FPT Education

TRƯỜNG ĐẠI HỌC FPT

STUDENT'S HANDBOOK

The batch of K18

OPEN LETTER

Dear new students,

More than a decade ago, 299 new students admitted to FPT University were considered brave pioneers. They dared to go against traditional thinking and bet their future on the first private university founded by an enterprise. Later, when the first students graduated, many of them "confessed": "That day, we took risks to choose FPT University because we wanted to escape the old learning model, we wanted to study in an environment of innovation, creativity and build up the Aspiration to change in life". And the first "boat trip" of the university was an inspirational trip with 299 passengers full of trust and enthusiasm.

At the present time, choosing FPT University is no longer a "sensational" story as before, but certainly when entering the orange university – FPT university, every new student has the concern and courage in their decision, they all nurture the dream of innovative and creative things, we all have a desire for change. The bad news is, FPT University will not promise to bring an easy study process to each of you, because no easy things can bring about change. And the good news is you will definitely have a full experience on this orange journey, a journey that once embarked on, each one will have to try with most effort.

And the moment you hold this handbook, you're all tyros. The university cannot ask you too much or ask you to know everything. That "knowledge" is the mission of this book. Basic information about the university, emergency phone numbers, people who can give you a whisper: "Please help me" etc. are all here, use it when you need.

Wish you all an interesting journey at FPT University!

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In 1988, 13 young scientists founded FPT Company with the desire to build "a new and thriving organization by making effort in working creatively in science, engineering and technology, making customers happy and contributing to the national prosperity, giving each of its members the conditions for the most complete development of capabilities and a full material and spiritual life."

By constantly innovating, creating and always pioneering to bring customers the most optimal technological products/solutions/services, it has helped FPT grow strongly over the years. FPT has become the biggest IT-Telecom Company in Vietnam's private economic sector with more than 35,000 employees, including more than 12,000 IT engineers, programmers, and technology experts. At the same time, FPT is also a leading enterprise in the fields of software export; System integration; Software development; IT services; Technological product distribution in Vietnam. Most of the major information systems in the State agencies and key economic sectors of Vietnam are built and developed by FPT.

Not only providing products and services in 63/63 provinces and cities of Vietnam, FPT has expanded its operations to global markets with 48 offices and branch companies in 26 countries.

FPT's global position has been recognized and confirmed through a list of customers including more than 450 large enterprises in the world, especially including nearly 50 customers in the Fortune 500 list. Some well-known customers include Toshiba, Hitachi, Nissen, Deutsche Bank, Unilever, Panasonic ... FPT also received the top-level partnership certificates from major suppliers in the world such as Cisco, IBM. , Microsoft, Oracle, SAP Dell, Juniper, Amazon Web Services.

In 2019, FPT was in the top 300 Asian leading enterprises voted by Nikkei Asian Review. In 2020, FPT was ranked among the top 3 listed companies in Vietnam by Asean Corporate Governance, highly appreciated for its corporate governance.

FPT's member companies
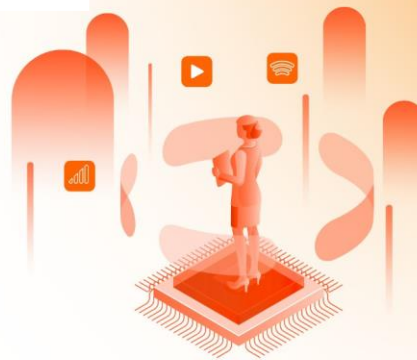
EDUCATION DIVISION

FPT Education

The education system is international, meets the needs of society and is based on the most advanced training technologies

POSITION AND SIZE
- **Influential Educational Institutions and Universities in Asia**
- **Pacific Ocean** rated by BrandLaureate
-11 Provinces and training centers of FPT
- 40 countries have training cooperation
- 140 International Partners
- 74,313 Learners convert throughout the system
- Influential educational institutions and universities in Asia - Pacific region assessed by BrandLaureate
-11 Provinces and training centers of FPT
- 40 Countries with training cooperation
- 140 International partners economy
- 74,313 Learners convert throughout the system

TRAINING SECTORS:
- Primary, middle and high school
- College, university to graduate
- International links, international student development
- Short-term training programs for businesses

FPT CORPORATION

OTHER INVESTMENT AND LINK COMPANIES

RETAIL DISTRIBUTION

- FPT Retail
  - FPT Shop.com.vn
  - FPT Retail NHÀ THUỐC **LONG CHAU PHARMACY**
- SYNNEX FPT

INVESTMENT — FPT Investment

FPT CORPORATION

II. FPT Education

Established in 1999, after 22 years of establishment - construction - development, FPT Education has become the biggest education system of Vietnam, including the primary school, secondary school, high school, college, university, postgraduate, vocational training, training for businesses ... and incubation projects. Currently, FPT Education has reached over 100,000 students in all training systems nationwide.

FPT University determines the development foundation based on the 5 good points of view in order to achieve the Mission, Vision, and Education Philosophy:
(1) excellent teaching, (2) high employability,
(3) firm internationalization, (4) good research, (5) social engagement.

Mission of FPT Education is providing global competitive advantages to massive learners and contributes for the expansion of national intellectual border

With iGSM orientation - [Industry Relevant - Global - Smart Education - Mega], FPT Education hopes to bring Vietnamese education to a regional and world level competition.

Phylosophy of FPT University is "Education is the process of organizing and managing students' self-learning". Learners are fully trained, after completing their studies, they can work in a global environment.

The difference of FPT Education is innovation, creativeness and training in form of close association with IT businesses, linking training with practice, research - deployment and the most modern technologies.

III. FPT University

3.1 History of establishment

FPT University was established on 8/9/2006 under the Decision No. 208/2006/QD-TTg by the Prime Minister and operated under the Regulation on organization and operation of private Universities under the Decision No. 61/2009/QĐ-TTg dated 17/4/2009 by the Government.

3.2 FPT University's Board of Directors

- Chairman of the BOD - PhD. Le Truong Tung
- Rector - PhD. Nguyen Khac Thanh
- Vice Rector:
+ PhD. Tran Ngoc Tuan - In charge of PPTU Ho Chi Minh & FPTU Danang
+ PhD. Nguyen Viet Thang – In charge of FPT School Of Business and Technology
+ MA. Nguyen Xuan Phong – In charge of FPT Can Tho
+ PhD. Nguyen Kim Anh - In charge of R&D and Training Program

IV. FPT University – Hanoi campus

4.1. Headquarters
The first headquarters of FPT University was at Detech Building, 8 Ton That Thuyet, My Dinh, Tu Liem, Hanoi. Sincce 5/2012, Hoa Lac campus in Hoa Lac Hi-Tech Park, km 29 Thang Long Avenue, Thach Hoa Commune, Thach That District, Hanoi officially put into operation and gradually became the headquarters of FPT University.

4.2. Scale

Hoa Lac Campus currently has an area of 28 hectares in use, with 4 lecture hall buildings, 6 dormitories, 3 football fields, 1 multi-purpose yard, Vovinam training house, ice rink, etc. .with green tree system covering the campus.
Utilities services include: Refectory, supermarket, restaurant, Cafe, Gymnasium, barber service, laundry service, etc.
Classrooms are equipped modernly, make the most of natural light. Wifi network covers the entire area of lecture halls and dormitories.

4.3 Training specialization:

No	Majors	Training specializations
1	Information Technology	Software Engineering
		Information Assurance
		Artificial Intelligence
		Internet of Things
		Information System
		Digital Art & Design
2	Business Administration	Digital Marketing
		International Business
		Multimedia Communications
		Finance and Banking
		Hotel Management
		Tourism and Travel Management
		Multimedia Communication
3	English Studies	
4	Japanese Studies	
5	Korean Studies	

4.4 Organizational structure:
- Rector: PhD. Nguyen Khac Thanh
- Deputy Director of Hoa Lac Campus: Dr. Ta Ngoc Cau
- Mr. Phan Trường Lâm, Head of Academic Affairs Board
- Departments:

No	Academic Departments	Head of Departments
1	Computing Fundamental	Bui Ngoc Anh, Msc
2	Software Engineering	Bui Dinh Chien, MSc
3	Information Assurance	Dr. Nguyen Khac Viet
4	Mathematics	Dr. Dinh Thanh Trung
5	Information Technology Specialization	Dr. Phan Duy Hung
6	English	Nguyen Thi Quynh Hoa, MA
7	Japanese	Nguyen Cuong
8	Business Administration	Dr. Dinh Trong Hung
9	Graphic Design	Tran Thi Le Quyen, MA
10	Soft Skill	Trinh Thi Mai, MA
11	Physical training	Do Kinh Kha, MA
12	Traditional Instrument	Nguyen Thu Thuy, MA
13	Multimedia Communication	PhD. Pham Binh Duong

- **Functional Departments:**

No.	Functional departments	Head
1	Academic Organization & Management Department	Mrs Pham Thi Huong
2	Testing Department	Mrs Le Thi Thanh Nga
3	Students Relations Departments	Mrs Pham Tuyet Hanh Ha
4	International Collaboration & Personal Development Program (IC-PDP)	Mrs Nguyen Ha Thanh
5	Accountant	Mrs Nguyen Minh Thu
6	Administration	Mrs Nguyen Thuy Cham
7	Information Technology	Mr. Nguyen Thanh Truc
8	Library	Mr. Nguyen Tuan Anh
9	Front Office	Mrs. Nguyen Thi Thu Hang
10	Business and Alumni Relations Departments	Mrs. Vu Thi Phuong Thao

PART 2: REGULATIONS AND PRINCIPLES FOR STUDENTS

I. Academic regulations

1.1 General issues

1.1.1 Scope of application and subjects of application

➢ This Regulation concretizes a number of regulations on organization and management of training activities, course exams, consideration and recognition of university training degrees applied at FPT University.

➢ Training units are responsible for complying with the Regulation on training at university level of the Ministry of Education and Training and specific points specified in this regulation.

➢ This Regulation applies to students of regular training courses at university level of FPT University (hereinafter referred to as the University) in the form of credit accumulation.

1.1.2 Students and batches of students

➢ Students are those who meet the entrance requirements and complete the admission procedures of FPT University. Each student when entering the University is assigned a unique student number according to the regulations of the University.

➢ Student batch (referred to as batch) is a term to refer to a group of students in the same year of enrollment and admission of the University (regardless of the program). Each batch is divided into smaller batch, depending on English level of the student on admission.

1.1.3 Undergraduate programs and studying period

➢ The undergraduate program is built in the form of credit accumulation, structured from modules or courses (hereinafter referred to as courses) in which there are compulsory and elective courses according to the guidance of the University, in order to diversify the specialization or to be arbitrarily chosen to accumulate enough required courses for each program.

➢ The courses in the programs are arranged in a certain sequence in each semester of the curriculum. This is the order that the University recommends that students follow to facilitate the acquisition of knowledge.

➢ There are some modules in the program that are not used to calculate semester GPA and cumulative final GPA, but must be completed by students to be eligible to enter the program (Preparatory English certificates) or for graduation (Military Training, Physical Education, and OJT). These modules are referred to as conditional modules.

➢ The program of the University is structured into 4 phases including:
   a) Phase 1: Preparation (including Orientation and Military Training) and English preparation;
   b) Phase 2: Foundation;
   c) Phase 3: On-the-Job Training (OJT):
   d) Phase 4: Specialization

➢ Semester is a certain period consisting of a number of weeks devoted to teaching, learning and assessment of knowledge (testing, examination, defense, etc.) There are Fall, Spring and Summer semesters in an academic year. One semester at FPT University lasts 15-16 weeks.

➢ The planned time to complete the program includes the Orientation and General Training Phase and 9 semesters (excluding the time for English preparation). The maximum time for students to complete the program does not exceed 02 times the planned time to complete the program.

1.1.4 Study workload

➢ Credit is a standard unit to quantify the amount of knowledge and the amount of learning and teaching in each program.

➢ Contact hours of one credit are equal to 15 theoretical lessons *or* 30 hours of practice/ experiment/ discussion *or* 50 hours of on-site internship *or* 50 hours of writing essays/ major assignments/ graduation capstone projects/ graduation theses.

➢ To complete the amount of knowledge of 01 credit in class, students need at least 30 lessons of preparatory and self-study (outside class time). One lesson is equal to 45-50 minutes.

➢ The maximum total number of credits of the program is determined by each specific training discipline.

➢ Specific regulations on credits are applied by the University according to the Regulations on program standards and develop, appraise and issue programs for higher education qualifications promulgated by the Ministry of Education and Training.

1.2 Academic organization

1.2.1 Class organization

- The minimum number of students in each class is 20 students and the maximum is 30 students.

- In special cases, the Rector/Campuses' Directors decides the number of students per class.

1.2.2 Study plan

➢ At the beginning of each semester, the University shall announce the semester plan, expected class schedule, current syllabus, conditions for course registration, and examination schedule and forms.

➢ To prepare for a semester, students follow the University's program arrangement and register for elective courses. Application for registration and elective and additional courses registration need to be submitted at least 1 week before the course starts.

➢ Students who fail to pass the prerequisite course for any reason must re-register for that course or another equivalent elective course in this semester or in the following semesters until the requirements are met.

➢ Students are allowed to re-register for the course they have passed to improve their grades. In this case, their previous results shall be cancelled.

➢ Students who register for retaken courses have to study according to the approved syllabus at the registration time. In special cases, the Rector decides on the syllabus applied for the retaken course.

