

Reference number : GDL-SAM-008-V5.0
Published date : 20/06/2025
Effective date : 20/06/2025
Applicable Department : All VinUniversity members
Access level : Public

I. Purpose

The purpose of this guideline is to help students to prepare them for their residential life at university; develop a sense of respect and care for others; make responsible choices about their lifestyle; share their academic, social, and cultural experiences with other residents; learn to live independently yet in harmony with a diverse group of people; and encourage them to actively engage in your community according to your rights and responsibilities as a resident on VinUniversity campus and other VinUni-provided accommodation.

II. Scope

This guideline applies to all students of VinUniversity residing in VinUni-provided accommodation, including both on-campus dormitories and off-campus residences arranged by the University and its partners.

III. General Policy Principles

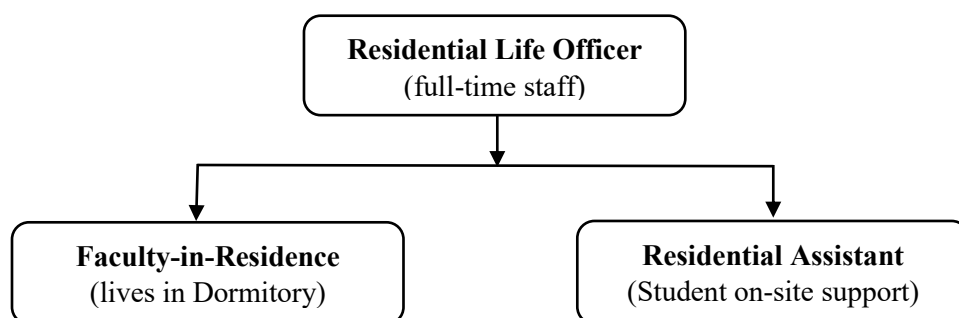
1. Community Principles

Openness: Stay open-minded to racial, cultural, gender and religious diversity and sexual orientation.

Sharing and Respecting: Treat people, properties, and the environment with respect and care.

Healthy Lifestyle: Eat healthily, exercise daily, live happily, and be nice to each other.

2. Residential Life: Support Network



Students can reach out to any of the above for guidance, support, or help with housing related issues.

Together, they ensure students feel safe, supported, and connected whether on-campus or off-campus.

See Appendix I and Appendix II for more information on-campus and off-campus contact information, respectively.

3. Noise Policy, Quiet Hours and Out/In Hours

VinUniversity expects all residents to respect and be conscious of the impact that their behavior and activities may have on their neighbors. Social gatherings are an essential part of campus life, but when you have guests, for example, be considerate of your fellow residents. Refrain from talking too loudly, playing music on a speaker when others are studying, making loud noise while entering and leaving your apartment, or shouting at and banging on apartment doors, especially during the night. In addition, playing electric guitars, drums etc. is not allowed within VinUniversity-provided residence and can be instead carried out in music practice rooms available in the sports complex.

Residential Hours Overview

Category	Days	Time	Notes
Quiet Hours	Sunday - Thursday	10:00 PM - 7:00 AM	Residents should keep noise to a minimum during this time.
	Friday - Saturday	12:00 AM - 7:00 AM	Adjustments may apply during holidays or exam weeks.
Curfew (On-campus)	All days	After 11:00 PM	Students should remain on campus after this time. Late returns may result in no campus access .
Off-campus Routine	All days	No fixed hours	Students are expected to maintain a safe, healthy routine and avoid late-night travel without valid reasons.

Stay on/off campus: Students are required to stay on campus as much as possible, especially during the week for classes and student activities. For some occasions, normally in the weekend, if students want to stay off campus, they shall send an email request to ask for permission from the Residential Office in advance with details of dates when they leave and return to campus. Students are not encouraged to stay off campus or VinUni-provided residential area within the week too often. The Residential Office shall consider the request on a case-by-case basis. If an off-campus student plans to be away from their registered accommodation **for more than one night**, they must inform the **Residential Life Officer** in advance via email, clearly stating:

- The date of departure and return
- Reason for absence
- Emergency contact information

Approval is not always required, but **proactive communication is mandatory**. Frequent extended absences during the academic week are **discouraged**, and patterns of absence may be reviewed for student well-being monitoring.

