



Academic Handbook

Faculty of Foreign Languages

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Home

Welcome to the Handbook and Curriculum pages

This Handbook contains essential information about the programme learning outcomes, the curriculum structure and courses, study plans, and academic requirements for undergraduate students of the Chinese Language Studies program at HUFLIT.



Introduction

FACULTY OF FOREIGN LANGUAGES (FFL)

About us

For more than 30 years of establishment and development, the Faculty of Foreign Languages has been one of the strong pillars affirming the academic excellence and prestige of Ho Chi Minh City University of Foreign Languages – Information Technology (HUFLIT). The Faculty's programs equip students with a solid foundation in linguistics, culture, communication, and professional knowledge, enabling them to confidently integrate and succeed in a diverse environment.

Beyond the classroom, students have opportunities to enhance their language proficiency through practical activities and professional experiences. By integrating modern platforms such as HLMS, AI-powered learning tools, and smart academic management systems, the Faculty provides a flexible and personalized learning experience for every learner.

With a focus on sustainable development, the Faculty encourages students to engage in community-oriented activities that apply language skills and digital competencies to address social and environmental issues. Under the guidance of a highly qualified and dedicated teaching staff, the Faculty of Foreign Languages at HUFLIT continuously nurtures graduates who are proficient in foreign languages, professionally competent, and socially responsible global citizens.

Contact information

- Office hours: Monday – Friday: 8:00 am – 4:30 pm
- Office locations:
 - Campus One: 1st floor, Block A, 828 Su Van Hanh, Hoa Hung Ward, Ho Chi Minh City
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Grades and GPA

Grades

Grade	Score Range	Interpretation of Academic Quality and Competence
Excellent	3.60–4.00	Outstanding Achievement. This level signifies superior command of the subject matter, exceptional critical analysis, problem-solving skills, and a capacity for original, innovative work. Students consistently exceed learning objectives and demonstrate readiness for advanced research or high-level professional roles. They are typically viewed as top talent.
Very good	3.20–3.59	High Level of Competence. Students at this level exhibit a strong, consistent understanding of all core concepts and can apply theoretical knowledge effectively. They meet all learning objectives robustly and are well-prepared for competitive graduate programs and demanding career paths.
Good	2.50–3.19	Satisfactory/Accreditation Standard Met. This score indicates full compliance with the minimum quality standards and learning outcomes set by the program. Students are competent, reliable, and possess the foundational knowledge required for entry-level professional roles. They are deemed qualified to graduate.
Ordinary	2.00–2.49	Basic/Minimal Acceptance. Performance meets the bare minimum threshold for passing. Students demonstrate basic knowledge but often lack depth in critical thinking or specialized application. This level signals a need for significant improvement to be competitive in the job market or pursue graduate studies.
Weak	1.00–1.99	Deficient/At Risk. Performance is below the minimum acceptable standard. There are serious gaps in core knowledge and failure to meet several key learning objectives. Students require immediate, intensive academic intervention to avoid academic probation or dismissal.
Poor	0.00–0.99	Unsatisfactory/Failure. This score represents a complete failure to meet the fundamental learning outcomes. The student does not possess the requisite knowledge for the course/program and must typically repeat the course or face academic dismissal.

Grades and GPA

GPA caculation

GPA provides students with their academic performance. A student who maintains a high GPA may be eligible to graduate with honors or to attend graduate school. Grade points are calculated by multiplying the number of credits by the numeric value of the grade for each course. The sum of the grade points is then divided by the total graded credits attempted. The total graded credits attempted, not the credits earned toward graduation, are used in computing the GPA.

According to the Regulations on university level training according to the credit system of Ho Chi Minh City University of Foreign Languages - Information Technology (Issued according to Decision 476/QĐ-DNT dated December 30, 2021 of the Principal)

Semester average, school year average, cumulative average according to the formula following and rounded to 2 decimal places:

$$A = \frac{\sum_{i=1}^n a_i x n_i}{\sum_{i=1}^n n_i}$$

In there:

- A: semester average score, school year average score, cumulative average.
- a_i : score of the i th module.
- n_i : number of credits of the i th course.
- n: number of courses.