➢ Students shall be considered as voluntary withdrawal in case they do not pay the tuition fee within the prescribed time limit and does not carry out the procedures for suspension (defer).

➢ Other special circumstances are considered and decided by the Rector or the Campuses' Directors.

1.2.3 Absence from class

➢ Students who fail to attend the minimum amount of class time as prescribed in the course for any reason are not allowed to take the end-of-term exam and must re-take that course.

➢ During the 4th phase, if students have labor contract and cannot attend the amount of class time as prescribed in the course, they need to submit a valid employment contract and application for absence before the course begins for the University's consideration.

1.2.4 Organization and teaching learning

➢ Assigning lecturers to classes, teaching lecturers, instructors guiding students to do experiments, practice, practice, projects, theses and carry out other learning activities; the collection of learners' feedback on the conditions of quality assurance and learning effectiveness for all classes of the training institution and the publicization of learners' feedback, including content , the degree and form of publicity are specified in the processes, training plans, and timetables for each semester of the University.

➢ Responsibilities and rights of lecturers and instructors, responsibilities of academic departments and functional units, responsibilities and rights of students shall be applied in accordance with relevant legal documents prescribed by the Ministry of Education and Training.

1.2.5 Suspension (deferment) of the semester

➢ Students have the right to suspend (deferment) their study in the semester to handle their personal affairs or to retake the courses that they have not passed and preserve the results of previous semesters. However, they have studied for at least 01 semester and are not subjects of expulsion or disciplinary actions. Other special cases are considered and decided by the Rector or the Campuses' Directors.

➢ The duration for 01 (one) suspension is 01 (one) semester. If the student wishes to continue their suspension, the student has to complete the procedure of re-registration.

➢ Students are not allowed to suspend their study for more than 02 (two) consecutive semesters.

➢ The application documents for suspension (deferment) should be submitted at least 1 week before the commencement of the new semester. Suspension fee is prescribed in the student financial regulations.

1.2.6 Accreditation and recognition of prior learning and experience

➢ Apart from some key courses that are not allowed to be accredited and recognized (Graduation Thesis, Orientation, Physical Education, etc.), students can request for consider and acknowledge some courses that students have passed in other training institutions to be equivalent or transferable in the requirements, content, learning outcomes, duration, and conditions for completing of a specific course in the curriculum that the student is studying at the University.

➢ The recognition is considered on a case-by-case basis by the Rector or Campuses Directors. If it is approved, the corresponding course in FPT University's programs shall only be counted as "Pass" and shall not contribute to the overall GPA of students. Students shall be exempted from taking the equivalent course at the University.

➢ The maximum number of transferable credits for students who transfer from other universities to FPT University is 50% of the total number of credits that need to be earned in order to be considered for graduation.

1.2.7 Conditions for phase transition

Students are only allowed to transition to the next phase in the curriculum when they have accomplished the main learning tasks determined for the previous phase. Specifically:

a. Conditions for entering the major program:

- Reach the English level according to the FPTU regulations.

b. Conditions for transition to the OJT phase:

- Complete a minimum of 90% of the total number of credits of the majored courses (excluding military training and physical education) prescribed by the University in the pre-OJT phase of each undergraduate program.

c. Conditions for transition to the post-OJT phase:

- Pass the OJT phase according to the FPTU regulations.

d. Conditions for graduation:

- As specified in Article 21 of this Regulation. Students are considered as voluntary withdrawal if they do not follow the procedures for suspension (deferment) as prescribed, nor register for continuous learning or re-taken courses.

1.2.8 Conditions of expulsion

a. Students shall be expelled from university if they violate one of the following:

- Exceeding the maximum time allowed to study at the University as prescribed in Clause 6, Article 3 of this Regulation.

- Being subject to disciplinary action to be expelled in accordance with the FPTU's regulations on disciplinary violation and actions.

b. Students, who withdraw for personal reasons (except for cases of being subjects of expulsion or disciplinary actions), are exempt from the admission procedure if they wish to return to the University.

c. The administrative procedure to suspend (reserve) the semester should be submitted at least 1 week before the start of the new semester. Fees to apply for suspension are set forth in the student finance regulations.

1.3 Testing and examination of the course

1.3.1 Condtitions for the course exam

➢ Students are only allowed to take the end-of-term exam if they fulfill the conditions to be eligible which are specified in the course syllabus and other specific requirements (if any) prescribed by the academic departments.

➢ Based on the results of completing the assigned exercises and tasks as well as on the learning attitude, outstanding students may be exempted from mid-term and end-of-term exams by the University. In this case, the maximum grade shall be given to the student.

1.3.2 Evaluation of course results

- Depending on the nature of the course, the total course evaluation score (hereinafter referred to as the course score) is calculated based on part or all the component of evaluation grades. They include but not limited to the following evaluation scores: on-going assessments, awareness and attitude to participate in discussions, practical examination, attendance, midterm exam, essay, and end-of-term exam.
- Students are considered to have passed the course when they satisfy the course completion criteria specified in the syllabus.
- On-going assessment comprises of tests, exercises, practice tests, mid-term exams, etc., which are organized during the course implementation. The scope, duration, and nature of the on-going assessments are specified in the course syllabus.
- The end-of-term exam is a collection of theoretical and/or practical exams held at the end of the course. Requirements of end-of-term exams' content and duration are specified in the syllabus. Students are entitled to take the end-of-term exams twice for each course. Students who do not take the first end-of-term exam by default shall receive a score of 0. The second exam is held for students who do not take the first exam or who are not eligible to pass the course or who wish to improve their scores. If they participate in the second exam, their first exam scores shall be cancelled.
- Students are not allowed to improve their GPA in the form of transferring credits from courses under different programs.

1.3.3 Assessment of learning results

Student's learning results are assessed each semester through the following criteria:

- The number of course credits are either specified by the University for each semester, or enrolled by the students themselves at the beginning of the semester for elective courses (collectively referred to as the total study load of the semester).
- The semester grade point average (GPA) is the weighted average of the courses (excluding conditional courses) that the student takes in that semester, with the weight being the corresponding credits of each course.
- The volume of accumulated knowledge is calculated as the total number of credits of the "Pass" courses taken at the University since the beginning of the major program.
- The cumulative GPA is the weighted average of the courses taken at the University (except for the conditional courses) and is rated "Pass" that students have accumulated from the beginning of the program until the time of review at the end of each semester.
- The University students' qualification are determined by semester, counting from the time they enter the major program.

1.3.4 Evaluation and examination organization

- On-going exercises, tests, and assessments are conducted by the lecturers and the academic departments. If necessary, lecturers and academic departments may request for support from the Testing Department, but the main responsibility belongs to the lecturer and the academic departments.
- Mid-term exams (if any) and end-of-term exams are the responsibility of the Testing Department (same content, same schedule) for all classes. The generation of exam content and grading of the exams are conducted regardless of the lecturer of each class.
- The examination and testing form of each course (essay, multiple-choice, question-and-answer or exercise, computer-based or paper-based) is specified in the Course Implementation Plan.

1.3.5 Appealing exam results

● Students have the right to appeal their exam results within one week since the results are announced. If there is a change in the score (increase or decrease), the student's result is adjusted. The changed result shall be the final one.

● The appealing fee shall only be refunded if there is a change in the results after the appealing.

1.3.6 Disciplinary action against students who violate regulations on study, test, and examination

● During studying and taking exams, students who violate the academic regulations on undergraduate education and examination shall be handled according to the University's regulations on disciplinary violation and actions.

1.4 Grade and classification of learning

1.4.1 Grading scale

Grades are given on a 10-point scale. The letter grade and the 4-point grade are for reference only and shall be converted when necessary.
The official 10-point scale and classification of learning results are prescribed as follows:

Classification		Official score- scale 10	Score scale	
			Letter score	4-point scale
Pass (accumulate)	Fairly good	From 6.5 to near 7.0	B-	2.75
		From 6.0 to near 6.5	C+	2.5
	Ordinary	From 5.5 to near 6.0	C	2.25
		From 5.0 to near 5.5	C-	2.0
Fail	Failed	Below 5.0	F	0

Classification		Official score- scale 10	Score scale	
			Letter score	4-point scale
Pass (accumulate)	Excellent	From 9.0 to 10.0	A+	4.0
	Very Good	From 8.5 to near 9.0	A	3.75
		From 8.0 to near 8.5	A-	3.5
	Good	From 7.5 to near 8.0	B+	3.25
		From 7.0 to near 7.5	B	3.0

1.4.2 Calculation of Grade Point Average
➢ The on-going assessment grades and end-of-term exam grades are converted on a 10-point scale, rounded to one decimal place.
➢ The course's grade is the sum of all the grades of the on-going assessment and the end-of-term exam multiplied by the corresponding weights. The course's grades are rounded to one decimal place.
➢ The semester or cumulative GPA is calculated using the following formula and rounded to 2 decimal places.

$$A = \frac{\sum a_i * n_i}{\sum n_i}$$

with i from 1 to n

In which:

- A is the semester GPA or cumulative GPA:
- a_i is the final grade of the ith course in the semester or the accumulative grade at the University since the beginning of the study period (excluding English preparation, military training, physical education, OJT);
- n_i is the number of credits of the ith course;
- n is the total number of courses of the semester or the number of courses accumulated at the University (excluding English preparation, military training, physical education, OJT).

➢ Course grades, semester GPA or cumulative GPA are used in the consideration of scholarship, rewards, student classification, graduation consideration and classification.

1.5 Consideration and Recognition of graduation

1.5.1 Graduation projects/theses

➢ Graduation thesis at FPT University is considered as a specialized subject for students who have met all requirements specified in the Regulations; it is written and defended in front of a Graduation Thesis Board. Graduation project is the name of the graduation thesis of students of engineering - technology. This paper is called the Graduation Thesis for students in socio-economic majors.

➢ Thesis is registered in groups One lecturer shall not supervise more than 04 groups in one semester. In case of changing the thesis title from the initial registration, there shall be confirmation from the supervisor. The University shall consider and approve if the number of groups that the instructor instructs exceeds the above number.

➢ The grading and defense of the Graduation Project/Thesis shall be undertaken by the University's Graduation Thesis Board established by the Rector's decision. Each graduation thesis grading committee consists of 3 to 5 members including 01 Chairman, 01 secretary and Board members.

➢ The Chairman of the Graduation Thesis Board gives comment on the result of the graduation thesis at the time of the defense after the group has defended their thesis. For the graduation theses that do not pass, the Chairman of the Graduation Thesis Board must give comments on the points that need improvement for the second defense of the thesis.

➢ Students have the right to register for the second graduation thesis defense after the first defense organized by the University, if the Graduation Thesis/Project does not pass or if the student wishes to improve the grade. The minimum period between two defenses is one month and the final grade shall be 80% of the grade in the second defense.

➢ The second Graduation Thesis Board remains the same in number, functions, tasks and responsibilities as the first Graduation Thesis Board of that thesis and is decided by the Campuses' Directors.

➢ The grade of the Graduation Project/Thesis is counted towards the cumulative grade point average for the whole program.

➢ Students who have not passed the graduation thesis course after two times of defense have to re-do the thesis from the beginning and pay the fee to retake the graduation thesis course.

1.5.2 Conditions for consideration and recognition of graduation

1.   Students who fully satisfy the following conditions shall be considered for graduation recognition:

a) At the time of graduation, not being examined for penal liability:

b) Having the certificates of completion for Military Training, Physical Education, and OJT;

c) Fulfill financial obligations to the University;

d) Complete a sufficient number of cumulative credits prescribed for the curriculum and have a cumulative GPA (for courses taken at the University) of 5 and above.

2.   The graduation classification of students with excellent and very good results shall be reduced by one level if they fall into one of the following cases:

a) The volume of courses that must be retaken exceeds 5% of the total number of credits prescribed for the whole program. This clause applies to K17 students onwards;

b) The student has been disciplined at the warning level or higher during the study period

1.5.3 Receiving Degrees, graduation transcripts

●   The students shall receive the degree/academic transcript 30 days since the decision of recognition of graduation from an undergraduate program is issued. The original copy of the Bachelor's Degree shall be issued only once. Students who lost the original shall only be issued copies of the Degree. The student shall receive the original Degree and Academic transcript in person. In case another individual receives on the student's behalf, there shall be a certified written authorization in accordance with the Law.

●   In case the students wish to graduate and receive their Degrees early, the students must complete all procedures and pay fees according to financial regulations to receive their Degrees early.

●   Students who wish to have copies of the Degree or the academic transcript issued shall pay the fee in accordance with the Regulation.

II. Regulations of reward

2.1 Regulations of reward for students at the end of semester:

Based on the Decision No. 302/QĐ - ĐHFPT dated 12/04/2022 by Rector of FPT University on adjusting regulations on rewards for students at the end of semester.

2.1.1 Sujects and scope application
● Subject: All Training Institutions of FPT University
● Scope of application: According to each semester

2.1.2 Types of Award

General criteria: (Considering for rewarding the prizes of Golden Toad, excellent students, distinction students)

- Students who have passed (at the first time) all the modules of the corresponding semester according to the curriculum framework (not considered for students with credit transfer modules).
- No consideration for students in the preparatory English course and OJT.

2.1.2.1 Golden Toad Prize (Each division of each training institution gets one prize/semester)
- The price value:
+ Cash worth VND 10 million or prizes as agreed with the Sponsor
+ Certificate of Merit, Golden Toad symbol
- Criteria:
+ The students have the highest overall grade point average in the semester among all students at each training institution.
+ Points for participating in movements must be 80 or higher.
+ No consideration for students after the period of OJT
+ In special cases, the title of Golden Toad will be considered and decided by Discipline and Reward Council of FPT University.

