



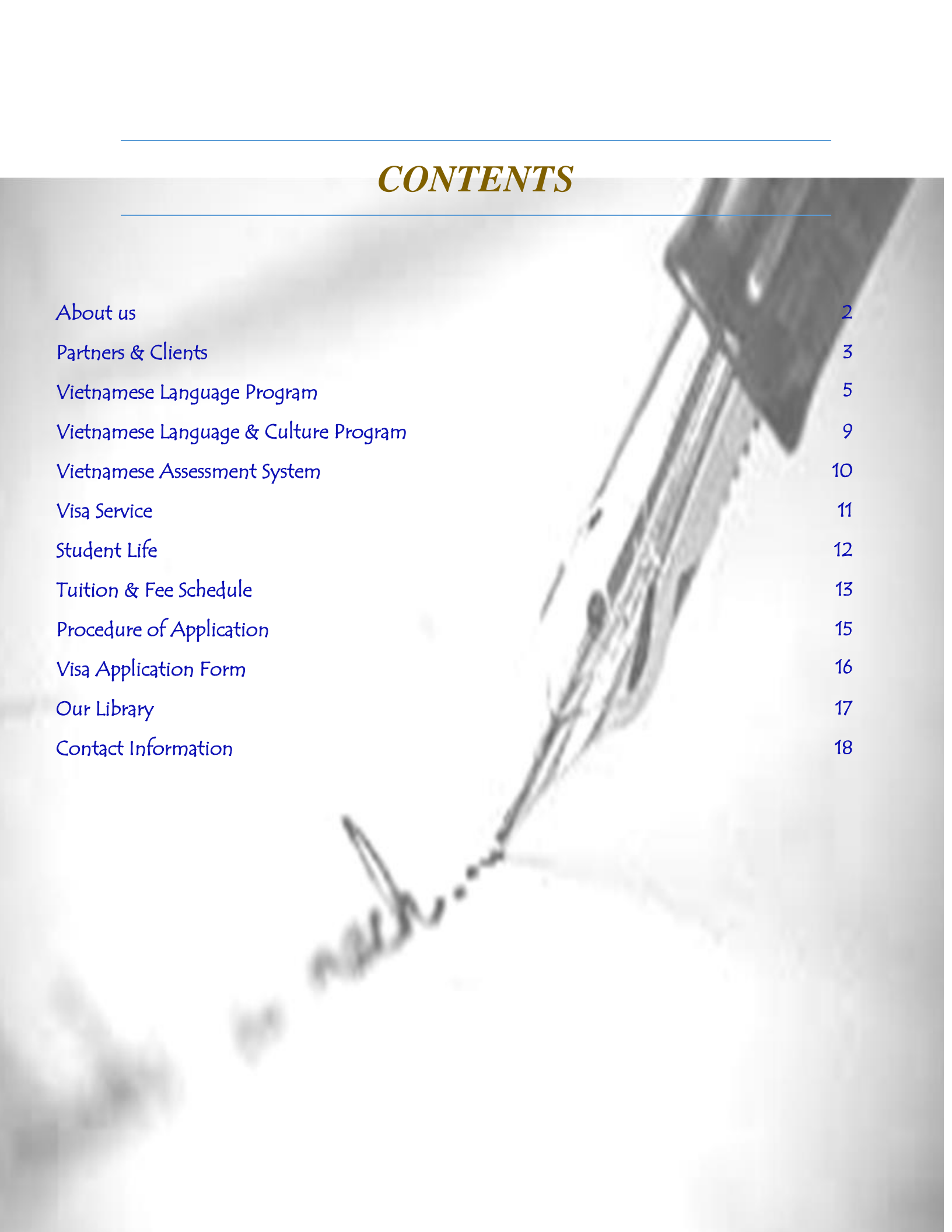
Learning Vietnamese

at

ITSC

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ABOUT US

1. *Educational Goal*

The *ITSC's Vietnamese Language Department* was founded to cater for the increasing demands of better and more diversified Vietnamese courses for international students. Designed for students wanting an intensive immersion in the language and culture of Vietnam, the Centre offers a wide variety of classes and optional field trips to meet the needs of every types of student. Furthermore, services such as visas, airport transportation and housing are also provided. With over 10 years of teaching experience, highly qualified teachers, and the latest teaching methods we can help you achieve your language goals. At ITSC, we take great pride in ensuring that our students have the opportunities and tools to succeed, and our educators offer consistently high standards of teaching.