Student Engagement Score

According to the Decision Regarding the promulgation of regulations on evaluating the training results of full-time students Ho Chi Minh City University of Foreign Languages – Information Technology (Issued according to Decision 1174/QĐ-DNT dated September 15, 2022 of the Principal)

Evaluation content and scoring scale:

1. Reviewing and evaluating students' training results is assessing students' awareness and attitudes according to the scores achieved on the following aspects:

- Sense of participation in learning;
- Awareness and results of compliance with rules, regulations and regulations in the school;
- Awareness and results of participating in political, social, cultural, artistic, sports activities, crime prevention and social evils;
- Civic awareness in community relations;
- Awareness and results of participating in the work of class officials, other organizations and organizations in the school or special achievements in studying and training of students.

2. Training scores are evaluated on a 100-point scale.

Score	Classification
90 – 100	Excellent
80 – 89	Good
65 – 79	Fair
50 – 64	Average
35 – 49	Poor
< 35	Very Poor

Degree Requirements

According to the Regulations on university level training according to the credit system of Ho Chi Minh City University of Foreign Languages - Information Technology - Issued according to Decision 476/QĐ-DNT dated December 30, 2021 of the Principal (Guidelines on converting school credit to ECTS No. 1897/QĐ-DNT dated November 06, 2024; Page 3)

1. A student shall be considered eligible for graduation when meeting all the following conditions:

- a) Has accumulated all required courses, credits, and other compulsory components as prescribed by the training program, and has achieved the program's learning outcomes;
- b) Has obtained a cumulative Grade Point Average (GPA) of at least "Average" or higher for the entire course of study;
- c) At the time of graduation consideration, is not under criminal prosecution and not serving any academic disciplinary action at the suspension level;
- d) Has obtained certificates in foreign languages equivalent to level C1 (CEFR Common European Framework of Reference) and information technology that meet the graduation requirements specified in the program's learning outcomes.

2. Students who meet all graduation requirements shall be officially recognized and granted the degree by the Rector within three (03) months from the date they fulfill all academic and administrative obligations to the University.

3. The classification of graduation is determined based on the cumulative Grade Point Average (on a 4.0 scale) as follows:

Classification	Cumulative GPA (4.0 Scale)
Excellent	3.60 – 4.00
Good	3.20 – 3.59
Fair	2.50 – 3.19
Average	2.00 – 2.49

Program Objectives (POs)

General Objectives

The B.A. programme in Chinese Language Studies aims to meet the human resource demand with graduates who possess knowledge of Chinese linguistics, foreign language ability and professional skills in career-related fields. It simultaneously fosters professional ethics and community spirit, trains necessary social skills adapted to the development of career, the society, and the economy in the process of international integration.

Specific Objectives

The B.A. program in Chinese Language Studies aims to:

Knowledge	PO1	Provide students with social, cultural, political knowledge as foundation together with Chinese linguistics, culture and civilization, and Chinese for specific purposes in some fields such as business, commerce, office administration, and tourism.
	PO2	Equip students with professional knowledge in office administration, business and commerce, and English language as concentrations.
Skills	PO3	Train and develop language skills so that students can use Chinese fluently in professional and social communication and another foreign language on a daily basis.
	PO4	Train and develop professional skills so that students can work effectively in such fields as office administration, business and commerce.
Learners' Autonomy and Responsibility	PO5	Foster students' learning skills and learner autonomy effectively to actively widen their knowledge, enhance Chinese competence, and professional skills.
	PO6	Prepare students with essential social skills, foster their positive attitudes and perceptions towards their study, career, and community spirit.