2.1.2.2 Prize for students with excellent learning results
- Prize value: Certificate of Merit
- Criteria: Students get point of 9.0 or higher

2.1.2.3 Prize for students with good learning results
- Prize value: Certificate of Merit
- Criteria: Students get point of 8.0 or higher
- **Notes**: Top 5 students with the highest academic scores (excluding the Golden Toad) of each specialty at each training institution; or 3 if the total number of students of a certain specialty is less than 50 students, will receive an amount of cash of 1,000,000 VND as an award.

2.1.2.4 Award for students having excellent participation in movements (General consideration for all specialties of each training institution)

- Prize value: Certificate of merit and cash worth 500,000 VND / student
- Criteria: Students with the highest points for participating in movements or students with outstanding contributions to the activities of the University and the student community. At maximum, each training facility has 5 students.

2.1.2.5 Excellent Club award (General consideration for the specialties of each training institution)
- Prize value: Certificate of merit and cash worth 1,000,000 VND / club
- Criteria: Having a stable activity during the whole semester or special achievements for the student community and the University. T maximum, each training institution has 5 Clubs.

2.2 Other students reward regulations

2.2.1 Decision on promulgating Regulations on rewarding students of FPT University (Promulgated under Decision No. 35/QD DHFPT dated 07/01/2020).

2.2.2 Decision on rewarding staff, lecturers and students of FPT Education Organization whose research works are internationally published (Promulgated under Decision No. 48/QD-ĐHFPT dated January 10, 2020).

III. Students principles

(Issued under Decision No. 780/QD-DHFPT dated June 18, 2018)

3.1 General provisions

3.1.1 Roll call
- The students who enter the class 5 minutes late will be considered being absent from that slot.
- The students who are absent for more than 20% of the specified term of a module will not be allowed to take the semester ending exam and must reattempt, except for special cases prescribed by the university.

3.1.2 Student card

- The students must present the card when entering the University.
- The students who do not wear card will not be allowed to enter the classroom or use the services at the university headquarters, lecture hall, and library.
- The students who forget or lose cards will have to make temporary cards at the student service counter ...

3.1.3 Code and culture of conduct

- The students coming to the University should wear costumes that are appropriate to the educational environment, do not make it offensive or influence others.
- The students need to respect and behave culturally with teachers, staff, visitors and other students.
- It is prohibited to exchange and spread bad information, contrary to the laws of the Socialist Republic of Vietnam and the nation's fine customs and traditions in any form.

3.1.4 Preservation and protection of the learning environment

- The students need to have a sense of protection and preservation of the University's properties.
- The students who damage the university's properties or other personal property will be fully responsible for compensation for damage caused by them.
- The students who intentionally encroach upon or destroy the university's property or other people's property will be handled in accordance with the university's regulations and Vietnamese law.

- In case of detecting any damage or loss of the university's properties and equipment, they must immediately notify the university's guards or officials. The class members are jointly liable if they know the individual who violated but cover up or do not take any preventive action.
- It is prohibited to smoke, littering indiscriminately.
- It is prohibited to bring flammable, toxic substances into the university campus.
- In lecture halls, libraries, the students absolutely must not play computer games in any form.

3.2 Classroom and lecture hall's rules

- Strictly follow the lesson according to the schedule.
- The students who want to leave the class before ending the class hour must have the consent of the lecturer.
- During the learning time, the students must strictly obey the instructions and requirements of the lecturers.
- During the class hours, the students must keep quiet, turn off the phone ring and do not use the phone.
- Be hygienic, do not write or draw on walls, tables, chairs and classroom equipment and lecture halls.
- Do not bring food, drinks into the classroom, lecture hall.

IV. Dormitory rules

(Promulgated under the Decision No. 894 /QĐ-ĐHFPT dated 03/09/2020)

4.1 General regulations

- Opening hour: 5:00 to 21:00; Dormitory gate: 5:00 to 22:30.
- The boarders must abide by the dormitory rules and the administration of the Department of Service and Student's Life.
- Boarding students must register for temporary residence in accordance with the provisions of the current Residence Law. If you are absent from the boarding area for more than 3 days, you must notify the dormitory management department.
- Persons without duties are not allowed to enter the dormitory. Guests who come to work or visit family members in the dormitory must present documents at the duty room.
- At the end of each semester, the Students who are living in dormitories must do 1 of 2 following things: Check-out or pay money for the next semester. Students who do not register are understood to have no need to use them and other students can register. Students who do not register in the next semester must complete the Check-out procedure before the 30th of the last month of the semester.
- In case the students do not do both of the above mentioned things, it is considered that the students are still living without paying money, which is a violation of the student's financial obligations and will not be arranged for the classes in the next semester or be dropped out by violating financial obligations. In order to be re-arranged for the classes, the students can either comply with the procedure of late payment for dormitory charge or late check-out and be fined as prescribed. Due to such mistakes, the students' attendance on the days not

being arranged for classes will not be accounted for.

- Students continue their stay in the dormitory are responsible for paying the dormitory charges before the 20th day of the last month of the previous semester and paying the electricity and water allowance of the current period at the latest on the last day of the first 2 weeks of the new semester.
- Không được để người từ phòng khác của KTX đến ở tại phòng của mình.
- Students who cancel their room mid-semester or have their dormitory service terminated due to a violation of the Regulations will not be refunded.
- Students are required to register online for a room in the dormitory. In case a student has paid but does not register for a room on the dormitory software (http://ocd.fpt.edu.vn) it is considered as a student who does not need to stay for the next semester. Newly registered students in the dormitory must pay and register online within 10 days before the new semester begins.
- Do not bring outsiders into the dormitory and do not receive guests after 22:30.
- People from other rooms of the dormitory are not allowed to stay in their rooms.
- Do not arbitrarily change the room.
- Do not transfer or sub-lease the room.
- Students must have a polite and polite attitude to the staff, protect the dormitory management; gentle, respectful of you; must not speak, act disrespectfully, quarrel or threaten others.
- Students have the responsibility to cooperate when staff or security guards manage dormitory administrative inspection or handle events affecting security and order in order to contribute to building a cultural, civilized and healthy dormitory.

4.2 Regulations on living

- It is prohibited to gamble in dormitories in any form.
- It is prohibited to store and use alcoholic beverages, cigarettes, pipe tobacco, drugs, drug preparations in the dormitory.
- It is prohibited to organize or participate in illegal political activities; Do not arbitrarily organize spontaneous collective fun (birthday, meeting, singing, dancing...) after 10pm or affect other rooms.
- Do not bring cooking equipment to the dormitory and cook in the dormitory.
- It is prohibited to connect electrical devices and limit the use of many electrical devices at the same time.
- It is prohibited to raise animals in the dormitory
- It is prohibited to encroach on common area.
- It is prohibited to propagandize, advertise, write and draw the contents contrary to the law. Do not affix the posters, banners, gonfalons and advertisements without permission of the Dormitory Management Department.
- It is prohibited to use electricity and water are used for processing, production and business purposes and encourage turning off electrical and water equipment when leaving the room or when there is no need to use it.

4.3 Regulations on security – order
- It is prohibited to bring the flammable substances into the dormitory (such as gasoline, oil, gas, explosives, alcohol and flammable objects) in accordance with the University's regulations on fire safety.

- Strictly observe and comply with the regulations on fire prevention and fighting of the State. It is strictly forbidden to press the fire alarm button, fake fire alarm when there is no fire or open the stop valves at the fire hydrants in the dormitory.

- When detecting an abnormality or a fire occurs, it is necessary to be very calm to extinguish it by yourself or use specialized fire fighting means to extinguish it, and at the same time notify the staff and security of the dormitory to coordinate with other departments. organization to extinguish the fire to prevent the spread of fire. In serious cases, immediately notify the professional fire department, phone number 114.

4.5 Regulations on properties

- The students are responsible for handing over the room and ensure the integrity of the properties and cleanliness for the Dormitory Management Department after ending the boarding period.
- The devices brought into the dormitory include: TV; fridge; electric fan; iron; kettle; hot and cold water dispenser; study lamp. The students who want to bring other equipment to use at the dormitory must have the consent of the dormitory management department.
- Do not arbitrarily repair, renovate or alter the original structure of the room.
- Do not move the shared property from the designated location or fix additional equipment without permission as prescribed in Clause 2, Article 5 of this Regulation.
- Do not write - draw, stick, nail or hang objects on walls of rooms and public areas.
- The students must preserve their personal properties; it is prohibited to have acts of vandalism and theft of the public & citizen properties.
- Park the vehicles at the prescribed place (do not leave the vehicles in the room, common lounge, at the beginning of Dom).

4.6 Regulations on sanitation and hygiene

- Keeping the rooms, corridors, and balconies clean and tidy; fully participating in environmental sanitation plan when assigned.
- Do not indiscriminately littering, picking leaves and fruits, breaking branches, destroying trees.
- Only disposing garbage at the planned gathering points
- It is prohibited to bring odorous substances, environmental pollution that affects others into dormitories.
- Do not clog toilets, washing basins, floor drain by wastes.

4.7 Regarding Health - Epidemic prevention:
- When detecting a risk of an epidemic or an epidemic is detected, it must immediately be notified to the dormitory management department or the Medical Center to take measures for properly propagation, prevention and handling.
- The students with abnormal health manifestations must go to the medical room for guidance and treatment.
- The students who see other people with abnormal health manifestations must notify or help and take them to the health room for guidance and treatment.

4.8 Settlement of violations

- All students staying in dormitories are responsible for strictly abiding by the above regulations.
- Officers of functional departments of the dormitory and authorized police agencies at any time have the right to go to the student's room for inspection. In case the room is occupied but does not open the door, the officer on duty is allowed to open the door to enter.
- All members who violate the dormitory rules will be reminded, made a report, fined, reprimanded, warned, and have to compensate for the damages and subject to higher disciplinary measures as prescribed by the University and law.
- In case of necessity, the University will stop providing accommodation at dormitories for the students who violate rules and regulations.

V. Examination regulations

5.1 Form of examination
- **IT courses**: Online exam, using EOS exam software
- **English courses**: There are 5 sections in the order of Reading, Vocabulary, Listening, Writing & Speaking, including: Reading, Vocabulary, Listening are online exams, using EOS exam software, Writing is paper exam, Speaking is oral examination.
- **Chinese and Japanese courses**: There are 4 sections in the order: Reading, Listening is a test in form of multiple choice on the machine, Writing is a test on paper, Speaking is oral examination.

5.2 Instructions for using the exam software and common errors

(Private document of Testing Department)

5.3 Examination rules

(Issued under the Decision No 275/QĐ ĐHFPT dated 21/12/2010)

5.3.1 Rules in the exam room

a) The students must be present at the examination room on the scheduled time and date. The students who arrive later than 5 minutes after the official exam time are not allowed to take the exam.

b) When entering the examination room, the students must comply with the following provisions:

- Wear Student's Card
- Completely comply with the requirements of the supervisor.
- Only bring into the examination room the documents specified in the test
- Do not use mobile phone in the examination room
- All fraudulent acts in taking exams and tests are strictly prohibited. Do not see the papers of other students, do not exchange ideas, exchange documents when doing exam papers. The students must protect their papers to prevent others from copying.

- If needing to ask the supervisor something, it must be asked publicly. Maintain the order in the exam room.
- The students are only allowed to leave the examination room and examination area when being permitted by the supervisor, at least after two-thirds of the examination time except for cases of illness or emergency.

5.3.2 Treating the students who violate the examination rules
    a)   In the examination room

No	Contents of violations	Time	Disciplinary measure	Department
1	Seeing the exam papers of the others.	1	Warning	Academic Affairs
		2	Suspending the exam	Academic Affairs
2	Exchanging the exam papers in any form	1	Suspending the exam	Academic Affairs
3	Writing or drawing the contents not relating to the exam (applied to the exam writing on paper)	1	Warning	Academic Affairs
		2	Suspending the exam	Academic Affairs
4	For online exams, the students only use the exam software prescribed by the University and must not use any other software or website.	1	Suspending the exam	Academic Affairs
5	Bringing the test out in any form (Number of times are taken in course)	1	Suspending from the exam	Academic Affairs
		2	Suspending from 1 semester	Discipline Council
		3	Forced dropout	Discipline Council
6	Bringing the solutions and answers in the exam rooms including cases of network use. (Number of times are taken in course)	1	Suspending from 1 semester	Discipline Council
		2	Forced dropout; if not student, it must be assigned to the Public Security for treatment	Discipline Council
7	Asking others to take the exam, do the test in any form (handle both students). (Number of times are taken in course)	1	Suspending from the exam and suspending from 1 semester	Academic Affairs; Discipline Council
		2	Forced dropout	Discipline Council

8	Preventing the supervisors and exam organizers to fulfill their tasks	1	Warning	Academic Affairs;
		2	Suspending from the exam	Academic Affairs;
9	Using materials other than those specified in the exam questions, technical equipment for sending and receiving, transmitting, audio and video recording, and equipment containing information that may contain for testing purposes.	1	Suspending from the exam	Academic Affairs;
10	Bringing weapons, explosives, inflammables, beer, alcohol or other dangerous items into the examination room	1	Suspending from the exam	Academic Affairs;
11	Having inappropriate actions that interfere with the exam. (Number of times are taken in course)	1	Suspending from the exam	Academic Affairs;
		2	Suspending from 1 semester. If serious, it can be treated by law	Discipline Council

For other violations, depending on the nature and severity of violations, the Head of the Academic Affairs Department shall apply disciplinary measures as mentioned above. The students may be suspended from study or forced to leave the university in the form of discipline by the Discipline Council.