2. *The Distinguishing Features*

2.1. Focus on Speaking & Listening

- Due to the importance of understanding different peoples and cultures, we have set up an essential learning program for students who wish to communicate with Vietnamese people fluently and wish to accustom themselves to Vietnam. Students learn through the communicative method of teaching. This means that classroom time is spent on using material sourced from the real-world, and the practical skills to improve their knowledge of Vietnamese. By learning how to communicate in everyday situations while in the classroom, students are more prepared for conversations with friends, traveling around the country and conversations with new friends and colleagues.

- To meet the needs of a class centered on speaking, at present, from level 1 to 5, a total of twenty five books have been developed and are currently in circulation. Besides, a variety of supplementary textbooks those can be used in conjunction with the other textbooks have been developed. By making use of textbooks those stimulate the visual and audio senses, videos, and other materials, native instructors can teach Vietnamese in an authentic manner. Furthermore, we always update the teaching materials on a yearly basis.

2.2. Focus on the Student

- We aim to make the students - not the teacher - the focus of the class. Therefore, in a class the instructor plays the role of a facilitator encouraging students to express themselves through conversation.

- With the interest of students as the focal point in class, beginning with the production of our curriculum, we always consider the interests and demands of the student and, even during class, make a real effort to accommodate their needs.

2.3. Exceptional and Dedicated Instructors

- At ITSC, there are ten full-time teachers and five part-time teachers. They fulfill a crucial role in teaching with high sense of responsibility and enthusiasm. All teachers have distinguished achievements in their respective fields of either Vietnamese language or general Vietnamese studies and, through regular meetings and workshops, keep in touch with the latest methods of classroom instruction. Instructors also oversee the student's attendance records, tests, and so on. In addition, instructors are available to counsel students about any problems stemming from their studies or daily life in Vietnam.

- The teachers are all graduates from Hanoi National University with Master degrees in Linguistics and teaching Vietnamese language. They have extensive, hands-on experience of teaching Vietnamese as a foreign language both in Vietnam and overseas.

PARTNERS & CLIENTS



The Bank of Tokyo-Mitsubishi, Ltd.



ACADEMIC VIETNAMESE PROGRAM

01. General Vietnamese Program (IVP) – Code A01

(i) The full-time course and part-time course is designed for foreigners who want to live, work in Vietnam. The course consists of 6 levels, namely:

Course	Equivalent Level	Needed learning hours	Suggested Schedule	Code
Beginner	A1	100 – 120	From 10 – 25 hours per week	A01-1
Elementary	A2	100 – 120	From 10 – 25 hours per week	A01-2
Pre Intermediate	B1	130 – 150	From 10 – 25 hours per week	A01-3
Intermediate	B2	150 – 170	From 10 – 25 hours per week	A01-4
Upper Intermediate	C1	170 – 190	From 10 – 25 hours per week	A01-5
Advanced or Superior	C2	190 - 210	From 10 – 25 hours per week	A01-6

(ii) Students are required to take a **Placement Test** before enrollment into the respective levels of the program.

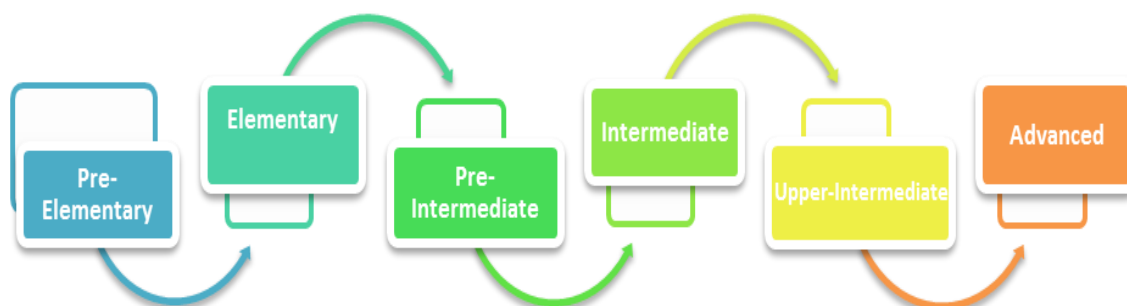
(iii) This course will be required students to take from 800 hours to 920 hours in class with teachers and about 120 hours for self-study.

