



TRƯỜNG ĐẠI HỌC MỞ TP. HỒ CHÍ MINH
HO CHI MINH CITY OPEN UNIVERSITY



HANDBOOK FOR INTERNATIONAL STUDENTS

HO CHI MINH CITY OPEN UNIVERSITY



INTRODUCTION

Welcome to Ho Chi Minh City Open University!

ABOUT THE UNIVERSITY

GENERAL INFORMATION

As a pioneering university in building a learning society in Vietnam since 1990, with the educational philosophy of Humanity, Openness, Practicality, and Integration, Ho Chi Minh City Open University is a public, multi-disciplinary institution offering leading programs and training systems in Vietnam. The university is oriented toward applied learning, knowledge dissemination, and community connection; among them, distance education aims to reach the Southeast Asian regional standard.

- *Vietnamese name:* Trường Đại học Mở Thành Phố Hồ Chí Minh
- *English name:* Ho Chi Minh City Open University
- *Abbreviation:* HCMCOU

EDUCATIONAL PRESTIGE LEVEL

Ho Chi Minh City Open University has achieved remarkable results in international educational rankings. According to the Scimago Institutions Rankings 2024, the University ranked 16th in Vietnam and was in the Q3 quartile in both the Asiatic region and globally. The Webometrics 2024 ranking placed the University 16th in Vietnam and 115th in Southeast Asia, a 4-position improvement from 2022. In the Times Higher Education (THE) 2024 Impact Rankings, the University was one of 13 Vietnamese higher education institutions to be included. Similarly, in the THE's World University Rankings (WUR) 2025, the university was ranked 1,201-1,500 globally and 5th in Vietnam. On Quacquarelli Symonds (QS) University Rankings 2025, the university ranked 119th top universities in South Eastern Asia and be in top 701-750 in Asia.. These achievements affirm the university's strong development and international integration.

MISSION – VISION – CORE VALUES

MISSION

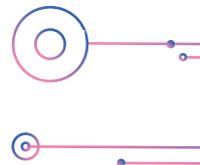
Ho Chi Minh City Open University implements open education; creating equity for everyone in access to higher education; contributing to building a learning society, improving knowledge and workplace competences for students in flexible, convenient and effective ways.

VISION

Ho Chi Minh City Open University strives to become a multiversity, focusing on open education, practice-oriented education, and advanced education.

CORE VALUES

HCMCOU is committed to values as followed:



ABOUT THIS HANDBOOK

This handbook is designed specifically for international students to help you quickly adapt to the new environment and make the most of your study abroad experience in Vietnam.

It includes information about university regulations, administrative procedures, facilities, support services, extracurricular activities, as well as Vietnamese culture and lifestyle. Through this handbook, we hope to help you have a smooth and memorable learning journey.

Welcome to Ho Chi Minh City Open University! We are delighted to accompany you on your journey to acquire knowledge and discover new experiences.



IMPORTANT INFORMATION

IN VIETNAMESE LEARNING COURSE

STUDENTS' RIGHTS

1

Students will be transferred into the official academic program after participating in classes, taking the Vietnamese language proficiency test, and meeting the required standards.



2

In case the students do not pass the Vietnamese proficiency test, they will retake the test until they meet the requirement and then proceed to the official academic program.

3

Students may attend supplementary classes upon request or when assigned by lecturers for additional academic support.



4

Students may ask lecturers for clarification and support regarding class content or subject knowledge when needed.



Students are encouraged to participate in extracurricular and community activities.

5

Completion of the Vietnamese learning course class is one of the criteria for consideration in other support and scholarship policies (if any), as decided by the Admissions Council.

6

Students are allowed to take leave (absences) for up to 20% of the total study load per month (with a leave request approved by the course instructor).

7

Students are entitled to public holidays as regulated by the Socialist Republic of Vietnam.

8

GENERAL REGULATIONS



DRESS CODE:

- Male: Shirt or T-shirt with sleeves, long pants.
- Female: Neat and appropriate attire; no see-through, overly short, or revealing clothes.
- Footwear must have back straps; flip-flops are not allowed.
- For physical education classes: Wear sportswear uniform.
- For special events: Wear attire appropriate to the nature of the event.

