

STUDENT HANDBOOK

Batch 22

HỆ ĐẠI HỌC CHÍNH QUY
THÁNG 9/2026

Open Letter

Dear Freshmen,

More than 19 years ago, the 299 freshmen who enrolled at FPT University were considered courageous pioneers. They were the ones who chose to change their mindset and stake their future on the first private university established by a business. Although this gamble was a bit risky, it also embodied the spirit of a generation of students who wanted to study at an innovative and creative university and forge their own paths. And the journey at this university began with the first steps taken by those 299 explorers.

They dared to defy traditional thinking, staking their future on the first private university established by a business. Later, when the first class graduated, many students “admitted”: “Back then, we took a risk by choosing FPT University because we wanted to break free from the old educational model, to study in an innovative and creative environment, and to build our own aspirations for change in life.” And that first voyage by the university was an inspiring journey with 299 passengers full of trust and enthusiasm.

Today, choosing FPT University is no longer the “sensational” story it once was. But surely, upon stepping through the gates of the orange-hued FPT campus, every new student carries a sense of determination and courage in their decision, nurtures dreams of something new and innovative, and harbors within themselves a passion for change. The bad news is that FPT University won’t promise you an easy academic journey, because true change rarely comes easily. The good news is that you’re guaranteed an experience-rich “orange” journey—one that, once you’ve decided to embark on it, will require you to give it your all.

FPT freshmen will measure their “orange period” through countless challenges. There will be challenges you may have never faced before in your life: the challenge of studying and taking exams for real, the challenge of behaving in a free and democratic yet civilized and appropriate manner, the challenge of balancing study and play, the challenge of cultural integration, or the challenge of failure, of retaking exams and repeating courses, and of life in a diverse community. And at this moment, as you hold this handbook in your hands, you are all brand-new students. The university cannot expect too much from you, nor can it require you to know everything. That “knowledge” is the purpose of this handbook. Basic information about the university, emergency phone numbers, and the people who can answer all your questions are all here—please use them whenever you need to!

Wishing you a truly happy journey at FPT University!

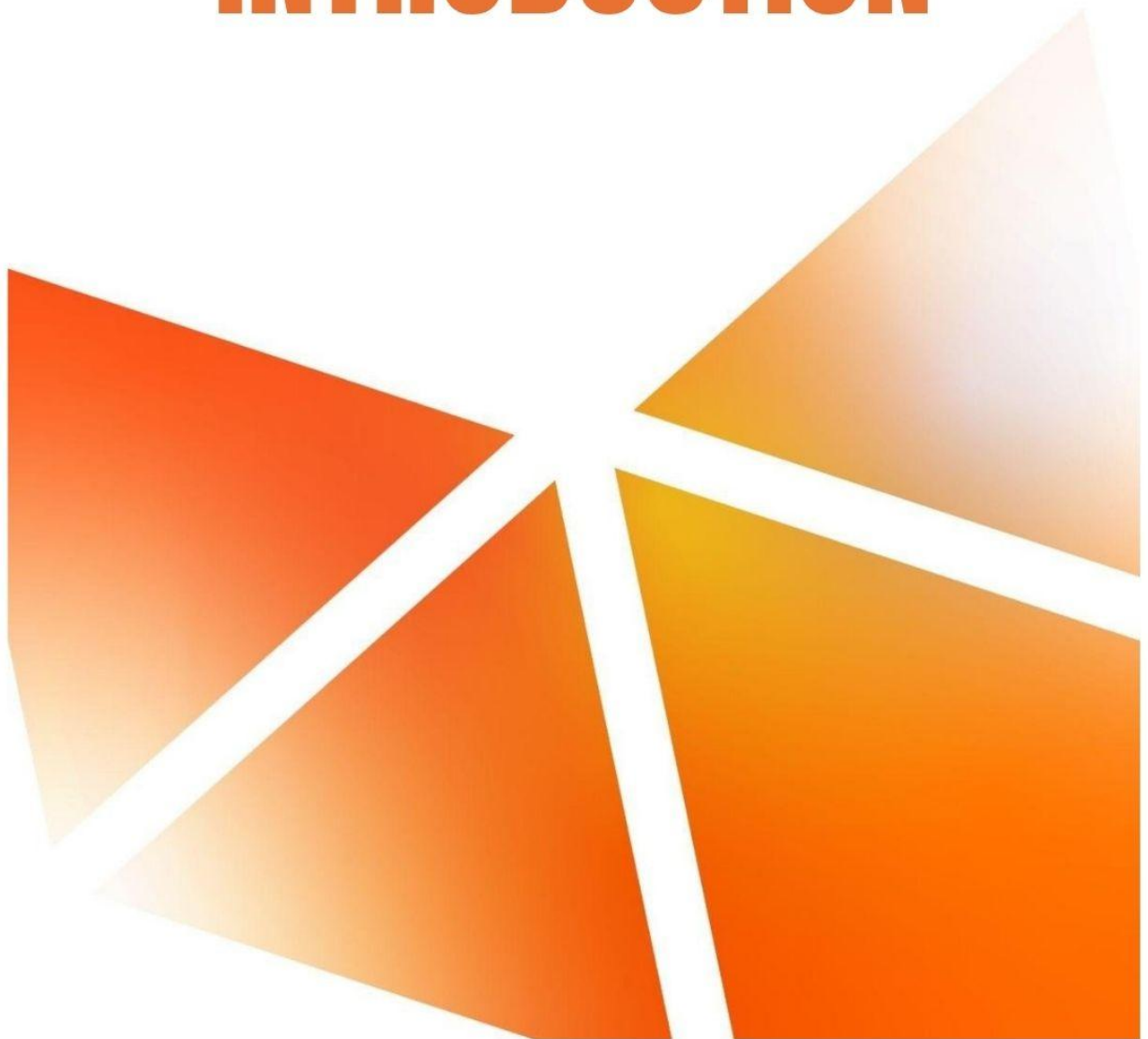
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Part 1

GENERAL INTRODUCTION



I. FPT Group



In 1988, 13 young scientists founded FPT with the aspiration to build a pioneering organization in the field of science and technology, contributing to the nation's prosperity and providing a comprehensive development environment for every member.

After more than 38 years of establishment and development, FPT is now Vietnam's leading technology group, with 54,110 employees and a network of 64 branches and offices in 30 countries and territories.

FPT plays a pioneering role in many fields, such as software exports, software development, systems integration, and information technology services.

Through continuous innovation and creativity, FPT has helped integrate technology into daily life, modernize many key economic sectors, and drive digital transformation in Vietnam. At the same time, the company has also been a pioneer in bringing Vietnamese expertise to the world through software exports and partnerships with leading technology corporations such as Microsoft, Amazon Web Services, Siemens, and Airbus.

In the era of Industry 4.0, FPT continues to solidify its leading position in the research and application of new technologies such as AI, Big Data, Cloud, and IoT, with the goal of becoming a pioneer in supporting customers and businesses on their journey toward comprehensive digital transformation.

II. FPT Education Group

Founded in 1999, FPT Education has, after 27 years of development, become one of the largest educational systems in Vietnam, offering multi-level education ranging from elementary, middle, and high University to community college, university, and graduate programs, as well as vocational training, corporate training, and incubation projects.

FPT Education is built on the "5 Excellences" philosophy: excellence in education, excellence in corporate relations, excellence in internationalization, excellence in scientific research, and excellence in social responsibility. The organization aims to cultivate a workforce with global competitiveness, contributing to the development of knowledge and high-quality human resources for the nation.

With its iGSM vision (Industry Relevant – Global – Smart Education – Mega), FPT Education is committed to building an education model closely integrated with the business sector, with a focus on the needs of society and

the labor market as the core of its training programs. FPT Education’s educational philosophy is “Education is the organization and management of learners’ self-directed learning,” aiming for a well-rounded education that enables learners to adapt and work effectively in a global environment.

What sets FPT Education apart is its spirit of innovation, a training model aligned with real-world business practices, and the integration of research, implementation, and the application of modern technologies in teaching and learning.

III. FPT University

1. History

FPT University was officially established on September 8, 2006, pursuant to Decision No. 208/2006/QĐ-TTg issued by the Prime Minister. At that time, FPT University was the first university in Vietnam established by a business, with 100% of its investment capital coming from FPT Joint Stock Company—a pioneer in Vietnam’s information technology sector.

Mission

To equip a large number of students with global competitiveness, thereby contributing to expanding the nation’s intellectual horizons.

Vision

To become a world-class Mega educational system that meets societal needs and is based on the most advanced educational technologies.

Educational Philosophy

Education is the organization and management of students’ self-directed learning.



2. FPT University Leadership

FPT UNIVERSITY MANAGEMENT BOARD



Mr. Le Truong Tung



Mr. Nguyen Khac Thanh



Mr. Truong Gia Binh



Mr. Bui Quang Ngoc



Ms. Nguyen Kim Anh



Mr. Phan Truong Lam

FPT UNIVERSITY COMMITTEE



Mr. Nguyen Khac Thanh



Dr. Nguyen Kim Anh



Dr. Tran Ngoc Tuan



Dr. Nguyen
Xuan Phong



Dr. Nguyen
Viet Thang

IV. FPT University, Hanoi Campus

1. Headquarters

FPT University, Hanoi Campus is located in the Hoa Lac High-Tech Park, Km 29 Thang Long Boulevard, Hoa Lac Commune, Hanoi.

2. Scale

The Hòa Lạc Campus currently has a total area of 30 hectares in use, with facilities including 5 lecture halls, 1 multipurpose building, 8 dormitories, 4 soccer fields, 1 street workout area, a Vovinam training hall, a basketball court, a volleyball court, and more—all surrounded by lush greenery throughout the campus.

Amenities include a cafeteria, a supermarket, restaurants, cafes, a gym, laundry services, and a hair salon.

The classrooms are modernly equipped and make the most of natural light. Wi-Fi coverage extends throughout the entire lecture hall and dormitory areas.

3. Organizational Structure

- Director of the Training Center: Mr. NGUYEN KHAC THANH
- Deputy Director in Charge of Training: Mr. PHAN TRUONG LAM
- Deputy Director in Charge of Admissions: Mr. NGUYEN HUNG QUAN

4. Functional Departments

No.	DEPARTMENT	FUNCTION	RESPONSIBILITIES
1	Admissions Board	- Admissions Information - Communications	Mr. Nguyen Hung Quan Head of the Admissions Committee
2	Academic Affairs Board	- Organize training and class placement - Organizing testing activities - Processing academic records (leaves of absence, major changes, campus transfers, etc.) - Attendance Information - Academic support information	Mr. Phan Truong Lam Head of the Academic Affairs Board Ms. Pham Thi Huong Head of the Organization and Training Management Office Ms. Le Thi Thanh Nga Head of the Testing Department
3	Accounting Board	- Provides answers to questions regarding student finances - Advance Payments and Final Settlement for Startup Scholarships - Instructions for Paying Tuition and other fees	Ms. Nguyen Minh Thu Head of the Accounting Board
4	Student Services Office	- Administrative Procedures, Verification - Academic Procedures - Student Financial Information - Health Insurance Enrollment Information - Information for Parents and Students	Ms. Nguyen Thi Thu Hang Head of the Student Services Office

5	Student Relations Office	- Awards and Discipline - Organizing activities, annual events, and cultural competitions and events	Ms. Pham Tuyet Hanh Ha Head of the Student Relations Office
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		- Managing student clubs	
6	International Cooperation Office	- Study Abroad, International Experiences, Internships, and Job Opportunities Abroad	Ms. Nguyen Ha Thanh Director of International Cooperation Office
7	Enterprise and Alumni Relations Department	- Corporate Relations and OJT Information - Alumni Information Channel	Ms. Vu Thi Phuong Thao, Director of the Office of Corporate Relations and Alumni Affairs
8	Information and Library	- Central Learning Space - Provides information on books and materials	Mr. Nguyen Tuan Anh Head of the Information and Library Department
9	Information Technology Board	- IT Support - Technical Troubleshooting Support	Mr. Le Thanh Truc Head of the Information Technology Department
10	Scientific Management Department	- Supporting staff, faculty, and students in scientific research activities - Organizing scientific conferences and seminars both domestically and internationally	Ms. Ho Thi Thao Nguyen Head of Science Management
11	Administration Office	- Support for classrooms, equipment in classrooms, facilities, healthcare, dormitories, food safety, etc.	Ms. Nguyen Thuy Cham Head of the General Administration Department

5. Field of Study

No.	Major	Specializations
1	Information Technology	Information Technology
2		Robotics and Artificial Intelligence (Focus on UAVs and Humanoid)
3		Software Engineering
4		Artificial Intelligence
5		Applied Data Science
6		Information Security
7		Digital Automotive Technology
8		Information Systems
9		Graphic Design and Digital Art
10		Semiconductor Circuit Design

11	Communication Technology	Multimedia
12		Public Relations
13		Integrated Marketing Communications
14	Language	Brand Communication
15		English
16		Business English
17		Korean
18		Business Korean
19		Chinese Language
20		Business Chinese
21	Law	Law
22		Economic Law
23	Business Administration	Marketing
24		International Business
25		E-commerce
26		Business Administration
27		Entertainment and Event Management
28		Customer Experience Management
29		Procurement Management
30		Business Analytics
31		Logistics and Global Supply Chain Management
32		Financial Technology (Fintech)
33		Corporate Finance
34		Smart Finance
35		Banking and Finance
36	Computer Science	Artificial Intelligence and Data Science
37		Cybersecurity and Digital Safety

Part 2

REGULATIONS AND RULES FOR STUDENTS



I. TRAINING REGULATIONS

A. General Provisions

1. Training Program



➤ The University’s **training program** is structured on a credit-based system, consisting of courses or modules (hereinafter collectively referred to as “modules”), including required modules and elective modules as guided by the University to diversify students’ specialized fields of study or allow for free selection, in order to accumulate the required number of modules for each program.

