



ADVANCED EDUCATION PROGRAM



STUDENT'S HANDBOOK

2020 - 2021

"BRING YOU TO THE WORLD"

WELCOME TO AEP

GREETING FROM THE DIRECTOR

Dear beloved new students,

Welcome to Advanced Education Program (AEP) of Thai Nguyen University of Agriculture and Forestry. We are more than happy to have you be our new family members. Hope you feel the same way too.

For many of you, this is the first time you have to travel such a long and tiring journey to another country, very bold you are! I hope that you can keep this spirit for 4 years ahead. The university environment is a totally brand-new world, where you can find people having new ideas every day, doing self-studying till late night and be self-discipline at the utmost level. The studying experience in AEP is even more excited when you will study with students from 18 different countries. You will soon experience the heat, literally. Better prepare as soon as possible!

However, studying in another country is a precious opportunity, we hope you can enjoy your time in Vietnam as well. Vietnamese are famous for friendliness and top-notch cuisine in Asia, get out of your comfort zone and befriend Vietnamese classmates, I am sure that you will have your university life full of unforgettable memories. Despite the hard understand in Vietnamese – English accent, people you meet randomly on the street will give you a hand whenever you ask for. So do we, the AEP staff.

At AEP, we are a family



Welcome
to our home!

A handwritten signature in blue ink.
MS. LY THI THUY DUONG
DIRECTOR OF ADVANCED EDUCATION PROGRAM

