VIETNAM NATIONAL UNIVERSITY	**SOCIALIST REPUBLIC OF VIETNAM**
VIETNAM JAPAN UNIVERSITY	**Independence - Freedom - Happiness**
No: 1053/HD-DHVN	**Hanoi, February 22, 2023**

GUIDELINES
Procedures for Applying for Overseas Study and Internship Programs for Students Currently Studying at Vietnam Japan University, VNU

Pursuant to Decision No. 391/QĐ-TTg dated March 31, 2017 of the Prime Minister promulgating the Regulation on the organization and operation of Vietnam Japan University;

Pursuant to Decision No. 05/2013/QĐ-TTg dated January 15, 2013 of the Prime Minister on Vietnamese citizens studying abroad;

Pursuant to Circular No. 30/2018/TT-BGDĐT of the Minister of Education and Training on the Regulation on the management of foreign students studying in Vietnam;

Pursuant to Circular No. 10/2014/TT-BGDĐT on the Regulation on the management of Vietnamese citizens studying abroad; and Circular No. 34/2017/TT-BGDĐT dated December 25, 2017 amending and supplementing several articles of the Regulation on the management of Vietnamese citizens studying abroad issued together with Circular No. 10/2014/TT-BGDĐT dated April 11, 2014 of the Minister of Education and Training.

Vietnam Japan University (hereinafter referred to as "the University") provides the following guidelines on the procedures for applying for overseas study and internship programs (hereinafter referred to as "overseas study/internship") for students and learners (hereinafter referred to as "students") currently studying at the University, in order to ensure proper and strict management of students.

I. GENERAL PROVISIONS

1.1. Subjects and scope of application

- This document defines the responsibilities of relevant units within the University in managing students who participate in overseas study and internship programs, as well as the obligations and responsibilities of students undertaking study or internship abroad.
- These guidelines apply to undergraduate students, master's students, and doctoral candidates who participate in overseas study or internship programs within the framework of the University's training programs and cooperation activities, or at the recommendation of the Program Director/Supervisor.

1.2. Explanation of terms

- In these guidelines, the following terms are defined as follows:

- Students: undergraduate students, master's students, and doctoral candidates currently studying at the University.
- Overseas study and internship: activities in which students participate in study or internship programs organized by foreign organizations or institutions outside Vietnam for a certain period of time.

II. RESPONSIBILITIES OF FUNCTIONAL UNITS

2.1. Faculties / Training Programs

- Review and confirm the suitability of the overseas study/internship program proposed by the student.
- In cases where the student is nominated by the training program, confirmation from the Program Director is required.
- Provide consultation and support to students before they participate in overseas study/internship programs.

2.2. Office of Planning and Finance

- Review and confirm students' fulfillment of financial obligations (tuition fees and other related fees).
- Review and approve the proposed budget in cases where students participate in overseas study/internship programs using funding from Vietnam Japan University.

2.3. Office of Academic Affairs and Student Affairs

- In cases where students participate in overseas study/internship programs within the framework of cooperation between the University and partner institutions:
- Receive and review eligibility conditions and application dossiers for overseas study/internship programs for students nominated by the training program;
- Submit to the President for issuance of a Decision on sending students for overseas study/internship for eligible students;
- Issue confirmation letters for students who are eligible to participate in overseas study/internship programs (if required);
- Handle academic procedures related to students during their overseas study/internship period;
- Manage and archive records of students participating in overseas study/internship programs;
- Coordinate with partner institutions and the Office of Research Promotion and Development Cooperation (R&D) to manage students during their internship abroad and receive them upon their return.

2.4. Office of Research Promotion and Development Cooperation (R&D)

- Coordinate with relevant units within the University to support students in completing procedures for going abroad;
- Maintain records and information of students participating in overseas study/internship programs;
- Provide guidance and support to students in preparing visa application documents.