➤ **The courses** in the program are arranged in a specific sequence for each semester of the program—this is the sequence the University recommends students follow to facilitate their learning.

➤ The program includes certain courses whose grades are not used to calculate the semester GPA or cumulative GPA, but which students must complete in order to be eligible to begin their studies (e.g., preparatory English certificate) or to receive their degree (Intensive Training, Physical Education, OJT, etc.). These courses are referred to as prerequisite courses.

- The University’s curriculum is structured into **four phases**, including:
- **Phase 1:** Intensive Training (including the National Defense Education program and the FPT University training program) and English preparation
 - **Phase 2:** Basic Specialization and Foundational Courses

- **Phase 3:** Training in a Business Environment (On-the-Job Training (OJT))
- **Phase 4:** Advanced Specialization and Narrow Specialization
- A **semester** is a fixed period of time consisting of a number of weeks dedicated to teaching, learning, and knowledge assessment (quizzes, exams, presentations, etc.). The University has Fall, Spring, and Summer semesters each year. A semester at FPT University lasts 15–16 weeks.

➤ The planned **duration** for completing the degree program consists of an orientation and intensive training phase and 9 semesters (excluding the preparatory English language study period). The maximum time allowed for students to complete the degree program shall not exceed twice the planned duration for completing the degree program.

2. Course Load

➤ Specific regulations regarding academic workload and credits are applied by the University in accordance with the Regulations on Training Program Standards; the development, evaluation, and promulgation of training programs for all levels of higher education issued by the Ministry of Education and Training.

B. Organization of Instruction

1. Class Organization

➤ The University organizes classes in a small-class model with an appropriate number of students, tailored to the specific course requirements.

➤ In special cases, the President or Branch Director determines the number of students per class.

2. Study Plan

➤ At the beginning of each semester, the University will notify students of the curriculum for the semester, the tentative class schedule, detailed course outlines, the prerequisites for each course, the schedule for quizzes and exams, and the assessment formats for each course.

➤ To prepare for a semester, students following the University's curriculum must register for elective courses. Administrative procedures for course registration, including registration for elective and additional courses, must be submitted no later than one week before the course begins.

➤ Students who fail a required course for any reason must re-enroll in that course, or in another elective course deemed equivalent, either during the same semester or in subsequent semesters, until they meet all the requirements for that course.

➤ Students are permitted to re-enroll in a course they have already passed in order to improve their grade. In this case, the previously earned grade will be voided.

➤ The university will consider a student to have voluntarily withdrawn if the student fails to pay tuition fees by the specified deadline and does not complete the procedures for a temporary leave of absence (deferment).

➤ Other special cases will be reviewed and decided on a case-by-case basis by the President or the Branch Director.

3. Absences from Class

➤ Students who do not attend the minimum required number of class hours for a course, for any reason, will not be allowed to take the final exam for that course and must re-enroll in the course.

➤ In the case of Phase 4 students who are currently employed, if they are unable to attend the minimum number of hours required for a course, they must submit a request form and a valid employment contract before the course begins for the university to review.

4. Temporary Leave of Absence (Academic Leave)

➤ Students have the right to suspend (defer) their studies on a semester basis to attend to personal matters or to retake courses in which they did not pass and retain the results of previous semesters, provided they have completed at least one semester and are not subject to consideration for mandatory withdrawal or disciplinary action. Other special cases will be reviewed and decided upon by the President or the Branch Director.

➤ The duration of a single suspension is one semester. If a student wishes to extend the suspension, they must complete the re-registration process.

➤ Students are not permitted to take a leave of absence for more than 02 (two) consecutive semesters.

➤ The administrative paperwork for a semester leave of absence (academic leave) must be submitted no later than one week before the start of the new semester.

5. Recognition of Academic Results and Credit Transfer

The Dean will review each request for recognition of courses that students have taken to approve course equivalencies in accordance with regulations, with the exception of certain core courses for which prior learning or experience cannot be recognized, including: the Graduation Thesis, Intensive Training, and Physical Education... If the transfer is approved, the corresponding course in the University's curriculum will be recorded as "passed" and will not contribute to the student's cumulative GPA.

6. Conditions for Advancing to the Next Phase

Students may only advance to the next phase of the program after completing the major academic requirements specified for the previous phase. Specifically:

➤ Requirements for advancing to the major coursework phase: Achieve the English proficiency level specified by the university.

➤ Requirements for advancing to the OJT phase: Complete at least 90% of the total credits for major-specific courses (excluding National Defense Education and Physical Education) as specified by the university during the pre-OJT phase of the undergraduate program in the student's field of study.

➤ Requirements for advancing to the post-OJT phase: Successfully complete the OJT program in accordance with the university's specific regulations.

➤ Graduation requirements: As specified in Section 1.5, "Evaluation and Recognition of Graduation."

The university will consider a student to have voluntarily withdrawn if they do not complete the procedures for temporary suspension (deferment) as prescribed, nor register for continued study or retake courses.

7. Conditions for Expulsion

A student will be expelled if they violate any of the following:
Exceeding the maximum permitted duration of study at the University as specified in Article 1.2.5, "Suspension (Deferral) of a Semester."

➤ Being subject to disciplinary action resulting in mandatory withdrawal, in accordance with the University's regulations on violations and disciplinary measures.

C. Course Assessments and Exams

1. Course Exam Requirements

➤ Students may only take the final course exam if they meet the eligibility requirements specified in the course syllabus and any specific requirements (if any) set by the department.

➤ Based on the results of completed assignments and tasks, as well as their attitude toward learning, outstanding students may be granted an exemption from midterm and final exams by the University. In this case, the student's grade will be calculated as the maximum possible.

2. Course Grade Evaluation

➤ Depending on the nature of the course, the comprehensive course grade (hereinafter referred to as the "course grade") is calculated based on some or all of the component grades, such as: grades from regular quizzes throughout the course; grades for assessment of understanding and participation in

in discussions; practical work scores; attendance scores; midterm exam scores; term paper scores; and final exam scores.

➤ A student is considered to have passed the course when they meet the course completion criteria specified in the course syllabus.

➤ Formative assessment consists of tests, assignments, practical exercises, midterm exams, etc., conducted throughout the course. The scope, duration, and nature of formative assessments are specified for each specific course in the Course Syllabus.

➤ The final course exam consists of a set of theoretical and/or practical exams administered at the end of the course. The content requirements and duration of the final course exam are specified in the course syllabus. Students are allowed to take the final exam a maximum of two times, and the score from the first attempt (if the student does not take the second attempt) or the score from the second attempt (if the student takes the second attempt) will be counted as the final exam score. Students who do not take the final exam on either attempt and are not granted an exemption will receive a grade of 0 for the course.

➤ Students with special needs will receive support from faculty members and relevant administrative departments during their studies and exams. If these students are unable to complete the course requirements and take the final exam, the university will consider allowing them to defer the course for the next semester.

➤ Students are not permitted to improve their graduation GPA by transferring credits from courses in other degree programs.

3. Academic Performance Evaluation

Students' academic performance is evaluated each semester based on the following criteria:

➤ The number of credits for courses—either as specified by the University for each semester or as voluntarily registered by students at the beginning of each semester for elective courses (collectively referred to as the total course load for the semester).

➤ The semester GPA is the weighted average of the grades for the courses (excluding prerequisite courses) that a student takes during that semester, with the weight being the corresponding number of credits for each course in which the student has earned a passing grade.

➤ Cumulative credit hours are calculated as the total number of credit hours for courses taken at the University that have been graded “Pass” according to the course syllabus, starting from the beginning of the program.

➤ The cumulative grade point average is the weighted average of the courses taken at the University (excluding prerequisite courses) that have been graded “Pass” according to the course syllabus, which the student

have earned from the beginning of the program up to the time of review at the end of each semester.

- The University determines students' academic standing on a semester basis, starting from the time they begin their major program.

4. *Assessment and Examinations*

- Assignments, quizzes, and formative assessments are organized and administered by the course instructor and the department. If necessary, the instructor and the department may request assistance from the Testing Office, but the primary responsibility rests with the instructor and the department.

- Midterm exams (if any) and final course exams are organized and administered uniformly (with common questions and a common schedule) by the University's Testing Office for all classes across the University. The creation of exam questions and the grading process are conducted independently of individual course instructors.

- The format of assessments and exams for each course (essay, multiple-choice, oral, or assignments; computer-based or paper-based) is specified in the Course Implementation Plan.

- All forms of academic dishonesty and plagiarism in academic work and examinations at the university are strictly prohibited. If a violation is detected, students will be subject to disciplinary action in accordance with the university's Examination Regulations.

5. *Exam Score Review*

- Students have the right to request a re-evaluation of their exam within 3 days of the announcement of the results. Students must complete the financial procedures in accordance with the Financial Regulations and submit a request for re-evaluation. If there is a change in the exam score (up or down), the student's score will be adjusted accordingly. The result of the re-evaluation is final.

- During the grading process, the instructor may propose a re-grading in the presence of all parties involved to address exams suspected of cheating.

6. *Disciplinary Action Against Students Who Violate Academic, Exam, and Test Regulations*

During their studies and examinations, students who violate the regulations governing regular university education and the examination rules will be subject to disciplinary action in accordance with the University's regulations.

D. *Grade Point Average and Academic Classification*

1. *Grading Scale*

Grades are assigned on a 10-point scale. The letter grade scale and the 4-point scale are for reference only and are converted as necessary.

The official 10-point grading scale and the classification of academic performance are defined as follows:

Classification	Official 10-Point Grading Scale	Letter Grade	4-Point Scale
Passing (Cumulative)	Excellent – From 9.0 to 10.0	A+	4.0
	Very Good – From 8.5 to below 9.0	A	3.75
	Very Good – From 8.0 to below 8.5	A-	3.5
	Good – From 7.5 to below 8.0	B+	3.25
	Good – From 7.0 to below 7.5	B	3.0
	Above Average – From 6.5 to below 7.0	B-	2.75
	Above Average – From 6.0 to below 6.5	C+	2.5
	Average – From 5.5 to below 6.0	C	2.25
	Average – From 5.0 to below 5.5	C-	2.0
Failing	Fail – Below 5.0	F	0

2. Calculation of the Grade Point Average

➤ Partial assessment scores and final course exam scores are converted to a 10-point scale and rounded to one decimal place.

➤ The course grade is the sum of all partial assessment scores and the final exam score, multiplied by their respective weights. The course grade is rounded to one decimal place.

➤ The semester GPA or cumulative GPA is calculated using the following formula and rounded to two decimal places:

➤ Formula for calculating the average grade:

$$A = \frac{\sum a_i}{n}$$

where i ranges from 1 to n

Where:

- **A** is the semester GPA or cumulative GPA;
- **a_i** is the final grade for the i-th course in the semester or the cumulative grade at the University since enrollment (excluding preparatory English, , and OJT);
national defense education, physical education
- **n_i** is the number of credits for the i-th course;
- **n** is the total number of courses in the semester or the cumulative number of courses taken at the University (excluding preparatory English, national defense education, physical education, and OJT).

Course grades, semester GPA, and cumulative GPA are used to evaluate scholarship eligibility, award programs, student classification, and graduation eligibility and classification.

E. Graduation Review and Certification

1. Graduation Project/Thesis

➤ At FPT University, the graduation thesis is considered a major course for students who meet the requirements specified in the Regulations; it must be written and defended before the Graduation Thesis Defense Committee. The term “graduation project” refers to the graduation thesis for students in engineering and technology majors. The term “graduation dissertation” refers to the graduation thesis for students in economics and social sciences majors.

➤ Thesis topics are registered in groups. Each faculty advisor may supervise no more than 4 groups per semester. Any change to the thesis topic from the initial registration must be approved by the faculty advisor. The university will review and approve cases where the number of groups supervised by a faculty advisor exceeds the above limit.

➤ The defense process consists of three rounds: Round 1 takes place before the Department/Division Committee (Committee 1.1); Round 2 takes place before the University Committee (Committee 1.2); and Round 3 is a defense before the University Committee for students who did not pass Round 2 (Committee 1.2).

➤ The evaluation of graduation projects and theses is conducted by the University’s Graduation Evaluation Committee, which is established by decision of the President. Each Graduation Thesis Evaluation Committee consists of 3 to 5 members, including 1 Chair, 1 Secretary, and other committee members.

➤ The Chair of the Graduation Thesis Evaluation Committee provides feedback on the thesis immediately during the defense session after the student group has completed their presentation. For theses that do not meet the requirements, the Chair must specify which points need to be revised or supplemented for the second defense session.

➤ Students have the right to register for a second defense following the first defense organized by the University if their graduation project or thesis does not meet the requirements or if they wish to improve their grade. The second defense must be held within one month after the first defense. The final defense grade will be calculated as 90% of the grade from the second defense.

➤ Students who submit their graduation thesis later than the specified deadline will have 5% deducted from the total thesis grade. The maximum late submission period shall not exceed 24 hours beyond the University’s specified deadline for submitting the graduation thesis.

➤ The composition, functions, duties, and responsibilities of the second thesis evaluation committee remain the same as those of the first thesis evaluation committee for that thesis and are determined by the Branch Director.

➤ The grade for the graduation thesis is included in the cumulative GPA for the entire program.

➤ Students who fail to pass the graduation thesis after two defense attempts must redo the thesis from the beginning and pay tuition for retaking the graduation thesis course.