(iv) The **Tentative Outline Program** is designed for each level and required teacher use like the guidance for all classes. However, it can be changed if it is not suitable for the student’s purposes and abilities.

(v) In each level, students will be expected to achieve the following skills:

Grammar & Vocabulary; Composition/Writing Skills; Comprehension (Listening); Oral skills (Reading & Speaking).

(vi) THREE short tests and ONE final test will be prepared in order to check and assess the student’s learning progresses and achievements. The students will be awarded the **Certificate of Achievement** if they achieve the overall band score over 75% for 4 skills and no skill having a mark under 50%. Upon attainment, students shall be able to study in a new class with higher level. See details in **The Test components**



02. Vietnamese for Diplomats (VPD) – Code A02

(i) The full-time course is appropriate for diplomats who are working in Embassies in Vietnam

(ii) Because the difference of diplomat's Vietnamese level, all are required to take a **Placement Test** before they are enrolled into the respective levels of the program.

(iii) The course designed for diplomats who have no knowledge of the Vietnamese language and takes one year. This includes the following 2 sessions:

Session 1	General Vietnamese Program	500 hours	B2
Session 2	Vietnamese for Specific Purposes	400 hours	C1-C2

(iv) The course designed for student who wants to improve Vietnamese skill and knowledge is based on the student's need.

(v) Upon the course completion, students will be awarded the **Certificate of Achievement** for successfully completed the course if can award 75% overall band score for the final test.

03. Vietnamese for Business (VPB) – Code A03

(i) The full-time course for people who are in a position of authority in the armed force, in the government or a large organization and company.

(ii) Because the difference of Vietnamese level, all of them are required to take a **Placement Test** before they are enrolled into the respective levels of the program.

(iii) The course designed for officers who have not any Vietnamese and take six months including 2 sessions:

Session 1	Survival Vietnamese	100 hours to 150 hours	A2
Session 2	Vietnamese for Business	150 hours to 500 hours	B2-C1

(iv) The course designed to improve Vietnamese competence and confidence when working in the business community. It also depends on the student's need.

(v) Upon the course completion, students will be awarded the **Certificate of Achievement** for successfully completed the course if awarded 75% in an overall band score for the final test.

04. Vietnamese for Specific Purposes (VSP) – Code A04

The course is conducted for foreigners who have special professional requirements. ISC offers some subjects below:

Code	Courses	Required level
A04-1	Vietnamese Phonetics	B1 or B2
A04-2	Composition I/II	B1/B2
A04-3	Basic Vietnamese Cultural Background	B1
A04-4	Advanced Vietnamese Cultural Background	B2
A04-5	Vietnamese Literature – Reading in Modern Literature	B2
A04-6	Vietnamese Grammar	B2
A04-7	Syntax of Modern Vietnamese	B2
A04-8	Language & Culture in South Vietnam	B2
A04-9	Seminar on Current Topics in Vietnam	C1
A04-10	Presentation in Vietnamese	C1
A04-11	Interpreting Theory and Practice	C1
A04-12	Vietnamese Politics & Economy	C1

05. Survival Vietnamese Course (SVP) – Code B01

(i) The part-time course is designed for foreigners who want to speak Vietnamese within basic topics. The course consists of 2 levels, namely:

Course	Equivalent Level	Needed learning hours	Suggested Schedule	Code
Beginner	A1	60-80	Student's requirement	B01-1
Elementary	A2	60-80	Student's requirement	B01-2

(ii) Students are required to take a **Placement Test** before they are enrolled into the respective levels of the program if they can limited Vietnamese.

(iii) This course will NOT require students to take all learning hours of 2 levels. However, 120 learning hours is compulsory if students want to get the **Certificate of Elementary Level**.

