

No. /QT-SIU

Ho Chi Minh City, (date)

## PROCESS OF MANAGEMENT OF GRADUATION PROJECTS AND THESES

### I. PURPOSE:

The process of management of graduation projects and theses is specified to manage the deployment of graduation projects and theses of students at the Saigon International Private University.

### II. DETAIL

**1. Scope and subjects of application:** This process applies to the Academic Office, other functional Offices, and the Schools.

**2. Definitions and abbreviations (Vietnamese language only):**

BGH: University Board

Academic Office: Academic Office

GV: Lecturers

KLTN: Graduation theses

**3. Process:**

#### 3.1 Order

Step	Order	In charge
1	Organizing to guide students to do graduation theses	Academic Office School University Board
2	Make a list of students doing graduation theses	Academic Office University Board
3	Carrying out graduation theses	Student Instructor
4	Reporting on the progress of graduation theses	School Instructor
5	Carrying out thesis assessment and defense	School Thesis Committee

		Instructor Thesis Defense Committee Member
6	Summarizing, reporting, and publishing results	Academic Office School

### 3.2 Detailed description of process:

Step	Order	In charge	Document/Form	Time
1	<ul style="list-style-type: none"> <li>- The Academic Office drafts guidance documents (amended, supplemented) (if any) on the operation of graduation theses, submits them to the University Board for approval, and sends the announcement to Schools and students.</li> <li>- Schools organize training in skills at doing graduation theses for students.</li> <li>- Schools organize students to register for graduation theses.</li> </ul>	Academic Office School University Board	<ul style="list-style-type: none"> <li>- Guidance on organizing operation of graduation projects and theses</li> <li>- Announcement of registration for graduation projects and theses</li> <li>- Registration form of student</li> <li>- List of students registering for graduation projects and theses</li> </ul>	Last November
2	The Academic Office makes a list of students doing graduation theses to the University Board for approval.	Academic Office University Board	List of students doing graduation theses	Next February
3	Schools report on the progress of students' graduation theses.	School	Report on progress of graduation theses Request for changing name of graduation theses	Next June

4	<ul style="list-style-type: none"> <li>- Schools propose lecturers and enterprises' representatives to participate in the thesis defense committee and submit to the Academic Office.</li> <li>- The Academic Office issues the Decision to establish the thesis defense committee.</li> <li>- The thesis defense committee is established.</li> </ul>	School Academic Office	<ul style="list-style-type: none"> <li>- Proposal for lecturers to assess graduation projects and theses</li> <li>- Proposal for enterprises' representatives to assess graduation projects and theses</li> <li>- List of thesis defense committee</li> <li>- Decision to establish the thesis defense committee</li> <li>- Thesis assessment form</li> <li>- Confirmation form for editing graduation projects and theses</li> </ul>	Next July
5	<ul style="list-style-type: none"> <li>- Summarizing the results of the thesis defense.</li> <li>- Entering the grades for graduation theses.</li> </ul>	School Academic Office	<ul style="list-style-type: none"> <li>- Summary table showing assessment results of graduation projects and theses</li> <li>- Printed version of graduation projects and theses</li> </ul>	Next July

### 3.3 File storage:

No.	Form/Document	Code	Storage site	Storage period
1	Announcement of registration for graduation projects and theses		Academic Office	3 years
2	List of students registering for graduation projects and theses		School	3 years
3	Decision on students doing graduation projects and theses		Academic Office	3 years
4	Request for changing name of		School	3 years

	graduation projects and theses			
5	Confirmation form for editing graduation projects and theses		School	3 years
6	Decision to establish the thesis defense committee		Academic Office	3 years
7	Thesis assessment form		School	3 years
8	Summary table showing assessment results of graduation projects and theses		Academic Office	Permanently
9	Printed version of graduation projects and theses		School Library	3 years

### **III. IMPLEMENTATION PROVISION**

#### **1. Implementation**

The development of this process is carried out in accordance with the Regulation on full-time higher education using the academic credit system, issued together with Decision No. 43/2007/QĐ-BGDĐT dated August 15, 2007 by the Minister of Education and Training; Circular No. 08/2021/TT-BGDĐT dated March 18, 2021 of the Minister of Education and Training on the Regulation on undergraduate education; and Circular No. 26/2021/TT-BGDĐT dated September 17, 2021 of the Ministry of Education and Training on the promulgation of regulations on scientific research activities of students in higher education institutions.

#### **2. Validity of process**

This process is applicable from the date of signing. Any previous processes of the University that are different from this process will be abolished. During the implementation process, amendments and supplements will be made as necessary based on the actual situation.

#### ***Recipient:***

- Units;
- Board of Trustees (for reporting);
- Storage: Academic Office and Schools.

**CHANCELLOR**