2. Conditions for Graduation Evaluation and Certification

Students who meet all of the following conditions are eligible for graduation:

- At the time of graduation evaluation, the student is not subject to criminal prosecution.
- Have completed the National Defense Education, Physical Education, and On-the-Job Training (OJT) programs as required.
- Have fulfilled all financial obligations to the University.

- Have earned the required number of cumulative credits as specified in the curriculum and have a cumulative GPA (for courses taken at the University) of 5.0 or higher.

The graduation classification of students with “excellent” or “good” overall academic performance for the entire program will be lowered by one level if they fall under any of the following circumstances:

- The credit load of the courses that must be retaken exceeds 10% of the total number of credits required for the entire program

- The student has received disciplinary action at the level of a university-level warning or higher during their studies.

3. Receiving the diploma and transcript

➤ Students will receive their diploma and transcript 30 days after the date of the decision to grant a bachelor’s degree. The original diploma is issued only once. Students who lose the original will be issued a copy. Students must personally receive the original diploma and transcript. In cases where someone else is receiving them on the student’s behalf, a notarized written authorization is required in accordance with the law.

➤ Students who wish to be considered for graduation and receive their diploma early must register and complete the financial procedures in accordance with the Financial Regulations in order to receive their diploma early.

➤ Students who wish to obtain a copy of their diploma or transcript must complete the financial procedures in accordance with the Financial Regulations.

II. STUDENT REGULATIONS

A. General Provisions

1. Attendance

- Students who arrive more than 5 minutes late to class will be marked absent for that session.
- Students may not miss more than the number of class sessions or the duration specified in the Academic Regulations.

2. Student ID Card

- Students must present their ID cards in the areas designated by the University.
- Students who forget or lose their ID cards must obtain a temporary ID card at the Student Services desk.

3. Rules and Code of Conduct

- When on campus, students must wear attire appropriate for an educational environment—clothing that is not offensive and does not disturb others.
- Students must respect and behave courteously toward faculty, university staff, visitors to the campus, and fellow students.
- It is strictly prohibited to exchange or disseminate harmful information that violates the laws of the Socialist Republic of Vietnam or the traditional customs and morals of the Vietnamese people in any form.

4. Preserve and protect the learning environment

- Students must be mindful of preserving and protecting the University's property.
- Students who cause damage to the University's property or the property of others will be fully liable for compensating the damages they have caused.
- Students who intentionally damage or vandalize the University's property or the property of others will be subject to disciplinary action in accordance with University regulations and Vietnamese law.
- In the event of damage to or loss of the University's property or equipment, it must be reported immediately to security or the appropriate University officials. The entire class will be held jointly liable if they are aware of a student's violation but cover it up or fail to take action to prevent it.
- Smoking (including e-cigarettes) is prohibited in classrooms, the library, and other areas designated as no-smoking zones; littering in unauthorized areas is also prohibited.
- It is prohibited to bring flammable, explosive, or toxic substances onto University grounds

B. Classroom and Lecture Hall Rules

1. Strictly adhere to class times as scheduled.
2. Students who wish to leave class before the end of the period must obtain the instructor's permission.
3. During class, students must strictly follow the instructor's instructions and requirements
4. Maintain order at all times during class; turn off your phone's ringer and do not use your phone.
5. Maintain cleanliness; do not write or draw on the walls, desks, chairs, or equipment in classrooms or lecture halls.
6. Food and drinks are not allowed in classrooms or lecture halls.
7. Students are strictly prohibited from bringing outsiders into classrooms, the library, or lecture halls.

C. Other Rules and Regulations

1. Exam Regulations: Decision No. 1234/QĐ-ĐHFPT issued on November 7, 2024
2. Library Regulations: Decision No. 665/QĐ-ĐHFPT issued on May 29, 2026
3. Dormitory Regulations: Decision No. 894/QĐ-ĐHFPT issued on September 3, 2020

III. REGULATIONS ON AWARDS AND DISCIPLINE

A. Awards

1. End-of-Semester Reward Policy for Students

1.1. Eligibility: All academic units of FPT University.

1.2. Scope of Application: By semester.

1.3. Award Categories

General Criteria for Awarding the “Golden Frog,” “Outstanding Student,” and “High-Achieving Student” Awards:

➤ Students who pass (on their first attempt) all courses in the corresponding semester as outlined in the curriculum (students with credit transfer courses are not eligible).

➤ Students in the English preparatory program or on OJT are not eligible.

1.3.1. Golden Frog Award (One award per academic discipline at each educational institution per semester).

➤ **Award Value:**

- Cash prize of 10,000,000 VND per student or a prize as agreed upon with the sponsor.
- Certificate of Recognition and the Golden Frog emblem.

➤ **Criteria:**

- Students with the highest overall GPA for the semester among all students in their academic discipline at each educational institution.
- Extracurricular activity score of 80 or higher.
- Students who have completed their OJT period are not eligible.
- In special cases, the Golden Frog title will be reviewed and decided by the FPT University Disciplinary and Awards Committee.

1.3.2. Outstanding Academic Achievement Award

➤ **Award:** Certificate of Recognition.

➤ **Criteria:** Students with a GPA of 9.0 or higher.

1.3.3. Award for Students with Good Academic Performance

➤ **Award:** Certificate of Recognition.

➤ **Criteria:** Students with a GPA of 8.0 or higher.

Note: *The top 5 students with the highest GPA (excluding “Cóc Vàng” recipients) in each academic field at each campus; or the top 3 if the total number of students in the academic field is fewer than 50, will receive a cash prize of 1,000,000 VND per student.*

1.3.4. Outstanding Student Activist Award (Awarded collectively across all academic fields at each campus)

➤ **Award Value:** A certificate of recognition and a cash prize of 1,000,000 VND per student.

➤ **Criteria:** Students with the highest extracurricular activity score or those who have made outstanding contributions to the university’s activities and the student community.

➤ **Number of recipients:** A maximum of 5 students per campus.

1.3.5. Outstanding Club Award (Awarded collectively across all academic disciplines at each educational institution)

- **Award Value:** A certificate of recognition and a cash prize of 2,000,000 VND per club.
- **Criteria:** Clubs must have maintained consistent activities throughout the semester or have made outstanding contributions to the student community and the university.

➤ **Number of Recipients:** The number of clubs eligible for end-of-semester awards at each campus is determined based on the campus's size and the number of clubs it has, ensuring a minimum of 5 clubs and not exceeding 15% of the total number of clubs at that campus.

Note: If the number of awards granted by the Club, when determined based on a ratio, results in a decimal number, it shall be rounded to the nearest whole number; decimals less than 0.5 are rounded down, and those 0.5 or higher are rounded up.

2. Regulations on Awards for Graduating Students

2.1. Applicability: All educational institutions of FPT University.

2.2. Scope of Application: By graduation cohort.

2.3. Award Details

2.3.1. Valedictorian Award

- **Award Value:** Certificate of Recognition, Commemorative Trophy
- **Criteria and number of recipients:**
 - Each academic division at each campus has a valedictorian for each graduating class
 - Each academic discipline has at least 50 students
 - The student with the highest cumulative GPA in each academic discipline for each graduating class

2.3.2. Award for Students with Outstanding Academic Achievement

- **Award:** Certificate of Recognition
 - **Criteria and number of recipients:**
 - GPA of 8.0 or higher
 - Up to 10 students per graduation class (*separately for each educational institution*) will be recognized
- a ranking from highest to lowest.

2.3.3. Award for Students with Outstanding Achievements in Extracurricular Activities

- **Award value:** Certificate of Recognition
- **Criteria and number of recipients:**
 - Students with the highest extracurricular activity scores or those who have made outstanding contributions to the university's activities and the student community.
 - Up to 5 students *will be* recognized (*separately for each campus*)

3. Other Regulations on Student Awards

➤ Decision No. 35/QĐ-ĐHFPT dated January 7, 2020, on the promulgation of the Regulations on Student Awards at FPT University.

➤ Decision No. 904/QĐ-ĐHFPT dated July 23, 2026, on the recognition of scientific research achievements by staff, faculty, and students of the FPT Education Organization.

➤ Decision No. 542/QĐ-ĐHFPT dated May 14, 2025, on the Policy to Support Staff, Faculty, and Students of the FPT Education Organization in Attending Scientific Conferences and Seminars.

B. VIOLATIONS AND DISCIPLINARY FRAMEWORK

I. IN ACADEMIC ACTIVITIES						
No.	Types of the Violation	Disciplinary Action				Notes
		Reprimand	Warning	Temporary suspension	Compulsory withdrawal	

1	Arriving more than 5 minutes late to class; disrupting class or engaging in personal activities during class; failing to follow the instructor's instructions during class					Not be be marked present for that class
2	Being disrespectful to teachers and University staff					Depending on the severity, disciplinary action ranges from a reprimand to expulsion
3	Attending class on someone else's behalf or having someone else attend class on one's behalf					Depending on the severity, disciplinary action ranges from a reprimand to expulsion
4	Cheating on exams, tests, in-class assessments, or project assignments.					Will be subject to disciplinary actions as specified in the FPT University Examination Regulations
5	Failure to pay tuition by the specified deadline					Subject to disciplinary actions as specified in the FPT University Financial Regulations

II. IN DAILY LIFE AND SOCIAL ACTIVITIES

No.	Types of the Violation	Disciplinary Action				Notes
		Reprimand	Warning	Temporary suspension	Compulsory withdrawal	
1	Damage to or destruction of University property					Depending on the extent of the damage, disciplinary action ranges from a reprimand to expulsion, and the student must pay 100% of the damages

2	Drinking alcohol in class or arriving at class under the influence of alcohol	First offense	Second offense	Third offense	4th time	
3	Smoking in classrooms, the library, and other areas where smoking is prohibited by regulation; littering in unauthorized areas					Penalties range from a reprimand to a warning, depending on the severity

4	Consuming food and beverages in classrooms, libraries, or lecture halls					Penalties range from a reprimand to a warning
5	Possession, sale, or use of alcoholic beverages, cigarettes, or tobacco on campus	First offense	Second offense	Third offense	4th offense	
6	Allowing outsiders to use email accounts and Wi-Fi provided by the University.					Depending on the severity, disciplinary actions range from a reprimand to expulsion
7	Other violations					Depending on the severity, the University will consider issuing a warning, a reprimand, or disciplinary action ranging from a reprimand to expulsion. If there are signs of a violation of the law, the matter will be referred to the competent authorities for handling in accordance with the law.

III. HANDLING VIOLATIONS RELATED TO STUDENT ID CARD USE

No.	Types of the Violation	Disciplinary Action				Notes
		Reprimand	Warning	Temporary suspension	Compulsory withdrawal	
1	Forgot student ID					Issuance of a temporary ID card; ID card fee in accordance with financial regulations
2	Lost student ID					Issuance of a temporary ID card; ID card fee in accordance with financial regulations

3	Students who fail to present their student ID cards in areas where the University requires them to do so					Service Discontinuation
4	Using another student's ID card (both students will be disciplined)	First offense	Second offense	Third offense	4th offense	

5	Falsifying a student ID card (permanent or temporary)			First offense	Second offense	
IV. VIOLATION OF EXAM REGULATIONS						
No.	Types of the violation	Number of Occurrences	Disciplinary Action	Level of Disciplinary Action		
1	Looking at a classmate's work, discussing the assignment with a classmate	1	Warning	Academic Affairs Board		
		2	Exam suspension	Academic Affairs Board		
2	Sharing exam answers in any form	1	Exam suspension	Academic Affairs Board		
3	Writing or drawing content unrelated to the test (applies to paper-based tests)	1	Warning	Academic Affairs Board		
		2	Exam suspension	Academic Affairs Board		
4	For computer-based exams, students may only use the exam software version specified by the University and are not permitted to use any other software or websites	1	Exam suspension	Academic Affairs Board		
5	Leaking exam questions in any form. (Number of times counted per course)	1	Exam suspension	Academic Affairs Board		
		2	Suspension from studies for one semester	University Committee		
		3	Compulsory withdrawal	University Committee		
6	Bringing solutions or answers into the exam room, including cases involving internet use. (Counted per course)	1	Suspension from studies for one semester; if the individual is not a student, refer the case to the police for handling	University Committee		
		2	Compulsory withdrawal; if not a student, refer the case to the authorities for handling	University Committee		
7	Having someone else take the exam or complete assignments	1	Suspension from exams and academic suspension for one semester; if the person taking the	Academic Affairs Board University Committee		

	on one's behalf in any form. (Both students will be disciplined; the number of incidents is counted per academic term)		exam on behalf of the student is not a student, the case is referred to the police to handle the matter.	
		2	Compulsory withdrawal from University; if the person taking the exam on behalf of another is not a student, then Refer the case to the police for handling.	University Committee
8	Engaging in conduct that obstructs the completion of duties by exam proctors or exam organizers.	1	Warning	Academic Affairs Board
		2	Exam suspension	Academic Affairs Board
9	Use of unauthorized materials in the exam, as well as technical devices for receiving, transmitting, or recording , video recording, or data storage devices	1	Exam suspension	Academic Affairs Board

	that could be used to cheat on the exam.			
10	Bringing weapons, explosives, flammable substances, beer, alcohol, or other items that could cause other hazards.	1	Exam suspension	Academic Affairs Board
11	Engaging in inappropriate behavior that disrupts the exam. (Counted per course)	1	Exam suspension	Academic Affairs Board
		2	Suspension from studies for one semester. If the offense warrants it, legal action may be taken	University Committee
12	Copying exam content in any form. (Number of instances counted per course)	1	Suspension from the exam and suspension from studies for one semester	Academic Affairs Board University Committee
		2	Compulsory withdrawal	University Committee
13	Connecting to a network other than the one designated for the exam by the Testing Authority	1	Exam suspension	Academic Affairs Board
14	Receive assignments, answers, and materials from outside the exam room. (Number of times counted per course)	1	Exam suspension	Academic Affairs Board
		2	Compulsory withdrawal	University Committee

Part 3

STUDENT FINANCIAL INFORMATION



I. Tuition Regulations

A. Tuition and Tuition Adjustment Policy

Tuition fees are set for each academic program; details are provided in the appendix on tuition fees and educational service charges. Tuition fees are established for each academic term and remain unchanged throughout the term.