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GENERAL INFORMATION

1

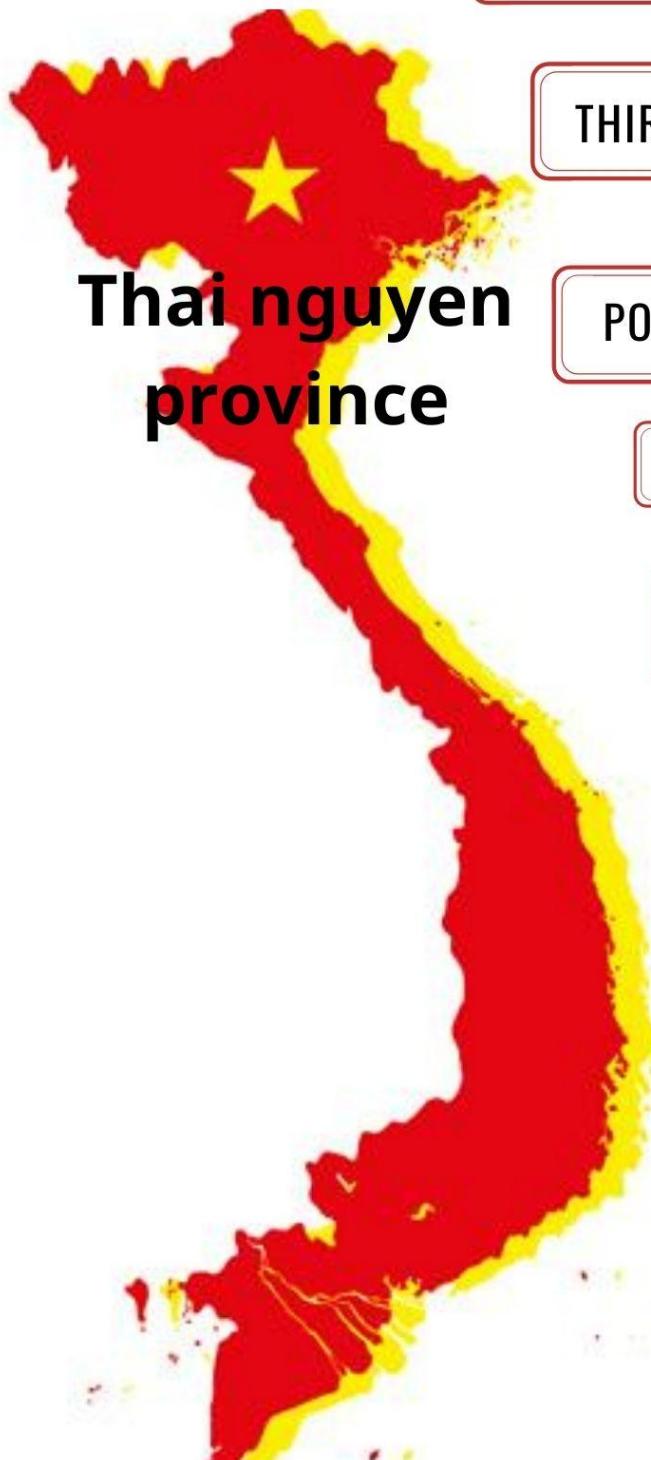
1 HOUR FROM NOI BAI AIRPORT

THIRD BIGGEST EDUCATION CITY

POPULATION: 1,364 MILLION

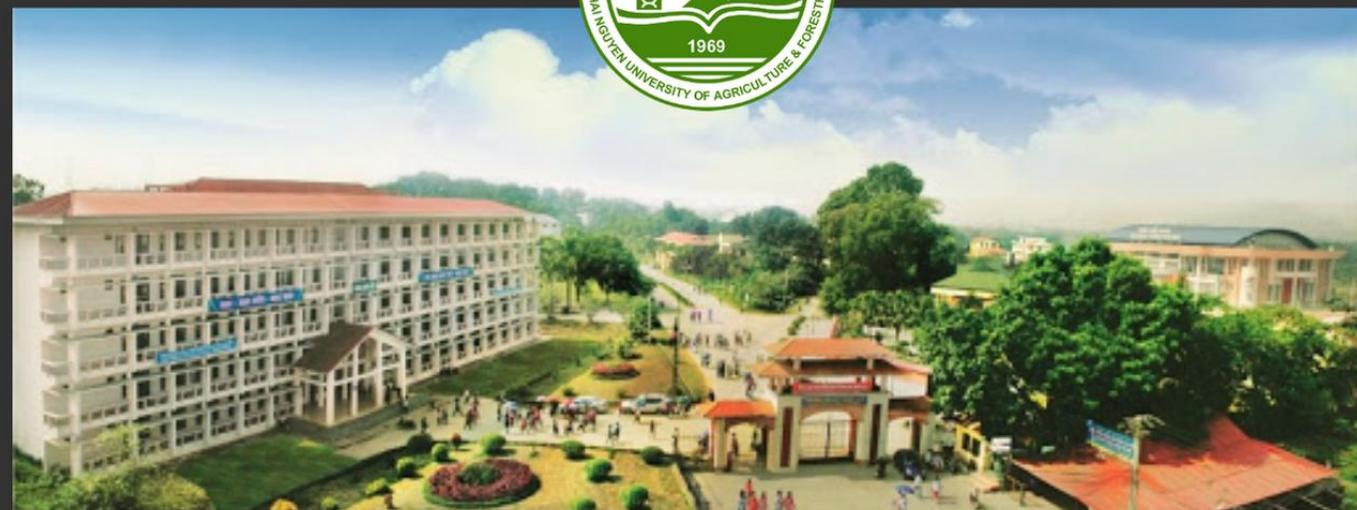
LOW COST OF LIVING

NINTH LARGEST CITY IN VIETNAM



HOÀNG SA ISLANDS

TRƯỜNG SA ISLANDS



THAI NGUYEN UNIVERSITY OF AGRICULTURE AND FORESTRY

TUAF HISTORY AND DEVELOPMENT 3

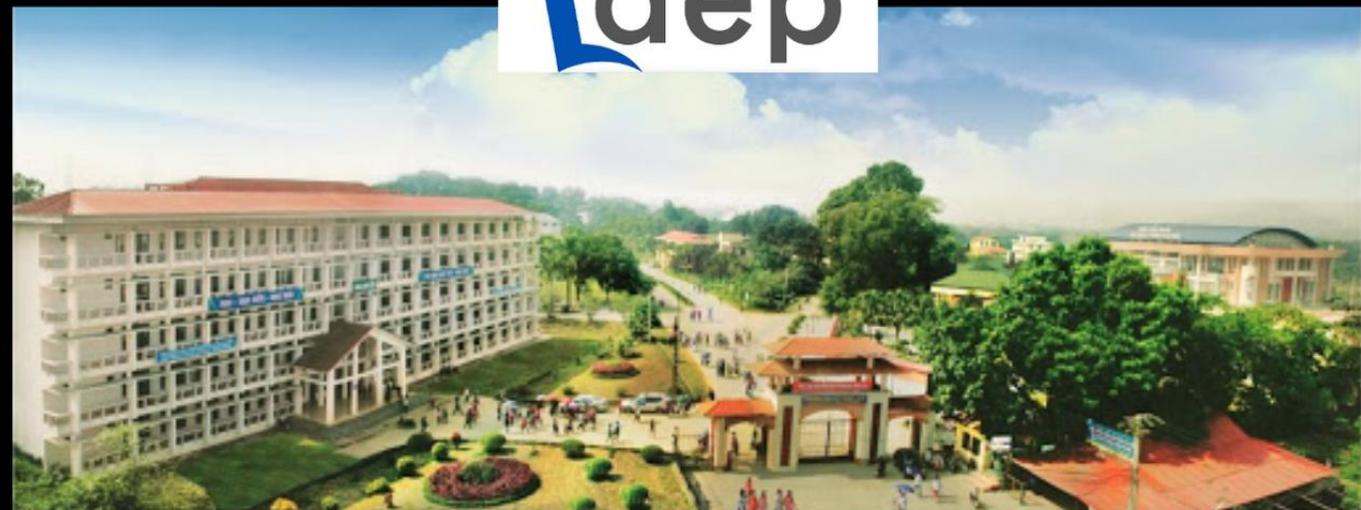
RECOGNIZED AS ONE OF THE THREE
LEADING NATIONAL AGRICULTURE
UNIVERSITIES IN VIETNAM



