About RMIT Vietnam

RMIT Vietnam is the Asian hub of RMIT University. RMIT Vietnam offers diverse academic programs, regionally based research projects, new business and government partnerships, and growing numbers of students and academics moving between RMIT Vietnam and campuses elsewhere in the region.

All programs offered at RMIT Vietnam are the same degrees that students undertake in Melbourne. These programs are relevant to business and industry and foster essential skills such as critical thinking, problem solving, time management and communication.

In today’s international business environment, employers are demanding graduates who are “job-ready”. Internship placements with industry give RMIT Vietnam students valuable on-the-job experience and help them put theory into practice.

Addresses

RMIT Vietnam has two campuses. The largest is in Ho Chi Minh City where programs are offered by RMIT’s three academic colleges. A new campus was developed in 2007 in Hanoi.

RMIT International University Vietnam Saigon South Campus - 702 Nguyen Van Linh, District 7, Ho Chi Minh City

RMIT International University Vietnam Hanoi campus - Handi Resco Building, 521 Kim Ma, Ba Dinh District, Hanoi
Teaching model

RMIT Vietnam staff are employed separately to those of RMIT in Melbourne and while not technically members of any RMIT school, Vietnam academics are school colleagues for teaching purposes. The Vietnam teaching model differs from that of Melbourne, particularly because the student learning experience is generally facilitated in classes of around 30 students with few large lectures. Melbourne Course Coordinators liaise with a single course leader in Vietnam who coordinates the teaching and learning in both Ho Chi Minh City and Hanoi campuses.

More information is available in the Vietnam Manual

Organising your trip

The Travel Policy and Procedure is available at:
http://www.rmit.edu.au/browse;ID=a432vidd01411

The Procedure applies to all RMIT staff and students, and to anyone who undertakes travel on behalf of RMIT or funded in whole or part by the University. It consists of the following parts:

• Approval and class of travel policy
• Authority and responsibility for authorising staff travel
• International travel to countries identified as high risk protocols for RMIT staff - protocols
• Leisure and business travel - adding leisure travel to a business trip
• Long term offshore assignments procedure
• Short term offshore assignments procedure
• Staff travel - per diem procedure
• Taxation and records of expenditure guidelines
• Taxi travel procedure
• Travel and entertainment expenditure: tipping
• Travel policy
• Travel procedure
• Use of personal vehicles
• Vaccinations and traveller health - guidelines
• Vietnam travel procedures and guidelines
• Working offshore procedure

Note the special travel procedures for Vietnam:
http://www.rmit.edu.au/browse;ID=5guozewrgrv

Facts about Vietnam

The following facts about Vietnam are consolidated from Expat Focus, Smart Traveller, Vietventures, World Travel Guide, International SOS and Wikipedia.

Location

Officially called the Socialist Republic of Vietnam, Vietnam is the easternmost country on the Indochina Peninsula in Southeast Asia. China borders it to the north, Laos to the northwest, Cambodia to the southwest, and the South China
Sea (referred to as East Sea by the Vietnamese) to the east. It has a population of over 86 million, making it the 13th most populous country in the world.

Ho Chi Minh City
Formerly called Saigon, Ho Chi Minh City is Vietnam’s largest city. The city centre is located on the banks of the Saigon River, 60 kilometres from the South China Sea. The city is administratively separated into 12 districts and six suburban areas. The city centre where most of the main hotels and best quality restaurants are located, is in District 1 (which is the actual area known as ‘Saigon’), and most key buildings are within a short taxi ride from one another.

RMIT Vietnam’s Saigon South campus is located 7km from the city centre.

Hanoi
Hanoi is the capital of Vietnam and lies on the right bank of the Red River. It is situated at 1760 km north of Ho Chi Minh City. It has four inner precincts: Hoan Kiem, Ba Dinh, Hai Ba Trung and Dong Da. Hoan Kiem is the main business and administrative district. Most government offices, foreign embassies and Ho Chi Minh’s mausoleum are located in Ba Dinh. Dong Da and Hai Ba Trung are mainly residential areas.

RMIT University’s Hanoi campus is located in the Ba Dinh District.