Disciplinary measures: The students who violate the rules are recorded and depending on the severity to apply disciplinary measure.

- Warning: The students who are disciplined during any exam will be deducted 50% of the exam points for that module.
- Suspension from exam: The students who are disciplined by a suspension from any exam subject will receive a (0) point for the entire of such exam subject; Must leave the examination room immediately after the decision on examination suspension is made; Must submit the test and exam papers back to the supervisors.

- Cases where the students are suspended or their exam results are cancelled will be subject to suspension and upon re-registration, they will not be eligible for the 50% tuition of re-attempt and must receive 100% of the tuition for that subject.

Some notes:
- Disciplinary measures of warning and suspension from examination shall be made in writing by the supervisor, collecting material evidences and clearly stating the proposed disciplinary measures in the record then transferring to the Academic Affairs Department for handling. The form of suspension from study and forced dropout is handled by the University's Discipline Council. At the end of each semester, the Academic Affairs department shall make a report of all disciplinary measure implementation to send to the Discipline Council and the Managing Board.

- Decision on Disciplinary Measure for the violating students will be kept in the students' files.

b) On marking the exam

If detecting any exam papers violating the regulations, the Testing department & the examiner shall report to the Head of Academic Affairs Board. The exams with signs of violating the Regulations need to be handled, even without the records of the exam supervisor or examination inspector. After the Head of the Academic Affairs Department has reviewed and concluded the violations, he/she shall handle

No	Contents	Time	Disciplinary measure	Department
1	The exam paper is concluded to have the sign of intentional marking (concluded by at least 1 examiner)	1	Warning	Academic Affairs
2	The exam paper is concluded to be a copy of one another (concluded by at least 1 examiner)	1	Cancelling the result of the exam paper	Academic Affairs
3	Taking the place of others to submit the exam paper in any form (handling both students)	1	Cancelling the exam results and suspending from 1 semester	Academic Affairs

5.3.3 Reconsidering and resolving the complaint about the exam points

Re-consideration deadline: The university will receive the application for re-consideration of students within 7 days from the date of publication of exam points and respond within 4 days from the date of deadline. The students who apply for re-consideration must pay the fees prescribed by the University. The fees will be refunded if there is adjustment.

Handling re-consideration results

If there is any confusion or error about the exam points, the students may adjust the exam points (up or down) in the following cases:
- - Add or record incorrect exam points
- - The exam paper has been found after being lost or missed due to an error in the Examination Council, and it has been added and completed the marking.

VI. Regulations on students finance

(Issued under 152/QĐ ĐHFPT dated Feb 02, 2021)

6.1 Entrance examination and enrolment fees

- Entrance examination fee: The students (hereinafter referred to as both students and trainees) taking the preliminary examination must pay the entrance examination fee (if any). The entrance examination fee is not refundable in any case.
- Enrolment fee: The students who submit an application for enrolment without taking entrance examination must pay an admission fee (if any). The enrolment fees are not refundable in any case.

6.2 The registration, admission, tuition, and syllabus fees

- **Registration fee**: The students who are eligible for admission according to the University's regulations may have to pay the registration fee depending on the annual enrolment regulations. The registration fee will be changed into admission fee when the student completes the admission process or will be refunded to the student if he/she does not meet the entrance requirements prescribed by the State for admission.

- **Admission fee**: The students must pay the admission fee (if any) upon admission. The admission fee is not refundable under any circumstances.

- **Tuition:**

  + The listed tuition fee is the fee regulated by the training institution for the students who enroll directly at the institution;
  + With free training programs organized by the University, the students must pay a deposit equal to 50% of the program fee to ensure full attendance (80% or more). In case the students do not study or violate the above duration, this fee will not be refunded and collected to the class organization expenditure.

- **Syllabus fee:**

  + Depending on the program, the students may be required to buy or distribute or borrow syllabus in each semester.

  + The syllabus fee (in case of purchase) will be paid along with the semester's tuition. The syllabus fee will not be refundable in any case.

6.3 Other fees
➢ **Re-attempt fee:**
- The students who fail in a subject (due to failed exam or ineligible to attend) must pay the reattempt fee. The reattempt fee is divided into fee of normal subjects and fee of the special subjects. The sheet of specific subject fee and reattempt fee for each training product are prepared by the Planning and Finance Department and submitted to the Rector for promulgation.

- The re-attempt fee (re-attempt in the semester or next semester) is 50% of fee of course; Normal re-attempt fee is 100% fee of course.

- Students who violate exam regulations will be fined 100% of course fees; Scholarship students who have to re-attempt in addition to the prescribed re-attempt fee will have to pay an additional scholarship withdrawal fee equal to the subject tuition fee multiplied by

the percentage of the scholarship granted. Fees for violation of exam regulations and scholarship withdrawal fees shall be paid together with the next semester's tuition fees.

Resit fee: With some international cooperation programs, the students who do not pass the exam must pay the resit fee according to the provisions of the associate partner.

Re-consideration fee: The students who wish to receive a re-consideration due to a failed exam will have to pay a fee. This fee will be refunded if there is any change after reconsideration.

Reissue fee for Student's and Library Cards: The students shall pay the fee when they need their Student's or Library Card to be reissued.

Penalty for late payment of books

- SThe students who are late to return library books must pay a late returning fee starting from the date of first overdue day to the actual returning date (including weekends and holidays). The students are late to return the books more than 30 days will have to pay an additional fine equal to the price printed on the book cover in addition to the late returning fee.
- The students lose the books borrowed from the library or make it torn, loss of pages ... must compensate an amount equal to the original value of the book and pay late returning fee (if any)
- The maximum penalty for late returning of books is equal to the book value.

Compensation fee for damages of the University's properties: The students who damage the properties of the University whether accidentally or intentionally will have to pay compensation. The level of compensation is based on the principle of full cost payment to restore the property to its original state before being damaged.

Penalty fee for violation of student rules: For cases where the students violate the rules (according to regulations), they must pay a fee for violation of student rules.

Fees for preparation of transcripts, copies of degrees, student's confirmation: The students wishing to have transcripts confirming their academic results according to their own wishes, making copies of the degree in case of losing the main one or student's confirmation must pay the fees. These fees are paid right at the time of registration for the above procedures.

Re-admission fee, reservation fee: The re-admission fee is applicable for the students who were decided to drop out and then accepted by the University to return to study. The normal re-admission fee is 50% of the admission fee. The reservation fee is applied to reserved students; the fee is calculated according to the months of reservation or the cost of reservation procedure conducted by the Department of academic affairs; the reservation fee is paid when the student comply with the reservation procedure.

Ology transfer fee: Once the students of full time university, college are accepted to transfer from one ology to another, or among branches or intensive branches within the same ology, the transfer fee shall be equal to 50% of the admission fee.

Credit transfer fee: Students studying at schools and training institutions outside the FE system who need to convert credits for some subjects (the list of subjects that can be converted to credits and the procedure for converting are based on regulations). issued by the School) will

have to pay a credit conversion fee. The credit conversion fee is equal to 20% of the converted course fee. Students who transfer credits within FE (including FUNIX) are temporarily not charged for credit conversion.

Facility transfer fee: The students transferring among institutions within the same training system must pay the transfer fee at the institution from which they transfer. Normal transfer fee is equal to 50% of the admission fee.

6.4 Policies related to tuition

Policy of credit, scholarship for the talent:

- Credit (applied to full-time University students): The students who are eligible for the Preferential Credit Program will receive 50% - 70% deferred payment of the semester's, with the deferred payment fee equal to deposit interest rate, after graduating, the students are responsible for repaying, the repayment period is within 5 years from the date of graduation. Detailed rules and forms will be issued separately.

- Full scholarships: The students who are granted for full scholarships (100% tuition) are not required to pay tuition and do not receive other financial supports.

- Full scholarships with accommodation costs: The students who are granted for full scholarships with accommodation costs will not have to pay tuition, and will be paid for monthly accommodation costs according to the prescribed norm and do not receive the other financial supports.

- Partial scholarships: The students who are awarded 30%, 50% or 70% scholarships will be required to pay the remaining tuition and not receive any other financial supports.

- For the students who are granted a variety of scholarships, they can only receive one kind of scholarship.

- The budget for scholarships is specified in the decision on all-in enrolment.

Policies of tuition prepayment, reservation and reimbursement

- The students who drop out of the classes before the first day (the first day of class or presence, the specific schedule included in the notice sent to the student) of the academic course or semester will be refunded 80% of the actual tuition less copyright fee (if any). The actual tuition is the tuition minus the laptop computer fee and other financial supports.

- The students who drop out of the classes within 2 weeks from the first day of the academic course or semester will be refunded 50% of the actual tuition after deducting the copyright fee (if any).

- The students who drop out of the classes after 2 weeks from the first day will not be eligible for a reimbursement of the paid tuition.

- If a student has already paid the tuition, but after that she/he has an application for reservation (suspension) and it is approved, the tuition will be reserved, when she/he returns to study, she/he will be deducted from the tuition payable.

- The excess tuition (if any) will be transferred to the next semester's tuition. In case of

overpayment, the student will be refunded the excess amount.

- The students who are accredited to change the subject that they have studied before will be refunded the tuition for such subject at equivalent tuition fee of the program they are pursuing.

- The students who register for study beyond the standard program framework announced at the time of admission will be required to prepay the tuition of the entire semester.

- Students who study excess of elective credits will have to pay additional tuition fees of the excess credits according to the subject tuition rate, the tuition fees for these extra credits are not exempted for students eligible for scholarships. The time to pay additional tuition fees for excess credits is when students register for elective courses with excess credits.

6.5 Regulations on tuition and fee payment term

- The students are responsible for fulfilling the tuition obligations at least 07 days before the first day of the academic course or new semester for the official learning period (including learning preparatory English in parallel with official learning) and at least 03 days before the first day of a new academic course or semester for the learning period of preparatory English.

- For the learning period of preparatory English, the tuition will be collected in each level. For the official learning period, the tuition will be collected in each semester. In case of learning preparatory English in parallel with the official semester, the tuition of preparatory English learning will be converted into the unit of the official semester unit to collect at the same time with the tuition of the official semester.

- Regarding other payables other than tuition, the students will pay as soon as it arises.

- In case the students fail to fulfill their tuition obligations and payment of other fees as scheduled, they are considered voluntary dropout.

6.6 Fees and charges

No	Contents	Unit	Amount (VNĐ)	Note (Temporarily collected according to Decision 240/QĐ ĐHFPT dated 05/3/2020)
1	**Entrance exam, enrolment**			
1.1	**Entrance exam fee**	1 student/time	200,000	
1.2	**Scholarship application fee**	1 student/time	200,000	
2	**Tuition**			1. Tuition fees may be adjusted annually by no more than 10%. 2. The first installment of tuition payment upon admission Students pay the orientation semester tuition fee and 1 level of English preparation. 3. Tuition at Campus Da Nang and Binh Dinh applies a regional preferential policy equal to 70% of the tuition fee below.

2.0	**Orientation semester fee**	1 semester	11,300,000	There is 1 orientation semester, only applicable to students entering in 2022.
2.1	**Tuition of preparatory English study**	1 level	11,300,000	There are 6 levels of English, depending on proficiency to arrange the class
2.2	**Tuition of specialty study**			
2.2.1	For Vietnamese students	1 semester	27,300,000	9 semesters of specialty study
2.2.2	Applied to international students, admitting via an agent **(agent tuition)**	1 semester	27,300,000	1. There are 8 specialized semesters, 1 elective OJT. 2. In the first tuition payment, the students will pay for 3 semesters, the next payments will be paid in each semester
2.2.3	Applied to international students, directly admitting **(posted tuition)**	1 semester	49,140,000	
3	**Other fees**			
3.0	**Syllabus fee**			
3.0.1	Specialty syllabus		NA	Students borrow from the library
3.0.2	Preparatory English, Japanese syllabuses		na	They will be supplied to the students
3.1	**Re-attempt fee**		Under the regulions of reattempt fee frame	
3.2	**Fees for retaking the online quality assessment exam FPT-Coursera**	1 st/time	1,150,000	
3.3	**Re-consideration fee**	1 st/time	200,000	

3.4	**Fee for reissue of student's and library cards**	1 card	100,000	Students are given 1 free card upon admission. If lost, you have to pay the re-work fee
3.5	**Fine for late book return**			
3.5.1	Fine for late book return (equal to the book value at maximum)	1 day	5,000	
3.5.2	Fine for book lost or torn, page lacking	1 book	Price on the cover	
3.6	**Confirmation fee**			
3.6.0	Student confirmation	1 version	20,000	
3.6.1	Issuing transcrpit as required Fee for issue of copy (degree, certificate, transcript...) Fee for making copies of diplomas (in case the original degree is lost)	1 time	100,000	1. Students are granted a maximum of 5 copies / 1 time 2. Including delivery fee domestic
3.6.2	Fee for review of graduation & early degree issue	1 copy	2,300,000	Students are granted a degree (if eligible) within 7 days
3.7	**Fee for re-admission after being forced to dropout**	1 st/time	2,300,000	
3.8	**Fee for transferring the branch within the same or other ology**	1 st/time	2,300,000	
3.9	**Course changing fee**	1 st/course	20% of the tuition	1. See the regulations on subject fees and re-study fees for course fees. 2. No fee in case of changing credits within FE system (including FUNiX)

3.10	**Dormitory fee**			1. Including 600,000 VND the cost of using 200 rated electricity numbers, and 12 standard daily-life water numbers. 2. In case of using electricity in excess of the norm, students will have to pay an additional fee of 2,500 VND / 1 amount of electricity and if using water in excess of the norm, they will have to pay an additional 8,000 VND / 1 number of countries. No compensation for electricity and water used for each other. 3. The extra amount is calculated on a monthly basis. Students pay the extra money and the new dormitory fee. The extra amount of the room is divided equally among the students in the room. 4. Vietnamese and international staff members are not eligible for the University's policy on accommodation. If they wish to stay in the dormitory, they will apply the same policy as Vietnamese students; if they are subject to the accommodation regime, they will be entitled to the regime.
3.10.1	For Vietnamese students			
3.10.1.1	3-people room with air conditioner	1 semester	3,800,000	
3.10.1.2	4-people room with air conditioner	1 semester	3,400,000	
3.10.1.3	6-people room with air conditioner	1 semester	2,800,000	
3.10.2	For international students	1 semester	9,200,000	1. The room is equipped with bedding, free wifi. 2. Including 1,200,000 VND cost of using electricity & water according to the norm (400 electricity numbers & 24 water numbers/ 1 student/ 1 period). 3. When enrolling, students need to pay the dormitory fee for 1 year, and then pay monthly.
3.10.3.	Applicable to current visitors, including international students, short-term exchange	1 room/1 night	150,000	The room is equipped with bedding, free wifi.