ESTABLISHED IN 1969

SINCE 1994, TUAF BECAME A
MEMBER OF THAI NGUYEN
UNIVERSITY





ADVANCED EDUCATION PROGRAM

HISTORY OF ADVANCED EDUCATION PROGRAM

5

2019

MASTER OF ENVIRONMENTAL SCIENCE



2016

FOOD TECHNOLOGY



BỘ GIÁO DỤC VÀ ĐÀO TẠO
MINISTRY OF EDUCATION AND TRAINING

2010

ENVIRONMENTAL SCIENCE AND MANAGEMENT



Universitäts- und Hansestadt
Greifswald

AGRICULTURAL ECONOMICS



TOP5 BEST AEPS IN VIETNAM

2018



AEP'S ESTABLISHMENT

2009

GET 50% AND 100% THE TUITION FEE OFF!!!

EXCELLENT SCHOLARSHIP ANNUALLY



EXCHANGE, INTERNSHIP AND SHORT COURSE SCHOLARSHIP OPPORTUNITIES

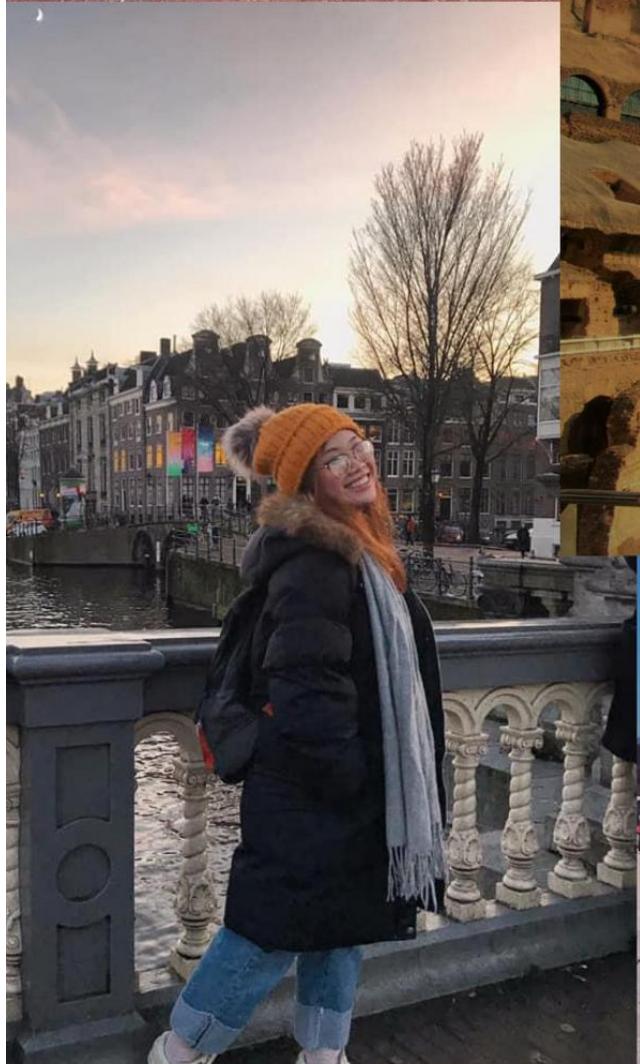
- ✓ From our partnership universities and companies;
- ✓ Supporting from AEP office: Vallet, Happel, Shushi, YSEALI, IAESTE, etc.
- ✓ Paid internship: Australia (\$18/h), USA (\$13/h), Germany (£1000/month).