(iv) The Tentative Outline Program is designed for each level and required teachers use as guidance for all classes. However, it can be changed if it is not suitable for the student's purposes and abilities.

(v) In each level, students will be expected to achieve the L&S skills. ONE short test and ONE final test will be prepared in order to check and assess the student's learning progress and achievements. The students can get the **Certificate of Elementary Level** if they GET the overall band score over 75% for 4 skills and not having any skill that has marked

under 50%. Students can continue to take the IVP at Level B1 if achieve 70 points or higher in the **Test for Elementary Level** before take the course.

(viii) Students will be awarded the **Certificate of Attendance** for the course in accordance with the learning hours they have attended.

06. Advanced Vietnamese Course (AVP) – Code B02

(i) This part-time course is designed for foreigners who want to use Vietnamese with high competency. The student can take this course after they completed the Survival Vietnamese Course (B01). It consists of 2 levels, namely:

Course	Equivalent Level	Needed learning hours	Suggested Schedule	Code
Pre Intermediate	B1	120 – 150	Student's requirement	B02-1
Intermediate	B2	150 – 170	Student's requirement	B02-2

(ii) Students are required to take a **Placement Test** before being enrolled into the respective levels of the program if they can a little Vietnamese language ability.

(iii) This course will NOT be required students to take all learning hours of 2 levels but 4 learning hours is compulsory if students want to get the **Certificate of Intermediate Level**.

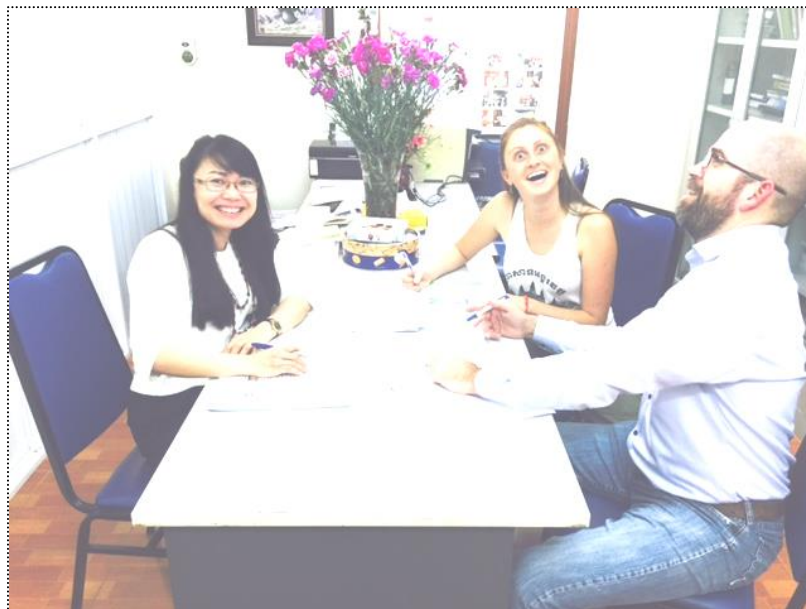
(iv) The Tentative Outline Program is designed for each level and required teacher use like the guidance for all classes. However, it can be changed if it is not suitable for the student's purposes and abilities.

(v) In each level, students will be expected to achieve competency in the following skills:

- Comprehension (Reading & Listening)
- Simple presentation (Writing & Speaking)

(vi) ONE short test and ONE final test will be prepared in order to check and assess the student's learning progress and achievements in each grade. On satisfactory completion, the students can obtain the **Certificate of Intermediate Level**, should they obtain an overall band score over 75% for the 4 skills and not have any skill being marked under 50%.

(vii) Students will be awarded the **Certificate of Attendance** for the course with the exact learning hours they have attended.