CONDUCT:

- Be serious, punctual, maintain order, and avoid doing unrelated personal tasks during class.
- Be respectful to lecturers and staff.
- No eating, drinking, smoking, or making noise in classrooms, libraries, or auditoriums.

STRICTLY PROHIBITED

- Insulting the dignity or honor, or physically harming lecturers, educational managers, staff, employees, fellow students, or others.
- Distorting educational content.
- Cheating during studies, exams, or admissions.
- Smoking; consuming alcohol or beer on campus.
- Participating in social evils, disturbing security and order at the university or public places, or committing any acts that violate the laws of the Socialist Republic of Vietnam.
- Organizing or participating in activities that violate the laws of the Socialist Republic of Vietnam.



BEGINNING THE JOURNEY



ORIENTATION

The orientation session provides essential information to support students throughout their academic journey and personal development at the university. The program includes an introduction to regulations, school culture, graduation requirements, and extracurricular activities organized by the Youth Union, Student Association, clubs, and teams.

Additionally, students will be guided on how to contact support departments to receive assistance during their studies.



CONTACT POINTS FOR STUDENTS

When students need assistance, they can directly contact the following units:

FACULTY OFFICES

Support in academic planning (theory, practice, internships, examinations); issuance of internship introduction letters; class organization and class officer management; scholarship guidance; organization of extracurricular and volunteer activities; and faculty-level competitions.

OFFICE OF ACADEMIC AFFAIRS

Support in managing academic programs; course registration; issuance of student-related documents; handling academic procedures (course exemption, program transfer, withdrawal, temporary leave, certificate issuance).

- 📍 Room 005 (97 Vo Van Tan Street, Vo Thi Sau Ward, District 3)
Room 001 (35, 37 Ho Hao Hon Street, Co Giang Ward, District 1)
- ☎ (028) 3930 0072 - (028) 3920 7626
- ✉ quanlydaotao@ou.edu.vn

OFFICE OF STUDENT AFFAIRS AND COMMUNICATIONS

Support in organizing orientation sessions; implementing student policies; scholarship evaluation; class management; conduct assessment; career counseling; organizing extracurricular and startup activities; and student support programs

- 📍 Room 003, 008 (97 Vo Van Tan Street, Vo Thi Sau Ward, District 3)
- 📅 Monday to Friday, 8:00 AM - 12:00 PM, 1:00 PM - 5:00 PM
- ☎ (028) 3930 2146 - (028) 3930 0077
- 📞 Hotline: (028) 3933 0660
- ✉ osa@ou.edu.vn

OFFICE OF FINANCE – ACCOUNTING

Collects tuition fees at the beginning of the semester; handles service fees (document re-issuance, unlocking student ID, graduation ceremony); refunds tuition according to regulations; disburses scholarships and awards; confirms tuition payment; exchanges receipts for students who paid via bank transfer.

- 📍 Room 601, (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)
Transaction Counter: Room 009 (97 Vo Van Tan Street, Vo Thi Sau Ward, District 3)
- ☎️ (028) 39207632
- ✉️ ptckt@ou.edu.vn

OFFICE OF QUALITY ASSURANCE

Organizing end-of-term exams, announcing exam results; managing midterm exam scores, end-of-term exam scores, thesis/project defense exams; answering inquiries about exam results.

- 📍 Room 501 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)
- ☎️ (028) 39207629
- ✉️ pktdbcl@ou.edu.vn

OFFICE OF INSPECTION AND LEGAL

Inspecting policies and student management work; receiving and addressing complaints and accusations within the scope of education; handling student feedback and recommendations; reviewing exam grading results.

- 📍 Room 701 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)
- ☎️ (028) 39207634
- ✉️ ttdt@ou.edu.vn

OFFICE OF COOPERATION AND RESEARCH MANAGEMENT

Managing student scientific research (topics, training, support, plans); certifying and rewarding scientific research achievements; managing students participating in international activities.