INTERNATIONAL STUDY ENVIRONMENT

- ✓ Visiting professors from Australia, Taiwan, Japan, Indonesia, Philippines, etc.
- ✓ International students (full time and exchange): Australia, Korea, Sweden, Philippines, Malaysia, Indonesia, Nigeria, Bangladesh, etc.

STUDENT EXCHANGE PROGRAMS

7



COSTS

TUITION FEES

\$447/SEM *
**BACHELOR'S
DEGREE**

~\$1450/YEAR *
**MASTER'S
DEGREE**

NOTE: BASED ON YOUR TOTAL REGISTERED CREDITS

*Amount to be paid by 50% scholarship holders

ESTIMATED COST OF LIVING

Estimated cost of living	Total cost per month	Notes
Dormitory fee	\$10-65	- Standard dorm free for international students. - The luxury dorm is optional
Living cost	\$110-210	
Bills (Electricity, water, cleaning, ect.)	\$7-15	
Health insurance	\$25-100	You can buy student insurance in your country or in Vietnam, the price will vary on your option.
Total	\$142-390	

VISA APPLICATION

- (1) Receive an invitation letter from AEP office



* Note: - AEP only help issue the student visa letter, we cannot help applying for visa.
- The visa application fee is varied depending on each embassy.
- If you cannot find the Vietnamese embassy in your country, you can apply for visa on arrival at the airport.

- (2) Deposit \$300 into the bank account of Thai Nguyen University of Agriculture and Forestry

* Note: The bank transfer invoice of your deposit will be used as evidence in applying for your visa letter.

- (3) Receive the confirmation of visa letter from AEP office and use that to apply for the visa at the Vietnamese embassy in the host country

* Note: Student can only book tickets once you have a visa.

- (4) Confirm date of arrival, book accommodation, and pick-up service by filling in the Arrival Form
(<https://bit.ly/32nnIOz>)

BANK INVOICE

Content of money transfer :

ApplicantIDnumber _tuitionfeeedeposit

Bank account holder: TRƯỜNG ĐẠI HỌC NÔNG LÂM
(Thai Nguyen University of Agriculture and Forestry)

Bank account number: 112000197979

Name: Vietnam Bank for Industry and Trade, Thai
Nguyen branch

Swift Code: ICBVVNVX220



What is \$300 for ?

1. The bank transfer invoice of your deposit will be used as evidence in applying for your visa letter.
2. The deposit will be secured for 1 year.
3. If you come to AEP and pay tuition fee, you will get 100% refund.
4. If you change your mind after receiving the student visa letter, you will get no refund.
5. If you cannot go to AEP due to the pandemic, you have to inform AEP's staff in advance. If not, your offer will be revoked.

- TUAF has a system of 6 dormitory buildings (from K1 – K6) in which AEP student's lives in well-equipped K3 and K5 building. The quality of those 2 dormitory buildings is much better with more space, equipment, and convenience.
- The price for an accommodation at the dormitory is from \$ 10 to \$ 65/student/month or more, depending on the type of room you choose.
- For your safety, you must inform AEP student affairs staff before moving out of the dormitory
- If you have not been allocated in to a room of the dormitory (campus) , you should contact the AEP Office for assistance.



Standard Dorm

NOTE: Free for international students

Describe: This room is designed for 4 students. The room includes 4 beds, 4 sets of tables and chairs, 4 wardrobes, and an electric water heater



Luxury Dorm

(\$ 65 student/room/month)

Describe: This room is designed for 1 or 2 students. The room includes 2 beds, 2 sets of tables and chairs, 2 wardrobes, air conditioning, and an electric water heater

AIRPORT ARRIVAL 12



Welcome
to Vietnam!

Your current location is Noi Bai Airport, Vietnam. AEP staff and volunteers are ready to pick you up.

Please find Terminal A2.

There you go!



It is easy to recognise us. Look for a team in blue T-shirt with AEP logo on it.

So if there are so many people in blue, worry not, we are waving the TUAF and AEP name sign at you.

See!



HELLO!

HELLO



CAMPUS ARRIVAL 13

Your first few weeks at Advanced Education Program (AEP-TUAF) are going to be busiest ones.