PART 3: STUDENT SUPPORT SERVICES

I. Student support services

1.1 Front office

- Contact: Room 102L, Alpha Building
- Hotline: 024 7308 1313
- Email: dichvusinhvien@fe.edu.vn
- Support services:

No	Service name	Description
1	Support administrative procedures	Making student cards, health insurance cards, student identification papers, transcripts of progress, collect and return all kinds of papers, certificates...
2	Support information	Consulting, answering questions related to regulations, policies, administrative procedures, academics, finance, dormitory... Receiving and handling student requests for help and complaints
3	Parents services	Answer questions from parents regarding students' academic performance Send a notice to parents when a student withdraws or withdraws from school
Commit to process or respond to the processing status of student requests within 2 working days	

1.2 School affairs board

The School Affairs Board of FPT Education as a space to wing the journey of experience exclusively for students and students of FPT Education. Here, you will be able to experience interesting and large-scale activities throughout FPT Edu.

1.2.1 Organizations of events

- IT Competition: FPT Edu Hackathon
- Economics Competition: FPT Edu Biz Talent
- Graphics Design Competition: FPT Edu Color Up
- Languages Competition: FPT Edu Nihongo Eng
- Traditional Instruments Competition: FPT Edu Tích Tịch Tình Tang
- Vovinam Competition: FPT Edu Khơi Nguồn Võ Việt
- Other projects as: FES Camp (Camps of content creation, MC...); FES Spotlight (Inspirational series of top athletes); FES Dare2Dream (Inspirational series of famous personalities...)

1.2.2 Contact:

- Email: congtachocduong@fe.edu.vn
- Tel: 02466805915
- Facebook Page: https://www.facebook.com/FEExpSpace/

1.3 Students relations office

1.3.1 Organization of annual events and contests

- Opening ceremony, Graduation ceremony, Student honor ceremony...
- Inspiration Show: Series of inspirational shows; Hola Vibes, Music Show: Music Show Series
- Contest: F Talent Code, FPTU SecAthon, Japanese Contest…

1.3.2 Reward and discipline activities; collective activities (Party, Youth Union)

1.3.3 Student scholarship programs

1.3.4 Contact channel:

- Email: sro.hn@fpt.edu.vn
- Contact: Room 101, Delta Building
- Hotline: 024 668 05915
- Fanpage: https://www.facebook.com/CTSV.FU/

1.4 Business and Alumni Relations Department

1.4.1 Business relations

- Company Tour: Students have chances to visit big companies as: FPT, VinGroup, Rikkeisoft, VTI, Lotte,...
- Job Fair: Annual job fair with the participation of businesses with hundreds of job opportunities for students
- Here To Hunt : Samsung Job Workshop; Open House program at TruePlus, Gameloft....
- Career Talk: Students will have the opportunity to interact directly with recruitment officers and senior officials from big recruitment companies.
- Support students to find and connect internship companies and businesses that need to recruit

1.4.2 Alumni

- Providing recruitment information to students and alumni regularly through online communication channels : email, website, Facebook, TOPCV...
- Organizing alumni meetings, organizing cultural and sporting events every year :
Open Alumni Soccer Tournament, Home Coming...

1.5 International Collaboration and Personal Development Programs Department (IC - PDP)

1.5.1 International Collaboration

Developing study and cultural experience programs with more than 180 prestigious partners in more than 40 countries and territories around the world to help students interact with unique cultures; access achievements in science, technology, education... which are successfully applied in practice; building a solid foundation of global citizenship; and improve students' international competitiveness. Coming to FPT University, students can experience the following programs:

- Intensive English study abroad program: Those who have an English level equivalent to IELTS 6.0 or higher, or have completed 5 preparatory English levels at FPT University can register to participate in advanced English lessons. Advanced English (Intensive English) to hone your English ability and complete the highest preparatory English level before entering a major.
- Study Tour and Study Tour Combination Program: Right from the time of admission, students can register to participate in cultural experiences abroad with programs such as Newbie Trip and YOLO Journey . In addition, at the end of each semester, FPT students will have the opportunity to participate in interesting trips to Korea, Taiwan, Japan, Southeast Asia, Europe... through Asean culture trip, Study tour . Learning coupled with experience is the aim of IC-PDP's cultural exchanges.
- Other cultural experiences and exchange programs: Organized regularly and lasts from 5-10 days with unique and modern program content with attractive fees.
- Semester exchange program abroad: Students of all majors who have completed at least 1 specialized semester can apply for an exchange semester at a partner university of the university. Studying FPT abroad (Thailand, Indonesia, Taiwan, Japan, Australia, Poland, Germany, France, the United States...) with a tuition fee of 0 VND, lasting from 4-5 months.
- Japanese in Japan (JIJ): Students of the Japanese language major can register for a Japanese semester at one of FPT University's long-time partners in Japan. (Kyoto University of Foreign Studies, Shinshu University, Rissho University,...).
- On the Job Training - OJT: During the internship period, FPT University students can apply for an internship abroad and be converted to the domestic OJT period after the end of the program. Internship program Students have the opportunity to work in a professional international environment at FPT University's partners around the world. internship program.

1.5.2 Sponsoring, managing the activities of student clubs, associations and groups

IC - PDP is the management and sponsor unit of all clubs and student organizations in the University - Including approval of the plan for establishment and abolishment of clubs and student organizations. Supporting the regular activities of the clubs, monitoring and gathering training points for students.
Currently, the University has nearly 40 clubs operating in learning and hobbies, cultural and sports skills such as Guitar Club, Basketball Club, Badminton, Chess, Go, Debate, Traditional Instruments, Photography, Gymnastic, Business, Bottled Fund, Books, Street Workout, Psychology, Japanese,

Chinese, Vovinam , AI, Boardgame, Community Club - iGo, Japanese Engineer Club - JS, Music Club - Melody, English & Soft Skills Club - Noshy, Dance - Hiphop, Hebe, Soleil Crew…
The students can join existing clubs or submit proposals to create new clubs as they wish.

1.5.3 Training activities to support skill development

With the aim of helping students access and hone new and practical skills in future study and work as well as develop themselves in the best way, IC-PDP regularly organizes multi-disciplinary classes. variety of content, approach and richness in materials and lecturers such as: Presentation skills, communication, self-leadership, personal financial management, critical thinking, writing skills Image - Sketchnote, emotion management, applied arts, improvisation, media literacy, healing courses, Leadership in Action, Awakening Young Leadership Potential - I Commit, Debate, Skills survivability…. Besides, there are professional activities - Exchange with experts, KOLs at home and abroad in specialized fields of IT, Financial Economics, Management, Languages and academic issues, practice, other skills...

1.5.4 Organization of events

At FPT University, students can not only participate in and enjoy diverse cultural events and attractive fine arts activities, but also participate in organizing large traditional events of the IC-PDP Department. such as: Miss FPTU Contest, FPTU Talent Show, F-Camp, Fcos, International Day, Thanks party, Halloween, Folk New Year, Club Day. This is one of the most ideal material for each individual to contact, interact, learn and thereby become more mature, bringing back valuable experiences and useful skills for future work. The staff at IC-PDP specializes in advising in this area of activity, with the task of consulting, approving and helping students when implementing ideas and in the process of organizing programs and events.

1.5.5 Organization of domestic experience programs

In addition to activities on the campus of FPT University, IC-PDP also organizes and accompanies students in cultural and life experience programs for students with new and interesting topics. At FPT University, places that are rich in culture and traditions in the country and have an environment for you to experience and practice. Some outstanding programs such as: 48h Movement, 7 days of indoor experience with rich content, Labor Experience, Buddhist cultural experience through retreats, Wise Farmer - Farm experience Moc Chau, Up the forest to the sea,...

1.5.6 Contact channels

- Address: Room 102, Delta Building
- Email: pdp.hn@fpt.edu.vn;
- Hotline: 024 668 05910

Social media:
- Facebook: https://www.facebook.com/HTQT.PTCN (Pho Du Phương)
- Fanpage of personal development activities: facebook.com/icpdp.hn
- Fanpage of learning & experience programs in foreign
countries: www.facebook.com/icpdp.globalstudy

1.6 Trung tâm thông tin thư viện Library services

1.6.1 Introduction to functions and tasks of Library Information Center

FPT University's Information and Library Center (FILC) with an area of 1200 m2 is an integrated learning materials center built and developed with the task of effectively supporting the teaching, research and academic activities of the lecturers, staff and students of FPT University

The services include

- Borrowing / returning documents;
- Instructions for finding information and using the library;
- Searching and supplying information;
- Accessing electronic resources: Books24x7, space,...;
- Receiving requests for ordering documents;
- Inter-library borrowing;
- Study-group area

1.6.2 Resources and instruction for using library resources

Document collection
- ➢ More than 40,000 textbooks and professional references.
- ➢ 4 databases with over 30,000 electronic documents.
- ➢ More than 20 types of newspapers and magazines are updated including: Hoa hoc tro, Vietnamese students, Milk tea for the soul, Economic and Financial Times, Youth, Banking, PC world, ELLE magazine, Pi magazine, Forbes Vietnam…
- ➢ Collection of reference materials including professional book of IT, finance, Economics, graphics, soft skills, Literature, English, Japanese, Korean, Chinese, Dictionary, Encyclopedia,...
- ➢ Collection of DVD and CD to serve the needs of study and research of various branches and fields.

➢ Books24x7 database
- Books24x7 database provides digital and business reference contents, it contains more than 30,000 best reference books, magazines, research reports digitized with 3 collections including: ITPro, BusinessPro and EngineeringPro.
- Books24x7 database allows the users to search, browse, read and coordinate with the massive professional reference collections that the library gathers through cooperation with more than 65 leading publishers in the world.

Instructions for using the Library resources.

a) Instructions for finding books on the shelf

- Step 1: Go to link http://libol.fpt.edu.vn/Opac/ type keyword or book title to search
- Step 2: Click on the title of the book to search for detailed information, you need to pay attention to the **Call Number** (signs of shelf arrangement) and **Library Code.**
- Get the book on the shelf according to the corresponding **Call Number** label.

For further guidance here:
https://www.facebook.com/thuvienfu/posts/2407950739528658

Instructions for finding projects on Dspace Electronic Library

- Step 1: Access the Electronic Library via the link: http://ds.libol.fpt.edu.vn
- Step 2: Select PROJECT COLLECTION - Here, the Library has arranged projects according to training majors, students who study any major choose the project of that industry. Search for project name or suggested options available.
- Step 3: After finding the suitable project, click "View/open" to see online.

For further guidance here: https://www.facebook.com/thuvienfu/posts/2338251713165228
Not: Can not download projects, just only see online

b) Instructions for using Books24x7 database

- Step 1: Go to: http://library.books24x7.com
- Step 2: Click on Register and fill email.
  Lưu ý: Only the email address provided by the University is assigned access privileges and default password
- Step 3: Read Membership Agreement and click on I agree.
- Step 4: Enter the username and password (you have been granted via email) to access your account on Books24x7.
- Step 5: For the first access, the system will ask you to change the password
- Step 6: Search for information according to the information search guide.

Notes:
   In case of accessing at home, you need to change Proxy as follows:

Address: 210.245.80.74 | Port: 3128

For further guidance here: https://www.facebook.com/thuvienfu/posts/2418142358509496

1.6.3 Regulations of library use

Open time

No	Day	Open time	
1	Monday – Friday	8h30 - 21h00	
2	Saturaday, Sunday	8h00 - 12h00	13h00 - 17h00

Note: it only serves self-study on site in the evening and at the weekend

Things the readers need to do

- Present your student's card when entering the Library; in case of not being issued the card, using ID (DO NOT USE PHOTO)
- Comply with the publisher's conditions for electronic information sources (for example, Copyright Law);
- Maintain order in the library, except for communication with library staff when necessary;
- Use your mobile phone consciously (put it in silent mode when entering the library), not to affect others;
- Put garbage in the right place;
- Communicate politely according to the habits and customs.