- 📍 Room 201(35-37 Ho Hao Hon Street, Co Giang Ward, District 1)
- ☎️ (028) 39207622
- ✉️ phonghtqlkh@ou.edu.vn



LIST OF INFORMATION

SYSTEMS AND WEBSITES OF HO CHI MINH CITY OPEN UNIVERSITY

- ▶ **Main Website of the University:**
<https://ou.edu.vn>
- ▶ **Course Registration System:**
<https://tienichsv.ou.edu.vn>
- ▶ **Student Services System:**
<http://sis.ou.edu.vn>
- ▶ **Online Learning Portal:**
Regular Students: <http://learn.ou.edu.vn>
Distance Learning and Part-Time Students: <http://lms.ou.edu.vn>
- ▶ **Student Email System:**
<https://mail.google.com/mail>
- ▶ **Online Learning Support System:**
<http://lms.ou.edu.vn>
- ▶ **Online Book Reservation System:**
<http://thuquan.ou.edu.vn>
- ▶ **Job Portal:**
<http://vieclam.ou.edu.vn>
- ▶ **Student Affairs and Communication Services:**
Visit <https://ou.edu.vn> and select the [Sinh viên/ Student] section

FACULTIES, MAJORS, AND STUDY LOCATIONS

SCHOOL OF ADVANCED STUDY

🌐 www.ou.edu.vn/dacbiet ✉ sas@ou.edu.vn ☎ (028) 3930 9918
📍 Room 007 (97 Vo Van Tan Street Vo Thi Sau Ward, District 3)

FACULTY OF BIOTECHNOLOGY

🌐 www.ou.edu.vn/cnsh ☎ (028) 3838 6602
✉ khoacongnghesinhhoc@ou.edu.vn
📍 Room 602 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF INFORMATION TECHNOLOGY

🌐 www.it.ou.edu.vn ✉ fcs@ou.edu.vn ☎ (028) 3838 6603
📍 Room 604 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF ACCOUNTING AND AUDITING

🌐 www.ou.edu.vn/ktkt ✉ ktkt@ou.edu.vn ☎ (028) 3838 6608
📍 Room 105 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF ECONOMICS AND PUBLIC MANAGEMENT

🌐 www.ou.edu.vn/ktqlc ✉ khoaktqlc@ou.edu.vn ☎ (028) 3838 6615
📍 Room 603 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF LAW

🌐 www.ou.edu.vn/luat ✉ khoaluat.dhm@ou.edu.vn ☎ (028) 3838 6601
📍 Room 102 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTIES, MAJORS, AND STUDY LOCATIONS

FACULTY OF FOREIGN LANGUAGES

- 🌐 www.ou.edu.vn/nn
- ✉ khoangoingtu@ou.edu.vn
- ☎ (028) 3838 6606
- 📍 Room 503 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF BUSINESS ADMINISTRATION

- 🌐 www.kqtkdou.edu.vn
- ✉ qtkd@ou.edu.vn
- ☎ (028) 3838 6604
- 📍 Room 403 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF FINANCE - BANKING

- 🌐 www.ou.edu.vn/tcnh
- ✉ tcnh@ou.edu.vn
- ☎ (028) 3838 6605
- 📍 Room 402 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF SOCIOLOGY - SOCIAL WORK - SOUTHEAST ASIAN STUDIES

- 🌐 <http://xhh.ou.edu.vn>
- ✉ khoaxhh@ou.edu.vn
- ☎ (028) 3838 6616
- 📍 Room 703 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF CIVIL ENGINEERING

- 🌐 www.ce.ou.edu.vn
- ✉ xaydung@ou.edu.vn
- ☎ (028) 3838 6617
- 📍 Room 705 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

FACULTY OF BASIC SCIENCES

- 🌐 www.ou.edu.vn/bancoban
- ✉ khoakhcb@ou.edu.vn
- ☎ (028) 3838 6607
- 📍 Room 502 (35-37 Ho Hao Hon Street, Co Giang Ward, District 1)

STUDENTS' ON-CAMPUS LIFE

STUDENT ID CARD



All students are issued a student ID card. Once students complete the registration process and pay their tuition fees, they will receive their student ID cards. Students are encouraged to carry their student ID card when entering the campus.