B. Policies Related to Tuition

1. Policies on Advance Tuition Payment, Tuition Deferral, and Tuition Refunds

- Students who withdraw before the start date (the first day of classes or the first orientation day) of a course or semester will receive a refund of 80% * the actual tuition paid, minus any copyright fees (if such fees are owed to a partner). The actual tuition paid is the standard tuition minus any discounts or scholarships.
- Students who withdraw within 2 weeks of the start date of the course or semester will receive a refund of 50% * of the actual tuition paid, minus any licensing fees (if such fees are owed to a partner).
- Students who withdraw more than 2 weeks after the start date will not receive a refund of the tuition paid.
- If a student has paid tuition and subsequently submits a request for a leave of absence (temporary suspension) that is approved, the tuition paid will be held in reserve; when the student returns to University, this amount will be deducted from the tuition due.
- Any remaining tuition and other service fees will be applied toward the next semester's tuition or other service fees incurred in the future. These service fees are settled when the student graduates, withdraws, or transfers to another campus.
- Students who have credits transferred or who have previously taken courses recognized for credit will not be required to take those courses concurrently and will be refunded tuition based on the actual tuition paid for the course (equal to the standard tuition minus any discounts or scholarships, if applicable). Students sent to study at another institution under a student exchange program who are not required to pay tuition will not be eligible for a tuition refund for courses taken as part of the exchange program.
- Students who are enrolled in courses beyond the standard program framework are not required to pay tuition for those excess courses immediately but will follow the original semester-based payment schedule (meaning tuition for the excess courses will be paid along with the tuition for the semester in which those courses are taken).
- Students who take more elective credits than required must pay additional tuition for the excess credits at the per-course rate; tuition for these excess credits is not eligible for waivers or reductions for students receiving scholarships or other financial aid. The deadline for paying the additional tuition for excess credits is when the student registers for the elective courses that result in excess credits.
- In cases where the error is on the part of the university—such as a program not being offered or insufficient enrollment to open a class—students will be refunded 100% of the fees actually paid, minus any portion already used (if applicable).

2. Financial Policies Regarding Major Changes, Campus Transfers, and Program Changes

- Students who change their major or transfer to a different campus will have any unused tuition fees fully transferred to their new major or campus, if applicable.
- Students who change their major, specialization, or advanced specialization (combo)—collectively referred to as a “major change”—must pay an additional 100% of the tuition fees for courses taken in their previous major that are not offered in their new major, based on the tuition schedule in effect at the time of the major change, while retaining the number of semesters for which tuition has been paid, maintaining the old program’s tuition schedule for the remaining semesters, and carrying over any excess tuition paid in the previous major to the new major, if applicable. At the time of the major change, for courses taken in the previous major that are also offered in the new major, if a student fails these courses in the new major, they must pay tuition to retake them; if the student has already passed these courses, they will not be enrolled in them in the new major. Students transferring majors or campuses will retain all types of scholarships and merit-based benefits, except in cases where a specific scholarship is designated for a particular major; students transferring to a specialized major or a narrower field of study will retain these scholarships and benefits upon transferring.
- If a student transfers to a different campus, tuition must be paid according to the fee schedule at the new campus effective from the date of transfer.
- Students who transfer campuses will have their scholarships, credits, and other benefits (collectively referred to as “benefits”) carried over to the new campus for the remaining portion eligible for receipt there, provided that such policies apply nationwide. Conversely, if such policies apply only to specific regions, students must repay the benefits they have received upon transferring campuses. For benefits with an absolute value, they will be retained or must be reimbursed based on the absolute value; for benefits with a relative value (percentage), the relative value will be retained or reimbursed based on the absolute value converted from the relative value.
- Students transferring between degree programs within FE are handled financially in the same way as regular students who withdraw or drop out of the program they are leaving and enroll anew in the program they are transferring to.

C. Deadlines for Tuition and Fee Payments

1. Students are responsible for paying tuition at least 5 business days before the start date of the course or new semester for the regular academic program (including cases where preparatory English is taken concurrently with the regular program) and at least 3 business days before the first day of the course or new semester for the preparatory English program. Requests for extensions regarding tuition or other service fees must be reviewed and approved by the division director, executive director, or high University principal, who is also responsible for ensuring full collection of these amounts.

2. For the preparatory English course, tuition will be charged on a per-level basis. For the regular academic program, tuition will be charged per semester. If the preparatory English

course and the regular academic semester are held concurrently, tuition for the preparatory English course will be charged along with the tuition for the regular academic semester.

3. For fees other than tuition, students must pay as soon as they are incurred.
4. Students who fail to fulfill their tuition and other fee obligations by the due date will be considered to have voluntarily withdrawn from the program.

D. Methods of Payment for Tuition and Service Fees

Information on payment methods for tuition and service fees is updated on the FPT University website: fap.fpt.edu.vn.

FPT University's Hòa Lạc Campus only accepts payments into a bank account under the name "TRUONG DAI HOC FPT" for tuition fees. Students pay tuition fees through the Fap.fpt.edu.vn learning management system.

FPT University does not send tuition invoices via email or text messages containing payment links or QR codes. To avoid risks, students and parents should make transfers using the information provided.

II. Tuition and Service Fees Table

No.	Description	Unit	Amount (VND)	Notes
1	Admissions Service Fee			
1.1	Scholarship exam registration service	1 student per time	200,000	Students in Class 22 are exempt from this fee
1.2	Admissions Services	1 student per time	200,000	Students in Class 22 are exempt from this fee
2	Tuition			1. First tuition payment upon enrollment: Students pay tuition for the orientation semester and one level of English preparation 2. Tuition in Hanoi and Ho Chi Minh City is 100% of the standard tuition rate
2.1	Tuition for new students enrolling in 2026			K22 applicants in Zone 1 (who attended high University at institutions listed in one of the two lists attached to this Decision) are eligible for a 30% tuition reduction as specified in this appendix, with the specific amounts noted below; they are also eligible for consideration for other types of scholarships calculated based on Zone 1 tuition rates, in accordance

				with regulations
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2.1.0	<i>Orientation Semester Tuition</i>	1 term	13,100,000	There is 1 orientation semester
2.1.1	<i>English Preparation Tuition</i>	1 tier	13,100,000	There are 6 English proficiency levels; students are placed in classes based on their proficiency.
2.1.2	<i>Tuition for Major Semesters</i>			
2.1.2.1	Majors in Languages, Tourism and Hospitality, Hotel Management, and Law			
	From Semester 1 to Semester 3	1 term	22,120,000	Tuition for Zone 1: 15,480,000
	From Semester 4 to Semester 6	1 term	23,520,000	Tuition for Zone 1: 16,460,000
	From semester 7 to semester 9	1 term	25,060,000	Tuition for Zone 1: 17,540,000
2.1.2.2	All other majors			
	From Semester 1 to Semester 3	1 term	31,600,000	Tuition for Zone 1: 22,120,000
	From Semester 4 to Semester 6	1 term	33,600,000	Tuition for Zone 1: 23,520,000
	From semester 7 to semester 9	1 term	35,800,000	Tuition for Zone 1: 25,060,000
2.2	<i>Tuition for Returning Students</i>			Tuition for returning students is subject to the 2025 financial regulations
3	Other Service Fees			
3.0	Application review service for the “Pay Later” program	1 student/1 Time	200,000	

3.1	Course Materials			
3.1.1	Major Course		n/a	Students borrow from the library
3.1.2	Preparatory English textbooks, Japanese textbooks		n/a	1. Students are provided with preparatory English textbooks. 2. For Japanese textbooks, students borrow them from the library
3.2	Tuition for Repeating a Course		In accordance with the regulations on course fees and tuition fees for retaking courses	
3.3	Service for retaking the FPT-Coursera Online Course Quality Assessment Exam	1 student per time	2,650,000	
3.4	Re-evaluation Service	1 student/1 time	200,000	
3.5	Student ID and Library Card Reissuance Service	1 card	100,000	Students are issued one free card upon enrollment. If lost, a fee must be paid to replace the card
3.6	Late Return Fee for Materials			
3.6.0	Late fees for materials (up to the value of the materials)	1 day	5,000	
3.6.1	Fee for loss or damage to materials	1 volume	purchase price of the item	

3.7	<i>Certification service fee</i>			
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3.7.0	Student Verification Service	1 copy	20,000	
3.7.1	Custom Transcript Service Certified Copy Service (Diplomas, Certificates, Transcripts, etc.)	1 time	100,000	1. Students may receive up to 5 copies per request 2. Includes the cost of domestic CPN service if the student requests it
3.7.2	Service for issuing a duplicate diploma (in the event the original diploma is lost)	1 copy	100,000	
3.7.3	Early Graduation Review & Diploma Issuance Service	1 copy	5,300,000	Students will receive their diplomas (if eligible) within 3 weeks
3.8	<i>Re-enrollment Service After Withdrawal</i>	1 student per time	2,650,000	
3.9	<i>Major and Specialization Change Service</i>	1 student/1 time	2,650,000	
3.10	<i>Credit Transfer Service</i>	1 student / 1 Course	20% of the per course	1. See the regulations on course fees and repeat course fees to determine the course fee 2. No service fee is charged for internal credit transfers within FE (including FUNIX)
3.11	<i>Dormitory Service Fees</i>			1. Includes the cost of 200 units of electricity and 12 units of tap water for the entire semester based on the standard quota, equivalent to 620,000 VND (FPTU Hanoi), 2. In cases where electricity usage exceeds the quota, students must pay an additional service fee of 2,500 VND per unit of electricity; if water usage exceeds the quota, students must pay an additional

				service fee at a rate of rate of 10,000 VND per unit of water (FPTU HN),
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				Electricity and water usage are not offset against each other. 3. Additional service fees are calculated per term and billed monthly. Students must pay these additional service fees along with their new-term dormitory service fees. The additional service fee for each room is divided equally among the students in that room. 4. Vietnamese and international faculty and staff who are not eligible for the University's housing policy will be subject to the same policy as Vietnamese students if they wish to live in the dormitory; if they are eligible for a housing allowance, they will receive benefits according to that policy. 5. Dormitory service fees take effect starting with the Fall semester of the 2026–2027 academic year for all students enrolled at the campus
3.11.1	Applies to Vietnamese students			
3.11.1.1	<i>3-person room with air conditioning</i>	1 bed/ 1 semester	4,600,000	
3.11.1.2	<i>4-person room with air conditioning</i>	1 bed/ 1 stay	4,200,000	
3.11.1.3	<i>6-person room with air conditioning</i>	1 bed/ 1 term	3,400,000	
3.11.2	Applies to visiting guests (including short-term international exchange students)	1 bed/ 1 night	200,000	Rooms are equipped with bedding

III. Policy regarding retaking courses

1. Regulations on Retake Tuition

1.1. Early retake tuition (including retaking the same failed course or taking a substitute course for the failed one) applies to students who retake the course immediately during the same semester or the following semester and is equal to 50% of the course tuition.

1.2. Standard retake tuition applies to students who do not retake a course immediately during the current or the following semester and is equal to 100% of the course tuition.

1.3. The effective date for determining whether a course is considered an early or standard retake is the date the student last failed a course, regardless of whether that course was taken for the first time or as a retake.

1.4. A 50% refund of the retake tuition fee paid will be issued to students who have registered for a retake class but request to cancel the class for personal reasons.

1.5. A 100% refund of the retake tuition fee paid will be issued to students who have registered for a class but for which the University is unable to offer the course.

1.6. Students who must retake a course due to scheduling conflicts or because the university cannot offer the class... may register on the course waitlist (wishlist) to secure early retake eligibility; however, students are required to comply with the university's retake class assignments. Tuition for retaking a course is calculated based on the per-course fee schedule in effect at the time of registration on the wishlist. If a student cancels their wishlist registration, 50% of the amount paid will be refunded.

2. Regulations regarding retake tuition fees and the fees for retake exams and assessment exams for students who violate examination regulations: These fees are double the standard rates applicable to students who do not violate examination regulations. The list of students who have violated examination regulations is issued via disciplinary decisions.

COURSE FEES				
Course Code	Course Name	Unit	FPTU Hanoi	Notes
I	Regular Course	1 credit	1,940,000	1. Tuition for the course is calculated by multiplying the number of credits by the tuition rate 2. All FPTU students from Class 21 onward majoring in Languages, Law, Tourism, Hospitality, and Restaurant Management are eligible for a 30% tuition discount on regular courses, before any other discounts or deductions, if applicable 3. Students enrolling in 2026 in Zone 1 are eligible for a 30% discount course tuition fees listed in this

				appendix
II	Special Courses			

	National Defense Education	1 course	4,100,000	
	English Preparatory Course	1 level	12,500,000	Effective Fall 2026 Students enrolling in 2026 from Zone 1 are eligible for a 30% tuition discount on the courses listed in this appendix

Part 4

STUDENT RELATION OFFICES



I. Student Services Office

1. Contact Information

- Office and Student Reception: Room 102L, Alpha Building
- Phone: 024 7308 1313
- Email: dichvusinhvien@fe.edu.vn

2. Support Services

No.	Service Name	Detailed Description
1	Student Administrative Procedures	Issuing student ID cards, health insurance cards, student verification letters, academic transcripts, and processing the issuance and return of diplomas and certificates...
2	Information Support	Provide counseling and answer questions regarding regulations, policies, administrative procedures, academic affairs, financial matters, dormitories, etc. Receive and process students' requests for assistance and complaints. Issue academic warnings to students at risk of falling behind
3	Parent Services	Answer parents' questions regarding their children's academic progress. Send notifications to parents when students take a leave of absence or withdraw from the University.
We are committed to processing or providing an update on the status of student requests within a maximum of 2 business days.		

