



HO CHI MINH UNIVERSITY OF BANKING
Faculty of Foreign Languages
GUIDELINES FOR WRITING GRADUATION THESIS

PART 1: THESIS CONTENT

PART 2: THESIS FORMAT

PART 3: POLICY ON PLAGIARISM

PART 1: THESIS CONTENT

Students are required to write at least **20,000 word** thesis (excluding Appendices and references) in the form of an extended paper, and they should strictly follow the required sections in the order shown below. **Start each section on a new page.**

- Title page
- Acknowledgments
- Abstract
- Introduction
- Literature review
- Research methodology
- Results/ Findings
- Discussion
- Conclusion
- References
- Appendices

TITLE PAGE

The title should briefly (**no more than 12 words**) and accurately describe the purpose of the paper. The title should be concise yet specific and should not include unnecessary words such as “A Report on” or “A Paper About.” Abbreviations should not be used in titles.

ACKNOWLEDGMENTS

This section is to acknowledge people as well as institutions that have helped you in completing your research project. The page can be written in informal style and it is best to keep this section short. Also, list here those individuals who provided help during the research (e.g., providing general support, language help, writing assistance or proof-reading of the thesis, etc.).

ABSTRACT

The abstract is a very brief overview of your entire study. It must come immediately after the title page. The abstract should briefly state the purpose of the research (introduction), how the problem was studied (methods), the important findings (results), and what the findings mean (conclusion). It is important to be descriptive but concise and to say only what is essential, using no more than 200 words. The author should also suggest some keywords that represent the content of the research.

INTRODUCTION

This section should include the field of study, the hypothesis (if any), or, more generally, the **research question** that is to be investigated. It should also include a summary of the contents and main arguments in the thesis. Also, it is important to state the **purposes** of the research.

More specifically, all **problem** elements, including the variables to be studied, should be expressed in an orderly system of relationships. Research questions must be clear, consistent, and measurable, which could guide the research design process and indicate “why” the study is being proposed.

LITERATURE REVIEW

This section should include previous work done on the field of study and anything that is considered to be relevant to the hypothesis or research question and to its investigation. It will include a large number of references to the literature in the chosen area. However, it is advisable to avoid a detailed literature survey or a summary of the results. Try to answer the question: 'How have I set up my research topic and how does it fit in with existing work in the area?'

RESEARCH METHODOLOGY

This section should provide an accurate description of relevant research designs for investigation and an argument for why you think these methods are the most appropriate ones for the question and for your circumstances.

You should consider the benefits of your chosen method as well as identify any disadvantages and how you overcame them.

Ethical issues and the ways in which you dealt with them should be noted. This section should also discuss any variations from the original fieldwork plan and should conclude with a summary or a reflection on the experience of doing fieldwork. A good method section fully answers the question “How did I design my research and conduct my investigation?”

Recommended structure of the Methodology section:

Research design: This part should include a detailed description of the research design- how you conducted your study. It is important that you mention all relevant details of the research design. It should briefly include good coverage of the process of the fieldwork and indicate how the analysis will be undertaken.

Data collection: You can use subsections, labeled with subheadings, to organize the information in the method section. Also, subsections might include the procedures used to generate a sample of a population and specific information about participants or materials. Some details should not be included in the method section. If you collected data using a survey, for example, you might discuss the general characteristics of the survey in the method section and include the survey questions as an appendix.

Data analysis: describe research methods used for data analysis with enough details so that the reliability of your research can be assessed. Raw data are never included in your thesis unless they are needed to give evidence for specific conclusions that cannot be obtained by looking at an analysis, or summation, of the data.

RESULTS/ FINDINGS

This section should present the main findings of your research together with an account of the strengths and weaknesses of your data relative to your research question/hypothesis. You may also wish to include an evaluation of any difficulties you encountered in collecting and analyzing data, together with an assessment of how this affected your plan of research.

Only analyzed data should be presented in forms of figures, graphs, tables and/or text descriptions of observations. All Figures and Tables should be numbered chronologically as they appear in your thesis. All Figures and Tables must be referred to in the text to facilitate reading.

DISCUSSION

This should explore the **significance** of the **results** of the work, not repeat them. Discuss all the significant outcomes of your research; see how they fit with our current understanding of the research areas or what implications it implies for future studies. **Any limitation or weakness** of the research should also be discussed and ended up with **recommendations** for possible improvement.

CONCLUSION

This section should state the conclusions and recommendations that you have drawn from your work (in relation to the research question or tested hypothesis) and relate the findings of your study to previously published work. Students should avoid stating the key results here instead of conclusions. Recommendations should be relevant to your research findings in order to provide the readers with tips, suggestions, or modes of action so that they can follow if interested.

REFERENCES

This must contain a complete list of **all** references cited in the text (use APA 7th version).

