tdt.edu.vn

📺 youtube.com/DhTonDucThang