

No: KL-ĐT

Hanoi, month date year 2015

IMPLEMENTATION GUIDANCE ON TRAINING REGULATIONS FOR FULL-TIME BACHELOR PROGRAM'S GRADUATION THESIS

Pursuant to Training Regulation of Vietnam National University issued together with Decision No. 5115 / DT-VNUHN on December 25, 2014 by VNU Director, the School of Law promulgates guidance for graduation thesis.

I. Scope of application:

This guide covers graduation thesis written in Vietnamese and other languages by students from standard and high quality training programs following classes of QH-2011-L.

II. Reviewing and assigning graduation thesis procedure:

1. In the standard 8-week program, graduation thesis assessment takes place in the first week of 7th semester. Students retaking courses or failing minimum GPA are mandatorily disqualified from the assessment and must take exam classes. All exceptions are reviewed by VNU School of Law's Dean ('**Dean**'). Students completing all required credits early are entitled to apply for graduation thesis should they meet Section 3's requirements.

2. Official list of candidates is finalized by Dean based on GPA of previous 6 semesters.

3. Each department will assign research advisors to qualified students with proper standard and number and announce final list of students along with their corresponding advisors.

4. Changes in formulation of graduation thesis, for example choosing a different thesis topic and withdrawing from thesis process must be proposed by students and approved by Head of Department and Dean.

5. Students not working on research projects will take exam classes. Enrollment will be in accordance with present regulations on applying for classes.

III. Criteria for selection:

1. GPA: Minimum GPA of previous 6 semesters must not be lower than 2.5. Detailed GPA will be determined by Dean but will not exceed 30% of total students in an academic year.

2. Supplementary requirements will be decided by Dean.

IV. Evaluation process for graduation thesis:

1. Students must submit 2 counterparts of graduation thesis with advisors' approval no later than 10 days prior to official evaluation by School of Law.

2. Students in high quality training program: Department will assign examination council consisting of 2 professors per student.

3. No later than 7 days prior to Department's expected date of thesis evaluation, examiners are required to prepare a brief written report in which states their agreement on students' thesis presentation before the council of judges.

4. The Council of Examiners must contain a minimum of 3 members and is approved by Dean at the suggestion of Head of Department.

5. Thesis presentation process:

a) Students present a summary of thesis;

b) Examiners comment and ask student questions (if any);

c) Committee members and attendees ask students questions (if any);

d) Students answer questions;

đ) Advisors review students' conduct during graduation thesis process.

V. Criteria for evaluation:

Head of Department will refer to the following guideline to inform advisors and examiners of thesis evaluation (if necessary).

1. Advisor's evaluation:

a) Comment on students' attitude during the process.

b) Indicate the extent to which the thesis' goal is achieved in comparison with advisor's request and student's recognition;

c) Evaluate the knowledge base of student, methods of implementing the thesis topic and the strengths and weaknesses in students' ability to implement;

d) Specify the score of thesis;

2. Examiners' evaluation:

a) Evaluate thesis' results in comparison with the objectives, tasks and scope of the topic;

- b) Evaluate the scientific and effective use of research methods by student;
- c) Specify the score of thesis.

VI. Thesis grading:

1. Grading system is based on a scale of 10 with 10 being the highest, rounding up to 0.1 in decimal fractions.

2. Thesis grade:

2.1. Grading thesis of standard program: Average score of adviser and members of the Council and is calculated to 2 decimal digits in the following formula:

$$\frac{\text{(03 points) Members of Council} + \text{(01 points) Advisor}}{4}$$

2.2. Grading thesis of high quality program: Average score of adviser, members of the Council and 2 examiners and is calculated to 2 decimal digits in the following formula:

$$\frac{\text{(03 points) Members of Council} + \text{(01 points) Advisor} + \text{(2 points) Examiners}}{6}$$

3. Thesis grade will be announced at the end of defense session.

4. No alteration to thesis grade is allowed; all exceptions are decided by Dean.

VII. Graduation thesis presentation:

1. Thesis is expected to have a minimum length of 50 pages (the specific length is prescribed by Head of Department based on technical characteristics of each subject) excluding drawings, tables, graphs, lists of references, appendix. It must be written on A4 paper size, in Times New Roman under Unicode system with a font size of 13 or 14, have 1.5 spacing, and a margin of 2.5 cm at the top, 2.0 cm at the bottom or vice versa depending on the position of page number, 3.5 cm left margin and 2.0 cm right margin. Tables are displayed horizontally, starting from the left margin of page. Thesis must be in hardcover with Vietnamese title printed in full length in metallic colors (see the attached appendix for a cover sample)

2. Reference and bibliography:

- All opinions, definitions and other references not of the author must be cited in the Bibliography.

- Citation must be consistent and contain sources of reference: the original quote must be enclosed within quotation marks while the source marked in square brackets [A, B] in which: A is the ordinal number of lead documents in Bibliography and B is the page number.

