

No. 703/QD-UEF

Ho Chi Minh City, 01 September 2024

**DECISION**

**Promulgation of Regulations on the Organisation of Graduation Internship  
and Thesis for Undergraduate level**

**PRESIDENT**

**HO CHI MINH CITY UNIVERSITY OF ECONOMICS AND FINANCE**

*Based on Decision No. 1272/QD-TTg dated 24 September 2007, issued by the Prime Minister on the establishment of Ho Chi Minh City University of Economics and Finance;*

*Based on the Law on Higher Education dated 18 June 2012, and the Law amending and supplementing a number of articles of the Law on Higher Education dated 19 November 2018;*

*Based on Decree No. 99/2019/ND-CP dated 30 December 2019, issued by the Prime Minister detailing and guiding the implementation of certain provisions of the Law amending and supplementing a number of articles of the Law on Higher Education;*

*Based on Decision No. 215/QD-UEF dated 28 May 2021, issued by the President of Ho Chi Minh City University of Economics and Finance on the promulgation of the undergraduate level regulations;*

*Upon the proposal of the Director of the Academic Service and the Chief of the University Office.*

**DECISION**

**Article 1.** Attached to this Decision is the Regulation on the Organisation of Graduation Internship and Thesis for Undergraduate level of Ho Chi Minh City University of Economics and Finance.

**Article 2.** This Decision takes effect from the 2024-2025 academic year and applies to students from the 2022 cohort onwards.

**Article 3.** The Chief of University Office and Director of Department of Academic Services, Heads of Faculties and Heads of relevant units are responsible for implementing this Decision./.

**Recipients:**

- Published on the university's official website;
- As Article 3;
- Archived: VT, P.ĐT.

**PRESIDENT**

**Nguyen Thanh Giang**

## REGULATION

### **The Organisation of Graduation Internship and Thesis for Undergraduate programmes**

*(Attached to Decision No. 703/QĐ-UEF dated 01 September 2024,  
issued by the President of Ho Chi Minh City University of Economics and Finance)*

## Chapter I

### GENERAL PROVISIONS

#### **Article 1. Scope and Subjects of Application**

1. This document regulates the organisation of the graduation internship and the thesis within the undergraduate level, including the conditions for course implementation, course organisation and management, course evaluation, and handling of violations during course execution.

2. These regulations apply to faculties, the Department of Academic Service, relevant units and individuals, and undergraduate students from the 2022 cohort onwards.

## Chapter II

### ORGANISATION OF GRADUATION INTERNSHIP

#### **Article 2. Conditions for undertaking the graduation internship**

Students must meet the following conditions to undertake the graduation internship:

1. Final-year students or those who wish to undertake the graduation internship earlier, having completed the core courses of the study programme as approved by the managing faculty.

2. Have confirmation of participation in the final-year orientation session or equivalent activities organised by the University/Faculty before starting the internship.

3. Have registered for the course and completed tuition payment as required.

#### **Article 3. Internship unit registration and changes**

##### 1. Internship unit registration

a) For internship units found by students or those introduced by the University that require pre-selection: students must submit the “Internship Unit Information Registration Form” to the Center of Corporate Partnerships for review and approval.

b) For internship units introduced by the University that do not require pre-selection: students must register within the University's specified timeframe, and the Center of Corporate Partnerships will review and update the registration information.

##### 2. Changing the Internship unit

a) Students are allowed to change their internship units only once within two weeks from the official internship start date.

b) Students must submit a request for an internship unit change, which must be reviewed and approved by the Center of Corporate Partnerships in coordination with faculty.

#### **Article 4. Organisation and Management of the graduation internship**

1. Faculty assigns supervisors to guide, advise, and assist students in selecting suitable internship units and positions.

2. Students must follow the University's schedule and progress. They are required to comply with all regulations and policies of the University and the internship unit, as well as meet professional, time, and progress requirements under the guidance of their assigned instructor and the site supervisor.

3. The internship duration at the assigned unit is 12 weeks, with a minimum of 8 internship sessions per week. The Center of Corporate Partnerships serves as the University's representative, maintaining regular contact with the site supervisor to monitor students' progress. Students must develop an internship plan, confirmed by their supervisors and the internship unit, within the first week.

4. Students must submit an internship report following the University's prescribed format. The report must be written in Vietnamese, English, or the relevant specialised language.