There are few things that you need to keep in mind:

- Be aware of the time and date to show-up at (AEP) Office to officially confirm your arrival at TUAF (within 24 working hour upon arrival).
- Make sure you bring all of the required documents listed in the registration guidelines.
- Know the location of AEP Office which is shown on the map.
- If you haven't received any e-mail from AEP Office, please inform AEP to correct your e-mail by sending an email to aep.admissions@tuaf.edu.vn with the corresponding information: full name, date of birth, country of origin.

Table: Registration procedure

No.	Activity	Time	Venue	Note
1	Check-in dormitory	Upon arrival at TUAF	AEP Dormitory	Dorm regulation (Page 24)
2	Official confirmation of arrival and residential registration	Within 24 working hours upon arrival in Vietnam	Student affairs (AEP office)	Bring hard-copy of all application documents with you
3	Course enrolment	Within 24 working hours upon arrival in Vietnam	Academic affairs (AEP office)	Registration form (min 15 credits, max 24 credits) (Page 25)
4	Tuition fee + dorm + insurance payment	Within 24 working hours upon arrival in Vietnam	Finance affairs (AEP office)	Bring with you the deposit invoice
5	Orientation week	Base on the annual academic calendar	AEP office	

ACADEMICS

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THE STUDENT/ LECTURER RELATIONSHIP

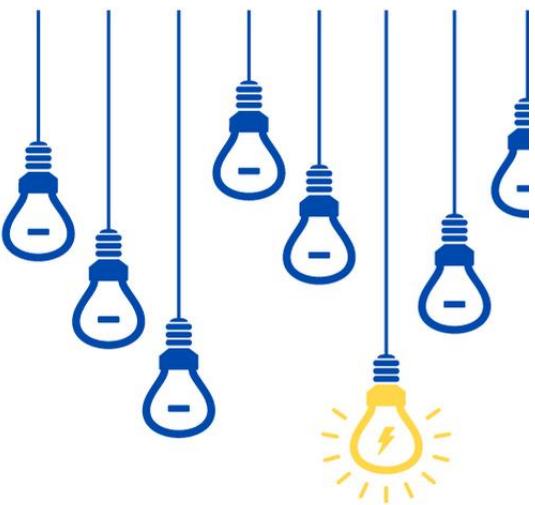


The student/lecturer relationship in the AEP-TUAF is generally more informal than in other universities. It is acceptable and expected for students to ask questions and discuss topics with the instructor. Some instructors don't mind being called by their first name and walking around the room as they speak.

ATTENDANT REQUIREMENT

You are expected to go to class on time, so you need to notify lecturer ahead if you will be absent or late. It is better to be late to class than to skip class.

If you must miss class because of illness, you may need a medical certificate, especially if you have a long-term illness and you must miss several classes. You can ask for a medical certificate at the Student Health Clinic after you have seen the doctor (in case you need help due to language barrier, contact AEP Office for support). Ask your professors for their policies on missing class which may also be included in the syllabus. We recommend you to notify your professor of the absence beforehand if possible.



ACADEMICS

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GRADING SYSTEM

1-10 scale	Letter Grade	1-4 Scale
8.50->10	A	4
7->8.49	B	3
5.50->6.99	C	2
4->5.49	D	1
0->3.99	F	0

GPA = Grade Point Average is computed by multiplying credit hours by the class numerical grade and then dividing total credits into the total grade points.

ACADEMIC HONESTY

What constitutes academic honesty varies from culture to culture, and it is important to understand rules of academic conduct at AEP - TUAF. All students are expected to do their own work. If you are caught cheating in any way, you will be severely penalized. Do not take the risk of copying anyone else's work/paper. Cheating includes, but is not limited to, the following:

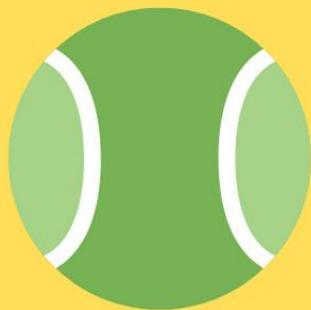


- Getting or providing unauthorized assistance from another student on a paper or project;
- Providing or receiving information during quizzes and exams;
- Impersonating another student or enlisting another student to impersonate you in an exam;
- Altering grades;
- Plagiarizing;

Plagiarism means copying someone else's works in your own without attributing the work to the real authors and also paraphrasing the statement of the author. Whilst you are expected to draw on many research resources to write papers, scientific papers, you must not claim somebody else's work as your own. This is considered as stealing other's. If you copy other author's work, you will suffer serious academic consequences.