4. Guest Visit Policy

You can receive guests on campus or at VinUni-provided residential area on the condition that they shall respect the privacy of other residents and abide by the following policies during their visit to the residence:

- Residents shall register their visitor(s) to the Residential Office. Guests are expected to meet residents in the common area and shall not enter the host apartment without prior consent from other co-tenant(s) of the apartment.
- Guests must be physically always accompanied by the host and should not be given the apartment key.
- The host will be held accountable for the actions and behaviors of their guests within the residence halls. Residents are responsible for all violations by their visitor(s). Refer to the VinUniversity Student Code of Conduct Policy and Procedure for specific disciplinary actions related to violations.
- Guests who visit during the day will be expected to stay **no later than 10:00pm**.
- The Residential area does not receive the visit before 7:00am and after 9:00pm, except for emergency cases.
- Each resident shall have **no more than three guests** visiting at the same time.

- To register, students fill in the Guest Visit online form **03 working days** in advance for visit within the day and **05 working days** in advance for overnight guests.

5. Room Change Request

Students can request a room change. However, no particular person has priority over one space. Requests will be considered carefully on a case-by-case basis and implemented through the following steps:

Step 1: Talk to your roommate(s) about the conflict to identify the issues that need to be resolved. Talk about concerns and listen to the other party. You can ask for support from Resident Assistants to join you at this step, or you and your roommate can work it out in one week from the notice date to Resident Assistant. A roommate agreement, which is provided by the Residential Office, should be completed.

Step 2: Talk to the Faculty in Residence about a continuing conflict or concerns. The Faculty in Residence will meet with you and your roommate in a formal meeting. Another roommate agreement needs to be completed. After the meeting, you and your roommate should allow at least one week to resolve the conflict.

Step 3: If steps one and two are not successful, contact the Residential Office. They will work with you and your roommate to resolve the issue and/or discuss a possible room change.

In situations where there is a roommate dispute, and a room change is necessary, the Residential Office shall help in managing the dispute, and adjusting the room arrangement, if necessary. You are not allowed to swap rooms with other students without permission from the Residential Office.

6. Move in and move out procedure

Check-in Procedures

Students must complete all check-in paperwork before moving into VinUniversity residence. Students should arrive at VinUni-provided residential area during the scheduled times for check-in unless prior arrangements have been made with the Residential Office.

You are required to:

- Bring a copy of your notarized ID card (a copy of your passport and visa for international students). Skip this document if you have already submitted it in the required enrolment documents.
- Fill in the campus residence form
- Read and sign the property handover form of your apartment (one form for one apartment)
- Fill in the Temporary Residence Registration Forms

During the first week of your residence, you will receive an introductory tour of the services, places and facilities on campus or VinUni-provided residential area.

It is important to note that when a resident takes possession of a room key and signs the property's handover form, they indicate an understanding and acceptance of the Residential Life Guideline. Residents have the responsibility to check the room within one day after receiving the key and complete the check-in procedures to ensure the room is in good condition and has full equipment as indicated on the handover of asset list. If there is no report received, the Residential Office will assume that the room has no damage and any damage discovered during the check-out process will be the student's responsibility. Students are encouraged to read the Residential Life Guideline before checking in.

Check-out Procedures

All students are required to check out of their room after the final exam and assessment week of each semester. You will be informed of the due date for check-out.

To complete the check-out procedures, residents need to:

- Schedule an inspection time with the Residential Office: Residents schedule an inspection time in advance during the week of moving out. For inspection, a staff member will come to the room and inspect damage/cleanliness issues in reference to the check-in form which lists all assets in the room. One resident can represent his/her apartment to schedule an inspection time. If any charges occur, everyone in the same apartment will be charged and have to pay the charge before their departure or it will be deducted in the deposit
- Register a move-out day and time: Residents must inform the Residential Office of the day and time they plan to move out one week before their departure.
- Residents should clean their living spaces, remove personal items or decoration (if any) so that the room can be handed over with the same condition as before they moved in. They also should make sure that all garbage, recyclables, debris, and abandoned items are bagged or boxed and taken to the trash/recycling area of the building. Any donations of food, clothing, and household items should be brought to the Residential Office and deposited in designated areas.
- Residents shall complete the check-out form (inspection, handover form) and return the access keys, borrowed items (if any) on the day of moving out.

