GRADUATION PLAN
UNDERGRADUATE COHORT, MAINSTREAM PROGRAM, ACADEMIC YEAR 2024 – 2025

Based on the training plan and progress of the University for the 2024-2025 academic year, and to properly prepare for the graduation of the 2021 full-time undergraduate cohort, mainstream program, the University implements the graduation plan with the following coordinating units:

I. GRADUATION INTERNSHIP

No	Content	Time	Implementing Unit
1	- Advise on academic progress and organize additional course classes for students *(Cohort 2021 and previous cohorts behind schedule).* - Announcing and implementing the graduation plan for students.	regularly 04/2024	Center of Academic Support Services (TT.HTHV), Department of Academic Services (P.ĐT), Faculites
	Batch 1: October 2024 Group I – majors 1. Accounting (K.TC-KT) 2. Finance – Banking (K.TC-KT) 3. International Finance (K.TC-KT) 4. Commercial Business (K.QTKD) 5. Marketing (K.MAR) 6. International Business (K.KT) 7. Hospitality Management (K.QTDL-KS)		
2	Online registration for Graduation Internship, Graduation Project, and Graduation Thesis modules.	19-27/06/2024	P.ĐT
3	Students pay tuition fees (expected).	02–12/08/2024	Department of Finance (P.TC)
4	End-of-program briefing; Publish the list of organisations participating in Mock Interviews.	before 10/01/2025	Center of Corporate Relations (TT.HTDN)

No	Content	Time	Implementing Unit
5	- Faculty assigns supervising lecturers (GVHD) for Graduation Internship and Graduation Project/Thesis; - Publish the supervision assignment list.	05-06/09/2024 07/09/2024	Faculites
6	Publish the list of organisations/ enterprises receiving interns and available internship positions.	07/09/2024	TT.HTDN
7	End-of-program activities; "From Lecture Hall to Start-up" programme.	09-14/09/2024	TT.HTDN, Faculites
8	Supervising lecturers meet students; introduce and advise students on selecting appropriate internship organisations and positions.	11-22/09/2024	Supervising lecturer (GVHD)
9	Students register online and choose their internship placement.	16-18/09/2024	P.ĐT, TT.IT
10	Review and finalise internship placements; announce results to students.	No later than 28/09/2024	Faculites, TT.HTDN
11	- Briefing on regulations and guidance for internships and report/project/thesis writing; - Students receive internship documents.	23-28/09/2024 01-03/10/2024	GVHD, Faculites
12	**Internship at enterprises (12 weeks):** - Monitor internship progress and provide professional guidance; - Control progress of the internship report/project/thesis completion.	07/10/2024-29/12/2024	Faculites, GVHD, TT.HTDN
13	Student submission of internship report/project/thesis; student feedback on internship organisation and training programme.	08-10/01/2025	Department of Quality Assurance (P.BĐCL), Faculites
14	Marking of internship reports/graduation projects; transfer results to Academic Affairs Office.	10-18/01/2025	GVHD, Faculites
15	Express thanks and collect feedback from internship-supporting organisations regarding interns.	10-18/01/2025	TT.HTDN

No	Content	Time	Implementing Unit
	Batch 2: April 2025 **Group II – other majors not included in Batch 1**		
2	Online registration for the Graduation Internship and Graduation Project/Thesis modules.	10-16/12/2024	P.ĐT
3	Students pay tuition fees (expected).	02-12/01/2025	P.TC
4	End-of-program briefing; Publish the list of organisations participating in Mock Interviews.	before 10/01/2025	TT.HTDN
5	End-of-program activities; "From Lecture Hall to Start-up" programme.	10-15/02/2025	TT.HTDN, Faculites
6	- Faculty assigns supervising lecturers (GVHD) for Graduation Internship and Graduation Project/Thesis; - Publish the supervision assignment list.	17-19/02/2025 21/02/2025	Faculites
7	Publish the list of organisations/enterprises receiving interns and available internship positions.	21/02/2025	TT.HTDN
8	Supervising lecturers meet students; introduce and advise students on selecting appropriate internship organisations and positions.	24/02-05/03/2025	GVHD
9	Students register online and choose their internship placement.	24-26/02/2025	P.ĐT, TT.IT
10	Review and finalise internship placements; announce results to students.	No later than 14/03/2025	Faculites, TT.HTDN
11	- Briefing on regulations and guidance for internships and report/project/thesis writing; - Students receive internship documents.	10-16/03/2025 25-28/03/2025	GVHD, Faculites
12	**Internship at enterprises (12 weeks):** - Monitor internship progress and provide professional guidance; - Control progress of the internship report/project/thesis completion.	01/04-22/06/2025	Faculites, GVHD and TT.HTDN