LEISURE ACTIVITIES 16

SPORTING FACILITIES ON CAMPUS



TENNIS

There are two tennis fields near the main gate. Tennis is played by many individuals from both domestic and outside the school.



MARTIAL ART

Martial art courses are available at the fitness center and a Taekwondo club of TUAF.



BASKETBALL

One of the most popular sport in AEP, we have a club formed by foreigner students and they also organised classes for kids every weekend.



VOLLEYBALL

There are also volleyball fields located at the Dormitory A and faculties' facilities.

LEISURE ACTIVITIES 17

SPORTING FACILITIES ON CAMPUS



FOOTBALL

There are totally six football fields on campus. Four of them are near the sport center and two are within the dormitory area. The requirement of playing football is high, due to the fact that there are many football clubs in the school. AEP also has teams for each batch with many foreign participants.



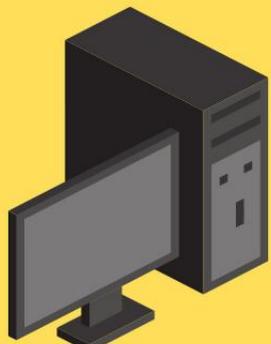
FITNESS/GYM

There is one fitness center, which is near the dormitory, including gym facilities and an aerobic room.



BADMINTON

The sport center is located on the road to the first right way from the main entrance. In the sport center there are many badminton fields and a basketball field. Badminton is more favored with a large-scale club.



GAME

There are many gaming houses near the main entrance providing internet access and gaming services. There are also e-sport teams within the school.

LEISURE ACTIVITIES

18

PLACES TO EAT AND DRINKS

- Canteen 4.0 on the 1st floor of the student service building.
- Book café behind the guest house (near the main gate)
- Roadside diners outside of the main gate.
- Using online booking app to order food.
(Facebook is also a popular platform)



SHOPPING

There are two mini-supermarkets in dorm area, one is on the second floor of Canteen 4.0. In these supermarkets, you can buy household goods, snack etc.



There are big supermarkets such as Lan Chi mart, Aloha mall, Minh Cau supermarket, Vinfast.... near TUAF.



VinGroup - the biggest Corp company of Vietnam has one of their finest shopping mall in Thai Nguyen called Vincom.

LEISURE ACTIVITIES 19

PLACES TO VISIT IN THAI NGUYEN PROVINCE



IN NEARBY PROVINCES



APPENDIX

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SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

COMMITMENT

To: Student Board Management Zone – Thai Nguyen University

My name is:

Student ID No: Passport No.

Residential address: Room No: Dorm: Student Board Area TNU

Place of learning/work:.....

Phone:

I pledge the following:

- 1/ Strictly observe the Constitution and Laws of the Socialist Republic of Vietnam and the Thai Nguyen provincial regulations, the provisions of TNU and the provisions of the boarding area;
- 2/ Submit documents for visa extension before 30 days of the expiration;
- 3/ Strictly comply with the regulations and purposes of entry into Vietnam to study;
- 4/ When away overnight must report to the board management and student affairs assistant of the faculty;
- 5/ When participating in the traffic by motorbike must have driving license and strictly observe the Traffic Laws of the Socialist Republic of Vietnam;
- 6/ Upon the occurrence of the incident on security and order at the boarding area must report directly to the manager of the neighborhood, learning, work;
- 7/ Do not report directly to the Diplomatic Representative Offices in Vietnam;
- 8/ To coordinate with the relevant authorities to address when the incident occurred.

I bear full responsibility before the authorities about the content commitments.

Thai Nguyen month ,2020

STUDENT AFFAIRS OFFICE

STUDENT AFFAIRS
ASSISTANT

PERSONAL
COMMITMENT

(Signature, full name)

(Signature, full name)

(Signature, full name)

Please follow this link:

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APPENDIX

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THAI NGUYEN UNIVERSITY
UNIVERSITY OF AGRICULTURE & FORESTRY

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

Thai Nguyen,

COMMITMENT

NOT TO PARTICIPATE IN ILLEGAL RELIGIOUS ORGANIZATIONS, GROUPS AND SOCIAL CRIMES IN THE ACADEMIC YEAR 2019 - 2020

To contribute to social crime prevention at the university in particular, and society in general, simultaneously to reduce road traffic accidents, we are the students of (class)...., (faculty)..... (names specified in attached list) are willing to commit ourselves to the following articles:

I. COMMIT TO NOT PARTICIPATE IN ILLEGAL RELIGIOUS ORGANIZATIONS, GROUPS AND BELIEFS.

1. Strictly execute the law of Socialist Republic of Vietnam including; stipulations of the Ministry of Education, Ministry of Labor, War Invalids and Social Affairs; stipulations of Thai Nguyen province; Principles and Regulations of Thai Nguyen University.