Program Learning Outcomes (PLOs)

Knowledge	PLO1	Understand basic knowledge about culture, politics, society, and law to address issues arising in professional activities.
	PLO2	Master essential knowledge of the Chinese language, specialized knowledge and related issues to apply according to the field of study.
Skills	PLO3	Use Chinese effectively in social communication, office communication, and written transactions.
	PLO4	Use another foreign language in everyday social communication.
	PLO5	Apply specialized knowledge in areas such as office administration and business commerce.
		PLO5.1 Manage an office and perform secretarial skills properly and scientifically.
		PLO5.2 Use Chinese effectively in business and service activities effectively.
		PLO5.3 Use English effectively in social communication and common administrative written transactions.
	PLO6	Analyze and solve situations arising in professional activities.
Learners' Autonomy and Responsibility	PLO7	Use office software and exploit internet services effectively in study and work.
	PLO8	Be able to work independently or in a team.
	PLO9	Organize effective learning, working activities and develop lifelong learning abilities.
	PLO10	Demonstrate a sense of responsibility, professional ethics, respect organization discipline, and embody community spirit.

Bachelor of Art

Programme of Chinese Language Studies (CLS)

Curriculum Overview

Effective from: 2021

Programme Title: B.A. Programme of Chinese Language Studies (CLS)

Programme Code: 7220204

Study Mode: Full-time (3.5 years)

Instruction Languages: Chinese, Vietnamese

Number of Concentrations: 140 credits

Didactic Approach: Mandatory classroom-based learning (80%) & Blended-learning (20%)

VQF Level: 6

Structure of The Teaching Programme

No.	Course Component		Number of Credits			Percentage (%)
			Compulsory	Supportive Electives	Total Credits	
1	General Education		34	2	36	25.7
2	Professional Education	Core Field Knowledge	57	0	57	40.7
		Specialized Knowledge: 1. Office Administration 2. Business Chinese 3. Chinese–English Bilingual	27	0	27	19.3
		Supportive Specialized Knowledge	0	≥ 11	≥ 11	7.9
		Internship	3	0	3	2.1
		Graduation Modules/Thesis	6	0	6	4.3
Total			127 (90.7%)	13 (9.3%)	140	100

Bachelor of Art Programme of Chinese Language Studies (CLS)

General Education Knowledge: 36 credits

Students are introduced to foundational knowledge in politics, culture, social sciences, and the basics of linguistics. They also gain an understanding of the major and begin learning a second foreign language alongside introductory Chinese language skill modules.

Professional Education Knowledge: 104 credits

Core Field Knowledge: 57 credits

These courses provide Chinese language knowledge from elementary to advanced levels, helping students strengthen their listening, speaking, reading, and writing skills. Students also study Chinese civilization and literature, as well as the structure and development of the Chinese language through theoretical courses. These field-specific courses are interwoven with general education modules during the foundational stage.

Specialized Knowledge: 27 credits

These are advanced Chinese-language courses that both refine specialized Chinese skills and equip students with professional skills to enhance their competitiveness in the job market after graduation.

Supportive Specialized Knowledge (Electives): ≥ 11 credits

These elective modules aim to enhance language knowledge and job-related skills. They offer more career opportunities for Chinese Language students by allowing them to choose additional specialized courses from within the department or from other faculties at the university.

Graduation Modules/Thesis: 6 credits with two available options:

- (1) Graduation Thesis: Students must register and be approved to conduct their thesis.
- (2) Graduation Modules: Students register for two graduation courses as stipulated in the training curriculum.

Internship: 3 credits

Students are required to apply the knowledge and skills they have acquired during a 6–12 week internship at a school, organization, company, or production/service unit. Students are responsible for arranging their own internship placements.

General Education Knowledge

Political Subjects	Credits	Information Technology	Credits
Philosophy of Marxism & Leninism	03	Office Computer skills 1	03
Political Economics of Marxism & Leninism	02	Foundational Core Courses	Credits
Scientific Socialism	02	Introduction to Chinese Language Studies	02
History of the Communist Party of Vietnam	02	Introduction to Linguistics	02
Ho Chi Minh Ideology	02	Introduction to Research Methods	03
Human Social Science	Credits	Second Foreign Language	Credits
Introduction to Vietnam Constitutional Law	02	English 1, 2, 3	09
Foundation of the Vietnamese Culture	02	French 1, 2, 3	09
Physical Training & Military-Security Education	Periods	Korean 1, 2, 3	09
Physical Training 1	60	Japanese 1, 2, 3	09
Physical Training 2	90	Elective Courses	Credits
Military-Security Education	165	Creative Methodology	02
		Introduction to Psychology	02
		Practical Vietnamese in Use	02