VIETNAMESE LANGUAGE & CULTURE THROUGH OUTDOOR ACTIVITIES

07. Cooking Class – Code C01

- (i)** Special arrangements can be made for groups to cook traditional Vietnamese Cuisine such as Bun Cha, Nem, Cha Gio, Banh Chung, Pho Ga, Pho Bo, Banh Troi, Banh Chay... Tutors take our students to supermarket or open-market after giving them the guidance of the food in the class. Then they come back the campus to prepare the ingredients of the food and cook by themselves.
- (ii)** This program can be conducted on Campus by a tutor and professional cook or in the Cooking Centre such as High Way Restaurant, EZ Cooking ...
- (iii)** Cooking class length: 3 hours to 5 hours and group size: 5 to 10 students.

10. Learning Vietnamese and Culture while Travelling (VCT) – Code C02

Special arrangements can be made for groups travelling in the country whilst studying Vietnamese language and/or culture. Folklore and history will come alive through legends and stories narrating the thousands of years of difficult work which established and built Vietnam. You will have a chance to inter-act with academic institutions and meet with teachers, students, farmers and local workers.



New program from 2015

08. Vietnam Study away Teach away (SATA) – Code C03

The special program which is organized by Connecticut College (USA) and ITSC from 2015 year school. The students will take part a semester of learning and adventure abroad within other Connecticut College students and professor(s). During the Vietnam SATA semester, student carry a regular course load, taking classes offered by the Connecticut College professor(s) and faculty, taking Vietnamese class at the ITSC. Most Vietnam SATA programs include field trips dedicated to helping you and your fellow student-travelers develop an appreciation for the history, culture and social customs of Vietnam. Students may be housed either in dormitories with other students in their group or in private homes.

See more information at

<https://www.conncoll.edu/academics/global-focus/study-away/study-awayteach-away/sata-vietnam-spring-2017/>

VIETNAMESE ASSESSMENT SYSTEM

01. Vietnamese Placement Test - VPT

Vietnamese Placement Test (VPT), is designed to check a student's Vietnamese competency before they are enrolled into the respective levels of the Vietnamese program. This includes:

- Candidates being tested in reading and speaking.
- The test duration will be 120 minutes. Short break is given between the two tests. Result will be produced within 1 hour after the test.
- The components of the test are:

Description	Reading Skill		Speaking Skill	
<i>Number of questions</i>	120		30	
<i>Number of points</i>	120		30	
<i>Difficulty</i>	increase as in question progress		increase as in question progress	
<i>Band score</i>	0-20 for level 1 21-40 for level 2 41-60 for level 3	61-80 for level 4 81-100 for level 5 101-120 for level 6	1-5 for level 1 6-10 for level 2 11-15 for level 3	16-20 for level 4 21-25 for level 5 26-30 for level 6
<i>Evaluation</i>	* Complete over 90% questions of each grade * 2 skills are been equal. If not, the student's competence is decreased one grade.			

02. Vietnamese Achievement Test – VAT

Vietnamese Achievement Test (VAT) is 6 level qualifications that demonstrate how you can use Vietnamese to communicate; in simple situations and have the knowledge and a high competency level in using Vietnamese.

- The test is designed for the student who has completed from 100 to 920 hours in class.
- Candidates are tested in listening, reading, writing and speaking.
- A short break is given between the four tests. Result will be produced within 5 days following the test.
- The components of the test are:

VAT	Reading	Writing	Listening	Speaking
Basic Level Test	3 parts	5 parts	3 parts	3 parts
Elementary Level Test	4 parts	5 parts	3 parts	3 parts
Pre – Intermediate Test	4 parts	5 parts	3 parts	3 parts
Intermediate Level Test	4 parts	5 parts	3 parts	3 parts
Upper-Intermediate Level Test	4 parts	5 parts	3 parts	3 parts
Advanced Level Test	4 parts	5 parts	3 parts	3 parts
<i>Number of questions</i>	50		50	
<i>Number of points</i>	50		50	
<i>Difficulty</i>	increase as in question progress		increase as in question progress	
<i>Band score</i>	S (9.0–10.0); A+ (8.5-9.0); A (8.0-8.5); B+(7.5-7.9); B (7.0-7.5); C+ (6.5-6.9); C (5.5-6.4)			
<i>Evaluation</i>	<ul style="list-style-type: none"> ▪ S - Excellent / A - Good / B - Satisfactory / C +- Needs Improvement / C - Weak (Fail) ▪ Complete all 4 parts of exam and get over 75 % points of each parts ▪ Can NOT graduate if one skill is at D grade. 			