2. Not participate in propagating information and activities of religious groups, organizations, and beliefs that are not authorized by the law of Vietnam, such as: "Pháp luân công"; "Hội thánh của Đức chúa trời", etc.

3. Not cover-up, tolerate activities that are related to religious groups, organizations, and beliefs that are unauthorized by the law of Vietnam. Be responsible for reporting to homeroom teachers and the University when spotting students' participation in these kinds of groups and organizations.

4. Be responsible for providing information, collaborating with the University and Authorities to resolve the issues related to activities of illegal groups or organizations.

II. COMMIT TO THE PRECAUTION AGAINST DRUGS AND SOCIAL CRIMES.

1. Not use, trade, store, transport drugs under any forms.

2. Comply with the stipulations of the Law on Crime and Drug Prevention and Fight against Social Crimes.

3. Comply well with the stipulations of the Law of Fires and Explosions Prevention and Fight.

4. Prevent diseases and secure food hygiene and safety.

5. Be aware of protecting the properties of people and the nation, behave politely. Enthusiastically participate in building landscapes around the campus to promote wealth and cleanliness.

6. Enthusiastically participate in social, humanitarian, charity activities and other campaigns of the University...

7. Not participate in dangerous games, incite violence, circulate cultural hazards, distributing inappropriate images on the Internet.

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APPENDIX

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CONTENTS AND DISCIPLINARY FORMS FOR STUDENTS, APPLIED WITHING THE UNIVERSITY OF AGRICULTURE AND FORESTRY

Attached with the Decision no. 1585/QĐ-DHNL, enacted on 31st October 2018 by the President of the TUAF.

No.	Name, content of violations	Repetitions and formalities of disciplining. (In term of 1 semester)				Ghi chú
		Reprimand	Warning	Suspending in limited periods	Permanently suspending	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
I- IN STUDYING						
1	Attend late for lectures, internships of 1 semester.	3 rd time	4th time			If a student's late time exceeds 5 minutes, lecturers are capable of declining his/her attendances and recording it as a non-reasoned absence in the lecturers' attendance notes.
2	Make noise causing disorder in classes, execute private work during studying or practicing.	3rd time	4th time			Studying suspension is applied if there are too many repetitions.
3	Be absent without reasons or proper reasons in a semester.	20-25 periods	26-35 periods	36 - 50 periods	More than 50 periods	
4	Not submit required documents like: Student record, Student CV, Highschool degree, birth certificate.					
	a/Not submit					Names of students are deleted from the attendance list. The enrollments are disapproved.
5	b/ Submit later than stipulated time	1 st time	2nd time			
	Attend classes for another student or depend on another to attend classes.		1st time	2nd time		Serious cases are processed by permanent suspension.
6	Attend examinations for another student or depend on another to attend examinations.			1st time	2nd time	Serious cases are processed pursuant to the national constitution.
	a/ Cheat in examinations and tests					- Process pursuant to the Regulation no. 43/2007/ QĐ-BGDĐT, enacted on 13 th August 2007 by the Prime Minister of Education.
7	+ Plagiarize graduate theses, assignments, etc (including reports for subjects).		1st time	2nd time		

1

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APPENDIX

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N12

PHIẾU KHAI BÁO TẠM TRÚ REGISTRATION CARD OF STAY

1. Họ tên (chữ in hoa): 2. Giới tính: Nam Nữ
Full name (in block letters) Sex Male Female
3. Sinh ngày tháng năm 4. Quốc tịch:
Date of birth (day, month, year) Nationality
5. Nghề nghiệp: 6. Hộ chiếu:
Occupation Passport No.
7. Thẻ tạm trú/thẻ thường trú số:
Temporary/ permanent residence card number (if any)
8. Mục đích nhập cảnh:
Purpose of entry
9. Được phép tạm trú ở Việt Nam đến ngày tháng năm
Authorized length of stay in Vietnam until (day, month, year)
10. Nghỉ tại buồng số: Khách sạn/nhà nghỉ: (1)
Staying in room No. At the Hotel/Guest house
Số nhà: đường/phố/thôn phường/xã
House No. Road/Street/Village Ward/Commune
Quận/huyện Thành phố/tỉnh
District Province/City
Từ ngày: đến ngày:
From the date (day, month, year) until the date (day, month, year)
11. Trẻ em dưới 14 tuổi đi cùng (họ tên, giới tính, quốc tịch, số hộ chiếu:):
Accompanying children under 14 years old (full name, sex, date of birth, nationality, passport number)
-, ngày tháng năm
Done on (day, month, year)
Ký tên
(Signature)