Professional Education Knowledge

Core Field Knowledge

Major Courses	Credits	Major Courses	Credits
Chinese Listening 1	02	Chinese Reading-Writing 3	04
Chinese Listening 2	02	Chinese Reading-Writing 4	03
Chinese Listening 3	02	Chinese Newspaper Reading	03
Chinese Listening - Note-taking	03	Chinese-Vietnamese Translation	03
Chinese Speaking 1	03	Composing Administrative Documents in Chinese	03
Chinese Speaking 2	03	Writing a Term Paper in Chinese	03
Chinese Speaking 3	03	Fundamental Major Courses	Credits
Chinese Presentation	03	Chinese Grammar	3
Chinese Reading-Writing 1	04	Chinese Lexicology-Semantics	3
Chinese Reading-Writing 2	04	Chinese Panorama	3

Professional Education Knowledge

Specialized Knowledge

Office Administration	Credits	Business Chinese	Credits	Chinese-English Bilingual	Credits
Office Management	03	Introduction to Business	03	English Phonetics	03
Composing Administrative Documents (Vietnamese)	03	Business Chinese	03	English Grammar	03
Organizing Meetings and Conferences	03	Chinese for Advertising & Marketing	03	English Listening-Speaking 1	03
Business Chinese	03	Composing Business Documents in Chinese	03	English Reading-Writing 1	03
Office Communication Skills	03	Business Communication Skill 1	03	English Listening-Speaking 2	03
Business Communication Skill 1	03	Chinese-Vietnamese Business Translation	03	English Reading-Writing 2	03
Chinese-Vietnamese Business Translation	03	Chinese-Vietnamese Business Interpretation	03	English Presentation Skills	03
Chinese-Vietnamese Business Interpretation	03	Sales Skills	03	Composing Business Documents in English	03
Office Computer skills 2	03	Customer Service	03	British Culture and Civilization	03

Professional Education Knowledge

Supportive Specialized Knowledge

Linguistics – Civilization – Literature	Credits	Management – Business – Commerce	Credits	Tourism and Hospitality	Credits
Public Speaking Skills	03	Business Communication Skill 1	03	Introduction to Tourism and Hospitality	02
Introduction to Ancient Chinese	03	Business Communication Skill 2	03	Tourism Marketing	03
Introduction to Chinese Literature	03	Composing Business Documents in Chinese	03	Restaurant and Hotel Job Skills	03
Introduction to Chinese History	03	Office Communication Skills	03	Organizing and Guiding Tours	03
Introduction to Chinese Culture	03	Office Management	03	Law	Credits
Chinese for Tourism	03	Composing Administrative Documents (Vietnamese)	03	Business Law	03
Chinese – Vietnamese Business Translation	03	Organizing Meetings and Conferences	03	International Business Law	02
Chinese – Vietnamese Business Interpretation	03	Corporate Culture	02	Labor Law	03
Chinese – Vietnamese News Translation	03	Public Relations	02	Intellectual Property Law	02
Chinese – Vietnamese Literary Translation	03	Festivity Protocols	02	Second Foreign Language – Computing – Soft Skills	Credits
Chinese – Vietnamese Conference Document Translation	03	Media Skills in Companies	02	English 4, 5	06
Languages Teaching Methodology	Credits	Introduction to Business Management	03	French 4, 5	06
Educational Psychology	03	Sales Skills	03	Korean 4, 5	06
Chinese Language Teaching Theories and Methodology	03	Customer Service	03	Japanese 4, 5	06
				Management Informatics	03
				Office Computer skills 2	03
				Social Skills in Practice	03

Professional Education Knowledge

Graduation Thesis/Module

Students can choose one of these two options:

(1) Graduation Thesis: Students must register and be approved to conduct their thesis.

Graduation Thesis	Credits
Graduation Thesis	06

(2) Graduation Modules: Students register for two graduation courses as stipulated in the training curriculum.