STUDENT VISA SERVICE

OVERVIEW

The Center can arrange study visas for full-time students. A tourist visa is not appropriate and will make visa extension difficult. There will be a charge of VND 650,000 (~\$30) to be paid on arrival, for visa service and communication cost for each student. Students would pick up entry visas (if applicable) in their countries or in the countries where they want. For details, refer to the visa application process below.

APPLICATION PROCESS *(pick up in own country – if applicable)*

1.1. Depending on the time and the purpose of the study, a specific type of visa could be applicable as below

Type	Single / Multiple Entry		Single / Multiple Entry	
Duration	< 2 months	3 months	6 months	1 year

1.2. Visa Process



Step 1
Application



Step 2
Appointment



Step 3
Vietnam Embassy



Step 4
Visa Fee

Step 1. Submit required documents by email

- You will receive the Application Form from ITSC via email. Please fill-in **all** personal information. For more information, can see details in the [How to Fill-in Application Form](#) file.
- Copy of the first and last page of your current valid passport. You are recommended to have your passport valid for at least six months beyond your date of entry into Vietnam
- A recent color digital photograph must be required with passport-size (4cm x 6cm)
- Sent all required documents to ddtv.itsc@gmail.com/ hoangchi@vied.vn
- Upon receiving the required documents, ITSC shall contact you if there are any supporting documents missing or not valid.

Step 2. Appointment

- The Vietnam Ministry of Public Security (VMPS) stamps the visa documents and instructs the Vietnam Embassy or Consular in your country to issue the visa.
- When the visa has been approved, ITSC's office sends the visa documents which are issued by VMPS to you via email.

Step 3. Pick up

- You must present all documents that you have received from ITSC Office to the staff at the Vietnam Embassy or Consular.
- Checking and paying the visa approval arrangement, processing fee, shipping and handling fee in Vietnam Embassy or Consular in your country when you pick up visa.
- The last, they will issue the visa for you. We believe that you can do it by post.

Step 4. Visa service charges

- Paying the ITSC visa service charges in the first day you come to study at ITSC. It is \$50 for 1 application.
- Submit a copy of visa to ITSC's office to complete your study file at ITSC.

2. VISA EXTENSION PROCESS *(pick up in Vietnam)*

2.1. Depending on the time and the purpose of your study, a specific type of visa could be applicable to your case like below

Type	Single / Multiple Entry		Single / Multiple Entry	
Time	< 2 months	3 months	6 months	1 year

2.2 Visa Extension Process



Step 1
Application



Step 2
Visa Fee



Step 3
Appointment



Step 4
ISC

Step 1. Submit documents in person & visa fee

- Receiving the student's passport. The student are recommended to submit passport at least 15 days before the current visa expired.
- Checking the student's current passport.
- Receiving the visa fee. Payment includes:
 - The ITSC visa service charges. It is VND 200,000 (~\$10) for 1 application.
 - The Hanoi Immigration Office's fee for visa. Its cost will be depended on the type and the time of visa which you apply. See details on [Guidance on Study Visa](#)

Step 2. Appointment & pick up

- The appointment is informed with the time that you can pick up visa. It is about 2 weeks following receipt of your application.
- Student picks up the visa at ITSC Office & are required to submit a copy of visa to ISC office to complete your study file at ITSC.