No	Content	Time	Implementing Unit
13	- Student submission of internship report/project/thesis; - Student feedback on internship organisation and training programme.	02-05/07/2025	P.BĐCL, Faculites
14	Marking of internship reports/graduation projects; transfer results to Academic Affairs Office.	05-12/07/2025	GVHD, Faculites
15	Express thanks and collect feedback from internship-supporting organisations regarding interns.	07-18/07/2025	TT.HTDN

II. GRADUATION THESIS

No	Content	Time	Implementing Unit
1	Students to register online for Graduation Thesis (in lieu of 04 major-related specialized modules).	19-27/06/2024	P.ĐT
2	- Approval of eligibility for graduation thesis. - Announcement of result.	30/07/2024	P.ĐT, Faculites
3	Students' submission of all relevant fees.	02-12/08/2024	P.TC
4	- Students to explore, research, retrieve relevant knowledge and materials on the research topic to build up an appropriate thesis proposal. - Students' Faculties to assist in research method decision, topic selection, proposal guideline.	05/09-12/10/2024	Student, Faculites
5	Students' submission of thesis proposal back to their respective faculty.	15-16/10/2024	Faculites
6	- The relevant Faculties to recommend/appoint lecturers to erect a Selection Committee. - Students to receive detailed guidelines on the thesis proposal.	21/10-08/11/2024	P.ĐT, Faculites
7	- The Faculties' Selection Committee to screen and give approval to graduation proposals. - Announcement of result.	18-23/11/2024	Selection Committee, Faculites

No	Content	Time	Implementing Unit
8	- The university to issue Decision on assigning eligible graduation theses and appoint lecturers as supervisors for students. - Supervisors to set up meetings with their corresponding students.	Before 25/11/2024 26-30/11/2024	P.ĐT, Faculites, Supervisor
9	Students to complete graduation thesis in the span of 20 weeks (including the final exam duration of 1.5 weeks and Tet holiday of 3 weeks from Jan. 10 to Feb. 09, 2025)	02/12/2024 – 25/05/2025	Student and Supervisor
10	- Students' submission of graduation thesis. - Students to prepare for thesis defense.	10-12/06/2025 10-20/06/2025	Student and Supervisor
11	- The relevant Faculties to recommend/appoint lecturers to erect a Thesis Defense Committee. - Students to receive detailed guidelines on the thesis defense.	16-18/06/2025	Faculites and Supervisor
12	- The Thesis Defense Committee to screen and give approval to graduation theses. - Announcement of result.	23-28/06/2025	Thesis Defense Committee, Faculites

III. GRADUATION FOR COHORT 2021

No	Content	Time	Implementing Unit
1	Students submit additional documents; confirm information for the issuance of graduation diplomas.	04-30/03/2025	P.ĐT
2	Students submit certificates required for graduation consideration (English certificate; IT certificate).	10-28/06/2025	P.ĐT
3	Meeting of the Graduation Assessment Council (August session).	**26/07/2025**	Graduation Assessment Council, P.ĐT

IV. GRADUATION CEREMONY 2025

No	Content	Time	Implementing Unit
1	For students approved to graduate in rounds from October 2024 to February	March 2025	Faculites, Departments and

No	Content	Time	Implementing Unit
	2025: - Closing ceremony and degree conferral; - Survey of graduates' employment information.		offices
2	For students approved to graduate in the round July 2026: - Closing ceremony and degree conferral; - Survey of graduates' employment information.	August 2025	Faculites, Departments and offices

The University requests relevant units to implement and coordinate in a timely manner to ensure progress in training and graduation-related activities.

Respectfully!

Recipients:
- University Council, Board of Rectors (for reporting);
- Coordinating units;
- Filed: Administration, Academic Affairs.

PRESIDENT
Nguyen Thanh Giang