III. PROCEDURES FOR SUPPORTING STUDENTS GOING ABROAD FOR STUDY OR INTERNSHIP

3.1. Preparation of application documents

- Students wishing to participate in overseas study/internship programs within the framework of cooperation between the University and partner institutions must prepare the following documents:
- Application letter for participation in overseas study/internship, clearly stating the purpose, work content, and expected duration of the overseas study/internship program (hereinafter referred to as the application dossier), together with a commitment to comply with the University's regulationsof the laws of Vietnam, the host country where the overseas study/internship takes place, and the regulations of Vietnam Japan University (Appendix 1).
- Application form for participation in an overseas study/internship program (Appendix 2).
- Note: Use a blue-ink pen for signatures and/or completing information.
- Invitation letter (original) and other documents from the overseas study/internship program in English or Vietnamese, such as sponsorship letters, financial support information for the program, accommodation arrangements, etc.

Note: If the documents are in languages other than English or Vietnamese, they must be translated into one of these two languages and attached to the original documents, together with a commitment confirming the accuracy of the translation.

3.2. Procedure for obtaining signatures

After preparing all required documents as guided in Section 2.1, students must obtain confirmation signatures in the following order:

- Faculty/Training Program
- Office of Planning and Finance
- Office of Academic Affairs and Student Affairs
- Office of Research Promotion and Development Cooperation (R&D)

Students submit the application dossier to R&D to be forwarded to the President or Vice President for approval.

R&D then sends the approval dossier to the Office of Academic Affairs and Student Affairs to complete the procedures for issuing the Decision on sending the student for overseas study/internship.

3.3. Procedures for visa application support

Students receive the Decision on the assignment for overseas study/internship and the Student Confirmation Letter from the Office of Academic Affairs and Student Affairs. Students then proceed with visa application procedures according to the regulations of the host country.

R&D provides consultation and support in addressing student inquiries (if any) during the process of preparing visa application documents for submission to the Embassy.

IV. OBLIGATIONS AND RESPONSIBILITIES OF STUDENTS PARTICIPATING IN OVERSEAS STUDY/INTERNSHIP PROGRAMS

4.1. Obligations of students

- After obtaining the visa, students must send a copy of the visa page and flight information to Vietnam Japan University so that the University can keep records and manage student information.
- Comply with the laws of Vietnam and the regulations of Vietnamese representative offices abroad.
- Strictly comply with the regulations of Vietnam Japan University regarding overseas study/internship activities.
- Respect the laws, customs, and traditions of the host country.
- Comply with the regulations of the host organization.
- Maintain a proper attitude and demonstrate seriousness toward assigned tasks.
- Follow the regulations of the overseas study/internship program.

4.2. Responsibilities of students

- Complete the tasks assigned by the host organization during the overseas study/internship program.
- Maintain the image and reputation of the host organization abroad;
- Maintain the image and reputation of Vietnam Japan University;
- If students wish to end the overseas study/internship program earlier or later than the approved period, they must take full responsibility and handle all related consequences;
- If students leave the host organization or travel to another country without permission, they must bear full responsibility and all related consequences;
- Submit a report on the overseas study/internship program after returning to Vietnam, with confirmation from the Program Director.

V. HANDLING OF VIOLATIONS AND IMPLEMENTATION PROVISIONS

5.1. Handling of violations

- Students participating in overseas study/internship programs who violate commitments or the University's regulations, causing consequences and/or affecting the University's reputation, will be handled in accordance with current regulations.

- Students who violate the laws of the host country, the regulations of the host organization, Vietnamese laws, or the regulations of Vietnam Japan University during the overseas study/internship program will be subject to disciplinary actions ranging from reprimand, warning, suspension, or expulsion, depending on the severity of the violation.
- Students who complete their overseas study/internship program but fail to return to Vietnam on time will be subject to disciplinary actions ranging from reprimand, warning, suspension, or expulsion, depending on the severity of the violation. In such cases, the University will report the matter to the Vietnamese Embassy in the host country for handling in accordance with regulations.
- Students who delay submitting reports or internship summaries after returning to Vietnam will be handled in accordance with the University's academic management regulations.

5.2. Implementation provisions

- This regulation takes effect from the date of signing. During the implementation process, if any issues arise or adjustments are required to better suit practical conditions, the University's Board of Management will review and amend it accordingly.
- This document applies equally to international students and Vietnamese students studying at Vietnam Japan University.