3. VISA APPLICATION FORM *(refer the Reference)*

STUDENT LIFE

1. Climate

Vietnam has a tropical monsoon climate. Broadly speaking, the weather in Vietnam is dictated by two monsoon seasons - the southwest monsoon from April to September and the northeast monsoon from October to late March or early April. While people often equate monsoons with rain, that is only partly the case in Vietnam as there are a number of regional variations that affects rainfall. What is worth remembering though is the southwest monsoon is hot and the northeast monsoon cool. In Hanoi, the summer is rather warm and humid. The autumn is very pleasant and in the winter, it may be rainy and cooler. Vietnam's south is tropical country with a wet and a dry season. The north, including Hanoi, has four seasons. In winter cold air from China brings the temperatures down to uncomfortably low levels with high humidity. The change in temperature can be very sudden, with a drop of 2 to 5 degrees in a few hours, usually in connection with high winds. Wearing a jacket and a jumper is advised when going out. In February and early March it gets warmer again, but the sky is grey and a mist-like drizzle hangs in the air for days. Late March and April can bring a short respite before the summer heat, with bright blue skies and ample opportunity to enjoy the season. The trees of Hanoi do not carry delicate white blossoms; they flaunt rich clusters of purple and orange flowers, trumpeting the abundance of spring. In May the heat begins and temperatures hovering above 30 degrees lingering through to August. There are heavy rains and occasional devastating typhoons during this period. September, October and November are usually the most pleasant months, when the weather tends to be mild and sunny with little rain. Vietnamese poets sing of the autumn in Hanoi and expatriates open their windows and are out doors more often!

2. Living Costs

Approximate living costs for one month are listed below for reference purposes only. Please note, however, that actual living costs vary according to individual preferences and lifestyles.

1. Costs for the accommodation:

- (1) The Guest House: VND3,600,000 (~\$150) per month (*can be changed*)
- (2) The apartment in town, city (*near Center of Hanoi*): from VND 5,000,000 (~\$250) to VND10,000,000 (~\$500) per month

2. Other living costs:

- (1) Meals: 30.000 – 50.000 VND/lunch or dinner meal; 10.000 – 40.000 VND/breakfast meal
- (2) Communications expenses: ex. Internet Cafe - 5000 VND/hour
- (3) Transportation fees
 - approx. 5000VND/trip by bus
 - approx. 3000 VND/km by motorbike
- (4) Others: 2.500.000 ~ 5.000.000 VND/month

TUITION FEE SCHEDULE

(Applied from Academic Year 2021)

1. TUITION FEE FOR CLASS ON CAMPUS (Base fee)

Courses/ Levels	Length of course	Class size	Tuition fee/person/hour in VND	Equivalent in USD
A1	100	1 on 1	190,000	9,0
		Group of 2 students	140,000	6,0
		Group of 3-5 students	95,000	4,5
		Group of over 5 students	Negotiable fee	
A2	100	1 on 1	190,000	9,0
		Group of 2 students	140,000	6,0
		Group of 3-5 students	95,000	4,5
		Group of over 5 students	Negotiable fee	
B1	130	1 on 1	210,000	10,0
		Group of 2 students	150,000	7,0
		Group of 3-5 students	120,000	5,5
		Group of over 5 students	Negotiable fee	
B2	150	1 on 1	210,000	10,0
		Group of 2 students	160,000	7,0
		Group of 3-5 students	120,000	5,5
		Group of over 5 students	Negotiable fee	
C1	170	1 on 1	240,000	11,0
		Group of 2 students	180,000	8,0
		Group of 3-5 students	140,000	6,5
		Group of over 5 students	Negotiable fee	
C2	190	1 on 1	240,000	11,0
		Group of 2 students	180,000	8,0
		Group of 3-5 students	140,000	6,5
		Group of over 5 students	Negotiable fee	

2. TUITION FEE FOR OFF CAMPUS CLASS

Plus the class-fee which is held OFF CAMPUS and will be counted accordingly

<u>ONE ON ONE CLASS</u>	<u>ALL KIND OF GROUP CLASSES</u>
Base tuition fee + 4,000,000 VND/course/level	Base tuition fee + 2,500,000 VND/course/level

3. PAYMENT OPTIONS: 03 options available

Courses /Levels	<u>OPTION 1</u> Payment in Full with 5% percent discount	<u>OPTION 2</u> Partly payment plan		<u>OPTION 3</u> Monthly payment	
		<i>1st time – in the 1st month</i>	<i>2nd time – due by the 2nd month</i>	<i>In the 1st day of month</i>	<i>After the 7th day of month</i>
From 1 to 6	95%	60%	40%	100%	Monthly fee + \$200,000 VND late fee penalty

4. OTHER COURSE FEES:

4.1. Compulsory fees:

- **Registration fee:** 400,000 VND per student by email; 200,000 VND per student in person. This fee is paid only once, as long as a student is continuously enrolled.
- **Textbook fee:** depending on course type and length