In case of a lost ID card, students need to request a new card through the website sis.ou.edu.vn and visit Room 005 at the Vo Van Tan campus for assistance in obtaining a new one. The student ID card is also used for borrowing books from the library.

Manages health insurance, accident insurance; initial health checkup records; organizes school health services, health checkups, and consultations; provides information on health insurance and benefits.

-  tramytesv@ou.edu.vn
-  (028) 393 01374
-  Room 104 (97 Vo Van Tan Street, Vo Thi Sau Ward, District 3)

REGULATIONS ON PROPERTY MAINTENANCE



No graffiti, vandalism, or damage to desks, chairs, or equipment.



Use facilities for their intended purpose and conserve electricity and water.



Students must compensate for any loss or damage to university property.

REGULATIONS ON SECURITY AND ORDER

- Wear appropriate attire and present your ID card when entering the university.
- Avoid making noise, disturbing the peace, smoking, fighting, or carrying weapons.
- Maintain cleanliness and avoid littering.
- It is prohibited to spread false statements, promote illegal religious activities, or participate in illegal groups or protests.
- Do not engage in social vices such as gambling, drugs, or superstitions.
- Prohibited from selling, storing weapons, explosives, or hazardous chemicals.
- Do not roam around the campus between 11:00 PM and 5:00 AM, except in special cases.

STUDENTS' INNER LIFE

PSYCHOLOGICAL COUNSELING OFFICE

Operation field: psychology, academic support, crisis intervention, career guidance and reproductive health

Types of counseling:

- Individual counseling, online group counseling
- Response via email: thamvantamly@ou.edu.vn

Address: Room A.304, Nha Be Campus, Nhon Duc Residential Area, Nha Be District, Ho Chi Minh City

Working hours: Monday to Friday (except public holidays)

- Morning: 8:00 AM - 12:00 PM
- Afternoon: 1:00 PM - 5:00 PM



EXTRACURRICULAR ACTIVITIES

CULTURAL - ARTISTIC - SPORT ACTIVITIES

These include university-level and faculty-level activities such as: Traditional Music and Dance Performances; Traditional Sports Festivals; etc. These activities are organized to enrich students' spiritual and cultural lives and to select outstanding representative teams in competitions such as: Ho Chi Minh City Student Singing Contest, National Student Singing Contest, Ho Chi Minh City Student Sports Festival and National Student Sports Festival, etc.

CLUBS - TEAMS - GROUPS

- Open to students who share interests in academic pursuits, career development, culture, arts, sports, volunteering, and life skills.
- Students are encouraged to join at least one club.
- Managed by the Department of Student Affairs and Communications, Faculties, Youth Union - Student Association.
- To join, students may contact the club's executive board, participate voluntarily, and comply with the club's regulations.
- Clubs usually recruit new members at the beginning of the academic year or each semester.



STUDENTS' BREAK LIFE

Public holidays: details will be provided via email.

STUDENTS' EDUCATIONAL LIFE

CLASS HOURS



97 VO VAN TAN AND O2 MAI THI LUU CAMPUS

Morning: 7:00 AM – 11:25 AM (Break: 9:05 AM – 9:20 AM)

Afternoon: 12:45 PM – 5:10 PM (Break: 2:50 PM – 3:05 PM)

Evening: 5:30 PM – 8:00 PM



NHA BE, BINH DUONG, AND LONG BINH TAN CAMPUSES

Morning: 7:30 AM – 11:55 AM (Break: 9:35 AM – 9:50 AM)

Afternoon: 1:00 PM – 5:25 PM (Break: 3:05 PM – 3:20 PM)

Evening (Plan A1): 5:30 PM – 8:00 PM

Evening (Plan A2): 6:00 PM – 8:30 PM





ACADEMIC REGULATIONS DURING VIETNAMESE LANGUAGE COURSE

TRAINING PROGRAM AND STUDY TIME

The Vietnamese learning course includes multiple courses, ranging from elementary to intermediate levels.