Ghi chú: Note on the mark

(1) Nếu ở nhà dân thì ghi họ tên chủ nhà

In case not staying at the hotel or guesthouse, please state the landlord of the accommodation

Please follow this link:

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?usp=sharing](https://drive.google.com/file/d/1xi9XTKEes7iOr66xBdYKruvUojNVuFs5/view?usp=sharing)

APPENDIX

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REGULATIONS

About intramural issues at the Advanced Education Program's dormitory, Thai Nguyen University of Agriculture and Forestry

No.1: Applied subjects

These regulations are applied on all students of the Advanced Education Program and regular training systems working at the university (students in general) who are qualified to live in the AEP's dormitory after sufficiently completing all required procedures pursuant to mutual regulations.

No.2: General stipulations

1. Students who desire to live in the Dormitory are required to complete various procedures and residential payments (dormitory fees) pursuant to mutual regulations
2. *Intramural registering and arranging accommodation are implemented in the early period of each academic year and are valid during that academic year. In the next year, if students are still in demands for intramural accommodation, they will have to redo procedures and will be re-arranged for new accommodations.*
3. Students are obliged to observe the management, appointment, and arrangement for accommodation of the AEP's office. Any demands for changes must be approved by the office.
4. The dormitory fees are paid semiannually (in the early period of each semester). If payment times are expired and students don't complete the necessary payments, it is considered that those students are not in any requirement of intramural accommodation and the AEP's office will be able to cancel the arranged rooms for those students.
5. Each student will be granted with an Intramural Registration Letter (DKNT). The letter is used for students control processes at the dormitory and it must be submitted for authorized organizations if there are requirements. The Intramural Registration Letter are valid in the dormitory regions only.

Please follow this link:

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APPENDIX

25

SOCIALIST REPUBLIC OF VIETNAM
Independence-Freedom-Happiness

APPLICATION FOR SUBJECT REGISTRATION TO: AEP - TUAF

Fullname:.....

Date of birth:..... Student ID:.....

Class:..... Major:.....

At the time of registration for semester.....in 20....- 20.... I have registered.....credits

Based on the regulations on enacted training credits and the academic plan of the university, I am sending this application to the AEP Office, asking for course registration support:

No.	Name of subject	No. of credit	Class
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

I promise that I will observe the studying plans which were registered in the university. I will also pay additional tuition fees sufficiently and on time.

My sincere gratitude!

Thai Nguyen.....month.....20.....

AEP Office

Applicant

Please follow this link:

<https://drive.google.com/file/d/1g-HkN2eDrt2mGX45CwvxyVQHF4U3dpsm/view?usp=sharing>

1. Could you provide a full scholarship award for all tuition fees waiver?

Yes, if you received the full scholarship. Unfortunately, the full scholarships are limited while we have so many applications this year. From the first round, we regret to inform that you have the chance for the half scholarship only.

2. Can scholarship cover air tickets for all round trips and pickup?

No, this scholarship only supports for the tuition fee and accommodation and free pick up at airport

3. Can cover living costs in Vietnam from the awarded fees?

No, this scholarship only supports for the tuition fee and accommodation and free pick up at airport

4. What is the plan for graduate research grants that are not mentioned in the announcement?

Students will have one and a half year to study courses and 6 months to do the research.

5. Who will provide research grants for master candidates?

The fee for research is paid by the students and depends on your supervisor. If the supervisor has the project you may follow him/her and do not have to pay for the research experiment or other related fees. If you want to contact the supervisor before you travel, we can help you contact a supervisor in the field you are interested in. You can also have opportunities to do research in Taiwan, Germany, the Philippines, and other countries with some stipends. However, these opportunities must be based on your studying results in the first year and the availability of our partners at that time.

6. How about health insurance for accidental health problems?

Insurance for accidental health is compulsory and paid by students.