Graduation Modules	Credits
Language Course	
Advanced Chinese Skill	03
Professional Course	
1. Office Administration Human Resources Management	03
2. Business Chinese Business Communication Skill 2	03
3. Chinese–English Bilingual Advanced English in Practice	03

Internship

Internship	Credits
Graduation Internship	03

Programme Schedule

Code	Course Name	Credits
Year 1 Semester 1		
1910032	Chinese Listening 1	2
1910053	Chinese Speaking 1	3
1910314	Chinese Reading–Writing 1	4
1910112	Introduction to Chinese Language Studies	2
Second Foreign Language English/Fench/Japanese/Korean 1		3
1010012	Foundation of the Vietnamese Culture	2
1010052	Introduction to Viet Nam Constitutional Law	2
1010302	Introduction to Linguistics	2
Credit Points		20

Semester 2		
1910042	Chinese Listening 2	2
1910063	Chinese Speaking 2	3
1910324	Chinese Reading–Writing 2	4
1010083	Office Computer skills 1	3
Second Foreign Language English/Fench/Japanese/Korean 2		3
1010112 1010382 1010392	Elective Courses (General Education Knowledge) • Introduction to Psychology • Creative Methodology • Practical Vietnamese in Use	2
1010443	Philosophy of Marxism and Leninism	3
Credit Points		20

Semester 3		
1010034	Military–Security Education	165 periods

Year 2 Semester 1		
1920062	Chinese Listening 3	2
1920103	Chinese Speaking 3	3
1910334	Chinese Reading–Writing 3	4
Second Foreign Language English/Fench/Japanese/Korean 3		3
1910273	Chinese Grammar	3
1910193	Chinese Panorama	3
1920013	Newspaper Reading	3
1010452	Political Economics of Marxism & Leninism	2
1010042	Physical Training 1	60 periods
Credit Points		23

Semester 2		
1920053	Chinese Listening – Note-taking	3
1920183	Chinese Presentation	3
1910343	Chinese Reading – Writing 4	3
1910363	Chinese Lexicology – Semantics	3
1910353	Composing Administrative Documents in Chinese	3
1921013	Chinese ↔ Vietnamese Translation	3
1010182	Physical Training 2	90 periods
1920233 1930323 1941003	Office Administration: Office Management Business Chinese: Introduction to Business Chinese – English Bilingual: English Phonetics	3
Credit Points		21

Programme Schedule

Semester 3			Year 3 Semester 1		
1010462	Scientific Socialism	2	1010472	History of the Communist Party of Vietnam	2
	Select modules from the optional supplementary groups below	≥ 7	1910153	Writing a Term Paper in Chinese	3
	<i>Linguistics – Civilization – Literature</i>			Select modules from the optional supplementary groups below	≥ 2
1910303	Introduction to Ancient Chinese	3		<i>Linguistics – Civilization – Literature</i>	
1920133	Introduction to Chinese Literature	3	1930153	Public Speaking Skills	3
1930213	Introduction to Chinese History	3	1922063	Chinese ↔ Vietnamese Business Translation	3
1920223	Introduction to Chinese Culture	3	1930343	Chinese for Tourism	3
	<i>Management – Business – Commerce</i>		1910233	Chinese ↔ Vietnamese News Translation	3
1921092	Public Relations	2		<i>Management – Business – Commerce</i>	
1930172	Festivity Protocols	2	1932033	Office Communication Skills	3
1930352	Media Skills in Companies	2	1920253	Organizing Meetings and Conferences	3
1920233	Office Management	3	1930082	Corporate Culture	2
	<i>Tourism and Hospitality</i>		1525203	Sales Skills	3
1324132	Introduction to Tourism and Hospitality	2		<i>Tourism and Hospitality</i>	
1531322	Organizing and Guiding Tours	3	1531312	Restaurant and Hotel Job Skills	3
	<i>Law</i>			<i>Law</i>	
1525103	Business Law	3	2320032	International Business Law	2
2310133	Labor Law	3		<i>Languages Teaching Methodology</i>	
	<i>Languages Teaching Methodology</i>		1920263	Chinese Language Teaching Theories and Methodology	3
1524083	Educational Psychology	3		<i>Second Foreign Language – Computing – Soft Skills</i>	
	<i>Second Foreign Language – Computing – Soft Skills</i>			<i>Second Foreign Language – Computing – Soft Skills</i>	
	English/French/Japanese/Korean 4	3		English/French/Japanese/Korean 5	3
1523113	Social Skills in practice	3			
1010593	Office Computer Skills 2	3			
Credit Points		≥ 9			