Tutorial classes are available for students who need additional support or are assigned by lecturers for knowledge reinforcement.

The maximum time to complete the course must not exceed the standard duration set by the relevant faculty's training program.

A course is considered passed if the learner scores 5.0 or above (on a 10-point scale) in the final assessment.

If the final test is not passed, students may proceed to the next level but must retake the failed subject.

If the re-exam is also not passed, students must re-enroll and pay the tuition fee, which is equivalent to the current fee for non-English major language courses for Vietnamese undergraduate students.

STUDENTS' BENEFITS

Completing the Vietnamese language course is one of the criteria for considering additional support policies and scholarships (if applicable), as decided by the Admissions Council.

Students are allowed to be absent for up to 20% of the monthly class time (with a permission request approved by the course lecturer).



LEAVE OF ABSENCE AND TEMPORARY WITHDRAWAL

Students may temporarily withdraw from study and have their results retained under the following circumstances:

- Participation in international exams or competitions
- Illness, maternity, or accidents requiring long-term treatment (with medical certification)
- Personal reasons (must have completed at least one semester, not under disciplinary action, not subject to expulsion)
- Returning to home country for visa renewal

Leave of absence for personal reasons is counted toward the official study duration.

Procedures for temporary withdrawal must be completed at least one week in advance and approved by the university.

Personal leave must be requested at least one day in advance and submitted to the Office of Student Affairs and Communication.

Upon returning, students must complete the re-enrollment process at least one week before the new class begins.



SCHOLARSHIPS



VIETNAMESE LANGUAGE COURSE SCHOLARSHIP: COVERS TUITION FEES FOR THE VIETNAMESE LANGUAGE COURSE.

Note: The tuition does not include retake courses, grade improvement classes, personal insurance, or other additional fees.



LIVING EXPENSES SCHOLARSHIP DURING THE VIETNAMESE LANGUAGE COURSE

For students with **absence not exceeding 20%** of the total monthly study hours: receive **100% of the living expenses scholarship** for that month.

For students with **absence exceeding 20%** of the total monthly study hours: **not eligible** for the **living expenses scholarship** for that month.

Note: If students fail the final exam of a subject **twice**, HCMCOU will suspend the living expenses scholarship. The scholarship will be reinstated **after the student retakes the course and passes the final exam**, according to HCMCOU regulations.



LIVING EXPENSES SCHOLARSHIP DURING THE UNDERGRADUATE PROGRAM

For Recipients of Entrance Scholarships (Full Scholarships):

Pass all registered subjects in each semester, based on the official grading scale. Comply with regulations concerning student affairs for international students. Submit periodic reports (before each scholarship disbursement) with class advisor confirmation.

For Applicants of the Living Support Scholarship (to assist with living expenses):

Students may apply for a scholarship in the following semester, based on their academic performance in the previous semester;

Applicants must attain an academic ranking of “Excellent” or higher, a conduct rating of “Good” or above, and submit a letter of recommendation from their class advisor or a faculty member;

All applications will be reviewed by the Admissions Committee, and decisions will be made on a semester basis.



Scholarship disbursement schedule: Scholarships are disbursed each semester (in November, March, and July, corresponding to semesters I, II, and III).

LIBRARY

Services offered: Book borrowing, on-site reading, online reservations, digital access, computer use, internet, Wi-Fi, photocopying, and printing. For more information on resources, new books, policies, and user guides, please visit the library's website.

