

Ho Chi Minh City, day      month      , 2025

No:      /TB-ĐHNH

## ANNOUNCEMENT

### **Regarding the Registration for the Graduation Thesis Implementation 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 notification on the registration for the Graduation Thesis course – Batch 5, Academic Year 2024–2025 for full-time undergraduate students as follows:

**1. Conditions for undertaking the Graduation Thesis course:** At the time of registration, students must meet the following two conditions:

– **Condition 1:** Except for the final internship course, students must have completed all required courses in the training program; the total number of unearned credits must not exceed 6 credits.

– **Condition 2:** The cumulative GPA of courses in the "major/specialized knowledge" category must be at least 2.5 on a 4.0 scale.

### **2. Registration process:**

#### **\* Steps to undertake the Graduation Thesis course:**

➤ **Step 1:** Students register for the Graduation Thesis course – Batch 5, Academic Year 2024–2025.

– **Registration period:** From the date of this announcement until 8:00 AM, **August 16, 2025.**

– **Registration method:** Complete all required information via the following link:  
<https://forms.gle/rJswi3KNF2JTEAKZA>

- **Step 2: Students monitor the list of eligible students and the course result updated in their personal account:** The Department of Academic Affair will review the eligibility for undertaking the Graduation Thesis course – Batch 5, Academic Year 2024–2025, and publish the list of eligible students on **August 22, 2025**, and update the course result into students’ personal accounts.

- **Step 3:** Complete the detailed thesis outline and fulfill the tuition fee payment for the Graduation Thesis course (9 credits).

– **Complete the outline:** Students must contact the Faculty Office to be assigned a supervisor and work with the supervisor to finalize the thesis topic and detailed outline from **August 25, 2025** to the end of **September 4, 2025**, counting from the date of the eligibility list announcement.

### **3. Fulfillment of tuition fee obligations:**

+ **Payment period:** From **August 25, 2025** to the end of **September 4, 2025**.

+ **Payment method:**

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

**Note:** Students who do not complete both the detailed thesis outline and the tuition fee payment within the specified timeframe will not be allowed to undertake the Graduation Thesis course.

➤ **Monitor the Decision on the list of students undertaking the Graduation Thesis and assigned supervisors for Batch 4, Academic Year 2024–2025.**

The Department of Academic Affair will review the list of students who have completed the thesis outline and fulfilled the tuition payment, and announce the official list of students undertaking the Graduation Thesis along with their assigned supervisors for Batch 5, Academic Year 2024–2025 on the websites [online.hub.edu.vn](https://online.hub.edu.vn) or [phongdaotao.hub.edu.vn](https://phongdaotao.hub.edu.vn) on **September 8, 2025**.

**4. Undertaking the Graduation Thesis course:** Students will undertake the Graduation Thesis course from **September 15 to the end of November 21, 2025** [From Week 03 of Semester 1 to Week 12 Semester 1, Academic Year 2025–2026], and must submit the Graduation Thesis in **Week 10** of the thesis implementation period.

Upon the completion deadline, students must submit their thesis to the Faculty Office. Students who fail to submit their Graduation Thesis after the deadline will receive a score of **0** for the Graduation Thesis course.

## **5. Responsibilities of the Faculty managing students**

The Department of Academic Affair will send the list of students eligible to undertake the Graduation Thesis to the Faculty on **August 25, 2025**. The Faculty will assign supervisors, collect students' detailed thesis outlines, and submit the list of students who have completed their detailed outlines to the Department of Academic Affair by **September 5, 2025** for the issuance of the official decision allowing students to undertake the Graduation Thesis.

Upon the completion deadline of the Graduation Thesis, students must submit their thesis to the Faculty Office. The Faculty is responsible for organizing the thesis evaluation process (supervisor assessment, reviewer assessment, establishment of the thesis defense committee, etc.).

The Department of Academic Affair respectfully informs the relevant Faculties 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**