

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 1, Academic Year 2025–2026

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 2025 – 2026 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 1, academic year 2025 – 2026 for students of the standard full-time undergraduate program as follows:

I. Object:

Full-time undergraduate students of standard programs who wish to apply and meet the following two conditions:

1. Having accumulated a total number of credits equivalent to at least 85% of the total credits required by the training program of each major.
2. The number of uncompleted credits in the “disciplinary and specialized knowledge” block of the training program must not exceed 6 credits.

II. Internship duration: 12 weeks, from October 27, 2025 to January 16, 2026 [from Week 09 of Semester 1 to Week 20 of Semester 1, Academic Year 2025–2026], with the internship report to be submitted in Week 12 of the internship period.

III. Procedure for registering the final internship course

Online registration period: From 08:00 on September 26, 2025 to 8:00 a.m., September 29, 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 **September 26 to September 29, 2025**.

Step 4: Students check the list of those eligible for the internship course on their personal account and on the website <http://online.hub.edu.vn/> (expected on October 3, 2025). Contact the Faculty of Management to receive the internship introduction letter starting from October 8, 2025.

IV. Responsibilities and coordination:

1. Responsibilities of students:

*Monitor the list and announcements, and pay the fees on time after registration.
Duration: from September 4, 2025 to October 13, 2025.

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

Note: Students who do not complete tuition fee payment within the prescribed period will not be allowed to participate in the final internship course.

At the end of the internship period as regulated, students must submit the Internship Report and Internship Diary to the Faculty of Management. Students who fail to submit the report after the deadline will receive a grade of 0 for the internship course.

Students wishing to cancel their registered final internship course (Term 1, AY 2025–2026) must submit an application to the Academic Affairs Office by October 13, 2025. After this date, no cancellation requests will be accepted for any reason.

2. Responsibilities of the Faculty of Management:

Issue internship introduction letters at the Academic Affairs Office for students on the eligible list for the 1st internship period of AY 2025–2026, starting from October 8, 2025.

After students complete tuition payment, the Academic Affairs Office sends the list of eligible students to the Faculty of Management for supervisor assignment. The Faculty then provides the list of eligible students with assigned supervisors back to the Academic Affairs Office by October 20, 2025, for issuance of the official decision.

3. Responsibilities of the Academic Affairs Office:

Review and provide the list of eligible students for internship after the tuition payment deadline, and send it to the Faculty of Management for supervisor assignment on October 15, 2025.

Issue the official decision in accordance with current regulations after receiving the assigned supervisor list from the Faculty.

- 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