📍 Main Campus Library – Room 504, 5th Floor, 97 Vo Van Tan Street, District 3, Ho Chi Minh City

🕒 Opening Hours:

Monday, Wednesday – Sunday: 7:30 AM – 8:00 PM

Tuesday: 7:30 AM – 11:30 AM and 3:00 PM – 8:00 PM

☎ (028) 3930 0209

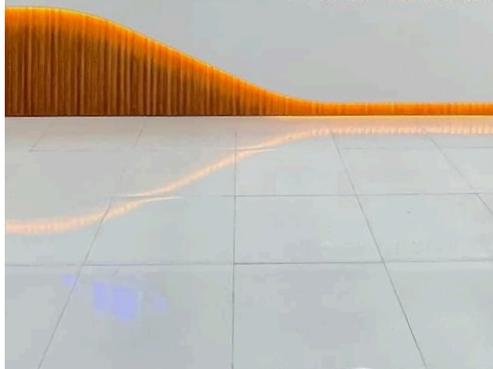
🌐 <https://thuvien.ou.edu.vn>

✉ thuviendhm@ou.edu.vn

📘 <https://www.facebook.com/groups/thuvienou>



INFORMATION DESK

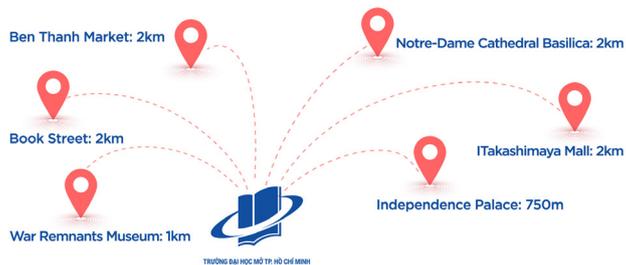


Additional Reading Rooms:

- 📍 Room A13, 1st Floor, 2 Mai Thi Luu Street, District 1
- 📍 Nhon Duc Campus, Nha Be District
- 📍 68 Le Thi Trung Campus, Binh Duong Province
- 📍 Ninh Hoa Campus, Khanh Hoa Province
- 📍 Long Binh Campus, Bien Hoa City, Dong Nai Province

LOCATION

Nearby attractions include:



IMPORTANT NOTES

BEFORE DEPARTURE



Ensure you have travel insurance and all required vaccinations.



Double-check your itinerary and prepare all necessary items.



Inform us in advance if you have any allergies or special health conditions.



Be prepared to share accommodation with others.



Keep important documents (passport, visa) safe.

✓ DOs

- Keep your personal belongings secure.
- Be cautious when eating street food.
- Stay alert to scams and pickpocketing.
- Confirm prices before purchasing or using services.
- Carry photocopies of important documents when going out.
- Show respect to elders.
- Be careful in traffic.



X DON'Ts

- Do not take photos of military personnel or facilities.
- Avoid any actions that may embarrass or offend others.
- Do not wear revealing clothing when visiting temples or public spaces.

HÀNH KHÚC THANH NIÊN ĐH MÔ TP. HỒ CHÍ MINH

Nhạc & lời: Võ Hồ Khánh Vin

Bao ngày dài ngồi đây dưới mái trường, ta học tập hăng say vì ước
 Đây nụ cười hạnh phúc ta lên đường, nơi rừng xanh miền quê hay đặc
 mơ. Non sông cần ta: "TA CÓ!". Non sông cần ta: "SẴN SẴNG!"
 xa. Non cao đoán ta vùng bước, sông sâu đoán ta chẳng ngại.
 Một trái tim tình nguyện đây nhiệt huyết. Cùng quyết tâm rèn
 luyện và phấn đấu. Quê hương chờ ta kiến thiết và đắp
 xây. Quê hương cần ta tiếp bước và sáng tạo. Quê hương gọi
 khăn. Nhanh lên bạn ơi quyết chí lòng vững bền. Gian nan ngại
 ta đến mọi miền Tổ quốc. Vì ngày mai này, non sông tốt đẹp
 hơn. Nhanh lên bạn... ..chi mang sức trẻ vì quê hương. Xứng với tên
 trường Đại học Mở thành phố Hồ Chí Minh!



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CONTACT INFORMATION

-  97 Vo Van Tan Street, Vo Thi Sau Ward, District 3, Ho Chi Minh City
-  (028) 3930 2146
-  osa@ou.edu.vn
-  www.ou.edu.vn
- (028) 3930 0077
- (028) 3930 2368