II. Student Affairs Office

1. Student Affairs Activities

1.1. Contact Information

- Office: Room 207L, Alpha Building
- Email: sro.hn@fpt.edu.vn / sro.hn@fe.edu.vn
- Facebook Page: <https://www.facebook.com/CTSV.FU/>

1.2. Student Support Services (SRO)

- **Organizing annual events and competitions**

- Opening Ceremony, Graduation Ceremony, Student Recognition Ceremony, Orientation Week, and other annual events
- Organizing experiential activity series and inspirational program series.
- Organizing FPTU- and campus-level competitions: F Talent Code, FPTU SecAthon, FPTU OLP AI, Japanese Contest, The Next Marketer, Hotelierme, Karaoke Contest, F-talk, Business Research Contest, ...

- **Reward and disciplinary activities**

- End-of-semester awards
- Graduation awards
- Rewards for other student achievements
- Disciplinary action against students who violate the Student Code of Conduct and the Exam Regulations

- **Organizational Activities (Party, Youth League)**

- Organizing Youth Union and Party Activities
- Assisting students with Youth Union and Party procedures

2. Personal Development Program (PDP) Activities

2.1. Contact Information

- Office: Room 207L, Alpha Building
- Personal Development Email: pdp.hn@fpt.edu.vn
- Personal Development Facebook Page: <https://www.facebook.com/pdp.hn>

2.2. Personal Development Support Services (PDP)

- **Sponsoring and managing the activities of student clubs, associations, and groups**

- Managing and sponsoring all student clubs, organizations, and groups on campus—including approving proposals to establish or dissolve such groups; supporting the regular activities of clubs; and tracking and compiling students' activity points.
- FPT University's Hanoi campus currently has 50 active clubs covering a wide range of academic, interest-based, social, and athletic areas.
- Students can join existing clubs or submit proposals to establish new clubs based on their interests.

- **Organizing training and providing support for skill development**

With the goal of helping new students acquire and enhance new and practical skills for personal development in their studies and future careers, PDP regularly organizes workshops and courses that vary in content, teaching methods, and materials, led by leading experts in areas such as: presentation skills, communication, and self-leadership; Personal finance management, self-awareness and self-leadership; Critical thinking and debate; Visual note-taking—Sketchnotes; Emotional management and emotional transformation; Applied arts and improvisational theater; Leadership in Action; Unlocking the Potential of Young Leaders—I Commit

In addition, PDP organizes a wide range of professional activities to provide students with in-depth academic and networking experiences in the fields of IT, Economics and Finance, Business Administration, Languages, and other academic and skill-related topics...

- **Organizing a series of personal development events.**

At FPT University, students not only get to participate in a wide variety of festivals, cultural and community activities, and exciting events and art competitions, but they also have the opportunity to become organizers of major programs such as: the Miss FPTU Pageant; the FPTU Talent Show; The Face FPTU; and F-Camp (Freshman Welcome Event; F-Cos (Cosplay Festival); International Day; Halloween Festival; Traditional Tet Festival; Club Fair...

LIST OF CLUBS			
No · T	CLUB	ABBREVI ATION	FAN PAGE
ACADEMIC CLUB			
1	FPTU Psychology Club	FPC	https://www.facebook.com/FPT.Psy
2	FPTU Book Club	BUK	https://www.facebook.com/fptu.bookclub
3	FTIC Traditional Musical Instruments Club	FTIC	https://www.facebook.com/FTIC.FUHL
4	FPTU MonStage Club - MC & Public Speaking Club	MonStage	https://www.facebook.com/FU.MonStage
5	FPTU - Ethical Hackers Club	EHC	https://www.facebook.com/ehc.fptu
6	FPTU Data Science Club	FDS	https://www.facebook.com/dsclub.fu
7	FPTU Business Club	FBC	https://www.facebook.com/FU.Business

8	FPTU Artificial Intelligence Club	AI Club	https://www.facebook.com/aiclub.fptu
9	Chinese Language Club - FPT University	FCC	https://www.facebook.com/tiengtrungFPT
10	No Shy Club	NSC	https://www.facebook.com/noshyclub
11	Japanese Software Engineers	JS Club	https://www.facebook.com/fu.jsclub
12	FPTU English Club	FEC	https://www.facebook.com/englishclub.fu
13	FPTU Debate Club	FDC	https://www.facebook.com/FUDebateClub
14	FPTU Innovation Future Club	FIC	https://www.facebook.com/fic.fptuhn
15	FPTU Robotics Club	FRC	https://www.facebook.com/fpturobotics.club
16	FPTU Logistics Club (Pilot Program)	F-Logi	https://www.facebook.com/fptu.logisticsclub
SPORTS CLUB			
17	FPTU Basketball Club	FUB	https://www.facebook.com/FPTBasketball Club
18	FPTU Street Workout	FUSW	https://www.facebook.com/FuStreet Workout
19	FPTU Esports Club	ESC	https://www.facebook.com/ESCFPTHN
20	FPTU Karate Club	FKC	https://www.facebook.com/profile.php?id=61550706956382
21	FPTU Gymnastics	FUGYM	https://www.facebook.com/FuGymnastics
22	FPTU Volleyball Club	FUVC	https://www.facebook.com/FUVOLEYBALLCLUB
23	FPTU Nunchaku Club	FNC	https://www.facebook.com/nunchaku.fnc
24	FPTU Muay Club	FMUC	https://www.facebook.com/fmuc.fptu
25	FPTU Vovinam Club	FVC	https://www.facebook.com/fvchn
26	FPTU Taekwondo Club	FTC	https://www.facebook.com/FTCTaekwondo
27	FPTU Badminton Club	FBC	https://www.facebook.com/FPTUbadminton

28	FPTU Table Tennis Club	FTTC	
29	FPTU Pickleball Club	FPBC	https://www.facebook.com/fptupickleball Club
30	FPTU Football Club	FFC	https://www.facebook.com/FPTU FC
31	FPTU Coc Gia Duong Club	FCOC	https://www.facebook.com/fptucocgiaduongclub
Community Club			
32	FPTU Soleil Crew	Soleil	https://www.facebook.com/soleilcrewfptu
33	FPTU Color Team	Color Team	https://www.facebook.com/colorteamvn
34	iGo Community Club	iGo Club	https://www.facebook.com/iGoClub
35	Mây Mưa Club - FPTU Japan Club	FJC	https://www.facebook.com/maymuclub
36	FPTU Board Game Club	FBGC	https://www.facebook.com/fuboard Game Club
37	FPTU - Photography	FUP	https://www.facebook.com/FUP.club
38	FPTU Dango Club	FPTU Dango Club	https://www.facebook.com/FPTUDANGO
39	FPTU Go Club - FPTU Go Club	FGoC	https://www.facebook.com/fptgoclub/?locale=vi_VN
40	FPTU Film Martial Arts Club	FMVC	https://www.facebook.com/clbvothuatdienanhfptu
41	FPTU Chess Club	FChess	https://www.facebook.com/chessclub.fptu
ART CLUB			
42	FPTU Blazie Dance Team	Blazie Dance Team	https://www.facebook.com/bl4213
43	FPTU Guitar Club	FGC	https://www.facebook.com/fuguitar Club
44	FPTU Melody Club	Melody	https://www.facebook.com/fptu.melody.club
45	Branché - FPTU Fashion & Model Club	Branché	https://www.facebook.com/branche.fptu.vietnam
46	FPTU Hebe Club	HEBE CLUB	https://www.facebook.com/HebeFPT
47	FPT University Hip-Hop Club	HFU	https://www.facebook.com/hiphopfptuniversity

48	FPTU Hibiki Yosakoi	Hibiki	https://www.facebook.com/HibikiYosakoi
49	FPTU - Hola Rock Club	HLRC	https://www.facebook.com/holarcstage

III. Office of Corporate Relations and Alumni Affairs

1. Corporate Relations Activities

1.1. Contact Information

- Email: job@fe.edu.vn
- Phone number: 024 7300 5569
- Career and Job Opportunities Facebook Page exclusively for FPT University students: <https://www.facebook.com/FPTUCareer>
- Website: <https://ojt.fpt.edu.vn/>

1.2. Support Services

- **On-the-Job Training (OJT) Semester Management:** Connecting and introducing companies for students to participate in; managing, addressing inquiries, and supporting students; compiling student evaluation results.
- **Organizing career-oriented activities for students**
 - Company Tour: A program that takes students on visits to businesses
 - Career Talk: Recruitment seminars introducing career opportunities at the university
 - Career Fair: FPT University's Largest Job Fair of the Year

2. Alumni Activities

2.1. Contact Information

- Email: alumni@fpt.edu.vn
- Phone number: 024 7300 5569
- Alumni-Exclusive Website: alumni.fpt.edu.vn
- Alumni Facebook Page: <https://www.facebook.com/ALUMNI.FPTU>

2.2. Support Services

- Alumni Support Center: Job Opportunities, Master's Scholarships, and exclusive benefits programs for alumni.
- Organizing annual alumni reunions

IV. Office of International Cooperation (IC)

The International Cooperation Office (IC) supports FPT University students

throughout their academic journey, helping them gain experiences and grow in an international environment. Through a network of partner universities, businesses, and organizations worldwide, IC provides numerous opportunities for students to study, intern, engage in cultural exchange, and broaden their international experiences while studying at FPT University.

1. *Contact Information*

- Office: Room 209L, Alpha Building
- Website: <https://outbound.fpt.edu.vn/>
- Email: international.fptu@fpt.edu.vn
- Facebook Page: <https://www.facebook.com/icpdp.globalstudy>
- Group Review of FPT University's International Programs:
<https://www.facebook.com/groups/1019414023516308>

2. *International Cooperation Support Services*

➤ *Organizing the Level 6 English Program Abroad - Intensive English:* Designed for students who have completed the 5 preparatory English levels at FPT University and are preparing to study Level 6 English—the final level in the English program before entering their major studies. Students will have the opportunity to study in an international environment, improve their English proficiency through classes taught by international instructors, experiential learning activities, and cultural exchange. The program is currently offered in several countries in the region, such as **Thailand, Malaysia, the Philippines, and Singapore...**

➤ *Organizing international cultural experience programs:* Students can sign up to participate in cultural experience activities abroad through programs such as the International Summer Camp, Newbie Trip, Amazing Race, Study Tour, and other international experience programs organized on an ad hoc basis.

➤ *Organizing Semester Exchange Programs Abroad:* Students from all academic disciplines, after completing at least one semester of major coursework, may apply to participate in semester exchange programs at FPT University's partner universities around the world. Students have the opportunity to study in countries such as Thailand, Indonesia, China, South Korea, Taiwan, Japan, Australia, Poland, Germany, France, Italy, and the United States. In particular, students participants in the program have the opportunity to have their tuition waived at the partner institution under the cooperation agreement between the two Universitys. The program typically lasts 4 to 6 months, and applicable credits may be considered for transfer upon completion of the program.

➤ *Organizing the Semester Abroad Program:* The Semester Abroad program offers students the opportunity to study at partner universities abroad under the host institution's curriculum. Unlike exchange programs, the Semester Abroad program is not subject to the exchange quotas between universities. Students from all academic disciplines may apply to

participate, subject to the specific conditions and requirements of each program. By participating in the program, students can complete one semester under the partner university's curriculum and have all earned credits transferred to FPT University.

➤ Organizing Specialized Chinese and Korean Language Programs in South Korea, Taiwan, and China: Students majoring in Korean or Chinese, as well as students in other majors who wish to improve their proficiency in Chinese or Korean, have the opportunity to participate in intensive language training programs at FPT University's partner institutions in South Korea (Gachon University, Korea University...) in China (Beijing Foreign Studies University, SIAS...) and Taiwan (Asia University, Providence University...) for periods ranging from 1 month to 1 year.

➤ *Organizing Overseas Internship Programs (On-the-Job Training – OJT)*: During the internship period, FPT University students can apply for overseas internships, which will be recognized as equivalent to a domestic OJT term upon completion of the internship program. Students have the opportunity to work in a professional international environment, experience global corporate culture, and develop the skills necessary for their future careers. Many students have received job offers from companies to become full-time employees upon completing their internships. Some notable overseas OJT programs include: the OJT program in Japan for students in the JS combo major—Japan Bridge Engineer; the OJT program in the Philippines for students in the Information Technology, Linguistics, and Business Administration; the OJT program in Singapore for students in Business Administration; the OJT program in China for students majoring in Chinese Language; and the OJT programs in Taiwan, South Korea, and Malaysia for students in the field of Semiconductor Circuit Design.

➤ Organizing joint study programs in South Korea and Taiwan for students majoring in IC Design: Students in the Semiconductor Integrated Circuit Design program have the opportunity to choose from the following partner universities: Gachon University (South Korea), Asia University (Taiwan), and the University of Wollongong (UOW) (Malaysia). Students can transfer from their second year for a duration of 1–2 years. Upon completion of the program, credits will be transferred to FPT University.

