

No: 883 /TB-UEF

Ho Chi Minh City, dated 2 February 2025

NOTICE

On the organization of the Graduation Internship module and the Graduation Special Topic/Undergraduate Thesis for regular-program undergraduate students, Academic Year 2024–2025, April 2025 intake.

Pursuant to Plan No. 113/KH-UEF dated 21 March 2024 on the undergraduate graduation plan (regular program), Academic Year 2024–2025, the University hereby announces the organization of the Graduation Internship module and the Graduation Special Topic/Undergraduate Thesis for the April 2025 intake as follows:

No.	Content	Time	Implementing unit(s)
1	Academic-progress advising; organisation of supplementary module classes for students (<i>Cohort 2021 and earlier cohorts behind schedule</i>).	Ongoing	Center of Academic Support Services (TT.HTHV), Department of Academic Services (P.ĐT), Faculties
2	Online registration for the Graduation Internship module. Eligible registrants: - Cohort 2021 students; - Other students wishing to register (<i>meeting the required conditions</i>).	03-04/12/2024	P.ĐT
3	Students pay tuition fees.	24/12-04/01/2025	Department of Finance (P.TC)
4	Skills-development programmes for students.	According to TT.HTDN plan	Center of Corporate Relations (TT.HTDN)
5	- End-of-program briefing; - Publication of the list of organisations participating in Mock Interviews.	December 2024; before 25/01/2025	TT.HTDN
6	End-of-program activities; “From Lecture Hall to Start-up” programme.	12-14/02/2025	TT.HTDN, Faculties

No.	Content	Time	Implementing unit(s)
7	Publication of the list of organisations/companies receiving interns and available internship positions.	14/02/2025	TT.HTDN
8	<ul style="list-style-type: none"> - Faculty assignment of supervising lecturers (GVHD) for the Graduation Internship/Special Topic/Undergraduate Thesis; - Publication of the supervision assignment list. 	17-19/02/2025 21/02/2025	Faculites
9	Supervising lecturers meet students; introduce and advise students on selecting appropriate internship organisations and positions.	24/02– 05/03/2025	Supervising lecturer (GVHD)
10	Review and finalise internship placements; announce results to students.	No later than 24/03/2025	Faculites, TT.HTDN
11	<ul style="list-style-type: none"> - Briefing on regulations and guidance for internships and report/thesis writing; - Students receive internship documents. 	10-16/03/2025 25-28/03/2025	GVHD, Faculites
12	Internship at enterprises (12 weeks): <ul style="list-style-type: none"> - Monitoring internship progress and providing professional guidance; - Controlling progress of internship report/special topic/thesis completion. 	01/04- 22/06/2025	Faculites, GVHD, TT.HTDN
13	<ul style="list-style-type: none"> - Student submission of internship report/special topic/thesis; - Student feedback on internship organisation and training programme. 	02-05/07/2025	Department of Quality Assurance (P.BĐCL), Faculites
14	Marking of internship reports/graduation special topics; transfer of results to the Academic Affairs Office.	05-12/07/2025	Faculites
15	Expression of thanks and collection of feedback from internship-supporting organisations regarding interns.	07-18/07/2025	TT.HTDN, P.BĐCL

For further information, students are requested to contact the Center for Academic Support (2nd floor) for assistance and guidance

Tel: (028) 2236 3333 – Ext: 2050, 2051, 2052, 2053, 2054, 2255, 2256, 2258.

Hotline: (028) 2235 1111, (028) 2236 1111.

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Recipients:

- Notice posted on the internal information portal;
- Cohort 2022 students and students wishing to register;
- Filed: Office, Training.

PRESIDENT

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