

**ACCOMMODATION REGULATIONS AND GUIDELINES FOR FOREIGN
LECTURERS AND STUDENTS AT THE 365 PHAN XICH LONG BUILDING**

*(Pursuant to Notification No. 22 92 /TB-CSII on July 26th, 2024
by the Board of Directors)*

1. Accommodation regulations

- 1.1 Unauthorized people are not allowed to enter the room;
- 1.2 Visitors coming to work must present documents to the security guard;
- 1.3 Receive guests only in the designated area on the ground floor; no receiving guests after 10 p.m.;
- 1.4 Please keep quiet and peaceful at the accommodation (no quarrels, fights, shouting, etc.);
- 1.5 It is strictly forbidden to bring weapons (knives, spears, sticks, etc.), explosives, flammable substances, toxic substances, narcotics (drugs) into the accommodation area
- 1.6 Do not displace or move furniture and equipment in the room. Tenants will be liable to indemnify at the current price for any losses, breakages or damages caused to these assets.
- 1.7 Do not cook; Do not organize parties/meals with alcoholic beverages; Do not litter in the room;
- 1.8 Do not cover the room or bed which may detract from its beauty.
- 1.9 Do not write or draw paste advertisements, posters on the walls;
- 1.10 Take responsibility for property, money, personal belongings, and ensure the safety of electrical equipment.

2. Accommodation guidelines for tenants

Steps	Activities
1	Tenant(s) inform the staff of Scientific Management & International Cooperation Department to check the room available status and apply for the accomodation (Form 1)
2	Enter the unlock code at the main door (after receiving the code and unlock instructions from the staff of Scientific Management & International Cooperation Department
3	- Move to the room; - Enter the unlock code at the room door (after receiving the code and unlock instructions from staff of Scientific Management & International Cooperation Department - Receive the handover of assets (Form 2A); - Receive the guidelines on how to use the room and Accommodation regulations.
4	Turn on the room's CB for power supply.



Steps	Activities
5	<ul style="list-style-type: none"> - Utilize the amenities provided in the room such as the air conditioner, the restroom, cupboards, tables, chairs, and personal beds, while making sure that all safety precautions are taken and rules are followed; - Turn off all electrical equipment when not in use and before leaving the room.
6	<p>Handling arising issues (Form 3).</p> <ul style="list-style-type: none"> - If there are any arising issues preventing the use of the accommodations' amenities such as air conditioning, sanitary supplies, electricity, water, etc., the tenant(s) should contact the security guard or the staff of Scientific Management & International Cooperation Department to make request for on-time repairs. -If the tenant(s) has any other arising issues (unrelated to the accommodations' amenities), they should contact the staff of Scientific Management & International Cooperation Department promptly to get instructions on how to handle issues quickly.
7	Take care of your personal belongings by yourself.
8	Check and handover the assets before checking out (Form 2B).

Note: Guidelines for creating and disclosing passwords for the main door and the room door:

- Tenant(s) receive codes for the main door and room door from the staff of Scientific Management & International Cooperation Department.

- It is required of tenant(s) to ensure confidentiality and not disclose password information to third parties during the accommodation period.

3. Contact information

For any further information, please contact the staff Scientific Management & International Cooperation Department:

Ms. Trần Thị Hồng Loan

Mobile phone number: +84 963 883 459/ +84 963 883 459

Email: tranthihongloan.cs2@ftu.edu.vn

FOREIGN TRADE UNIVERSITY
HOCHIMINH CITY CAMPUS
DEPARTMENT:

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APPLICATION FOR USING OF ACCOMMODATION ROOM
(For arising cases, which are not included in the plan approved by the Board of Directors)

Dear:

- HCMC Campus Board of Directors;
- Facility & Management Department.

Full name: Position:, Phone number:.....

To perform the task:

Department that need to use accommodation rooms for working purposes are as follows:

- Full name (Tenant)
- ID/ Passport number:
- Using time:
 - + From:h..... date month year 20....
 - + To:h..... date month year 20....
- Phone number:.....
- Attached document:

HCMC, date month year 20...

**DEPARTMENT REGISTERING FOR
ACCOMMODATION**

TENANT

.....

.....

**BOARD OF DIRECTORS
APPROVED**

**FACILITY &
MANAGEMENT
DEPARTMENT
CONFIRMED**

STAFF IN CHARGE
Checked the status of the accommodation room
and received service upon request
(Signature, full name)

Accommodation rooms are guaranteed to serve
working purposes as required respectfully
submitted to the Board of Directors for approval.

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ASSETS DELIVERY MINUTES

(Used when checking in)

Today, date.... month.... year....., at 365 Phan Xich Long, Ward 03, Phu Nhuan District, Ho Chi Minh City, HCMC Campus and tenant proceed to hand over property and equipment in the accommodation room, include:

1. Security Representative:

.....

Position.....

2. Department registering for accommodation:

.....

Position.....

3. Tenant name:.....

4. Handover assets include the following:

No.	Asset name	Unit	Quantity	Note
1				
2				
3				
4				
...				

Note: Users must preserve assets in the room. Take responsible for compensation if equipment in the room is lost or damaged due to the tenant's fault at current prices.

Asset receiver

Asset handover

.....

.....

Tenant
(signature, full name)

**Department registering for
accommodation**
(signature, full name)

Security guard
(signature, full name)

.....

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ASSESTS DELIVERY MINUTES

(Used when checking out)

Today, date.... month.... year....., at 365 Phan Xich Long, Ward 03, Phu Nhuan District, Ho Chi Minh City, HCMC Campus and tenant proceed to hand over property and equipment in the accommodation room, include:

1. Security Representative:

.....

Position:

2. Department registering for accommodation:

.....

Position:

3. Tenant name:.....

4. Handover assets include the following:

No.	Asset name	Unit	Quantity	Note
1				
2				
3				
4				
...				



Asset receiver

Tenant

(signature, full name)

....

Asset handover

**Department registering
for accommodation**

(signature, full name)

....

Security guard

(signature, full name)

....

Handwritten signatures in blue ink at the bottom right of the page.

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INCIDENT RECORDING MINUTES

Today, date.... month.... year....., at 365 Phan Xich Long, Ward 03, Phu Nhuan District, Ho Chi Minh City, related parties include:

1. Representative of Facility & Management Department:

.....

Position

2. Representative of Security Guard

.....

Position

3. Representative of Department registering for accommodation:

.....

Position

4. Tenant's full name

5. Content of the incident:

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Request a consider and action from the Board of Directors

Tenant
(signature, full name)

**Department registering
for accommodation**
(signature, full name)

**Facility &
Management
Department**
(signature, full name)

Security guard
(signature, full name)

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