

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
11	Evaluate theses and send results to SoL	27-Feb	26-Jun	Supervisors
12	Review, evaluate theses and send results to SoL	27-Feb	26-Jun	Reviewers
13	Appoint the Thesis Committee	27-Feb	26-Jun	SoL
14	Issue the appointment decision of the Thesis Committee	27-Feb	26-Jun	OUAA
15	Conduct thesis defense	13-Mar	10-Jul	Thesis committee
16	Report results of thesis defense to OUAA	27-Mar	24-Jul	Thesis committee
17	Conduct graduation assessment	1-May	14-Aug	OUAA

Notes: The student should take full responsibility for not graduating on time due to any late submissions.

Sinh viên sẽ chịu hoàn toàn trách nhiệm khi không tốt nghiệp đúng thời hạn nếu sinh viên nộp giấy tờ và các luận văn trễ hạn.