



**ORIENTATION FOR GRADUATION THESIS
SEMESTER 2, 2022-2023**



OUTLINE

- Thesis timeline
- Who to contact?
- Important regulations

Forms for Students

Build Content

Assessments

Tools

Partner Content



Add Course Form



Graduation Thesis Forms & Guidelines



Internship 1 (Guidelines and Forms)



Internship 2 (Guidelines and Forms)

1. Thesis timeline

Uploaded on BB

English

Linguistics

Orientation –

Content – Forms
for Students –

Thesis forms and
guidelines

Academic year: 2022-2023 New school year: 8/29/2022

Updated on 19/12/2022

| Items | Description | SEMESTER 1 (deadline is at 16.00 pm on Monday) | Deadlines for SEMESTER 2 (deadline is at 16.00 pm on Monday) | People in charge |
|-------|--|---|---|--------------------------|
| 1 | Contact Supervisors to discuss potential thesis topics; Identify thesis topics and Supervisors; Submit thesis registration form to School of Languages (SoL) | 3-Oct | 23-Jan | Students |
| 2 | Submit thesis proposals to Supervisors | 24-Oct | 13-Feb | Students |
| 3 | Assign Reviewers for the thesis proposals | 24-Oct | 13-Feb | SoL |
| 4 | Submit revised thesis proposals, and required documents to SoL | 31-Oct | 27-Feb | Students |
| 5 | Propose a timeline for thesis preparation, submission, and defense to Office of Undergraduate Academic Affairs (OUAA) | 7-Nov | 6-Mar | SoL |
| 6 | Forward a list of students, their research titles and thesis supervisors to OUAA | 7-Nov | 6-Mar | SoL |
| 7 | Approve research topics and thesis supervisors | 7-Nov | 6-Mar | OUAA |
| 8 | Start to conduct thesis projects (12 weeks) | 14-Nov | 13-Mar | Students and Supervisors |
| 9 | Check thesis progress | 26-Dec | 24-Apr | SoL |
| 10 | Complete manuscripts (approved and signed by Supervisors) and send request for thesis defense to SoL | 13-Feb | 12-Jun | Students and Supervisors |

Important dates

| What to do? | What to submit? | Dates | Notes |
|---------------------------------------|--|------------|--|
| Identify thesis topic and supervisors | Form 1 (PDF with electronic signature from Ss and Sups) | 23/01/2023 | <ul style="list-style-type: none">▪ PDF must be converted from Word (not scan or take a picture) |
| Submit thesis proposals | Proposals (PDF with electronic signature from Ss and Sups) | 13/02/2023 | <ul style="list-style-type: none">▪ Form 1 and Proposals must be sent to the supervisors as well as the 3 secretaries▪ Once you are assigned with a secretary, send all required documents to the supervisor + the assigned secretary |
| Submit REVISED thesis proposals | Revised proposals (PDF with electronic signature from Ss and Sups) | 27/02/2023 | |



Important dates

| What to do? | What to submit? | Dates | Notes |
|--|---|------------------------------|--|
| Check thesis progress | Form 3 (PDF with electronic signature from Ss and Sups) | 24/04/2023 | <ul style="list-style-type: none">▪ PDF must be converted from Word (not scan or take a picture)▪ Form 3, Form 6 and Complete manuscripts must be sent to the supervisors as well as the assigned secretary▪ Form 4: no changes will be allowed after the complete manuscripts are submitted |
| Complete manuscripts | Manuscripts + Form 6 (PDF with electronic signature from Ss and Sups) | 12/06/2023 | |
| Make changes to thesis title (not necessary) | Form 4 (PDF with electronic signature from Ss and Sups) | - 27/02/2023 - 12/06/2023 | |

| What to do? | What to submit? | Dates | Notes |
|-----------------------------------|---|---|--|
| Thesis defense | | 10/07/2023-24/07/2023 | <ul style="list-style-type: none"> ▪ Thesis defense committees will be announced when the full manuscripts are scored by the supervisors and the reviewers. ▪ Without the revised thesis manuscripts and 02 hard copies, students will not be eligible for graduation. |
| REVISED thesis manuscripts | Revised manuscripts + Form 7 (PDF with electronic signature from Ss and Sups) | 2 weeks or 3 weeks after Ss receive form 3, 4 and 5 from the committees | |
| Hard copies of thesis manuscripts | 02 hard copies of thesis manuscripts + agreement (not required) on getting the thesis published in the library as resources | | |

A REPORT OF CHANGES IN THE REVISED THESIS

For a Conditional Pass

Academic year:

Instructions: This form is filled by *Conditional Pass* students after the thesis defense. *Unconditional Pass* students do NOT submit this form even though the Thesis Committee may recommend some revisions to improve your thesis.

Student's name: **Student's ID:**

Thesis title:

.....

Supervisor's name:

| No | Thesis Committee's Recommendations | Description of the process for making changes or relevant texts with page number(s) from the revised thesis |
|----|------------------------------------|---|
| 1 | ... | (on p. 12) <u>Abcd</u> |



2. Who to contact?

| Tasks | Who to contact? |
|---|---------------------|
| 1. General matters (including thesis supervisors, thesis reviewers) | Dr Cuong |
| 2. Forms submission | Secretary in charge |
| 3. All related works while conducting thesis | Supervisors |
| 4. Thesis timeline + Thesis Committees | Ms Ngoc |



Emails

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3. Important regulations

- ❑ Students are responsible for all the important dates + forms (as written in the thesis timeline)
- ❑ Students are not allowed to continue their thesis and receive grade F if:
 - Ss fail to contact (or respond to supervisors) for more than 2 weeks
 - Ss forget to submit form 3 (check thesis progress)



3. Important regulations

Plagiarism is strictly prohibited

Penalties due to the degree of similarity include:

| Degree of similarity | Description |
|----------------------|---------------------------------------|
| Below 15% | Marked as it is. |
| 16% - 25% | The score is deducted by 25% . |
| 26% - 40% | The score is deducted by 50% |
| Over 40% | The score is 0 . |



3. Important regulations

- APA^{7th} is required
- Use guideline for thesis (on BB)



**GOOD LUCK WITH YOUR
GRADUATION THESIS**