Things the readers ARE NOT ALLOWED

- Do not make noise in any cases
- Do not write pencils, pens or using markers on books
- Do not make the book moist, moldy, or damaged in any form.
- Do not make damage, deface or move any library's facilities or assets without permission;
- Do not eat and drink in the library;
- Not use computer for inappropriate purposes such as chatting, playing games, stealing data
- Do not smoke in the library

Full rules are available at the link
https://www.facebook.com/thuvienfu/posts/2396861047304294

II. Student support services

2.1 Dormitory and Health

2.1.1 Dormitory

- **Scale, utilities**: The dormitory for FPT University's students includes 6 buildings: A,B,C,D,F,H. Each building has an area of nearly 40m2 (4,000 m2), 5 floors and 139 rooms, fully equipped with utilities.

- **Instructions for registration procedures and forms**:
  - Refer to dormitory rules
  - **Registration form**: https://ocd.fpt.edu.vn/

- Contact channels:
  - Front Office – R102L, Alpha Building
  - Email: ktx@fpt.edu.vn
  - Socail media:
    Facebook: https://www.facebook.com/groups/yte.ktx.hoalac

- Hotline for security room: 02466805913

2.1.2 Health

- **Functions and duties**: Examining, giving first aid, providing and selling medicine to students, students & staff; Supporting students in transferring to the upper level; Advising and propagandizing seasonally epidemic prevention.
- Location: Room C114 – Dom C, Hoa Lac dormitory,
- Working time: 24/7 (Not including holidays, Tet…)
- Contact medical staff in emergencies:
  - Thieu Thi Hang: 0985 060 856
  - Kieu Thi Phuong: 0978177014
  - Nguyen Doan Huong: 0972175878
  - Phung Thi Thuy: 0986821163
  - Nguyen Thi Ha Thu: 0902177324
  - Email: ykien@fpt.edu.vn & chamnt@fe.edu.vn

2.2. IT Help Desk

2.2.1 Instructions for creating a user account at the university

Each student is granted 02 accounts. 01 for email and 01 for wifi login, using IT services at the University.

Account = Name + First letter of the Surname and Middle Name + student code
For example: A student has:
Full name: **Nguyen Hoa Lac |** MSSV: **HS130141 =>** Form of account: **LacNHSE130141**
a) Wifi network access account
LacNHHS130141
Use for Wifi/Internet connection/Online exam

b) Email account:

LacNHHS130141@fpt.edu.vn

Use to login to the University's Sites

- First password for both accounts: 123@123a
- There is no difference in upper-case letter and lower-case letter between Wifi network access account and Email account.
- The first time you login, the system will ask you to change the password. New password is required to have: minimum 8 characters, including: letters, numbers, special characters (do not contain the Account name in the new password)

2.2.2 Computer Registration & Wifi Connection

There is a 4-step instruction for you, including changing password-wifi, registering your computer with the University system, and then successfully connecting to the wifi network: DH-FPT

Each student may register only one device at a certain time to use at the University. The following instruction for Windows l0 is a common operating system, regarding other operating systems, you should ask the help of IT staff.

Step 1: For old versions of Win10

a) Click on the Wifi connection icon (1), then Click on Network & Internet settings (2).
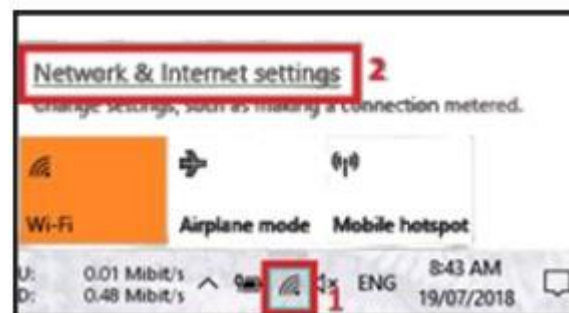
b) Click on Wi-Fi (3), navigate to Use random hardware address (4) and switch it to Off Mode, then switch Wi-Fi (5) to Off Mode for a period of 5 seconds and then switch back to On Mode.

If your version of Win 10 does not have this feature, move on to step two.

Step 2: Change password of account-wifi

- Choose a wifi connection to the network named FUHL- Register Your Laptop

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- After connecting successfully, the browser will automatically open the computer registration page (the right picture).
- You must change the default password for the first time 123@123a for account-Wifi before registering your computer with the system
- Select the link: Change your Wifi password <u>SSID: DH - FPT</u>
- The browser will run to the password change page (below picture)

- The interface has two parts: The upper part is used to change the password of the account connected to Wifi. The lower part is used when you forget the password of your wifi account, you just need to enter your email address, the system will send a new password to you.

Step 3: Register your computer with the University system (MAC address)

- After changing the password successfully, you will return the page
  - Login account and password just changed
  - When logging in successfully, the system wi address
  - If you don't see this MAC address, just ask IT to help (below picture)
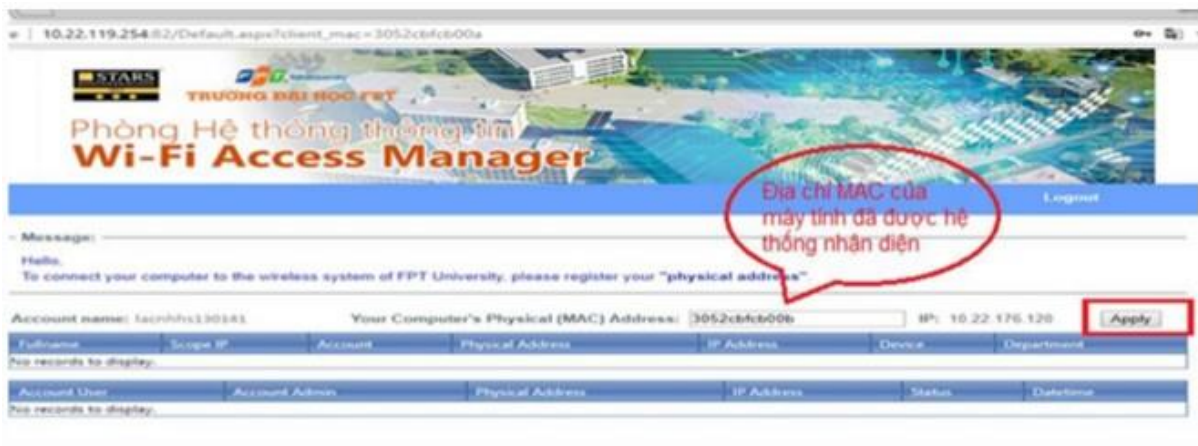
- Click Apply (for the first time) or Edit (for the next times)
- The successfully message line is that you have successfully registered the laptop's MAC address.

Step 4: Connecting to DH-FPT Wi-fi network

a) Wifi connection to DH-FPT network   **b) Successfully connection**

2.2.3 Email account

It is an account under the management of FPT University. Do not use your Email account to register outside services (not belonging to the services provided by the University) or use Email for improper purposes.

a) Log in by using the University's email

- http://mail.fpt.edu.vn is the site using the University's email address.
- The first time you log in, enter the default password of 123@123a, the system will require changing before using.
- After changing the password, the system will recommend entering a phone number and a second email address to recover the password if necessary.

### b) Use your personal phone number to recover when you lose your password

- When logging in for the first time, you can go straight to your personal Inbox without asking for your phone number
- You can go to the address:

https://myaccount.google.com/security

- In such interface, you turn on 2-step authentication (1) and enter your personal phone number (2)
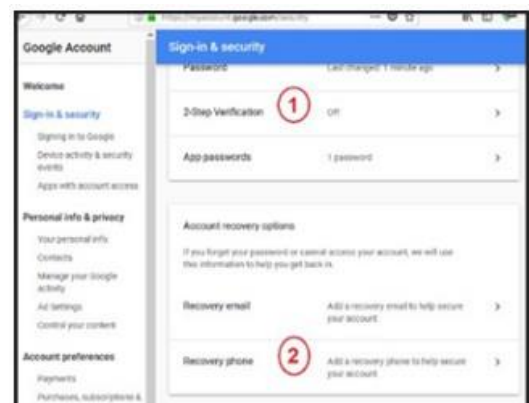
2.2.4 Applications used at the University

a) Use File Server upon practice

- During practice exams, you need to connect to the University server
- At the Run window, enter the server name to connect to
- At the authentication window, type correctly the prefix then type the name of your wifi account
- Note that the hanging stroke must be typed correctly
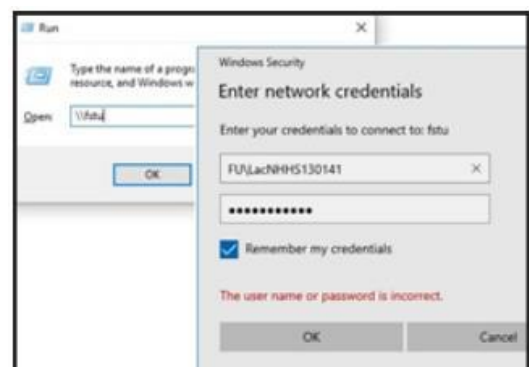
b) Online applications need being authenticated by your email account

Academic information: https://fap.fpt.edu.vn/
Online course: https://cmshn.fpt.edu.vn/elearning/
Information of dormitories: https://ocd.fpt.edu.vn/
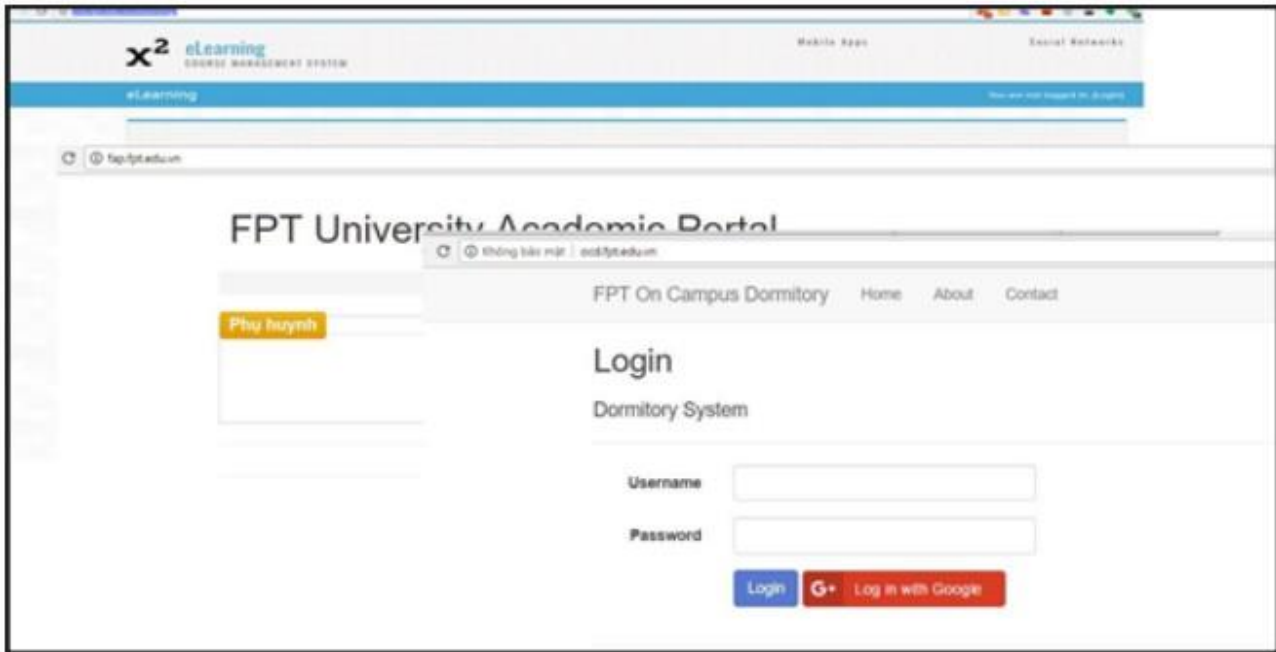
2.2.5 Support function of IT department

a) Services supported	b) Services not supported	c) Use of Internet
- Support the computer registration and wifi connection - Support problems on account/password - Support problems Online examination of Accademic Affairs Department - Support to fix simple application when being detected	- Do not install software - Do not provide software copyright - Do not repair computer hardware - Do not provide Internet service for the dormitory. This is a service supplied by telecommunications suppliers	- Each student can use capacity of 2Gb/week - If such capacity is not used up, it will not be accumulated to next week - In order to check the used personal capacity, go to the site: http://web.stats/

Every student is provided with an Account and uses the Internet at the lecture hall to ensure the study. You need to comply with the university's rules, strictly comply with the by-laws of the "Cyber Security Law 2018" & "Law on network information security 2015".

2.2.6 Contact channels
- Front office -102l Building
- Email: it.support@fpt.edu.vn

2.3 Settlement of academic procedures

2.3.1 Common academic procedures

The Academic Affairs Department will post on FAP system a 3-4 week notice of instructions for academic procedures before the new semester starts. In which, there is information: type of online procedure, the starting and ending time of each procedure, time to reply the application, form of response to the application, notes of each type of application.