➤ Faculty-led programs at partner universities: Faculty-led programs are short-term study, experiential, or exchange programs organized at partner universities abroad, accompanied by faculty members from FPT University. Through these programs, students

have the opportunity to study by topic, participate in hands-on activities, interact with international students, and explore the learning environments in different countries.

➤ **Conferences and Scientific Research Competitions Abroad:** Students have the opportunity to participate in conferences, academic competitions, and scientific research activities organized by FPT University or its partner institutions abroad, such as in the United States, South Korea, Japan, China, Thailand, the Philippines, Malaysia, and Singapore... Through these opportunities, students enhance their research capabilities and soft skills while gaining valuable experience in an international environment.

➤ **Opportunities for Scholarships and International Internships:** Students have the opportunity to apply for scholarships for Master's and Ph.D. programs, as well as paid postgraduate internship programs in countries such as Taiwan, Japan, South Korea, and China...

➤ **On-campus cultural exchange programs:** Students have the opportunity to participate in cultural exchange programs with diplomatic missions and international students who visit, study, and gain hands-on experience at FPT University. Here, students can learn, share, and interact with international students and diplomats from international organizations to expand their networks and enrich their cultural experiences.

V. Office of Scientific Management

1. Contact Information

- Email of the Office of Scientific Management: smia@fe.edu.vn
- Email of the Head of the Office of Scientific Management: nguyenhtt@fe.edu.vn

2. Functions

➤ Contribute to enhancing scientific research capabilities, promoting international cooperation in scientific research, developing training programs and faculty, and innovating teaching methods;

➤ Proposing and drafting policies on science and technology (awards for scientific research, support for conference attendance, management of university-level research projects, etc.);

➤ Organize domestic and international scientific conferences and seminars, as well as student research fairs;

➤ Support faculty members and students in scientific research activities (disseminate and update scientific research policies, review and award incentives for scientific publications, review and support conference attendance in accordance with regulations, etc.);

VI. **Coc Ke Psychological Counseling Office**

1. **Contact Information**

- Office: Room 310R, Alpha Building
- Email: tuvansinhvien@fpt.edu.vn
- Facebook Page: <https://www.facebook.com/tamly.cocke>

2. **Functions**

➤ **Prevention:** Various activities designed to help students improve their ability to self-manage their mental health, such as workshops, talk shows, courses, handbooks, and psychology contests...

➤ **Screening and Assessment:** Using questionnaires and psychological tests (DASS-42, YSR, etc.) to assess students' psychological issues, difficulties, or support needs.

➤ **Counseling:** Providing information about off-campus mental health care facilities and resources; offering professional guidance and recommendations to staff, faculty, and parents regarding students' psychological issues 4.

➤ **Individual/Group Psychological Counseling:** Counseling topics include: Psychological issues (stress, anxiety, depression, crises, etc.); self-awareness and identity crises; relationships (friendships, romantic relationships, family, etc.); career guidance; and academic issues (academic pressure, difficulty concentrating, loss of motivation, etc.). Other concerns, worries, or distress.

Counseling Principles: Confidentiality; Respect; Acceptance; Ensuring Professional Competence; and Adherence to Professional Standards.

VII. **Financial Management Department - Accounting Division**

1. **Contact Information**

- Office: Room 404R, Alpha Building
- Email: Acc.fughn@fpt.edu.vn or Acc1.fughn@fpt.edu.vn

2. **Responsibilities**

- Answering questions related to student finances (tuition, repeating courses, other fees, scholarships, financial aid, etc.)
- Advance payments and final settlement of startup scholarships
- Tuition payment guidance

Part 5

STUDENT SERVICES



I. Academic procedures processing services

1. FAP Education Portal

FAP is an academic information portal for students, parents, faculty, and staff. Students can access information such as: class schedules, course assignments, academic progress, semester transcripts, cumulative transcripts, academic history, attendance records, and announcements from various departments regarding academics, extracurricular activities, and financial matters.

➤ **Address: Fap.fpt.edu.vn**

2. Common Academic Procedures

The Office of Academic Affairs will post notices and guidelines regarding academic procedures on the FAP system 3–4 weeks before the semester begins. These notices will include the following information: which procedures can be completed online; the start and end dates for each type of procedure; the response time for applications; the method of response; and important notes for each type of application.

No.	Procedure Name	Deadline	Notes
1	Semester Leave of Absence	No later than 1 week before the semester begins	You may not take a leave of absence for more than two consecutive semesters
2	Re-enrollment in a Course	No later than 1 week before the semester begins	Complete financial procedures in accordance with financial regulations
3	Register for Course Remedial Work	No later than 1 week before the semester begins	Complete financial procedures in accordance with financial regulations
4	Register for and attend the course	No later than 1 week before the semester begins	For courses not taken in previous semesters due to academic leave or unmet prerequisites
5	Registration for Electives	No later than 1 week before the semester begins	Pay tuition in accordance with financial regulations
6	Change Classes	No later than 2 days before the semester begins	
7	Change of major	No later than 4 weeks before the semester begins	Complete financial procedures in accordance with financial regulations

8	Transfer to another campus	No later than 4 weeks before the semester begins	
9	Request to correct attendance records (due to an instructor's error)	On the same day	On the same day as the class, students must directly notify the instructor to correct the attendance record if there is an error
10	Request to be Exempt from Attendance	Before the semester begins	For Phase 4 students with a valid employment contract
11	Switch from Martial Arts to Chess	No later than 2 weeks before the semester begins	Submit along with the medical records
12	Voluntary withdrawal	Before the semester begins	
13	Request for an official transcript with an official seal		Complete financial procedures in accordance with financial regulations
14	Grade review	3 days from the date results are announced	Complete financial procedures in accordance with financial regulations
15	Retake Exam	Submit an application by 12:00 p.m. on the day before the second exam	Only for students who passed the course on the first exam.
16	Request for Credit Transfer		For students who hold a certificate or have taken courses at another institution; Complete the financial procedures in accordance with financial regulations
17	Re-enrollment	No later than 10 days before the semester begins	For students who have withdrawn and wish to resume their studies; Complete financial procedures in accordance with financial regulations
18	Register for online course assessment exams	No later than 12:00 p.m. on Friday of the 9th week of the semester	Complete and submit all required links to course certificates for registered courses

II. Information and Library Services

1. Contact Information

- Hotline: 024 6680 5912
- Email: thuvien_fu_hoalac@fpt.edu.vn
- Facebook Page: <https://www.facebook.com/thuvienfu>

2. Functions and Responsibilities of the Information and Library Center

The FPT University Information and Library Center covers an area of over 1,300 square meters and consists of two areas: the Textbook Collection (Room 108 Delta) and the Reading Room + Reference Collection (Room 107 Delta). The library is an integrated learning resource center designed and developed to effectively support teaching, research, and academic activities for the faculty, staff, and students of FPT University.

Services include:

- Borrowing, returning, and renewing materials
- Guidance on information search and library use (OR)
- Information Search and Consultation
- Access electronic resources such as: Books24x7, Dspace, etc.
- Process requests to purchase materials; link - <https://forms.office.com/r/UeiB1PM6JC>
- Interlibrary loan within the FPT Edu system
- Group study rooms. (See regulations here: <https://library.fpt.edu.vn/Pages/Index/17>)

3. Information Resources and User Guides

Currently, the FPTU Hanoi Library offers three main types of resources: print books, e-books, and in-house materials (student graduation projects), specifically as follows:

➤ **Textbook Collection (Print Books):** Located in Room 108 of the Delta Building. The room is open only for borrowing and returning books at the beginning and end of each semester. Each student may borrow one set of textbooks and materials for the current semester, as listed in the class roster from the Academic Affairs Office. Borrowing periods for these materials and textbooks may be extended for up to one week upon presentation of a valid reason. The Library will announce the borrowing schedule and due dates on its website: <https://library.fpt.edu.vn/>, its Facebook page <https://www.facebook.com/thuvienfu>, and on FAP.

➤ **Reference Collection (print books):** Located on the 2nd floor in Room 107 Delta. This collection includes books across various fields such as: IT, finance, economics, graphic design, soft skills, literature, English, Japanese, Korean, and Chinese languages, as well as dictionaries and encyclopedias...Readers may borrow up to 10 titles from this collection: Vietnamese-language books may be borrowed for one week per loan; foreign-language and bilingual books may be borrowed for two weeks per loan. Reference books may be renewed up to four times, with each renewal counting as one loan.

- For instructions on how to search for books, click here: <https://library.fpt.edu.vn/Pages/Index/10>

- Instructions for readers on how to renew books: <https://library.fpt.edu.vn/Pages/Index/7>
Note: Overdue books will incur a late fee of 5,000 VND per day per book. Readers who damage or lose materials will be required to pay compensation in accordance with financial regulations.

➤ **Thesis Repository:** Digitized and stored on the Eresources page. To access it, please follow these instructions:

- Step 1: Access DSpace via the link: <https://eresources.fpt.edu.vn>
- Step 2: The system uses a Google account for login; there are two options:
 - ❖ **Sign in with Google:** Applicable to readers who have been issued an @fpt.edu.vn email address by the University;
 - ❖ **Log in with FEID:** This applies to readers using their personal

email addresses. After successfully logging in, readers can search for materials

in two ways:

- Type a keyword in the search box and perform a search;
- Browse materials by collection.

When selecting a specific collection, readers can browse materials based on various criteria, such as: Search, browse by collection, date, author, document title, and topic.

- View the full guide here: <https://library.fpt.edu.vn/Pages/Index/13>
Note: Projects can only be viewed online and cannot be downloaded.

➤ **Books24x7 Ebook Database**

The Books24x7 database provides reference content in the following fields: ITPro, EngineeringPro, BusinessPro, and FinancePro. It allows users to search, browse, read, and interact with the library's extensive professional reference collections, which have been curated through partnerships with more than 65 leading publishers worldwide.

➤ **To create a reader account, follow these steps:**

- Step 1: Go to: <http://library.books24x7.com>
- Step 2: Click on "Register" and enter your email address (**Note:** Only email addresses provided by the university will be granted access and a default password).
- Step 3: Read the Membership Agreement and click "**I agree.**"
- Step 4: Enter your username and password (which were sent to you via email) to access your account on Books24x7.
- Step 5: The first time you log in, the system will ask you to change your password.
- Step 6: Search for information following the search instructions.

Note: When accessing the site from home, you need to open the Firefox browser and change the proxy settings to the following:

HTTP Proxy: proxy.fpt.edu.vn | Port: 3130

- Click **OK** to save the settings
- The system will prompt you to enter your login credentials; please enter the following information:

Username: *ftpuser* | Password: *daihocFPT@123*

- View the full guide here: <https://library.fpt.edu.vn/Pages/Index/11>

4. Library Rules

Opening Hours and Services at the FPTU Hanoi Library

No.	DAY	OPENING HOURS		BOOK BORROWING AND RETURN HOURS
01	Monday–Friday	8:15 a.m. – 9:00 p.m.		Morning: 8:30 AM - 12:00 PM Afternoon: 1:00 PM – 5:00 PM
02	Weekends	8:00 a.m. – 12:00 p.m.	1:00 PM – 5:00 PM	Closed

Note: In the evenings and on weekends, the library is open only for on-site self-study; materials cannot be checked out or returned during these times.

4.1. What You NEED to Do

- Present your student ID when entering the library to borrow books; if you have not yet been issued a student ID, you may use a valid form of identification or your electronic ID on VNeID (**DO NOT USE PHOTOS**);
- Check the condition of borrowed books before leaving the circulation desk; you have 3 days to review them and notify the library of any issues.
- Comply with publishers' terms and conditions regarding digital resources (e.g., copyright laws);
- **Maintain order** in the library, except when communicating with library staff as necessary;
- Use your cell phone and laptop responsibly (*set them to silent mode when entering the library*) and avoid disturbing others;
- Dispose of trash in designated areas;
- Communicate and behave politely in accordance with local customs and traditions.

4.2. Things You Must NOT Do

- Do not write in the book with a pencil, pen, or highlighter;
- Do not fold, crease, or tear books;
- *Do not damage, deface, or move any library equipment or property without permission;*
- Do not bring food or drinks into the library;
- Do not use computers for inappropriate purposes, such as chatting, playing games, or stealing data...
- Do not smoke or bring flammable or explosive items into the Library;

- View the full Library Rules here: <https://library.fpt.edu.vn/Pages/Index/15>

III. Dormitory Services

Scale and Amenities: The dormitory for students at FPT University's Hanoi campus consists of six buildings: A, B, C, D, F, and H. Each building has a usable area of nearly 4,800 square meters, comprising five floors with 139 rooms fully equipped with living amenities.

1. Contact Information

- Email: ktx@fpt.edu.vn
- Social Media: Facebook: <https://www.facebook.com/groups/yte.ktx.hoalac>
- Security Desk Hotline: 02466805913

2. Guidelines on Procedures and How to Register

- See details on the Dormitory Rules and Registration Procedures at: <https://ocd.fpt.edu.vn/>

IV. Health Services

1. Contact Information

- Location: Health Office – Health Care Area, 30m Road, FPT University in Hoa Lac
- Hours: Open 24/7 (excluding public holidays and Tet)
- Contact in case of emergencies:
 - University Health Hotline: 024 6680 5917
 - Thach That General Hospital: 0966 101 616 or 024 3384 2217

2. Functions and Responsibilities

- Provide first aid, medical examinations, counseling, and treatment for common illnesses among students and faculty members
 - Assisting students and university students with referrals to higher-level facilities
 - Providing counseling and raising awareness about seasonal disease prevention

V. Information Technology Services

1. Contact Information

- Student Services Office - Room 102L, Alpha Building
- Email: it.support@fpt.edu.vn

2. Instructions for Creating a Campus Account

Each student is issued one account for logging into the campus Wi-Fi and accessing IT services on campus.