Programme Schedule

<i>Office Administration</i>			12	1920243	Composing Administrative Documents (Vietnamese)	3
1910163	Business Chinese	3		1525183	Introduction to Business Management	3
1932033	Office Communication Skills	3		1930293	Human Resource Management	3
1922063	Chinese ↔ Vietnamese Business Translation	3		1525213	Customer Service	3
1920243	Composing Administrative Documents (Vietnamese)	3		<i>Tourism and Hospitality</i>		
<i>Business Chinese</i>			12	1321073	Tourism Marketing	3
1910163	Business Chinese	3		<i>Law</i>		
1930303	Business Communication Skills 1	3		2320002	Intellectual Property Law	2
1922063	Chinese ↔ Vietnamese Business Translation	3		<i>Second Foreign Language – Computing – Soft skills</i>		
1525203	Sales Skills	3		1010353	Management Informatics	3
<i>Chinese – English Bilingual</i>			12	<i>Office Administration</i>		
1941013	English Grammar	3		12		
1510113	English Listening – Speaking 1	3		1920253	Organizing Meetings and Conferences	3
1510183	English Reading – Writing 1	3		1930303	Business Communication Skills 1	3
1941073	Composing Business Documents in English	3		1922073	Chinese ↔ Vietnamese Business Interpretation	3
Credit Points			19	1010593	Office Computer Skills 2	3
Year 3				<i>Business Chinese</i>		
Semester 2				12		
1010092	Ho Chi Minh Ideology	2		1930363	Chinese for Advertising and Marketing	3
1910073	Introduction to Research Methods	3		1911183	Composing Business Documents in Chinese	3
	Select modules from the optional supplementary groups below	≥ 2		1922073	Chinese ↔ Vietnamese Business Interpretation	3
<i>Linguistics – Civilization – Literature</i>				1525213	Customer Service	3
1922073	Chinese ↔ Vietnamese Business Interpretation	3		<i>Chinese – English Bilingual</i>		
1910283	Chinese – Vietnamese Literary Translation	3		12		
1920213	Chinese – Vietnamese Conference Documents Translation	3		1510143	English Listening – Speaking 2	3
<i>Management – Business – Commerce</i>				1510193	English Reading – Writing 2	3
1911183	Composing Business Documents in Chinese	3		1941063	English Presentation Skills	3
				1510203	British Culture and Civilization	3
				Credit Points		
				19		

Programme Schedule

Semester 3

Students can choose one of these two options:

	<i>Graduation Thesis</i>	6
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1930096	Graduation Thesis	6
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	<i>Graduation Modules</i>	6
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Language Course

1930283	Advanced Chinese Skills	3
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Professional Course

1930293	1. Office Administration Human Resources Management	3
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1930313	2. Business Chinese Business Communication Skills 2	3
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1941083	3. Chinese-English Bilingual Advanced English in Practice	3
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Credit Points		6
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Year 4 Semester 1

1930273	Graduation Internship	3
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Credit Points		3
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Student Highlights & Activities



 Learning Chinese through Movies Contest



 Learning Chinese through Movies Contest



 The 2024 Traditional Chinese Writing Contest



The 2024 Traditional Chinese Writing Contest



 The 2025 Expressive Reading Contest



The 2023 Chinese Debating Contest

Student Highlights & Activities



 **Workshop: Career Opportunities for Office Administration Students Majoring in CLS**



 **Inauguration Ceremony of the Chinese Language Club & Scholarship Awarding from the Consulate General of China**



 **2025 Summer Camp Program for Chinese Language Students**



 **2025 Summer Camp Program for Chinese Language Students**



 **The 2024 Welcome Ceremony for New Students of the Chinese Language Studies**



 **Talkshow: Strengthening Bonds among FFL Alumni**

Contact Us

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