No	Procedures	Deadline	Notes
1	Temporary drop-out 01 semester	No latter than 1 week before the semester begins	No more than consecutive 02 semesters
2	Registration for module reattempt	No latter than 1 week before the semester begins	Pay fees according to financial regulations
3	Registration for module improvement	No latter than 1 week before the semester begins	Pay fees according to financial regulations
4	Registration for module study	No latter than 1 week before the semester begins	For the courses not yet studied in previous semester due to reservation or not meeting prerequisites
5	Registration for electives	No latter than 1 week before the semester begins	Pay fees according to financial regulations
6	Class transfer	No latter than 2 days before the semester begins	
7	Specialty transfer	No latter than 4 weeks before the semester begins	Pay fees according to financial regulations

| 8	Location transfer	No latter than 4 weeks before the semester begins	
9	Asking for roll call as an offest (mistake by lecturers)	Within day	Within day of the class, students directly report to lectures if any mistakes
10	Asking for being exempted from roll call	No latter than 1 week before the semester begins	For the 4-stage students with valid labour contract
11	Asking for transferring from martial art to chess	No latter than 2 weeks before the semester begins	Submit as an attachment to the clinical record
12	Voluntary dropout	No latter than 2 weeks before the semester begins	
13	Asking for sealed transcript		Pay fees according to financial regulations
14	Point reconsideration	No later than 1 week after announcing	Pay fees according to financial regulations
15	Examination to improve the point	Half day before 2nd exam	
16	Asking for credit transfer		For the students having certificates or subjects studied at other universities, Pay fees according to financial regulations
17	Readmission	No latter than 10 days before the semester begins	For students who already dropped out and want to come back University, pay fees according to financial regulations

2.3.2 Instruction to access FAP Academic Portal

FAP is an academic portal for students, parents, lecturers, and staff. The students can search information about: class schedule, class arrangement, academic progress, semester transcript, accumulative transcripts, study history, roll call, notices by departments of study, movements, activities, finance, etc.
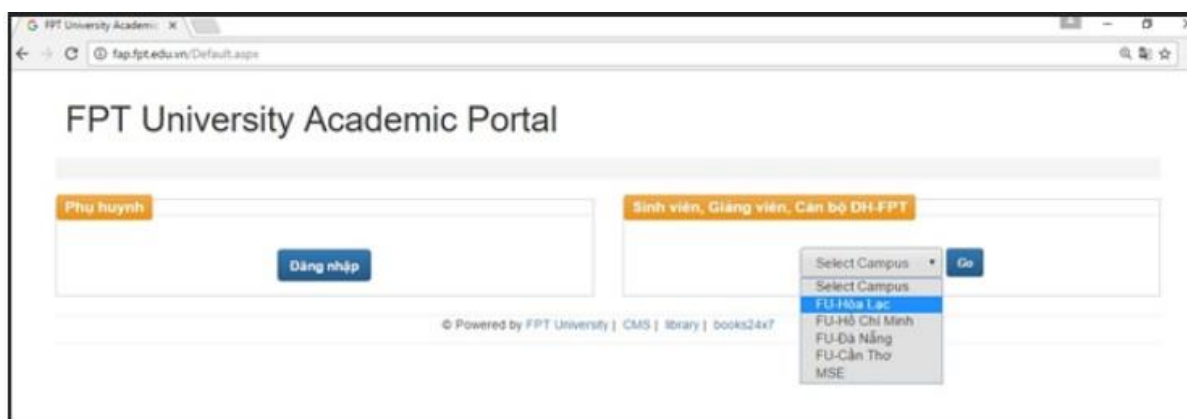
Address: Fap.fpt.edu.vn

❖ Login with email account: fpt.edu.vn supplied to the students by the University. The students need to log in daily to view information.

The screen displays:
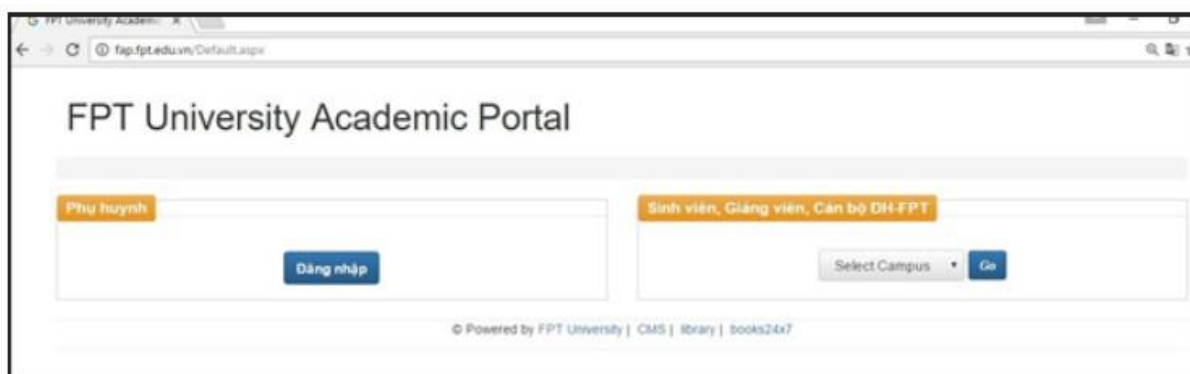
❖ Step 2: Select campus FU- Hoa Lac as shown and then click Go

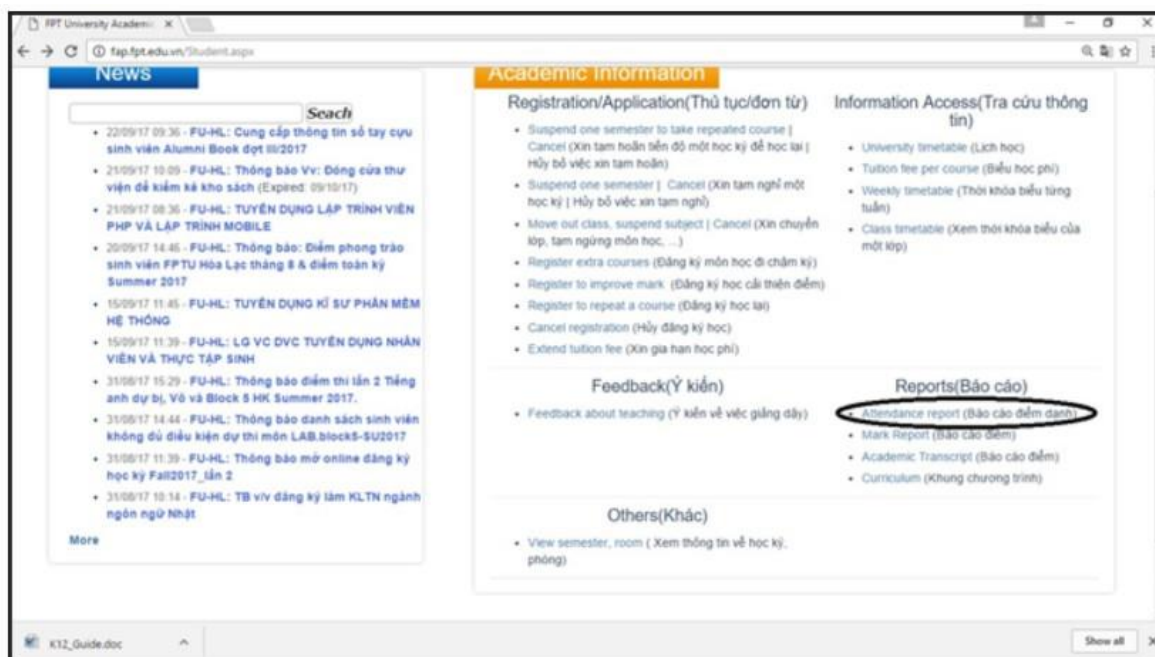❖ Step 3: Select login account

The screen displays:
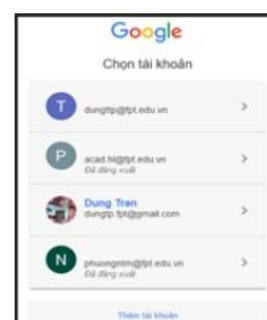
Click on 'Add account'
Enter the student's email, enter the email password that has been changed.

❖ Step 4: See the time table:
To view the weekly timetable, click on the circled area as shown in the below picture:

❖ Step 5: See the subject being arranged and details of attendance:

Click on the circled area as shown in the picture:

The details are shown as below, the person in the below picture is being arranged for 2 subjects of National Defense Education and Vovinam 1 (VOV114)
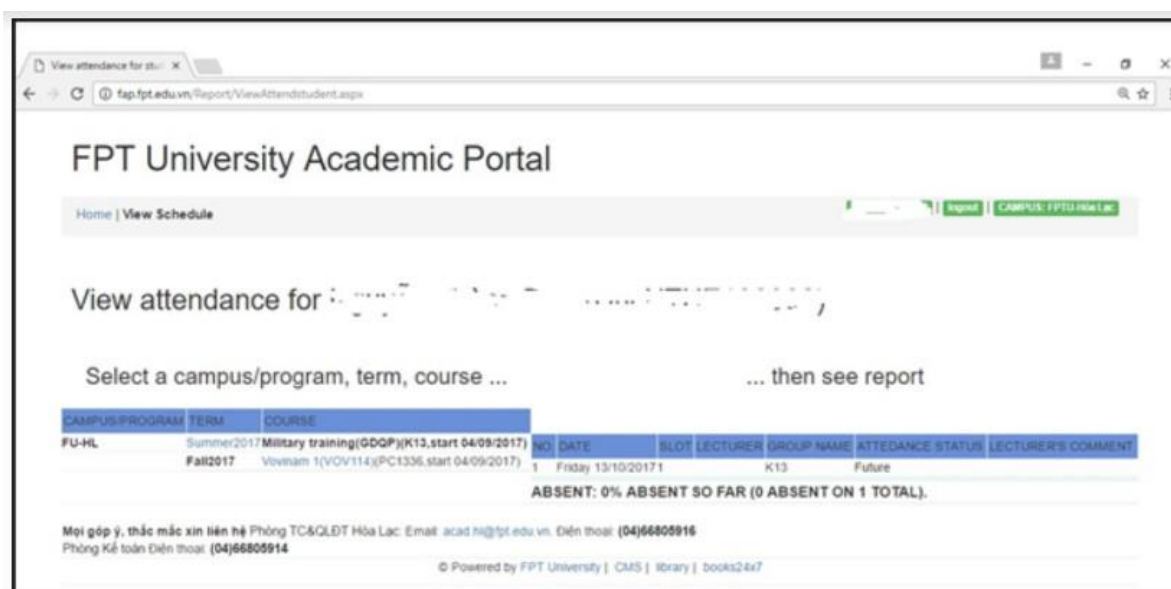
2.3.3 Contact channels
- Front office- R102l Alpha Building
- Email: it.support@fpt.edu.vn

2.4 Cashier service

2.4.1 Functions, duties

- Be responsible for collecting fees and tuition for students
- Receive applications and requests from students related to financial matters

2.4.2 Payment methods

❖ Step 1. Login **fap.fpt.edu.vn** => Select: **Choose paid items** (Select items which are paid)

❖ Step 2: Choose paid items: Tuition fees for the next semester, scholarship penalties, dormitories, re-study....-> add to cart to calculate the amount to be paid (Note that tuition fees are calculated by the next semester's tuition rate minus the balance of tuition fees (if any)), payables including violations of exam regulations, penalties for violations of scholarships)

	Account balance (Số dư tài khoản): 2,765,667 VNĐ Transactions
Choose paid items (Lựa chọn các khoản nộp)	
Học phí kỳ tiếp	15,175,000 ☑Chọn nộp
Các khoản phải nộp	
Chọn môn học lại	☑VOV124 Học phí học lại: 2,780,000
Phí ký túc	Chọn loại phòng ⌄
Tiền khác	
	Add To Cart

❖ Step 3, Students check the payables and the balance of the FAP wallet, if you want to use the balance on the FAP wallet to deduct and reduce the payable amount, then check "**Use FAP balance**".

❖ Step 4: Select **Submit Order** to push the receivables to DNG (if using the wallet balance, the wallet balance will be deducted from top to bottom in turn). To check if the payment has been successfully created, students can access the payment gateway and enter the student code to check.

❖ Step 5: Students make payment via electronic payment gateway **https://dng.fpt.edu.vn/Invoice**, **ViettelPay, ViettelPay transaction counter**, **App Tiên Phong Bank/App BIDV/ BIDV transaction counter** or transfer via transaction code created from **Vietinbank**

❖ Step 6: After students successfully deposit money at the electronic payment gateway, the amount will be immediately updated to the FAP wallet. Students can use the wallet balance to pay for academic services (especially for the next semester tuition fee will be automatically deducted when the payment deadline is reached).

Method of payment: Students choose one of the following payment methods: (Detailed instructions on how to pay the Accounting Department announced on the FAP)

2.4.3 Contact channels

- Front Office - R102L – Alpha Building
- Hotline: **(024)7308.13.13**
- Email: Acc.fughn@fpt.edu.vn

PART 4: OTHER USEFULL INFORMATION

I. Basic learning skills - Learning how to learn

Learning is a lifelong process, the learning time may be nearly 20 years, but your life is more than that, therefore, equipping yourself with some skills to be able to study on your own is extremely important, notwithstanding any situation, you still have a "valuable thing" for your learning, thereby helping you succeed in your personal and social life. Following is 5 basic skills that students should have:

1.1 Self-awareness skill

Self-awareness helps you identify your typical and unique personal character, thereby knowing which aspects to promote and what areas to improve.

By answering the questions: Who am I? What are my strengths, weaknesses and core values? Or looking back on the marks you have experienced over the course of your life will give you the opportunity to re-experience yourself profoundly, before determining the future goals you want to pursue.