Account = First Name + First Character of Last Name and Middle Name +

Student ID Example: A student has:

Full Name: **Nguyen Hoa Lac** | Student ID: **HS130141** => The account format is: **LacNHHS130141**

- Initial password for the account: 123@123a
- The account is not case-sensitive
- Upon your first login, the system will prompt you to change your password. The new password must be at least 8 characters long and include letters, numbers, and special characters (the new password must not contain the account name).

3. Computer Registration & Wi-Fi Connection

There are 4 steps to guide you through changing your Wi-Fi password, registering your computer with the University's system, and then successfully connecting to the DH-FPT Wi-Fi network.

Each student may register only one device at a time for use on campus.

The following instructions are for Windows 10, the most common operating system; for other operating systems, please contact IT staff for assistance.

Step 1: For older versions of Windows 10

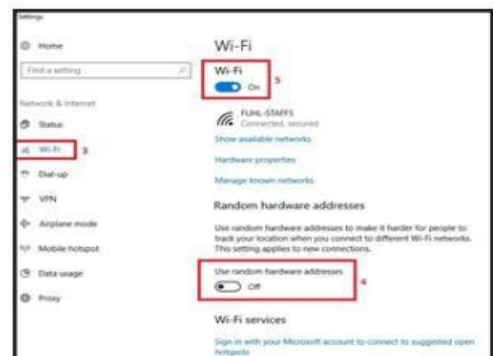
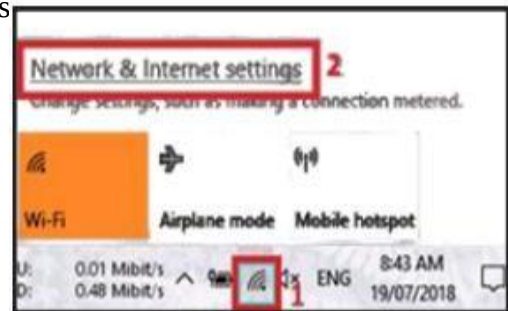
- Click the Wi-Fi icon (1), then click Network & Internet settings (2).

- Click on Wi-Fi (3), locate "Use random hardware address" (4) and turn it off, then switch the Wi-Fi (5) Switch to "Off" mode for about 5 seconds, then switch back to "On" mode.

If your version of Windows 10 does not have this feature, skip to Step 2. **Step 2:**

Change the Wi-Fi account password

- Select the Wi-Fi connection named **FUHL- Register Your Laptop**
- Once connected, your browser will automatically open the computer registration page
- You must change the account's default password before you can register your computer with the system.
- Select the link: **Change your Wi-Fi password (SSID: DH-FPT)**



- The browser will open to the password reset page (see image below).

- The interface has two sections:
 - The top section is for changing the password for your Wi-Fi account.
 - The lower section is for when you've forgotten your Wi-Fi account password; simply enter your email address, and the system will send you a new password.

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

- After successfully changing your password, return to the computer registration page
- Log in with your newly changed account and password
- Once you've successfully logged in, the system will automatically detect your computer's MAC address
- If you don't see this MAC address, you'll need help from IT (see image below)



- Click "Apply" (for the first time) or "Edit" (for subsequent times)

- The "successfully" message indicates that you have successfully registered your laptop's



MAC address.

Step 4: Connect to the DH-FPT Wi-Fi network

a) Connect to the DH-FPT Wi-Fi network



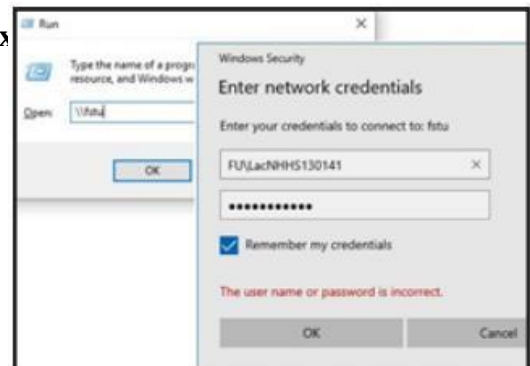
b) Connection successful



4. Applications used at University

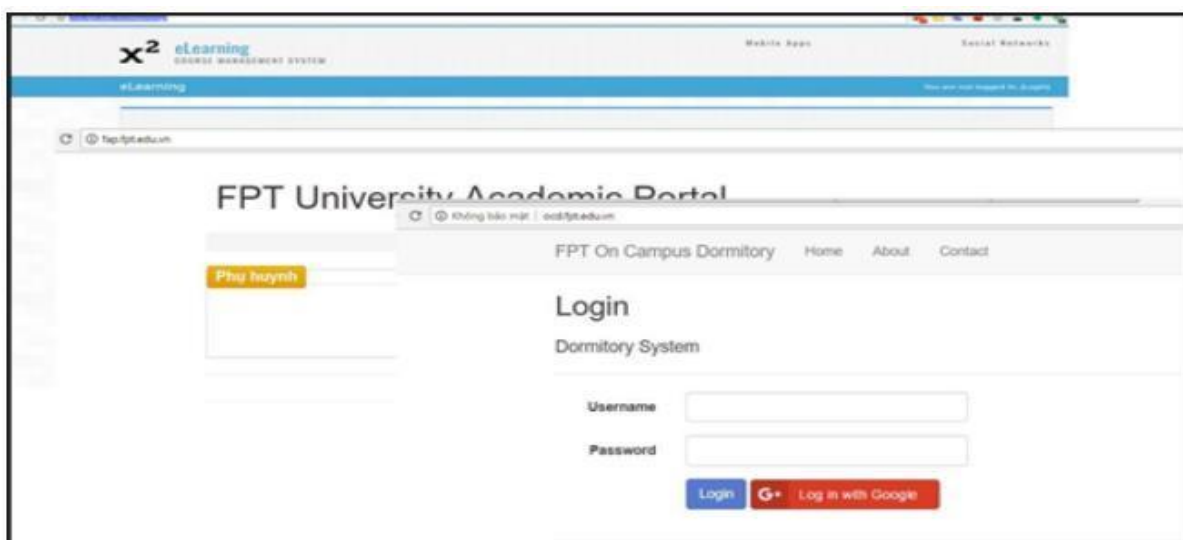
a) Using the File Server During the Practical Exam

- During the practical exam, you need to connect to the University's server
- In the Run window, enter the name of the server you want to connect to
- In the authentication window, enter the correct prefix followed by your Wi-Fi account name
- Note: Be sure to type the forward slash correctly



b) Online Applications

- Training information: <https://fap.fpt.edu.vn/>
- Information on study materials: <https://flm.fpt.edu.vn/>
- Dormitory information: <https://ocd.fpt.edu.vn/>



5. IT Department Support Services

a) Supported services	b) Services Not Supported
• Support for computer registration and Wi-Fi connection • Support for account/password issues • Support for online exam issues from the Academic Affairs Board • Support for fixing simple application errors once they have been identified	• No software installation • We do not provide software licenses • No computer hardware repairs • We do not provide Internet service in the dormitories; this service is provided by telecommunications providers
Each student is provided with an account and access to the Internet in the lecture halls to support their studies. Students must strictly adhere to the university's regulations and fully comply with the provisions of the 2024 Data Law (No. 60/2024/QH15, dated November 30, 2024), the Cybersecurity Law of 2018 (No. 24/2018/QH14 dated June 12, 2018), and the Network Information Security Law of 2015 (No. 86/2015/QH13 dated November 19, 2015), the Personal Data Protection Law of 2025 (No. 91/2025/QH15 dated June 26, 2025).	

Part 6

PRACTICAL INFORMATION



I. Essential Learning Skills

1. Self-Learning Skills

Active self-learning is the most essential skill to help you become a lifelong learner.

Recognizing the importance of self-learning, FPT University has adopted an educational philosophy centered on organizing and managing students' self-learning. This helps you gain confidence in exploring new knowledge, adapting to changes, and continuously developing yourself.

- **Set Clear Goals:** Set specific and clear academic goals; knowing why you're studying will help you stay focused and work harder.
- **Create a study plan:** Develop a detailed study schedule to work toward your goals, allocating time for studying, research, review, and leisure.
- **Use the Pomodoro Technique:** Study in short intervals of 20–25 minutes followed by a 5-minute break to help maintain focus and learning efficiency.
- **Use learning tools:** Use learning tools such as time-management apps, note-taking apps, and group-work apps to improve your academic performance.
- **Create a good learning environment:** Find a quiet, distraction-free place to focus on your studies. You should also figure out what conditions help you concentrate best—whether that's listening to music, studying at a coffee shop, or simply being in a quiet space.
- **Take notes and summarize:** Taking notes and summarizing helps you synthesize information and focus on the key points.
- **Reward Yourself:** Set learning milestones and reward yourself when you achieve your goals. This helps you stay motivated to learn.
- **Learn to make the most of AI tools to support your learning.**

2. Time Management Skills

Did you know that in just one second, Mark Zuckerberg earns \$69,444—equivalent to 1,527,777,777 VND—which is 29% more than what a typical American family earns in a year, all while maintaining a happy personal life? Zuckerberg's success, of course, wouldn't be possible without effective time management.

One effective time-management technique that anyone can use is the Eisenhower Matrix: Focus on tasks that are important but not urgent.

Specifically, you make a list of tasks and organize them based on their level of importance—whether they are important or not—and whether they are urgent or not. Tasks that must be

Tasks that must be done immediately are important and urgent. But clearly, you cannot succeed if you always have to handle important tasks urgently and in a rush.

Therefore, focus your energy on tasks that are important but not urgent, and plan to tackle them strategically. Tasks that are urgent but not important should be delegated to others, and tasks that are neither important nor urgent should be eliminated.

For example, if you want to achieve an IELTS score of 6.5 after four years of college—which is crucial for your future career and something you have plenty of time to work toward—then when you make a plan and put it into action, activities like scrolling through Facebook for almost the entire day will no longer be a priority for you.

3. Reading Comprehension Skills

As soon as you step through the university gates, a host of fascinating yet challenging experiences await you—many of which involve reading materials, ranging from a course syllabus to textbooks, reference materials, or reading to broaden your knowledge and enrich your life. Therefore, reading skills are among the most essential skills for students.

To develop strong reading skills, readers must first learn to identify which books are worth reading, when to skim or read in depth, and which sections to skim versus which to read in depth. After all, it's clearly difficult to read every specialized book in depth, especially since they're all quite thick and written in English.

Suppose you take three courses each semester and each semester lasts 10 weeks. For example, if you're taking Business Communication, the textbook is 635 pages long. If all three textbooks are of a similar length, you'll have nearly 2,000 pages to read in 10 weeks—all in English. Some students feel daunted the moment they pick up a book, so they might not read a single word from the textbook all semester. Therefore, instead of wasting your time, learn reading strategies to effectively “absorb” the knowledge in the books.

4. Problem-solving and decision-making skills

Problem-solving is a skill that is also essential for your studies, work, and personal life. Many problems arise in daily life; some of you may ask others to solve them for you, but perhaps no one can walk alongside you through life until the very end except yourself, so having the skills to solve problems and make decisions on your own will help you become independent, confident, and able to chart effective paths forward. In that case, others become a source of information to guide your decisions, rather than letting them “control your life.”

For example, you don't know why you received a low score on your essay exam even though you did very well on it. You can approach this using the method we'll call KOALA:

➤ K: Knowledge: The grading was fair. The teacher is usually very careful and rarely makes mistakes. However, this was a section I had studied very well before the exam.

➤ O: Objectives: You need to determine whether you were graded incorrectly.

➤ A: Alternatives: Let's say you consider the following options: Email the professor to ask for a re-grade, call the professor, meet with the professor in person after class, or meet with the professor during a break. Stay silent and don't ask anymore, in case the professor takes offense.

➤ L: Evaluate and decide (look ahead): Suppose you then decide that keeping quiet seems reasonable because the professor is a careful person, but you also feel that this is unfair to you, and since the professor is also a fair person, he will surely listen. Calling the teacher would make it hard to fully express your thoughts, and sending an email might delay the review process since the teacher is very busy, teaching six classes a day. So asking in person is the best option, but since the teacher will move to another class right after class, asking during the break makes sense.

➤ A: Action: You'll set aside the break time between two sessions tomorrow to ask the teacher

5. Teamwork skills

At FPT University, you'll frequently work in groups to complete course projects together. Therefore, teamwork skills are extremely important—it's about true "teamwork," not just "I work."

➤ Understanding the Team: Set aside time for team members to get to know each other—such as their academic goals, strengths, and weaknesses. This helps each member maximize their potential.

➤ Effective Communication: Teamwork requires good communication; listen carefully and express your opinions clearly to avoid misunderstandings.

➤ Sharing Information: Share your ideas, information, and knowledge with your group members so that everyone fully understands the issue and can contribute to and build upon the group's collective work.

➤ Task Assignment: Distribute tasks fairly and based on each member's abilities, ensuring that everyone has the opportunity to contribute to the team's development.

➤ Conflict Management: If a conflict arises, resolve it in a constructive manner and with the team's common goals in mind.

