



TERMS AND CONDITIONS FOR VINUNI OUTBOUND EXCHANGE STUDENTS

When participating in VinUni Outbound Student Exchange Programs (OSEP), it is important for VinUni students to understand and comply with the following Exchange Program Programs Terms and Conditions.

By signing this document, Itotally agree with the below terms and conditions:

Prior to application submission:

- I certify and declare that all the information I have given in my application is true, correct and complete.
- I agree to immediately inform Global Exchange Office if there is any change to the information I have given in my application.
- I understand that providing inaccurate information or documentation or withholding pertinent information or documentation in connection with my application may result in the cancellation of my enrollment in or offer of enrollment in VinUni's Outbound Student Exchange Program.
- I understand that the decision of the Global Exchange Office is final with respect to selection of applicants, host institution. Host university placement decisions are final.
- It is my responsibility to research and select institutions that are both academically and personally suitable. I must consult with my academic advisor or program director to obtain approval for my course registrations at the host institution, as this ensures that the credits earned will be transferred towards my program at VinUni after the exchange.
- VinUniversity will release relevant information to the host institution to arrange for the exchange program.
- I agree to pay any fees or associated costs that I am liable for on a timely basis.
- I am aware of the potential costs associated with my exchange semester and have the financial means to cover them for the duration of my course.
- I understand that courses selected should respect the principles of progression as far as possible and should provide students with adequate preparation for the next stage of my studies on return to VinUni.
- I understand that if there is no course equivalence information, I should request for course assessment by submitting the application to the Office of University Registrar. There may be credit system differences between VinUni and the host institution, and the credit conversion adopted by VinUni.

Prior to Departure:

- It is my responsibility to arrange insurance, visa, flights, housing, and cover my own program-related expenses and any quarantine requirements (if any), including non-tuition charges that may apply.
- I need to prepare the required documents for my visa application and ensure my passport is valid for at least six months after my departure.
- I must submit the hard copy of my Exchange Course Assessment Form and the Acceptance Letter from the host institution to the Office of Planning & Registrar for credit transfer following VinUni credit and Grade Conversion Guideline for Outbound Exchange Programs.
- If I have any pre-existing medical conditions or require accessibility and support services overseas, they must inform the Global Exchange Office so that Global Exchange Office can check on available options and support at the host university.

- I am expected to be excellent ambassadors for VinUni and comply with the host country's laws while on my exchange programs.
- I will follow the instructions and guidelines provided by the host university regarding entry requirements, culture, weather, food, lifestyle, and other relevant information.
- I will fulfill all general entry requirements, including COVID-19 measures (if any) prior to my exchange program.
- I must adhere to the [Student Academic Integrity Policy and Procedures](#) of VinUni and the host university's rules and regulations.
- VinUniversity has the right to postpone or cancel the exchange program in case of adverse situations such as natural disasters, military conflicts, virus outbreaks, and other unforeseen circumstances, and that VinUniversity will not be held liability for any costs or damages incurred by the student in such cases. VinUniversity will not be liable for any loss, costs, or damages I may incur as a result of a postponement or cancellation.
- Any failure to meet the conditions of the exchange program may result in my responsibility for repaying any grants received from VinUniversity.
- I understand that failure to meet any of the conditions of the Outbound Student Exchange Program, prior to my departure and during my exchange period will result in them being responsible and indebted for the total repayment to VinUni of all grants received by them in relation to my exchange at the host institution.
- I commit to attending the Pre-Departure Session on the dates and at the venues specified by the Global Exchange Office.

During exchange program:

- I consent to VinUni staff members contacting the person or persons nominated as my emergency contact and informing them of my circumstances.
- I must provide VinUniversity with my overseas contact details at my host institution.
- All official communication will be sent to my VinUni email account and I am responsible for regularly checking my VinUni email account while on exchange.
- I understand that they will comply with the rules and regulations of both VinUni and my host institution and the laws of the country of the host institution.
- I understand that I must follow the host institution's regulations on the full-time study load and any over or under-loading must be approved in advance by the Registrar and the Program Director for exceptional cases.
- I agree to immediately notify VinUni Global Exchange Office if they withdraw from the program.
- I am responsible for submitting "***Initial Outbound Student exchange survey as a Student Exchange Report on arrival***" to VinUni **within two weeks** after arriving at the partner university. Any changes to my enrolment at the host institution will require approval from my college at VinUni.
- I agree to hold VinUniversity entirely free from any liability, including financial responsibility for injuries incurred and damage or theft of personal property, regardless of the reasons or circumstances.
- I agree to share my exchange stories with others on VinUni media posts during my exchange program.
- I understand that I am solely responsible for any costs associated with my exchange, including (without limitation) visa costs, living expenses, accommodation, health insurance charges and other related expenses required by the host institution or host country.



- Any failure to meet the conditions of the exchange program may result in the students being responsible for repaying any grants (if any) received from VinUniversity.
- VinUni reserves the right to terminate and/or claim repayment of the disbursed award (if any) should I violate VinUni's or host institution's regulations, or provide false or incomplete information on the application, or if any of the above is violated.
- I agree to fulfill all the financial requirements at VinUni after the exchange.
- If I have any health issue or require accessibility and support services overseas, I must inform Global Exchange Office so that Global Exchange Office can check on available options and support at the host university.

Return from Exchange:

- Upon returning from the exchange programs, I am responsible for providing an official transcript from my host institution to the Office of the University Registrar for approval **within one month** after the completion of the exchange program.
- I agree to share my stories with others on VinUni media posts after my exchange program.
- I agree to submit a feedback survey, learning report and attend at least one return home activity to share my experience with others.
- I agree to be a speaker for Information session/Pre-Departure Orientation event/promotional events to promote VinUni Global Exchange Programs as an Ambassador if invited.

Students' privacy

- VinUni will collect my personal information, including contact details, relevant documents, and details of my study, including any previous sanctions or misconduct.
- My information will be used by VinUni and the nominated host institution to consider and process my application, admissions, and my exchange study period.
- If I provide inaccurate or incomplete information or withdraw my consent for VinUni Global Exchange Office to use and process my information, VinUni may not be able to process my application.
- Information about my application, enrolment, progress in my course, results, and any misconduct or behavioral issues arising during my exchange program, will be shared between VinUni and my host university.
- My information may also be disclosed to the host country's government offices and authorities where required for compliance with legislation.
- I grant VinUniversity the right to use my photograph, photo, journal, blog, video for the promotional activities to the public.

I hereby acknowledge that I have completely read, fully understand, and commit to above Terms and Conditions.

Student ID number: _____

Student Name: _____

Student Signature: _____

Date: _____