For more information on RMIT international University in Vietnam visit: http://www.rmit.edu.vn/677_ENG_HTML.htm

Climate
Vietnam’s varied topography and countryside allows for a varied weather experience, ranging from very hot in the South to bitterly cold and even snowy (on rare occasions) in the mountains near the Chinese border. In July the average temperature in Hanoi is 28.6°C and in Ho Chi Minh City 27.6°C. In the South the rainy season lasts from May to November; in the summertime the midday heat and humidity (that reaches 90%) is mitigated by sudden showers and by an occasional cool tropical breeze. Along Vietnam’s central coast, the driest season runs from June to October. Visitors to North Vietnam are often surprised by the region’s distinct seasons; summers are hot and humid while winters are invigoratingly cool.

Time zone
GMT + 7 (GMT + 6 from last Sunday in March to last Sunday in October).

Getting around
Taxis are the usual modes of transportation in Vietnam for visitors. Reliable metered taxis are readily available in both Ho Chi Minh City and Hanoi. Hotels can organise taxis for you. There is a taxi rank at the Saigon South campus or ask a receptionist to call a taxi on your behalf. Drivers may not speak English so it is advisable to have a map with the destination written in Vietnamese to show the driver. Tipping cab drivers is neither customary nor expected. Visitors should choose a new and clean vehicle with air conditioning. Depending on the taxi company used, flag fall rate is usually about 18,000 dong (AU$1) for
the first two kilometres, with every subsequent kilometre costing between AU$0.45 and AU$0.60. If meters are not used, a fare will have to be agreed with the driver prior to departure; a short journey within the city centre should cost no more than 50,000 dong (AU$2.80). Taxis can be hailed on the street but do check fares for longer journeys with hotel or campus reception staff. Mai Linh Taxi, Vina Taxi, Saigon Tourist and Vinasun Taxi offer good services.

Public transportation is available at all price levels from non-air-conditioned and older buses to high comfort travel vans. However, in urban areas they can be crowded and are not recommended for business travellers.

Health Tips
Travel vaccinations for Hepatitis A, Hepatitis B and Typhoid are recommended.

The telephone number of International SOS Assistance Centre in Vietnam is: +84 8 3829 8520. City-specific contact details are listed below and available at: https://www.internationalsos.com/en/about-our-clinics_vietnamdetails.htm

In Hanoi the International SOS clinic is located in the heart of West Lake. It is near Noi Bai International Airport and only a short 15-minute drive from Hoan Kiem Lake, the centre of the tourist district.

International SOS Clinic
51 Xuan Dieu
Hanoi
Phone: +84 4 3934 0666

The Ho Chi Minh City clinic is conveniently located at the intersection of Districts 1 and 3, at the city centre and not far from Tan Son Nhat International Airport.

International SOS Vietnam, Ltd.
167A Nam Ky Khoi Nghia St, District 3
Ho Chi Minh City
Phone: +84 8 829 8424

Pharmacies, called “nha thuoc” in Vietnamese, can be found on almost every square block of the city.

Tap water is generally unsafe. Opt for bottled water or carbonated drinks. Ensure all food is cooked even in larger hotels and restaurants. Try to avoid food from street vendors and markets.

Malaria is present in some areas. Routine vaccinations, e.g., Tetanus-diphtheria, Measles-mumps-rubella, Influenza, Polio, and Varicella (chicken pox) should be up to date.

Emergency Contacts

The Australian Embassy is located at:

8 Dao Tan Street, Ba Dinh District, Hanoi
Phone: +84 4 3831 7755
Fax: +84 4 3831 7711;
Website: http://www.vietnam.embassy.gov.au/

In Ho Chi Minh City, the Australian Consulate-General is located at:

20th Floor, Vincom Centre
47 Ly Tu Trong Street
District 1
Ho Chi Minh City
Phone: +84 8 35218 100
Fax: +84 8 35218 101

Wherever you are in Vietnam, below are the phone numbers for emergencies:

Ambulance - 115
Police - 113
Fire - 114


Resources

The RMIT Vietnam Manual: A Practical Guide for Staff
## Travel checklist

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<thead>
<tr>
<th>Task</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>☐ Flights and accommodation – contact Travel Arrangers for bookings, travel dates and other arrangements</td>
<td>To get your flights and accommodation arrangements sorted, you can access the Trobexis system [Sabre Online Booking Tool and a list of RMIT-preferred travel agencies] on the RMIT Travel website or, if you are a member of the Business College, you can have the arrangements made on your behalf by the Travel Arrangers at Business. <a href="mailto:Travel@rmit.edu.au">Travel@rmit.edu.au</a>. You should also familiarise yourself with the policy and procedures detailed on the College of Business Travel Intranet site <a href="https://sites.google.com/a/rmit.edu.au/college-of-business-intranet/travel">https://sites.google.com/a/rmit.edu.au/college-of-business-intranet/travel</a>. To engage the Travel Arrangers you should complete the “Travel Request for a Quote” form on the Business Intranet, ensuring you complete all relevant sections including the Internal Order Code. “3 Steps to Book Travel Guide” also provides comprehensive explanations on how to arrange your travel <a href="http://mams.rmit.edu.au/v6x5va2qp1d1.pdf">http://mams.rmit.edu.au/v6x5va2qp1d1.pdf</a></td>
</tr>
<tr>
<td>☐ Visa</td>
<td>To ensure your VISA requirements are met you should access the VISA LINK website (<a href="http://www.visalink.com.au">http://www.visalink.com.au</a>) and follow the prompts. If a letter of introduction is required, contact your Travel Arranger with your dates and travel purpose and a suitable signed letter will be prepared for you. You can have the documents collected and delivered to a site of your choice or the Travel Arrangers will do this for you. You can pay for this service with an RMIT credit card or seek reimbursement from your school</td>
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<tr>
<td>☐ Per Diem</td>
<td>Travellers eligible for a Per Diem should complete the details on the Trobexis Web site or seek assistance from the Travel Arranger. RMIT Per Diem Procedure: <a href="http://www.rmit.edu.au/browse;ID=exy2zvl0084nz">http://www.rmit.edu.au/browse;ID=exy2zvl0084nz</a></td>
</tr>
<tr>
<td>☐ Travel insurance</td>
<td>Travellers insurance is covered by RMIT and is conditional on trip approval. More information on Travel Insurance can be found at the Travel Insurance page on the RMIT website <a href="http://www.rmit.edu.au/browse;ID=w6e7h8dbild9z">http://www.rmit.edu.au/browse;ID=w6e7h8dbild9z</a></td>
</tr>
<tr>
<td>☐ Confirm bookings, travel dates, accommodation and other arrangements with Travel Administrator</td>
<td>Ensure all your tickets agree with your itinerary, departure and arrival times are compatible with any connecting flights/transfers.</td>
</tr>
<tr>
<td>☐ Consult with Course Coordinator regarding materials for class.</td>
<td>Locate directions on how to get to the partner campus (as well as having the details of a local contact person). Other logistical information such as getting from the airport to the hotel, location of the hotel in relation to airport and campus will also be useful.</td>
</tr>
<tr>
<td>☐ Copies of guide books and maps.</td>
<td></td>
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<tr>
<td>□ Emergency information</td>
<td>Compile a list of contacts, phone numbers and websites. An SOS card is available from your college travel coordinator. Make photocopies of your documents, itinerary, airline tickets, credit cards, birth certificate, and travel insurance documents. Leave a set of copies with someone at home, and take a copy with you but keep them separate from the originals while you are travelling.</td>
</tr>
<tr>
<td>□ Organise money credit/debit cards and travellers cheques</td>
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<tr>
<td>□ Convert money to overseas currency</td>
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<tr>
<td>□ Mobile phone, charger and adaptor</td>
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<tr>
<td>□ Find out what can’t be brought back to Australia</td>
<td><a href="http://www.daff.gov.au/biosecurity/faqs">http://www.daff.gov.au/biosecurity/faqs</a></td>
</tr>
<tr>
<td>□ Arrive at the airport at least two hours before your flight is due to depart</td>
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### COUNTRY SPECIFIC VISA REQUIREMENTS


<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>REQUIREMENTS</th>
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| CHINA   | • Invitation letter from Client University.  
          • Special conditions apply for travellers born in China and for repeat visitors. |
          • Introductory letter from RMIT to Vietnam Embassy |
| SINGAPORE | No VISA required for Australian Citizens |
| INDONESIA | • Introductory letter from RMIT to Indonesian Consulate  
           • Invitation letter from Client University. |