

**Academic year: 2023-2024 New school year: 04 /09/2023**

Items	Description	<b>SEMESTER 1</b> (deadline is at <b>16.00 pm on Monday</b> )	<b>People in charge</b>
1	Contact Supervisors to discuss potential thesis topics; Identify thesis topics and Supervisors; Submit thesis registration form to School of Languages (SoL)	<b>2-Oct</b>	Students
2	Assign Reviewers for the thesis proposals	<b>6-Oct</b>	SoL
3	Submit thesis proposals to School of Languages (SoL)	<b>16-Oct</b>	Students
4	Forward thesis proposal reviews from Supervisors and Reviewers to students	<b>26-Oct</b>	SoL
5	Submit revised thesis proposals, and required documents to SoL	<b>6-Nov</b>	Students
6	Propose a timeline for thesis preparation, submission, and defense to Office of Undergraduate Academic Affairs (OUAA)	<b>6-Nov</b>	SoL
7	Forward a list of students, their research titles and thesis supervisors to OUAA	<b>Nov</b>	SoL
8	Approve research topics and thesis supervisors	<b>Nov</b>	OUAA
9	Start to conduct thesis projects (12 weeks)	<b>13-Nov</b>	Students and Supervisors
10	Check thesis progress	<b>26-Dec</b>	SoL
11	Complete manuscripts (approved and signed by Supervisors) and send request for thesis defense to SoL	<b>5-Feb</b>	Students and Supervisors
12	Evaluate theses and send results to SoL	<b>26-Feb</b>	Supervisors
13	Review, evaluate theses and send results to SoL	<b>26-Feb</b>	Reviewers
14	Appoint the Thesis Committee	<b>28-Feb</b>	SoL
15	Issue the appointment decision of the Thesis Committee	<b>28-Feb – 10 Mar</b>	OUAA
16	Conduct thesis defense	<b>11-Mar</b>	Thesis committee
17	Report results of thesis defense to OUAA	<b>25-Mar</b>	Thesis committee
18	Conduct graduation assessment	<b>6-May</b>	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.