

ANNOUNCEMENT

Regarding the Graduate Thesis in 2024

1. Conditions for undertaking the Graduate Thesis

- A total of 10-15% of students in the course with academic average scores from highest to lowest.
- Students can register to choose topics suitable for the school's scientific research orientation in 2024.
- Students can register for supervising lecturers for their graduate thesis, and the Principal will issue an official decision appointing lecturers to supervise students' graduate theses (KLTN).
- Students who meet the conditions but do not register for a graduate thesis and other students must register for 05 credits from the elective modules.

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2. Regulations for undertaking the Graduate Thesis

2.1 Time Regulations

- Time for graduate thesis: From February 26, 2024 to May 31, 2024. Specifically:
- Registration of thesis topic, assignment of supervising lecturers: From February 19-25, 2024
- Completion of Research Proposal: February 26 - March 26, 2024
- Submission of Graduate Thesis Proposal (01 Word File) to Email address qldt@caodangyb.edu.vn: March 26, 2024 - April 26, 2024
- Defense of Graduate Thesis Research Proposal: April 04-12, 2024
- Revision and Completion of Research Proposal: April 13-22, 2024
- Working on Graduate Thesis from: April 26 - May 26, 2024
- Submission of Graduate Thesis (01 Word File) to Email address qldt@caodangyb.edu.vn: May 27-31, 2024
- Lecturers grading Graduate Thesis: June 03-15, 2024

2.2 Regulations on content and reporting of Research Proposal

- Each graduate thesis proposal must be submitted according to regulations. The research proposal must demonstrate the main ideas in the specialized field, presented in about 15-25 pages (a template guiding the essential contents of the graduate thesis proposal is attached with this announcement).
- The proposal should be prepared as a Powerpoint presentation of about 20 slides, with a presentation time of 15-20 minutes.

3. Process for Reporting Graduate Thesis Proposal

- Students whose names are on the list for Graduate Thesis Proposal Defense must be present 15 minutes before the defense session, dressed in trousers and a shirt;
- The Chairman of the Council reads the decision to establish the Grading Council for the Graduate Thesis Proposal and the conditions for the defense session;

- The Council Chairman announces the list of present members, the list of students eligible for defense, and the defense procedure for students;
- The Secretary member calls students in to defend according to the Council's list order, reads out the thesis title, and supervisor;
- Students present a summary of their Graduation Thesis Proposal; presentation time (including presentation time, questioning time by Council members, student response time,...) is a maximum of 15 minutes;
- After the student presents the summary of their Graduation Thesis Proposal, Council members ask questions to the student;
- Students prepare and answer questions from Council members (during the student's response, Council members may ask additional questions);
- Council members unanimously agree to acknowledge and revise the Graduation Thesis Proposal, record the minutes of the Acknowledgment of the Graduation Thesis Proposal.
- Duties of the Secretary member: Prepare and coordinate the conditions for the Thesis Proposal defense session; Record the Council minutes, specifically for one student as follows:
 - + Start time, end time
 - + Summary of the student's presentation
 - + Read and record the critical questions, record a summary of the student's answers to each question
 - + Record the content that needs to be revised for the student.
 - + Record the Council Chairman's Decision to accept the Thesis Proposal as completed or if it needs further changes, revisions.

4. Student's Report Section

4.1. Graduation Thesis Proposal

Students prepare presentation slides for the graduation thesis proposal

Requirements: presentation slides should be concise, well-designed, succinct, and specific as follows:

- Total of approximately 15-20 slides;
- Each slide should not exceed 07 lines; Do not number headings within the slide, font size 28-32.
- Present content concisely and succinctly, preferably in the form of images, diagrams; detailed content can be explained verbally (not included in slides);
- Regarding presentation content:
 - + Thesis Title, Student's Name, Supervisor's Name: 01 slide
 - + Reason for choosing the topic (problem statement): 01 - 02 slides
 - + Analysis of the current situation of the research problem (Overview): 03-05 slides
 - + Research Method: 1-2 slides
 - + Expected Results: 5-7 slides

4.2. Graduation Thesis

- Students complete the topic and submit 01 word file to the Email address: qldt@caodangtb.edu.vn according to the regulations for the Thesis Assessment Council. (Students are not required to report on their Graduation Thesis).
- The graduation thesis must be bound, presented within 30-40 pages (excluding appendices and references) on one side of A4 paper (210x297 mm).
- Use Times New Roman Unicode font size 13pt or 14pt; normal character density, no compression or stretching of spaces between characters, line spacing set to 1.5 lines; top margin 3.0cm; bottom margin 3.0cm; left margin 3.5cm; right margin 2cm. Page numbers are centered at the top of each page.
- The graduation thesis must have a soft cover and be presented according to the provided template.
- Students must revise the thesis according to the requirements of the Assessment Council. Submit 01 official bound copy and 01 word file after revision to the Department of Training Management and the school library within 07 days after the thesis assessment.

5. Assessment

The thesis is assessed on a 10-point scale (to 0.25 decimal place) and then converted to grades according to the following regulations:

Passing Grades:

- A (8.5-10) – Excellent
- B (7.0-8.4) – Good
- C (5.5-6.9) – Average
- D (4.0-5.4) – Below Average

Failing Grades:

- F (Below 4.0) – Poor

6. Graduation Thesis Evaluation Form

Assessment is based on a 10-point scale, including the following contents:

- Necessity and topic objectives: 1.5 points
- Overview, research methods: 3.0 points
- Research results: 4.0 points
- Presentation format and answers to related questions: 1.5 points

The school announces this for related departments, academic advisors, instructors, and students to implement.

Recipients:

- Board of Directors;
- Departments, faculties;
- School website;

**FOR THE RECTOR
VICE RECTOR**

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