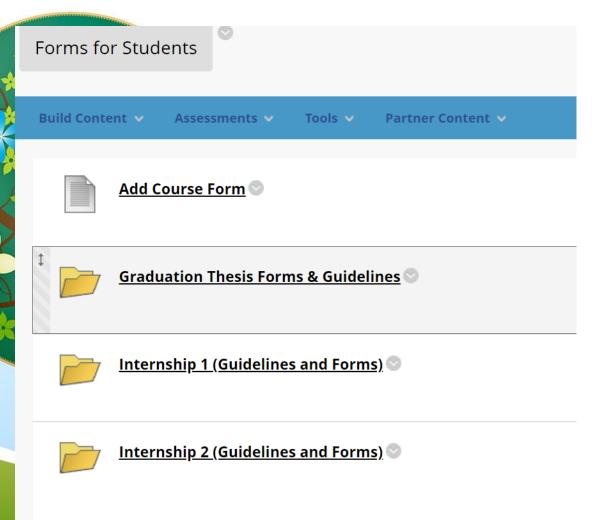


ORIENTATION FOR GRADUATION THESIS SEMESTER 2, 2022-2023

OUTLINE

- Thesis timeline
- Who to contact?
- Important regulations



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

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Items	Description		Deadlines for	People in charge
		SEMESTER 1	SEMESTER 2	
		(deadline is at	(deadline is at	
		16.00 pm on Monday)	16.00 pm on Monday)	
1	Contact Supervisors to discuss potential thesis topics; Identify thesis topics	3-Oct	23-Jan	Students
	and Supervisors; Submit thesis registration form to School of Languages (SoL)			
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	7-Nov	6-Mar	SoL
	Office of Undergraduate Academic Affairs (OUAA)			
6	Forward a list of students, their research titles and thesis supervisors	7-Nov	6-Mar	SoL
	to OUAA			
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	13-Feb	12-Jun	Students and
	send request for thesis defense to SoL			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	 PDF must be converted from Word (not scan or take a picture) 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 thesis proposals	Proposals (PDF with electronic signature from Ss and Sups)	13/02/2023	
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	 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	 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:	
2	

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:		

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) Abcd

Supervisor's name:



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

- nhcuong@hcmiu.edu.vn
 - nlbngoc@hcmiu.edu.vn
- vttly@hcmiu.edu.vn
- dkpnhung@hcmiu.edu.vn
- tglinh@hcmiu.edu.vn



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)



Over 40%

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%

The score is **0**.



3. Important regulations

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



GOOD LUCK WITH YOUR GRADUATION THESIS