7. Residents' Code of Conduct

Please refer to the Student Code of Conduct Policy and Procedure for details.

In the event of loss and damage to a residence room or area, a charge will be issued based on the severity of the damage and judgment of the evaluation of the council.

Posting/Solicitation

All posting, distribution, or solicitation in the public areas of the residential facilities must be approved by the Student Affairs Management department. Posting on exterior balconies or railings of apartment rooms or residence hall suites is prohibited. Posting inside bedrooms or on the inside of exterior-facing bedroom windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Posting of material in common living areas of apartments or residence hall suites which are not open to the public is permitted if none of the residents of the same apartments or residence hall suites object to the material. Any material posted in the common area of apartments or residence hall suites must be removed in the event that any resident of an adjoining room with access to the common area objects to the posting of such material.

Inspection of Rooms

The Residential Office retains the right to enter assigned rooms of residents in the performance of legitimate functions, including, but not limited to maintenance, emergency situations, possible violations of VinUniversity policy or civil/criminal law, and to ensure that safety and sanitation standards are being observed. Illegal or unauthorized items may be confiscated, and appropriate citations may be issued to the residents involved.

8. Health and Safety

Security

Residents should not bypass or disable residential security. Residents should not allow suite and/or building access to unauthorized persons. Students are reminded to lock doors and close and lock windows when they are not present in the room or while asleep. Personal belongings should be secured in personal shelving units.

The safety and security of the community are everyone's shared responsibility. Thus, residents should always ensure that doors and windows are locked when they leave. Personal belongings should be stored safely and securely. Students are required to call the Residential Office or VinUniversity staff if they are unable to lock and secure room doors and/or windows. If residents see activities deemed suspicious, they are expected to report to the Residential Office or Security Hotline.

Electricity

Residents in each apartment may equip yourselves and use up to 1 super kettle at a time (maximum capacity is 2000W). After use, residents must remove the kettle from the base to avoid accidentally turning it on without water in the kettle, leading to a fire.

Moreover, it is forbidden to steal, set up or use electricity without permission; before leaving an apartment, shared rooms or public area, turn off lights, computers, and other power-consuming devices. In addition:

- Do not use other conductive materials instead of fuses.
- Do not put electrical wires directly into the power outlet.
- Do not place combustible materials near fuses, switchboards, or electrical wires.
- Do not leave gasoline and combustible materials in all spaces except allowed areas.
- Do not use nickel silver electric stove or burn incense in all spaces except allowed areas
- Do not use iron or other heated tools to iron clothes in the apartment.

Fire safety, alarms and evacuation

Please familiarize yourself with the fire instructions which are prominently displayed throughout the campus and in your room in order to make sure you know your nearest exit and assembly point. Fire practices/drills are held regularly at VinUniversity.

Each classroom, dormitory, and shared space have an approved fire emergency evacuation plan specifically designed for that facility. You should become familiar with these plans and be aware of the locations of emergency exits. Building evacuations will occur when an alarm sounds and/or upon notification by authorized personnel. If the fire alarm is activated, immediately evacuate the building via the closest emergency exit. Do not delay or ignore the alarm.

If you discover or suspect a fire:

- Activate the fire alarm
- Promptly head to the nearest emergency exit and leave the building
- Do not use elevators
- Do not pack or retrieve any belongings
- Call for fire rescue at 114 when it is safe to do so

Residents shall not tamper with smoke detectors, fire alarms, fire extinguishers, sprinkler systems, or emergency exits. All doorways, hallways, and stairways must be kept clear for emergency access. Any personal items or furniture placed in these areas will be removed without prior notice.

In emergency situations, listen to the instructions, if any, and contact the Residential Life Officer or security hotline.

Appendix I: On-campus residential policy (Specific guidelines)

Appendix II: Off-campus residential policy (Specific guidelines)

Appendix III: Examples of Code of Conduct Violations in Both On-Campus and Off-Campus Housing