4.2. Other fees:

- **Medical insurance (if required):** not indicated
- **Visa SERVICE fee:** 600,000 VND
- **Visa extension:** 200,000 VND/time
- **Airport pick-up (if required):** 1,000,000 VND/time

5. REFUND PROCEDURES FOR TUITION

For students withdrawing during the 2011 academic year, refunds will only apply if **option 1 is chosen**. It will be done as follow:

Option 1	Withdrawal during 1 st month of the course	50% of full fee refunded
Option 2	Withdrawal during 2 nd month of the course	20% of full fee refunded
Option 3	Withdrawal during 3 rd month of the course	NO refunded provided

6. SPECIAL DISCOUNT

Student enrolled at ITSC are eligible for the following discounts under the following circumstances:

6.1. Student with their child/children simultaneously in attendance at ITSC will receive a ten percent (10%) discount on tuition fees for their child/children. These discounts are not applicable to any other fees payable to ITSC.

6.2. For students who have attended ITSC for three courses, a discount of 15% will be applied for the 4th course of attendance.

PROCEDURE FOR APPLICATION

Enquiry

International Training Support Center Office

Tel/Fax: 84-4-3 623 0564 *or* Email: ddtv.itsc@gmail.com/ hoangchi@vied.vn

Application

Fill in the application form and send it or take it to the Centre with the registration fee and two recent identical passport-sized photographs. You need show a passport or National Identity Card with a number, photograph, date of birth and signature. The document must be current and valid. In the case you send a copy by email, you will pay registration fee and tuition fee when you come to the Centre on the first day.

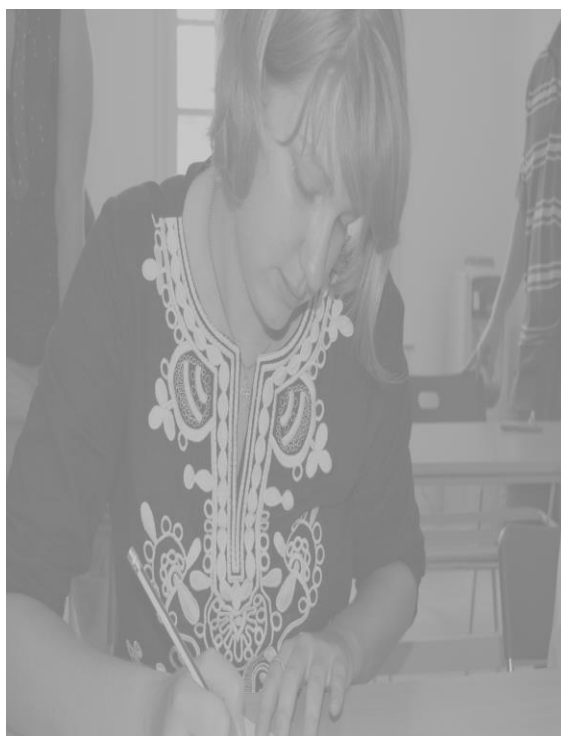
Students Visa

The usual process to get a study visa from the Vietnamese Embassy or Consular is this:

1. Pick up the Visa Application Forms from the Embassy (or get it on their website), fill them in and file them at the Embassy. (The Embassy will not issue the Study Visa until they hear from the Immigration Office and the Centre).
2. The Centre will do visa processing formalities with the Ministry of Public Security. When the visa has been approved, the Ministry of Public Security will inform the Centre and instruct the Embassy to issue the visa.
3. The Centre will send you the Visa Authorization Fax Number and its Date. Please present this Number to the staff at the Embassy and they will issue the visa for you. It may be possible to do this by registered post. It usually takes at least three weeks to get the visa.

Confirm

The Centre inform all information of class or confirm by email or phone



Our Library

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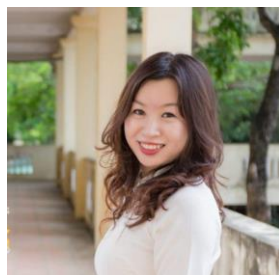
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Activities



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