5. At the end of the internship, students must submit their internship diary along with their internship report, verified by the internship unit (including the supervisor's signature and the official stamp of the unit), to faculty for grading by their supervisors.

#### **Article 5. Evaluation of the graduation internship**

1. The graduation internship score consists of two components, calculated on a 10-point scale and rounded to one decimal place:

a) Internship Process Score (40%): Assessed by the supervisor based on attendance at final-year orientation sessions, internship plans, internship logbook, task completion, and adherence to the internship schedule.

b) Internship Report Score (60%): Evaluated by the supervisor according to criteria specific to each study programme, as announced by the faculty.

2. The final score is the weighted average of the component scores, rounded to one decimal place.

3. The final score is included in the cumulative GPA for the entire programme. Students receiving **F** must retake the graduation internship.

#### **Article 6. Handling violations during the internship**

Students who violate the internship regulations of the University or the internship unit will be subject to the following disciplinary actions:

1. First violation: Warning;

2. Second violation: Reprimand and a 25% deduction from the final score;

3. Third violation: Official warning and a 50% deduction from the final score;

4. Fourth violation: Failure in the internship course, receiving **F** (0/10).

## **Chapter III**

### **ORGANISATION OF THESIS**

#### **Article 7. Conditions for undertaking the thesis**

1. Students registering for the thesis module must meet the following conditions:

a) Completion of core modules as approved by faculty.

b) Attainment of a cumulative GPA of at least 3.20 on a 4.0 scale (classified as excellent or above) at the time of registration. The number of students approved for the thesis module shall not exceed 20% of the total number of students in the programme. Other cases shall be decided by the President based on the recommendations of faculty and the Academic Service.

2. Students registering for the specialised graduation module must meet the following:

a) Completion of core modules as approved by faculty.

b) Failure to meet the eligibility criteria for or a lack of interest in registering for the thesis module.

3. Eligible students must complete module registration and tuition payment in accordance with the university's regulations.

#### **Article 8. Thesis topic registration**

1. The faculty shall assign academic supervisors to guide eligible students in selecting and registering for a topic. The thesis topic must align with the student's chosen field of study and meet the requirements specified in Clause 1, Article 7.

2. Once topics have been assigned and announced, students are not permitted to change their topic without the written consent of their academic supervisor and the Dean of Faculty.

#### **3. Changing the Thesis**

1. Change of Supervisor: Students may request a change of supervisor only if they are unable to contact their assigned supervisor or if the supervisor fails to provide guidance for one month from the date of topic approval. The faculty shall verify the request and process the change in accordance with university regulations.

2. Modification of Topic (including topic title): Within one month from the date of topic assignment, students may request a topic modification, which must be approved by their supervisor. Department of Academic Service shall coordinate with the faculty to process the request in accordance with university regulations.

#### **Article 9. Management of the Thesis**

1. The thesis shall be conducted over a period of 10–12 weeks, which may be undertaken either before or concurrently with the graduation internship.

2. Academic supervisors shall schedule meetings with students, provide guidance in addressing challenges encountered during the research process, and document progress by recording comments and signing the Topic Progress Tracking Form.

3. Students must adhere to the established schedule and ensure timely progress; deferment of the thesis is not permitted.

4. If a student fails to fulfil assigned responsibilities or does not maintain satisfactory progress, the supervisor has the right to notify the faculty and discontinue supervision, resulting in an automatic score of F (0/10) for the module.

5. Students must complete their research independently. Any detected instances of plagiarism or third-party involvement in the research process shall result in disciplinary action in accordance with university regulations.

6. For topics involving the use of real-world data from organisations or enterprises, both the student and the supervisor must ensure compliance with regulations concerning the confidentiality and protection of such information.

7. Report Writing: Each student must submit a thesis report. The report's content and format must adhere to the university's prescribed template (Appendix I). The report must be written in Vietnamese, English, or the language of the student's specialised field of study.

#### **Article 10. Assessment of the Thesis**

1. The evaluation of the thesis shall be based on two key criteria: the quality of the research and the presentation of the report.

2. The thesis shall be assessed by two independent evaluators, including the academic supervisor and another faculty-appointed lecturer. Each evaluator shall grade the thesis report on a 10-point scale, allowing for one decimal place.

3. The final score shall be the average of the two evaluators' scores, rounded to one decimal place.

4. The assessment results shall be announced no later than two weeks after the report submission deadline.

5. A minimum score of 5.5 is required to pass the thesis. Students who do not meet this requirement must re-register for the module.