For example, if you pursue the value of Simplicity, you will know you need to "Be mindful of the nature of the problem and avoid unnecessary prolixity and complication. Love honesty, like to set forth clear targets and live a simple life ".

1.2 Time management skill

Do you know Mark Zuckerberg makes $ 69,444, or VND 1,527,777,777 in a second, which is 29% more than the revenue of a typical American family can earn in a year, but still maintains a happy personal life. Using time effectively is an indispensable thing for the extreme success of Zuckerberg.

One of the most effective time management techniques anyone can do is using the Eisenhower Matrix: Put your energy into important but not urgent matters. Specifically, you list your to-do list, and sort it according to Importance and Urgency level.The tasks that need to be done immediately must be important and urgent. But you obviously can not succeed if all of the important things must be resolved urgently, hurriedly. Hence, put your energy into important but non-urgent tasks, make plan for a strategic implementation. Unimportant and urgent tasks should be assigned to others, and unimportant and non-urgent tasks should be removed.For example, if you want to achieve IELTS 6.5 after 4 years studying at University, this is important for your future career, and you have a long time to do, then you have a real plan and do it in reality, the work like surfing Facebook almost all the time of the day will not be your priority anymore.

1.3 Reading comprehension skills

As soon as you enter the university gate, you have a series of interesting but challenging things waiting for you to discover, many of which are reading materials, from the Syllabus of a subject, to the curriculum, reference materials, or read to improve knowledge and quality of life. Therefore, reading skill is one of the most important skills for learners.

In order to have good reading skill, the reader must first identify which books should be read, skimmed or read carefully, or skimmed at which paragraph, carefully read at which paragraph. Because obviously, you can hardly read all the specialized books, while the books look very thick and written in English.

Supposing that you study 3 subjects in each semester and a semester lasts 10 weeks, for example, you study Business Communication, a 635-page syllabus, if the syllabuses of all 3 subjects are at the same level, you will have nearly 2000 pages to read in 10 weeks with the English language. Some students feel hesitative when holding books in their hands, so they may not be able to read any words in the whole semester. Therefore, instead of wasting your time, learn reading strategies to effectively "acquire" the knowledge in books.

1.4 Skills of information search and analysis

The development of science shows us that thanks to the constant search for information, people have a great development today. But in the age of information technology, when information is increasingly provided freely and openly, in addition to how to search the information we want as quickly and accurately as possible, it is very important to analyze whether such information is reliable to use.

For example, regarding google.com - the biggest information search page, every time you type a keyword in the search box, the page will return you thousands and millions of results. Suppose you search for a phrase: Study skills, the page will return 83,300,000 results. So, how do you know which of these information is accurate? But if you just added the quotation mark: "Study skills" then the page will only return 300,000 results. You can eliminate 83,000,000 results, helping you get the closer information you need with just a small technique of searching information on the Internet. Accordingly, just equip these skills once that can be used for a long time it both saves time and brings efficiency to your study and work.

1.5 Problem solving and decision making skills

Problem solving is a skill that is also essential in your study, work and personal life. Many problems arise in your daily life, some of you can ask others to solve them for you, but perhaps no one can go with you to the end of your life but yourself, so take care of yourself. The ability to solve problems and make decisions will help you become independent, confident and have effective directions, when others become sources of reference for your decisions, instead of letting

others "take control of your life".

For example, you don't know why your essay point is low when you do your job well. You can deal with this in the following form which is provisionally called KOALA:

- ● K: Knowledge: The lecturer is usually fair. He is also very careful and not usually mistaken. However, this is the part that I studied very well before the exam.
- ● O: Objectives: Need to know if you have got a wrong mark or not.
- ● A: Alternatives: Suppose you come up with alternatives: Email the lecturer to ask him to review the point; Call the lecturer; Meet the lecturer directly after class hour; Meet the lecturer in break time. To be silent without asking anymore for fear of making the lecturer vexed.
- ● **L: Evaluation and selection (Look ahead)**: Suppose you later think that silence seems reasonable because the lecturer is a careful person, but you find it unfair to you, and because the lecturer is also a fair person, perhaps he will listen. Calling the lecturer will make it difficult to say everything you want, writing emails can delay the testing process because he teaches 6 slots a day, he is very busy. So raising question is always reasonable, but he will move to another class immediately after ending a class, so it is reasonable to ask him in break time.
- ● **A: Action**. You choose the break time between 2 tomorrow slots to ask the lecturer.

II. 13 THINGS TO SURVIVE IN THE FIRST YEAR AT FPT UNIVERSITY

01 LISTENING TO AND READING ALL THINGS IF POSSIBLE

In an environment that is strange and unfamiliar to you, the most important thing is to learn and care about all the information channels that can provide useful information for you. Information dissemination sessions, bulletin boards, intranets, student forums, websites, lecturers, University staff, upper-grade and same-grade students, all can bring valuable information to you. Especially, it is necessary to pay attention to the official information channels of the University such as CMS system, personal email system, bulletin board. All official or required information is posted or sent via these channels.

02 ALWAYS ENDEAVOURING AND BEING HONEST
Lack of endeavour and honesty are two things that FPT University does not compromise and forgive. You can make mistakes or get poor results, all of which can give you opportunities to remake and repair. But lack of endeavour or honesty in life is unacceptable. If after making the best effort, you still cannot solve the assigned tasks or problems, leave the paper blank and do not copy the other's. "Real study – Real exam- Real success" is the principle in study and examination at FPT University.

03 BEING FRIENDLY AND SOCIABLE WITH ALL PEOPLE
This will ensure you have a relaxed, happy, shared spiritual life that is very important when you are lonely and homesick. You will also feel more confident to know that in any situation you will receive the assistance from the others and will not have to deal with difficult problems alone.

04 HAVING ORIENTATION AND ALWAYS MAKING YOUR OWN PLAN

Studying in the environment of FPT university will be very different from what you are familiar with in the previous high school environment. You will no longer be able to be directed what to do like

before. The knowledge you acquire is no longer encapsulated in a textbook or what the teachers convey at class. You need to have the orientation to self-study, refer to external documents. Without planning and direction, you will not get good results.

05 REGULARLY ATTENDING THE CLASS

Regularly attending the class from the early days will create you a good habit and overcome the inertia available in each person. Being able to communicate with the lecturers, seniors and experienced people is an opportunity not to be missed. In the first year, when you are not familiar with and do not know how to learn effectively on your own, saying that studying at home is better than taking classes at the university is completely quibble. At FPT University, in order to ensure the quality of study, any student who misses more than 20% of the lessons of a subject for any reason is not allowed to take the exam and must reattempt. Always reserve at least 10% of the lessons for force majeure events such as illness or unexpected events.

06   PREPARING LESSON AT HOME AND REVIEWING THE COMPLETED LESSONS

If you really want knowledge to become yours, you must learn and repeat it at least 3 times. So for each lesson, you should maintain a rigorous cycle: preparation - learning - review. Preparation is to learn the goal, the basic content of the knowledge you are about to acquire, and prepare questions to clarify it. Learning is to gain direct access to knowledge with the support of lecturers, to ask and answer the questions that have been prepared or suggested during the learning process. Review is revising, systematizing the problems, memorizing and connecting, linking with the preparation of the next lesson.

07 MAKING USE OF LECTURERS TO FULL CAPACITY

Do not treat teachers like a TV that only broadcasts programs available at the prescribed time. Be bold and actively participate in the learning process at class. Each lecturer has their own strengths and you need to make the most of those valuable knowledge and experiences. The lecturers at FPT University will be always ready to support and help you even after the class hour. Be open, do not hide your ignorance and boldly exchange with lecturers, you will see your knowledge increasing significantly.

08. PARTICIPATING IN AT LEAST ONE CLUB OR AN ACTION GROUP OF STUDENTS IN THE UNIVERSITY

This will help you have moments of useful relaxation and most importantly, create true friendships for you. Remember that emotions can only be developed and strengthened through common activities and common interests. Participating in extracurricular activities is also a very good environment for you to develop and practice your personal skills, which is indispensable if you want to succeed in future life.

Get used to this harsh reality: studying at University is your business, not anyone else's. This is the starting point for life as an adult, when only you can decide what you do and its consequences. When there is any problem, consider and blame yourself first to draw invaluable experiences for yourself. Don't blame circumstances or anyone else. Of course, this does not contradict the fact that you still need to actively contribute constructive ideas to someone or to make your learning environment better.

09 BEING RESPONSIBLE FOR YOURSELF AND LIMITING COMPLAINTS

Just familiarize yourself with this harsh reality: Studying at university is yours and not of anyone else. This is the starting point for the life of an adult, when only you can decide what you do and its consequences. When you have a problem, consider yourself and blame yourself first to have invaluable experience. Don't blame on the situation as well as anyone else. Of course, this does not conflict with whether you still need to actively contribute constructive ideas to someone or to make your learning environment better.

10 LIVING A HEALTHY LIFE AND TAKING CARE OF YOUR HEALTH

The change of living environment, the worries and loneliness, the breaths of newfound freedom, the desire to assert yourself and the effervescence of youth are very easy to lead to an arbitrary, indulgent and unhealthy way of life. Try to think critically about this issue to best take care of your physical and mental health. Without one of these things, you will not succeed in life.

11 MAKING MAXIMUM USE OF UNIVERSITY'S SUPPORT THROUGH STUDENT SERVICES
The university has a lot of services that are mostly free to support students in the learning process. For example, health counseling services, study advice, dormitory information support, and support in implementation of guarantee letters for the students' interests, etc. The students need to find out carefully this information and make the best use of it.

12 BEING READY FOR HIGH PRESSURE AND SHOCKS
Studying in university is extremely different from the high school, it will bring enormous psychological and health pressure to students. Many of you will feel shocked because you feel like being abandoned and confused. Many of you may feel depressed because you have tried hard but the results are not as satisfactory as you want. Remember that this is a natural thing to happen to the majority of students and I am not an exception so don't worry too much. Just believe that you always receive the maximum support from your friends and the University, that if you really try and do well with other "handbooks", the situation will be improved significantly by time. Overcoming these difficulties means you have grown up and become true students.

13 DISCIPLINE, DISCIPLINE AND DISCIPLINE
The last and also one of the most important things at FPT University. Discipline is attending the class punctually and submitting papers on schedule. Discipline is observing the University's rules, preserving the learning environment. Discipline is the self-management of each individual, on time study and living, following the proposed plan, fulfilling their responsibilities to the collective and the University. Without discipline, we certainly cannot succeed and cope with the challenges that the globalization wave brings about.

III. Traditional song
FPT – Dòng sông lời thề (The river of promise)
Composed by : Trương Quý Hải

Tìm đại dương bao la, vươn mình qua đại ngàn, về đây những con suối, kết thành sông mênh mang, cùng hoà lớp lớp sóng, vẫy vùng đất trời thênh thang.

Biển rộng sông sâu, chan chứa nghĩa tình, niềm tin trao nhau, thác ghềnh lênh đênh, cùng hoà men đam mê, FPT – dòng sông ta về.

Lời nguyện thề, âm vang dòng sông, giữ mãi khát khao trong ta.Đại dương bao la không ngừng sóng dâng tràn, ngày mai suối ngàn, âm vang, khúc ca khải hoàn.

Thời thanh niên sôi nổi (Vibrant youth time)
Composed by Aleksandra Pakhmutova

In Russian	In Vietnamese
та у нас простая та наша такая а бы страна родная т ту других забот ег и ветер я моё сердце езд ночной полёт евожную даль зовёт!	Lòng ta hằng mong muốn và ước mơ Bàn tay son sắt giương cao ngọn cờ Để ngàn đời bền vững Tổ quốc ta Trời cao muôn vì sao chói loà Dù sương gió tuyết rơi Dù vắng ngôi sao giữa trời Hoà trái tim với tiếng ca Chúng ta dồn chân lên đường xa!

IV. Some addresses noted

1. Shopping address

- An Việt Supermarket - FPT University's campus
- Lan Chi Supermarket: Hoa Lac T-junction (in the direction of National Highway 21; 3km far from the University)
- Ha Bang Market: Ha Bang commune, Thach That district (3km far from the University)

2. Entertainment address

- Bao Son Paradise (Thang Long Avenue)

- Son Tay ancient citadel, Duong Lam ancient village, Thien Son Suoi Nga, Khoang Xanh Suoi Tien, Dam Long, Thay Pagoda (25 - 30km far from the university).

3. Banking service

- Automatic teller Machine (ATM) of Military Bank - FPT University's Campus
- Live Bank of Tien Phong Bank - FPT University's campus

4. Hospital address

- Hospital 105: Son Tay Town, Hanoi: 18 km far from the University

-   Thach That District General Hospital: Kim Quan commune, Thach That district, Hanoi

5. Public transportation (bus station near FPT University)

-   Bus No 74: Dinh bus station - Thang Long Avenue – Hoa Lac High Tech Park - Luc Quan crossroads – Hospital 105 - 414 Street - Xuan Khanh

-   Bus No 107: Kim Ma - Hoa Lac High Tech Park - Cultural village of Vietnam's ethnic groups

Information notes:

1. The official announcements of the University are posted on the FAP Notice Section (fap.fpt.edu.vn) Or email students with the extension @fpt.edu.vn

2. Students are responsible for checking their email (@fpt.edu.vn) and fap.fpt.edu.vn daily.

3. Issues that need to be supported and answered, comments on the quality of the University's service should be reported to the Front Office.