

No: 248/KH-UEF

*Ho Chi Minh city, dated 11 April 2025*

**GRADUATION PLAN**  
**UNDERGRADUATE COHORT, MAINSTREAM PROGRAM, ACADEMIC**  
**YEAR 2025 – 2026**

Based on the training plan and progress of the University for the 2025-2026 academic year, and to properly prepare for the graduation of the 2022 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 ( <i>Cohort 2022 and previous cohorts behind schedule</i> ). - Announcing and implementing the graduation plan for students.	regularly  04/2025	Center of Academic Support Services (TT.HTHV), Department of Academic Services (P.ĐT), Faculties
	<b>Batch 1: October 2025</b> Group I – majors 1. Accounting (K.TC-KT) 2. Auditing (K.TC-KT) 3. Finance – Banking (K.TC-KT) 4. International Finance (K.TC-KT) 5. Financial Technology (K.TC-KT) 6. Commercial Business (K.QTKD) 7. Marketing (K.MAR) 8. Event Management (K.MAR) 9. International Business (K.KT)		
2	Online registration for Graduation Internship, Graduation Project, and Graduation Thesis modules.	17–25/06/2025	P.ĐT
3	Students pay tuition fees (expected).	02–12/08/2025	Department of Finance (P.TC)
4	Organise skills-development programmes for students.	According to TT.HTDN plan	Center of Corporate Relations (TT.HTDN)

No	Content	Time	Implementing Unit
5	<ul style="list-style-type: none"> <li>- End-of-program briefing;</li> <li>- Publish the list of organisations participating in Mock Interviews.</li> </ul>	July–August 2025; before 05/09/2025	TT.HTDN
6	End-of-program activities; “From Lecture Hall to Start-up” programme.	08-13/09/2025	TT.HTDN, Faculites
7	Publish the list of organisations/enterprises receiving interns and available internship positions.	15/09/2025	TT.HTDN
8	<ul style="list-style-type: none"> <li>- Faculty assigns supervising lecturers (GVHD) for Graduation Internship and Graduation Project/Thesis;</li> <li>- Publish the supervision assignment list.</li> </ul>	08–10/09/2025  13/09/2025	Faculites
9	Supervising lecturers meet students; introduce and advise students on selecting appropriate internship organisations and positions.	18–25/09/2025	Supervising lecturer (GVHD)
10	Review and finalise internship placements; announce results to students.	No later than 15/10/2025	Faculites, TT.HTDN
11	<ul style="list-style-type: none"> <li>- Briefing on regulations and guidance for internships and report/project/thesis writing;</li> <li>- Students receive internship documents.</li> </ul>	01-15/10/2025  21-23/10/2025	GVHD, Faculites
12	<b>Internship at enterprises (12 weeks):</b> <ul style="list-style-type: none"> <li>- Monitor internship progress and provide professional guidance;</li> <li>- Control progress of the internship report/project/thesis completion.</li> </ul>	27/10/2025- 18/01/2026	Faculites, GVHD, TT.HTDN
13	Student submission of internship report/project/thesis; student feedback on internship organisation and training programme.	20–24/01/2026	Department of Quality Assurance (P.BDCL), Faculites
14	Marking of internship reports/graduation projects; transfer results to Academic Affairs Office.	22–30/01/2026	GVHD, Faculites

No	Content	Time	Implementing Unit
15	<ul style="list-style-type: none"> <li>- Establish the Undergraduate Thesis Assessment Committee (faculty proposes members); defence preparation; guidance on thesis-defence procedures;</li> <li>- Committee assessment; publish results to students.</li> </ul>	12-30/01/2026 02-07/02/2026	Faculties, students, GVHD, Thesis Assessment Committee (HĐĐG KLTN)
16	Express thanks and collect feedback from internship-supporting organisations regarding interns.	10-30/01/2026	TT.HTDN
	<b>Batch 2: April 2026</b> <b>Group II – other majors not included in Batch 1</b>		
2	Online registration for the Graduation Internship and Graduation Project/Thesis modules.	09-20/12/2025	P.ĐT
3	Students pay tuition fees (expected).	12-22/01/2026	P.TC
4	Organise skills-development programmes for students.	According to TT.HTDN plan	TT.HTDN
5	<ul style="list-style-type: none"> <li>- End-of-program briefing;</li> <li>- Publish the list of organisations participating in Mock Interviews.</li> </ul>	December 2025; before 30/01/2026	TT.HTDN
6	End-of-program activities; “From Lecture Hall to Start-up” programme.	02-07/03/2026	TT.HTDN, Faculties
7	Publish the list of organisations/enterprises receiving interns and available internship positions.	09/03/2026	TT.HTDN
8	<ul style="list-style-type: none"> <li>- Faculty assigns supervising lecturers (GVHD) for Graduation Internship and Graduation Project/Thesis;</li> <li>- Publish the supervision assignment list.</li> </ul>	02-04/03/2026  07/03/2026	Faculties
9	Supervising lecturers meet students; introduce and advise students on selecting appropriate internship organisations and positions.	10-20/03/2026	GVHD

No	Content	Time	Implementing Unit
10	Review and finalise internship placements; announce results to students.	No later than 30/03/2026	Faculites, TT.HTDN
11	- Briefing on regulations and guidance for internships and report/project/thesis writing; - Students receive internship documents.	24/03-04/04/2026 14-16/04/2026	GVHD, Faculites
12	<b>Internship at enterprises (12 weeks):</b> - Monitor internship progress and provide professional guidance; - Control progress of the internship report/project/thesis completion.	20/04/2026-11/07/2026	Faculites, GVHD, TT.HTDN
13	- Student submission of internship report/project/thesis; - Student feedback on internship organisation and training programme.	14-16/07/2026	P.BĐCL, Faculites
14	Marking of internship reports/graduation projects; transfer results to Academic Affairs Office.	15-25/07/2026	GVHD, Faculites
15	- Establish the Undergraduate Thesis Assessment Committee; defence preparation; guidance on thesis-defence procedures; - Committee assessment; publish results to students.	10-19/07/2026 20-25/07/2026	Faculites, students, GVHD, Thesis Assessment Committee (HĐĐG KLTN)
16	Express thanks and collect feedback from internship-supporting organisations regarding interns.	10-30/07/2026	TT.HTDN

## II. GRADUATION FOR COHORT 2022

No	Content	Time	Implementing Unit
1	Students submit additional documents; confirm information for the issuance of graduation diplomas.	04-30/03/2026	P.ĐT
2	Students submit certificates required for graduation consideration (English certificate; IT certificate).	08-30/06/2026	P.ĐT

No	Content	Time	Implementing Unit
3	Meeting of the Graduation Assessment Council (August session).	01/08/2026	Graduation Assessment Council; P.ĐT

### III. GRADUATION CEREMONY 2026

No	Content	Time	Implementing Unit
1	For students approved to graduate in rounds from October 2025 to March 2026: - Closing ceremony and degree conferral; - Survey of graduates' employment information.	April 2026	Faculites, Departments and offices
2	For students approved to graduate in the round dated 01/08/2026: - Closing ceremony and degree conferral; - Survey of graduates' employment information.	August 2026 (tentatively 25- 28/08/2026)	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**