- If the original document cannot be accessed and referred secondarily in a relevant text, this information must be clearly indicated and the original document will not be listed in Bibliography.

3. How to make a bibliography (see attached appendix).

4. Head of Department stipulates presentation format for thesis containing images, sound or is digitalized.

VIII. Implementation:

This guide is effective from the date of signing. During the process of implementation, Head of Department shall report to the Dean for settlement should any problems arise.

VICE DEAN OF SCHOOL OF LAW

Recipients:

- Board of the School of Law;
- Departments;
- Divisions;
- Save: ĐT, VT.

Dr. Nguyen Thi Que Anh

APPENDIX
REGULATIONS ON THE PRESENTATION OF GRADUATION THESIS
(Issued with Instruction No.: / KL-ĐT, January 01, 2015)

1. Thesis structure:

- Main cover
- Extra cover page
- Confirmation page
- Table of symbols and abbreviations (if any) in alphabetical order
- List of tables, graphs, diagrams (if any)
- Table of content
- Introduction: Mentioning the necessity of topic, scientific and practical meanings, research purpose, object, scope and method of research
- Main idea: Including chapters ending with sub-conclusions. The serial numbers of chapters and table of contents are typed in Arabic numerals, not Roman numbers. Sections and subsections are numbered by group of two or three numbers, separated by a dot where the first number indicates chapter, the second number indicates section and the third number indicates subsection. For example:

Chapter 1. ...
 1.1. ...
 1.1.1. ...
 1.2. ...

- The conclusion of thesis must confirm achievements, new contributions and proposals. The conclusions must be brief without additional comments.
- Bibliography (structured in accordance with the guidance in section 2 of this appendix).
- Appendix (if any).

2. Bibliography:

2.1. Reference to written documents:

a) Articles in printed journals must be cited in the following order:

Full name of author or publishing agency (including year of publication) in bracket, comma after bracket; "Title of article" enclosed in quotation marks, without italics, comma after quotation; Journal name in italic, comma at the end; edition or chapter number in bold, set in bracket, comma after bracket; page number with dash between two digits, if the language of document is Vietnamese, page number can be abbreviated tr., if foreign languages, pp.

For example: Nguyen Thi Viet Ha (2014), "Outcomes of emphasis on scientific research", Journal of Hanoi National University, 284 (4), 50-53.

b) If the reference document is a scientific journal, it must contain the following information: Full name of author or publishing agency (including year of publication) in

bracket, comma after bracket; Title of book in italics, comma at the end; publisher with comma at the end; place of publication with dot at the end.

For example: Nguyen Dang Dung (2007), *Technical Textbook for Text Editor*, VNU, Hanoi.

c) If the reference document is a thesis, it must contain the following information: Full name of author with year of defense in bracket, comma after bracket; Dissertation or thesis name in italic, comma at the end; type of thesis with comma at the end; name of university with comma; name of city ending in dots.

For example: Tran Phung Vuong (2012), *Improving the position of People's Court to meet the requirements of current Vietnamese rule of law*, Master in Law, School of Law VNU, Hanoi.

2.2 Order of reference documents:

Vietnamese documents must be listed first, followed by documents in English, French, etc.

- Vietnamese documents are listed in alphabetical order of author's name without reversing first name before family name.

- Foreign documents in original languages or translated into Vietnamese are listed in alphabetical order of the author's family name. Documents in foreign languages must be kept intact, not transcribed and not translated, even in Chinese, Japanese, etc.

- Documents without authors' names are ranked alphabetically by the name of publishing or issuing agency.

Example: Ministry of Education and Training (Bộ Giáo dục và Đào tạo) is classified into letter B of the alphabet, General Statistics Office (Tổng cục Thống kê) is classified into letter T, etc.

Main cover

VIETNAM NATIONAL UNIVERSITY

SCHOOL OF LAW

NAME OF AUTHOR

NAME OF THESIS

GRADUATION THESIS FROM UNDERGRADUATE PROGRAM

MAJOR.....

Mode of training: Full-time

Academic year: QH-201....-L

HÀ NỘI, (year)

Extra cover page

VIETNAM NATIONAL UNIVERSITY

FACULTY

Name of author

NAME OF THESIS

GRADUATION THESIS FROM UNDERGRADUATE PROGRAM

MAJOR.....

Mode of training: Full-time

Academic year: QH-201....-L

Advisor:

*(Must include family name, first name, title;
If adviser doesn't work for VNU, workplace can be included.)*

Appendix 3:
Sample of *Table of content*:

TABLE OF CONTENT

	Number of pages
Confirmation	
Table of content	
List of symbols, abbreviations	
List of tables	
List of drawings and graphs	
INTRODUCTION	
Chapter 1:	
1.1.	
1.2.	
Chapter 2:	
2.1.	
2.1.1.	
2.1.2.	
2.2.	
Chapter 3:	
3.1.	
3.1.1.	
3.1.2.	
3.2.	
3.3.	
CONCLUSION AND RECOMMENDATIONS	