

THE SAIGON INTERNATIONAL UNIVERSITY

GUIDANCE FOR GRADUATION THESIS WRITING

1 Internship and graduation thesis

1.1 Selection of internship

Students choose one of three internship directions as follows:

Practical direction: Students implement the internship at businesses and write a report on their internship

Research direction: Students choose a research topic and write their research papers. Students are not required to implement an internship at businesses

Combined direction: Students write their graduation thesis and implement their internship at businesses

1.2 Selection of topic

The chosen topic for graduation thesis can be one or several contents related to the actual activities at the internship establishment, or contents related to social issues required to be addressed and not necessarily confined to the internship establishment.

1.3 Overview of the internship establishment and access real work

Identify orientation, functions and tasks of the internship establishment

Identify organizational structure and operation of the internship establishment.

Identify issues related to the thesis and other related issues

Identify the issues required to be addressed in the thesis through collected documents (data) collected

Get familiar with professional skills and improve the ability to clarify and explain problems.

1.4 Research documents and references

Implement research on the contents of the learned theories or other references from reputable universities or publishers.

Synthesize theory fully and accurately in order to develop a theoretical framework used in the graduation thesis.

Present relevant theoretical foundations, practical issues at the internship establishment or the society which are related to the topic of the thesis and give their comments.

Students can also make their suggestions from their perspective of judgment and independent thought and based on the knowledge they have learned.

1.5 Graduation thesis writing

At the end of the internship, students are required to write a graduation thesis, thereby fully equipping them with the theory to be used as a foundation; evaluating the knowledge and skills that they have collected during the internship. The graduation thesis is the scientific product of the student after the internship under the guidance and supervision of lecturers.

2 Regulations on the content, structure and presentation of the graduation thesis

2.1 Content and structure

Cover page (SIU form)

Second cover page (SIU template)

“Declaration of authorship” page (for graduation thesis)

“Acknowledgement” page

“Comments of supervisor” page (for graduation topics)

“Table of Contents” page

“List of symbols and abbreviations” page

“List of tables” page

“List of charts, graphs, diagrams, images” page

2.1.1 Preface (2 – 3 pages)

Identify the research topic, the importance and meaning of the topic, the reason for choosing the topic: Students state the reason why it is necessary to carry out the stated research topic. For example: Is this research topic important; Is there anything new scientifically and practically related to this topic; Does it contribute to the solvement of economic/social/governance problems of society/business.

Identify the research objectives (specific objectives that need to be addressed):

Identify the object and scope of research: Students clearly state the research object. For example: the research object is small and medium enterprises; joint venture enterprises with foreign countries; farming households or workers in the households; households that use the Internet; people who have a mobile phone network subscription.

Identify the research methods (Methods and methods of implementation)

Identify the structure (the structure can include 3-4 chapters depending on the content of the chosen topic)

2.1.2 Chapter 1: Theoretical foundation (12 -15 pages)

Summarize and systematize information related to the theoretical foundations in a concise manner (concepts directly related to the topic, learned theories, legal documents, indicators and criteria etc.)

Summarize conducted works (projects, articles, books, etc.) related to the research topic (if any)

Note: Students should not copy verbatim references, but read it for ideas and employ the ideas into the research paper. Students must strictly comply with the regulations on citing references

2.1.3 Chapter 2: Current situation of the internship establishment (10 – 20 pages)

A. Overview of the internship establishment (5 – 7 pages)

Summarize the formation and development history

Identify functions and fields of business

Identify organizational structure

Identify relationships with other units in the field of business (general market)

Summarize operational situation (business situation) in the past 3-5 years

Identify strategy and direction for future development

Other contents (depending on the field of research)

B. Analysis of the current situation related to the selected research problems at the internship establishment (10 – 20 pages)

Describe the actual situation at the establishment related to the topic

Analyze and evaluate the actual situation at the establishment based on secondary data (available data taken from the company and other sources) and primary data (self-survey, group discussion, consulting with experts, Collect opinions from relevant parties)

Comments and Evaluation: Make comparison between theory and practice in the establishment in order to identify the advantages and disadvantages; the causes of these disadvantages.

2.1.4 Chapter 3: Solutions (8 – 15 pages)

Identify development orientations of the establishments

Give forecast (if any)

Propose solutions related to the research topic

Make recommendations to the establishments

2.1.5 Conclusion (< 2 pages)

2.1.6 Summary

2.1.7 Reference

2.1.8 Appendix

2.2 Presentation

2.2.1 Page limit

The content of the graduation thesis (from "Preface" to "Conclusion" is limited to 50 to 55 pages (excluding appendices)

2.2.2 Font, size, spacing

Students are encouraged to use UNICODE with simple, easy-to-read fonts. For text, students should use size 13 Times New Roman or equivalent. The size of the chapter name and heading can be larger. The size of the chapter name must be larger than the size of the heading. The word "Preface", chapter names, the phrases "Conclusions and recommendations" and "List of references" must be placed at the top of the page, right in the middle of the page and have the same style and size. The presentation (font style, font size, indentation distance, etc.) for the same level headings (see item 5 below) must be the same. This regulation also applies to the names of drawings or tables. Letter density must be set normal; must not compress or stretch space between letters. Line spacing must be set at 1.2. Regulations on the margin width: top margin 2.5 cm; bottom margin 2.5 cm; left margin 3.5 cm; right margin 2 cm. Paragraphs are spaced 6 times apart; after 0. The page number is placed in the middle, above the top of each page.

Font: Time New Roman

Size:

Title, mane of topic: 18

Chapter name and heading: 16

Small heading: 14

Content: 12

Spacing: Double

2.2.3 Page numbering

Page numbering must be implemented from the cover page to the "Table of Contents" page, typed in lowercase Roman numerals (i,ii, iii,iv...); from "Preface" to the "References" typed in numbers (1,2,3...), centered at the top of the page. The page number is placed in the middle, at the top of each page.

2.2.4 Heading numbering

The headings are numbered in groups of numbers, consisting of at most four digits with the first number indicating the order number of the chapter (for example, 4.1.2.1 refers to heading 1, heading group 2, section 1, chapter 4). Each group of headings must have at least two headings. For example, there cannot be only headings 2.1.1 without the next heading 2.1.2.

The heading and its content must go together, avoiding the situation where the heading is at the bottom of one page but the content is at the top of the next page. There are two types of headings: headings at the same level (which are headings with the same number of digits in their ordinal

numbers (for example, 1.1.2, 1.1.3 and 2.1.3) and headings that are not at the same level (for example, 1.1 and 1.1.1). The presentation not at the same level must be different, for example:

Chapter 1: OVERVIEW (Times New Roman, capital, bold, standing)

1.1. CONCEPT (Times New Roman, capital, bold, standing)

1.1.1. Resource management

1.1.2. Headings at the same level must have the same presentation style throughout the entire thesis.

2.2.5 Tables, graphs, figures, and diagrams numbering

Each type of illustration (table, graph, figure, diagram...) is named and numbered in each chapter. The first number is the chapter number, followed by the serial number of the illustration in that chapter.

For example: Table 2.6: Scale and composition of visitors to Vietnam by means of transport, which means table number 6 in chapter 2 is called "Scale and composition of visitors to Vietnam by means of transport";

2.2.6 Citations

Use Microsoft Word to make citations according to APA standards