#### **Article 11. Conditions for defending the Thesis**

Students are eligible to defend their thesis upon submitting a formal request for thesis defence, along with a declaration of research integrity. Additionally, the academic supervisor must confirm that the thesis meets the university's requirements, and the student must submit three printed copies of the thesis to the faculty.

#### **Article 12. Thesis evaluation Committee**

The thesis evaluation committee shall be established by the President based on the recommendation of the faculty within a maximum of 15 working days from the thesis submission deadline, provided that the thesis meets the eligibility criteria for defence. The committee shall consist of three members: the committee chair, a reviewer, and the academic supervisor (as secretary). All members must hold appropriate academic titles, degrees, and expertise as stipulated by university regulations.

#### **Article 13. Organisation of the thesis defence**

The faculty is responsible for organising the thesis defence, which includes the following:

## 1. Preparation

a) Submitting a proposal to the President for the establishment of the thesis evaluation committee and preparing all relevant documents for the thesis assessment process (committee formation decision, invitation letters for evaluators, distribution of thesis evaluation files, relevant forms, and remuneration records);

b) Planning and scheduling the thesis defence;

c) Announcing the defence schedule and providing necessary guidance;

d) Preparing a suitable venue equipped with necessary facilities for the defence.

## 2. Thesis defence and evaluation process

a) The thesis evaluation committee must have full attendance to proceed with the defence; no member may be absent.

b) The thesis defence shall follow this sequence:

- The committee secretary announces the decision to establish the committee, and the chair outlines the evaluation procedures.

- The thesis evaluation committee conduct the thesis defence following: student presents their thesis; the committee members pose questions, and the student responds; the reviewer presents their evaluation; the academic supervisor presents their evaluation; the committee members independently grade the thesis.

### **Article 14. Assessment of the Thesis module**

1. The evaluation of the thesis shall be based on the following criteria: the quality of the research, the presentation of the thesis report, and the defence before the committee.

2. Each committee member shall grade the thesis on a 10-point scale, allowing for one decimal place. Individual scores must not deviate by more than 2 points from the committee's average score, and the maximum difference between the highest and lowest scores must not exceed 3 points. In case of discrepancies, the committee chair shall convene a meeting among the members to determine a resolution.

3. The final thesis evaluation score shall be the average of the scores given by the committee members, rounded to one decimal place.

4. The committee shall finalise the defence results, complete the required documentation, and announce the final score to the student at the end of the defence session.

5. The committee shall submit all defence documentation to the faculty upon completion of the defence session. The faculty shall forward the results to Department of Academic Service.

6. The thesis shall be considered as passed if the committee's evaluation score is at least 5.5.

7. Thesis revision and archival submission: Within two weeks of successfully defending the thesis, students must revise their thesis (if required) based on feedback from the committee and the reviewer. After completing the necessary revisions, students

must obtain approval from their supervisor and the committee chair before submitting the final version to the faculty.

8. In cases where a student fails the thesis defence, they must re-register and instead complete the specialised module.

## **Chapter IV**

### **ENFORCEMENT PROVISION**

#### **Article 15. Transitional Provisions**

1. The organisation of the graduation internship and thesis for students from the 2018 to 2021 cohorts shall continue to follow the Regulations on the organisation of Graduation Internship and Thesis at the Undergraduate level, issued under Decision No. 155/QĐ-UEF dated 25 March 2021 by the President of Ho Chi Minh City University of Economics and Finance.

2. The organisation of the graduation internship and thesis for students from the 2022 cohort onwards shall comply with these regulations.

#### **Article 16. Implementation**

1. These regulations shall take effect as per the President's decision.

2. During implementation, if any provisions are found to be inappropriate or require amendments and supplements, relevant units and individuals may submit recommendations to the President for review and adjustments in accordance with legal regulations and the university's operational context./.

**PRESIDENT**

**Nguyen Thanh Giang**

**Appendix**  
**REGULATIONS ON THE PRESENTATION FORMAT**  
**OF THE GRADUATION INTERNSHIP/ THESIS**

*(Attached to Decision No. 703/QĐ-UEF dated 01 September 2024  
 by the President of Ho Chi Minh City University of Economics and Finance)*

**I. REGULATIONS ON FORMATTING AND COVER PAGE**

1. Paper size: A4, single-sided printing
2. Font type: Times New Roman
3. Font size: 13
4. Line spacing: 1,5 lines
5. Spacing:
  - Before: 6 pt
  - After: 6 pt
6. Margin:
  - Top: 2,5 cm
  - Bottom: 2,5 cm
  - Left: 3,5 cm
  - Right: 2,0 cm
  - Header: 1,5 cm
  - Footer: 1,5 cm
7. Main cover page and supplementary cover page: follow the attached template.