APPENDICES

Any other relevant information that cannot be appropriately accommodated elsewhere; for example, a long survey or questionnaires can be placed in an Appendix (or Appendices) at the end of the thesis.

PART 2: THESIS FORMAT

A thesis is expected to be written in the form of an extended paper. The format of your thesis is, therefore, a blended design of a traditional thesis, i.e. with the title page, followed by Acknowledgment and ended up with an Appendix. The main body of the thesis is; however, a paper which is allowed to be a bit longer than the standard. In order to facilitate professional writing, the format of American Psychological Association (APA) 7th is adopted, see <https://www.apastyle.org/>. You are advised to strictly follow the instructions below.

THESIS LAYOUT

The thesis must be word-processed in English (American or British usage is accepted, but not a mixture of these).

Page set-up: use A4 paper with a left margin of 1.5 inches to allow binding. All the other margins are 01 inch.

File format: Theses should be written using MS Word. These can be submitted as one of the following file formats: .doc, .docx.

Typeface: Times New Roman with 12-point font size.

NUMBER OF PAGES

Keep your writing short, informative, and as concise as possible.

No page number is required for the Title page, Acknowledgment, References, and Appendices.

The length of the main body of your thesis should be about 5,000 words. An addition of a few more pages is allowed when needed.

Your supervisor will recommend the length of each section and the level of details required.

TITLE PAGE

The title page is designed to highlight your **research title** and to provide important information such as the name of the university and faculty, name of student and supervisor(s) and year of submission.

ABSTRACT

Not more than 200 words and should be put in a single paragraph.

Keywords: Provide a maximum of 6 keywords.

LANGUAGE AND GRAMMAR

Use simple but clear language. Take time to check your work for misspelled words, typographical errors, mislabeled figures, tables, or photos. If you need help in grammar, seek the help of an editor before submitting your work to your supervisor. Your supervisor is not expected to correct errors in spelling, punctuation, grammar, and formatting.

PART 3: POLICY ON PLAGIARISM

All forms of plagiarism and unauthorized collusion are seriously regarded and could result in penalties. Plagiarism occurs when students copy or reproduce people's words or ideas and then present them as students' own work without proper acknowledgment, including when students copy the work of their fellow students.

Plagiarism in student submissions can be detected by: some web-based programs such as SafeAssign or Turnitin, or examiner's judgments with evidence of originals (consult your supervisor in this regard).

Notes:

Writing tips: If your similarity score is reportedly more than 15% even when you have cited the original works properly, you should increase your originality by using some strategies:

- Replacing direct quotes (texts between quotation marks ‘ ’) with their paraphrases in your own words
- Revising all paraphrases which are too similar to the original
- Summarizing the original sources, rather than paraphrasing them
- Adding your elaboration and/or interpretation of the original sources
- Developing the thesis contents further with your own ideas in Methodology, Results, Discussion and Conclusion Chapters (e.g., adding more details, elaboration, and justification for your methodological choices, discussing possible causes of your findings, and/or comparing your results with others' etc.

ENGLISH LINGUISTICS DIVISION

October 2023

**HO CHI MINH UNIVERSITY OF BANKING
FACULTY OF FOREIGN LANGUAGES**



GRADUATION THESIS

THESIS TITLE

Student: NGUYỄN VĂN A

Class:

Batch:

Student number:

Supervisor: Dr./MA.... NGUYỄN ...

Ho Chi Minh City, date month, 20...

Định dạng trang bìa chính và bìa phụ như sau:

Tên trường và Khoa	Canh giữa- Size 14, Chữ in hoa, kiểu font in đậm (Bold)
Logo trường	Phía dưới Tên trường, canh giữa (Theo đúng chuẩn logo của trường, tham khảo website của trường)
Tiêu đề	GRADUATION THESIS Size 18, Chữ in hoa, kiểu font in đậm (Bold)
Tên đề tài	TIẾNG ANH-Canh giữa trung tâm Size 18 - 22, Chữ in hoa, kiểu font in đậm (Bold)
Tên tác giả, lớp, khoá học, MSSV, giảng viên hướng dẫn:	Dưới tên đề tài báo cáo, vị trí lùi trái 60 – 80 mm (2,35 – 3,15 inch) Size 14, Chữ in hoa, kiểu font bình thường (Regular)
Nơi viết, ngày..tháng.. năm	Dưới Tên tác giả, canh giữa, Size 14, kiểu font bình thường (Regular)

ACKNOWLEDGEMENTS

Student

(Signature & full name)

DECLARATION OF AUTHORSHIP

I, the undersigned hereby declare that I am the sole author of this thesis. To the best of my knowledge this thesis contains no material previously published by any other person except where due acknowledgement has been made.

Student

(Signature & full name)

Abstract (on one separate page)

ABBREVIATIONS (on one separate page)

Abbreviation

Full word

Meaning

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Abstract

Abbreviations

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.....

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Data analysis

.....

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Discussion

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