

No: /TB-ĐHNH

Ho Chi Minh City, day month , 2025

## ANNOUNCEMENT

### **Regarding the Organization of the Final Internship Course for the Standard Full-time Undergraduate Program – Batch 5, Academic Year 2024–2025**

*Pursuant to Decision No. 2181/QĐ-ĐHNH dated October 4, 2019 of the Rector on promulgating the Regulations on full-time undergraduate education under the credit-based system at Ho Chi Minh University of Banking; Pursuant to Decision no. 1575/qđ-đhnh, dated august 31, 2021 of the rector on amending and supplementing certain articles of the regulations on undergraduate training under the credit-based system at Ho Chi Minh University of Banking;*

*Pursuant to Decision No. 466/QĐ-ĐHNH dated February 28, 2024 of the Rector on promulgating the Regulations on organization and management of undergraduate training at Ho Chi Minh University of Banking;*

*Pursuant to the academic plan for the academic year 2024 – 2025 and with the aim of facilitating students in completing the final internship course;*

The Department of Academic Affair hereby announces the registration for the final internship course – Batch 5, academic year 2024 – 2025 for students of the standard full-time undergraduate program as follows:

- 1. Conditions for undertaking the final internship course:** At the time of registration, students must meet the following two conditions:
  - a. Have accumulated at least 85% of the total credits required by their respective training program and major.
  - b. The number of uncompleted credits in the "major knowledge and specialized knowledge" block of the training program must not exceed 6 credits.
- 2. Internship duration: 12 weeks, period from September 15, 2025 to December 05, 2025** [From Week 3 to Week 14 of Semester 1, academic year 2025–2026].
- 3. Registration process and implementation of the final internship course.**
  - 3.1) Online registration period:** From 08:00 on August 15, 2025 to 08:00 on August 18, 2025.

**Step 1:** Students log into their personal account on the credit-based education system.

**Step 2:** Access the section "Internship Registration".

**Step 3:** Click on the button "Register for Internship Review". A notification message will appear: "Internship review registration completed".

Students of double major internship cohorts must download the application form in item number 9 at <https://phongdaotao.hub.edu.vn/quy-trinh-bieu-mau/bieu-mau/he-thong-cac-bieu-mau-lien-quan-den-cong-tac-hoc-vu-cua-sinh-vien-voi-phong-quan-ly-dao-tao> and submit the application form directly to the Training Office from **August 15 to August 18, 2025**

**3.2) Students shall monitor the list of those eligible to undertake the internship course and the course results on their personal account, and contact the Office to receive the internship introduction letter:**

- The Department of Academic Affair will review and determine the eligibility of students for the final internship course – Batch 5, academic year 2024–2025, and publish the list on the website: <http://online.hub.edu.vn/> for students to monitor. The expected date of **publication is August 22, 2025**. The internship course results will also be updated on each student's personal account.

– Students whose names are on the list of eligible interns must contact their Faculty Office to receive the Internship Introduction Letter in order to arrange with the internship organization, **starting from August 25, 2025**.

– Students who wish to cancel their registration for the final internship course – Batch 5, academic year 2024–2025, must submit a cancellation request form to the the Department of Academic Affair **before September 05, 2025**. After this deadline, the Office will not process any cancellation requests for the internship course under any circumstances.

**3.3) Timeline and method of paying the tuition fee for the final internship course**

– **Payment period:** From **August 25, 2025** to the end of **September 06, 2025**.

– **Payment method:**

- Students access the online payment portal of Banking University of Ho Chi Minh City at <https://e-bills.vn/pay/hub> to check outstanding fees and make tuition payments via the VCB Digibank app or mobile banking apps of other banks, as well as e-wallets. (A user guide for the Ho Chi Minh University of Banking online payment portal is attached: <https://e-bills.vn/pay/hub>)

\* **Note:** Students who do not complete the tuition payment within the specified deadline will not be allowed to participate in the internship course.

### **3.4) List of students for the Internship – Batch 5, Academic Year 2024–2025, and assigned supervisors.**

The Department of Academic Affair will review the list of students eligible to undertake the internship course and verify the list of those who have completed the tuition payment. The final list of students participating in the final internship course, along with the assigned internship supervisors for Batch 4, academic year 2024–2025, will be published on the websites [online.hub.edu.vn](http://online.hub.edu.vn) or [phongdaotao.hub.edu.vn](http://phongdaotao.hub.edu.vn) on **September 12, 2025**.

**3.5) Implementation of the internship course:** Students will carry out the internship **over a 12-week period from September 15, 2025 to December 05, 2025** [From Week 3 to Week 14 of Semester 1, academic year 2025–2026], and the internship report must be submitted in Week 13 of the internship period (**by December 05, 2025**).

Upon completion of the internship period, students must submit both the Internship Report and Internship Logbook to their Faculty Office. Students who fail to submit the internship report after the deadline will receive a grade of 0 for the internship course.

### **4. Responsibilities of the Faculty Office.**

- Issue the Internship Introduction Letter to students whose names are on the list of eligible interns for Batch 4, academic year 2024–2025, **starting from August 25, 2025**.

After the tuition payment period is completed, the Office of Academic Affairs will send the list of participating students to the Faculty Office for assigning internship supervisors. The Faculty Office will assign supervisors and submit the finalized list of students along with the names of their assigned supervisors to the Department of Academic Affair **Before September 12, 2025**, so that the Office can issue the official decision in accordance with current regulations.

- The Department of Academic Affair respectfully informs the Faculty Offices and students for implementation. For any inquiries, please contact the Department of Academic Affair directly via email: **phongdaotao@hub.edu.vn** or phone: **028.38.971.638** for assistance.

#### **Recipients:**

- BoR: for reporting;
- Faculties: for coordination and dissemination to students;
- Depts. & Centers: FAD, TQAD, ITMD, SAC, SSC;
- YU-SA;
- ACD: for website publication;
- Students: for implementation;
- Archive: Office, AAO.

**AS AUTHORIZED BY THE RECTOR**  
**P.P HEAD**  
**DEPUTY HEAD**

**MSc. Nguyen Thi Huynh Uyen**