II. 12 Tips for surviving your first year at FPT University

01 BE SURE TO FULLY PARTICIPATE IN ALL FRESHMAN ORIENTATION ACTIVITIES ORGANIZED BY THE UNIVERSITY

Participating in these activities will help you easily adjust to your new learning environment, build connections with your classmates, and boost your confidence in taking part in University activities and events. At the same time, through these activities, you'll learn a great deal of important information about the academic program, which will help you prepare yourself for what lies ahead.

02 LISTEN AND READ EVERYTHING YOU CAN

In an environment that is unfamiliar and new to you, the most important thing is to explore and pay attention to all information channels that can provide you with useful information: information sessions, newsletters, the internal network, student forums, the university website, faculty and staff, upperclassmen, and your peers. All of these can provide you with valuable information. Pay special attention to the university's official communication channels, such as the CMS system and personal email accounts, as official or mandatory announcements are posted or sent through these channels.

03 ALWAYS STRIVE AND BE HONEST

A lack of effort and dishonesty are two things that FPT University will not compromise on or forgive. You may make mistakes or achieve less-than-ideal results, but you will always have the opportunity to try again and make amends. A lack of effort or dishonesty in daily life and academic activities is unacceptable. If, after giving it your all, you still cannot solve an assignment or a problem, leave the paper blank rather than copying someone else's work. "Real Learning – Real Exams – Real Success" is the guiding principle for exams at FPT University.

04 BE FRIENDLY AND GET ALONG WITH EVERYONE

This will ensure you have a comfortable and joyful emotional life; sharing and being supported are very important during times of loneliness and homesickness. You'll also feel more confident knowing that, no matter the circumstances, you'll have the support of others and won't have to face difficult problems alone.

05 BE GOAL-ORIENTED AND ALWAYS MAKE PLANS FOR YOURSELF

Studying at FPT University will be very different from what you're used to in high school. You will no longer be guided step-by-step as before. The knowledge you gain will no longer be limited to textbooks or what your teachers cover in class. You'll need to take the initiative to conduct independent research and consult external resources. Without a plan and clear direction, you won't be able to achieve good results.

06 ATTEND CLASSES REGULARLY

Attending classes regularly from the very beginning will help you develop good habits and overcome the natural inertia we all have. Consider the opportunity to interact with your professors—who have walked this path before you and possess a wealth of valuable experience—as one you simply cannot afford to miss. In your first year, when you're still adjusting and haven't yet figured out how to study effectively on your own, the argument that studying at home is better than attending class is completely fallacious. At FPT University, to ensure academic quality, any student who misses more than 20% of the sessions for a course—for any reason—will

You won't be allowed to take the exam for that subject and will have to retake the course. Always set aside at least 10% of your class time for unforeseen circumstances such as illness or unexpected commitments.

07 MAKE THE MOST OF YOUR TEACHERS

Don't treat your teachers like a TV that only plays pre-recorded programs at set times. Be bold and take an active role in the classroom learning process. Every teacher has their own strengths, and you need to make the most of their valuable knowledge and experience. The faculty at FPT University are always ready to support and assist you, even outside of class hours. Be open, don't be afraid to admit when you don't understand something, and feel free to discuss topics with your teachers—you'll find your knowledge grows significantly.

08 JOIN AT LEAST ONE CLUB OR STUDENT ACTIVITY GROUP ON CAMPUS

This will help you enjoy relaxing and meaningful moments and, more importantly, build genuine friendships. Remember that relationships can only be developed and strengthened through shared activities and common interests. Participating in extracurricular activities also provides an excellent environment for you to develop and hone your personal skills—something that is essential if you want to succeed in life later on.

Get used to this harsh reality: studying in college is your responsibility, not anyone else's.

This is the starting point of adult life, where only you can decide what you do and face the consequences. Whenever a problem arises, reflect on it and hold yourself accountable first to gain invaluable lessons for yourself. Don't blame your circumstances or anyone else. Of course, this doesn't mean you shouldn't actively offer constructive feedback to others or work to improve your learning environment.

09 LIVE HEALTHILY AND TAKE CARE OF YOUR HEALTH

Changes in your living environment, worries and loneliness, the first breaths of newly found freedom, the desire for self-affirmation, and the impulsiveness of youth can easily lead to a careless, reckless, and unhealthy lifestyle. Try to think seriously about this issue so you can take the best possible care of your physical and mental health. Without one of these, you will not be able to succeed in life.

10 MAKE THE MOST OF THE UNIVERSITY'S SUPPORT THROUGH STUDENT SERVICES

The university offers many free services to support students during their studies. Examples include health counseling, academic advising, dormitory information, and assistance with paperwork to ensure students' rights are protected, among others. Students should thoroughly research this information and make the most effective use of these resources.

11 BE PREPARED FOR STRESS AND SHOCKS

University life is very different from high school, which can put a great deal of psychological and physical strain on students. Many students may feel overwhelmed, as if they've been left behind, and find themselves confused and lost. Quite a few may feel depressed because, despite their best efforts, their results still fall short of expectations. Know that this is a common experience for the majority of students—you're no exception—so don't worry too much. Trust that you always have the full support of your friends and the University, and that if you truly try your best and follow the other "guidelines," the situation will improve significantly over time. Overcoming these challenges means you've matured significantly and become true students.

12. DISCIPLINE, DISCIPLINE, AND DISCIPLINE

The final point—and one of the most important—at FPT University. Discipline means arriving on time for classes and submitting assignments by the deadline. Discipline means adhering to the University's rules and regulations and maintaining a conducive learning environment. Discipline is about personal self-management—studying and participating in activities on time, following the established schedule, and fulfilling one's responsibilities to the community and the university. Without discipline, we certainly cannot succeed or face the challenges brought by the wave of globalization.

III. FPT University Mascot

The TOAD is the mascot of FPT University

Why is **the TOAD** the mascot of FPT University?

10 highly compelling reasons why our university chose the **toad** as its mascot:

➤ **From an educational perspective:** The toad is the only animal associated with education; the "Toad Teacher" in Dong Ho paintings symbolizes profound knowledge and wisdom.

➤ **From a sociological perspective:** In folklore, the toad is highly regarded for its

stubbornness and resilience, as seen in sayings like “The toad is the son of Heaven” and “The toad sues Heaven.”

➤ **From a creative perspective:** The toad is an incredibly active creature that never sits still. The saying “Catch a toad and put it on a plate” affirms a spirit of creativity and a drive to constantly bring about change.

➤ **In Meteorology:** The toad has the ability to “summon rain and call the wind.” All it takes is for the toad to grind its teeth, and rain will fall to nourish the crops, bringing abundance and warmth everywhere.

➤ **On Courage:** The toad is a very tenacious and agile creature. Though small, the purple toad is ready to fight a cobra. It would rather “both go down” than be bullied.

➤ **In Agriculture:** The toad is a natural predator of pests; its presence helps protect crops from destruction. This is also a source of strength for growth.

➤ **In Linguistics:** The word “frog” appears before negative phrases such as: “frog hears,” “frog learns,” “frog plays,” etc., implying “does not hear,” “does not learn,” “does not play,” and so on. In an environment that values creativity, negation is the very foundation for the emergence of something new.

➤ **Regarding Nutrition:** Toads are rich in nutrients, and malnourished children can use toad meat as an effective remedy. Be sure to prepare it carefully!

➤ **In Zoology:** Toads belong to the class of amphibians; they primarily live on land but reproduce and undergo their early development in aquatic environments. Toads breathe through a combination of lungs and their skin; they are resilient and highly adaptable to environmental conditions. Notably, glands on their skin can secrete defensive toxins, causing many predators to think twice.

➤ **From an Economic Perspective:** At the end of each semester, FPT University selects the most outstanding student to award the “Gold Prize.” Choosing a “Golden Bear” or a “Golden Elephant” would be a waste. Choosing a “Golden Bee,” “Golden Ant,” or “Golden Mosquito” would be downright stingy.

It seems that choosing the **TOAD** is the most reasonable choice!

And so, we’ve chosen the **TOAD** as today’s mascot!

IV. Traditional song

FPT - The River of Vows Composed by Truong Quy Hai

Seeking the vast ocean, stretching through the vast forests, here the streams converge to form
a boundless river, harmonizing with layer upon layer of waves, sweeping across the vast
expanse of land and sky.

The vast sea and deep river, overflowing with love and trust, as we share our faith; through
rapids and rocky shoals, we blend with the passion—FPT—the river we return to.

Our vow echoes through the river, keeping our aspirations alive. The boundless ocean’s
waves never cease to surge; tomorrow, a thousand streams will resound with a triumphant

song.

V. Ensuring Security and Safety

To ensure security and safety in the area along E Street in front of the University gate, the University requests that students strictly comply with the following regulations:

1. **Do not gather or park in the area in front of the University gate:** Avoid gathering and parking at the University gate, as this obstructs traffic and creates opportunities for criminals to gain access
2. **Absolutely do not buy or sell food or goods in front of the University gate:** The sale of goods of unknown origin poses many risks; in particular, food and beverages not only affect security and order but also carry a high risk of food safety and hygiene issues
3. **Slow down when traveling near the University gate:** When riding a motorcycle, bicycle, or driving a car near the University gate area, students must slow down to ensure traffic safety
4. **Follow safety guidelines:** Pay attention to the University's signs and instructions, and strictly comply with traffic laws to ensure safe travel and adherence to the law
5. **Strictly prohibited:** Students are prohibited from swimming or organizing high-risk activities near ponds and lakes on campus; students are also advised not to swim in areas where safety cannot be guaranteed, such as locations with "No Swimming" signs or areas without on-site supervision or lifeguards...

VI. Some recommended shopping locations

1. Shopping Locations

- Lan Chi Supermarket: Hòa Lạc Intersection (on National Highway 21, 5 km from the University)
- Hòa Lạc Market: Hòa Lạc Commune, Hanoi City (5 km from the University)

2. Entertainment Venues

- Bao Son Paradise (Thang Long Boulevard)
- Son Tay Ancient Citadel, Duong Lam Ancient Village, Thien Son Suoi Nga, Khoang Xanh Suoi Tien, Dam Long, Thay Pagoda, Tay Phuong Pagoda, and Khai Nguyen Pagoda (25–30 km from the University).

3. Banking Services

- Tien Phong Bank's liveBank ATM – on the university campus
- FPT

4. Hospital Address

- Hospital 105—Son Tay Ward, Hanoi City, 18 km from the University
- Thach That General Hospital—Thach That Commune, Hanoi City

5. Public Transportation (Bus Stop Near FPT University)

- Bus 74: My Dinh Bus Station – Thang Long Boulevard – Hoa Lac High-Tech Park – Luc Quan – 105th Hospital – Road 414 – Xuan Khanh
- Bus 107: Kim Ma - Hoa Lac High-Tech Park - Vietnamese Ethnic Minorities Cultural Village
- Bus 88: My Dinh Bus Station - Thang Long Boulevard - Hoa Lac High-Tech Park - Xuan Mai
- Bus 117: Nhon - National Highway 32 - Road 421 - Road 420 - Road 419 - National Highway 21A - Hoa Lac
- Bus 119: Ba Vi - Hoa Lac

VII. INFORMATION ON FACILITIES AND RULES OF USE AT FPT UNIVERSITY

7.1 Amenity services on the FPT University campus are located in three service complexes, including:

- 07 food service providers: set meals, rice noodle soup, pho, fast food, etc.
- 02 supermarkets.
- 3 coffee shops and takeout beverage stands.
- 01 hair salon (haircuts and shampoo).
- 1 fitness center (gym).
- 1 self-service laundry and dry cleaning shop, located next to Dom H.
- LiveBank ATM of Tien Phong Joint Stock Commercial Bank (TPBank).

7.2 General Rules for Service Building Areas

To ensure a clean, civilized, safe, and healthy environment, students are requested to comply with the following regulations:

1. Maintain general cleanliness; sort trash according to the instructions and dispose of it in the designated areas.
2. Do not throw trash, pour food, drinks, or any other waste onto the floor, into planters, or into the drainage system.
3. After eating or drinking, take the initiative to collect trash and leftover food; return trays, plates, bowls, and eating utensils to the designated collection area in the cafeteria.
4. Take care of the University's tables, chairs, and facilities; do not move, write on, draw on, or post anything on them, or engage in any behavior that damages University property.
5. Use tables and chairs for their intended purpose; do not sit, stand, or put your feet on the table.
6. Maintain order and avoid making noise; line up politely when purchasing or using services.
7. Do not use personal belongings to reserve tables, chairs, walkways, or common areas.
8. Do not smoke, use e-cigarettes, consume alcoholic beverages, or use prohibited substances on the service facility premises.
9. Do not bring flammable or explosive materials, hazardous chemicals, or items that could pose a safety hazard into the service area.
10. Be mindful of conserving electricity and water; use equipment for its intended

purpose and according to the instructions.

11. Take responsibility for safeguarding your personal belongings and property while using the services.
12. Minimize the use of single-use plastic products; prioritize the use of reusable water bottles, containers, and bags.
13. Take care of the trees, the landscape, and the shared environment; actively encourage your friends to do the same.
14. If you notice any safety hazards, damage to facilities, or issues related to hygiene or food quality, please report them immediately to the service provider or management so they can be addressed promptly.
15. The service provider does not supply napkins or toothpicks. Students who need these items should bring their own.

7.3 Let's work together to build a green, clean, and beautiful FPT University Campus that is safe and healthy

Every student should start with small actions:

- Sort trash according to the guidelines.
- Dispose of trash in the designated areas.
- Clean up the area after use.
- Take care of the greenery, landscaping, and facilities.
- Limit the use of single-use plastic products.
- Take the initiative to remind others and promote environmental awareness.



FPT University

Website: <https://daihoc.fpt.edu.vn/>