**II. REGULATIONS ON TABLES, CHARTS AND FIGURES**

1. All tables, charts, and figures must be numbered sequentially according to type and must include the corresponding chapter number.

Example: **Figure 1.1, Figure 1.2 ...**

*(Where the first digit represents the chapter number, and the subsequent digits indicate the sequence of figures within that chapter)*

2. Numerical values must follow the formatting rule: thousands are separated by a period (.) and decimal points are separated by a comma (,).

Example: 1.007.845,25

**III. REGULATIONS ON CITING REFERENCES**

1. All sources that were genuinely consulted and referenced in the graduation internship and thesis must be listed in the References section.

2. References must be arranged in alphabetical order based on the SURNAME of the author.

3. If a book (*article*) has two or three authors, all names must be listed.
4. If a book (*article*) has four or more authors, list the first author's name followed by “et al.”.
5. All references must be formatted according to the following structure:
  - a) **Book:** Author's surname and first name (*Year of publication*), *Title of the book*, Publisher, Place of publication.
  - b) **A chapter in book:** Author's surname and first name (*Year of publication*), “Title of the chapter”, *Title of the book*, Publisher, Place of publication.
  - c) **Journal Article:** Author's surname and first name (*Date of publication*), “Title of the article”, *Title of the journal*, issue number, page numbers.
  - d) **Newspaper Article:** Author's surname and first name (*Date of publication*), “Title of the article”, *Title of the newspaper*, page numbers.
  - e) **Online Article:** Author's surname and first name (*Date of publication*), “Title of the article”, name of website or publication, Retrieved from [link] on [accessed date].

#### IV. GUIDELINES FOR CITATION

When writing academic papers, students refer to various sources. Sometimes intentionally, sometimes unintentionally, they incorporate ideas from books, articles, etc., into their work. If students do not pay attention to proper citation, they may risk committing plagiarism. Below are the two most common cases students should be aware of to avoid plagiarism:

##### 1. Paraphrasing an Author’s Idea

In this case, students use someone else’s idea but express it in their own words. When doing so, they only need to cite the author's name and the year of publication immediately after the paraphrased content.

Example:

... Furthermore, corruption remains a serious issue that prevents the government’s liberalisation policies from being effectively implemented (*Nguyen Van A, 1999*).

##### 2. Quoting an Author’s Words

In this case, if students copy an author's exact words (or nearly exact), they must enclose the quoted content in quotation marks (“...”) and immediately provide the author's name, publication year, and page number of the quoted content.

Example:

... “In Vietnam, the phenomenon of inflation is considered a pressing demand for adjusting the structure of the old economy, establishing a new economic order, a new price level, and compatible economic institutions to create a solid foundation for sustainable development in the direction of globalisation” (*Nguyen Thanh Tuyen, 7/2008, p.43*).

Note: All citations used in the paper must be fully listed in the References section./.

MINISTRY OF EDUCATION AND TRAINING  
HO CHI MINH CITY UNIVERSITY OF ECONOMICS AND FINANCE

MAIN COVER PAGE

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NGUYEN VAN A

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STUDENT ID: .....

IMPROVING THE EFFICIENCY OF  
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GRADUATION INTERNSHIP / THESIS

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Ho Chi Minh City – Year 20xx

MINISTRY OF EDUCATION AND TRAINING  
HO CHI MINH CITY UNIVERSITY OF ECONOMICS AND FINANCE

SECONDARY COVER PAGE

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NGUYEN VAN A

**STUDENT'S FULL NAME**  
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**STUDENT ID: .....**

**COHORT: ..... - .....**

**TOPIC**  
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**IMPROVING THE EFFICIENCY OF  
WORKING CAPITAL UTILISATION IN BUSINESSES**

**GRADUATION INTERNSHIP / THESIS**

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**BACHELOR OF [PROGRAMME]**

**MAJOR: [FIELD OF STUDY]**

**MAJOR**  
Font: Times New Roman  
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**SUPERVISOR:**

**Tran Van B**

**SITE SUPERVISOR:**

**Pham Van C**

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**Ho Chi Minh City – Year 20xx**