**Annex 2: Format of Undergraduate thesis**

**Annex 2.1:** Template for the outer cover, size A4 *(210 x 297 mm)*







**Annex 2.2:** Template for inner cover, size A4 *(210 x 297 mm)*





**Annex 2.3: Guidelines for references**

**Note:** The following guidelines are optimized when the references are in different languages. Authors could use other appropriate ways for managing and sorting references suitable for their fields.

**GUIDELINES FOR REFERENCES**

1. Group the references by languages (Vietnamese, English, French, German, Russian, Chinese, Japanese, ….)

2. Sort references alphabetically by the author(s)’ last name(s).

3. Include the following details for books, theses, or reports:

* + author(s)’ name(s)
  + (year),
  + *Title,*
  + Publisher,
  + Publishing place.

Include the following details for articles in journals or books:

* Author(s)’ name(s)
* (year),
* “Article’s title”,
* *Journal’s name or book title*,
* volume
* (number),
* pages.

Examples:

1. Quách Ngọc Ân (1992), “Nhìn lại hai năm phát triển lúa lai”, *Di truyền học ứng dụng*, 98(1), tr. 10-16.
2. Bộ Nông nghiệp và Phát triển Nông thôn (1996), *Báo cáo tổng kết 5 năm (1992-1996) phát triển lúa lai*, Hà Nội.
3. Nguyễn Hữu Đống, Đào Thanh Bằng, Lâm Quang Dụ, Phan Đức Trực (1997), *Đột biến -* *Cơ sở lý luận và ứng dụng,* NXB Nông nghiệp, Hà Nội.
4. Nguyễn Thị Gấm (1996), *Phát hiện và đánh giá một số dòng bất dục đực cảm ứng nhiệt độ,* Luận văn thạc sỹ khoa học Nông nghiệp, Viện Khoa học Kỹ thuật Nông nghiệp Việt Nam, Hà Nội.

…

…

23. Võ Thị Kim Huệ (2000), *Nghiên cứu chuẩn đoán và điều trị bệnh …,* Luận án Tiến sĩ Y khoa, Trường Đại học Y Hà Nội.

…

**English**

28. Anderson J. E. (2005), “The Relatives Inefficiency of Quota, The Cheese Case”, *American Economic Review,* 175(1), pp. 178-190.

29. Borkakati R. P. and S. S. Virmani (2007), “Genetics of thermosensitive genic male sterility in Rice”, *Euphytica,* 188, pp. 1-7.

30. Borkakati R. P., S. S. Virmani and J. E. Anderson (2009), “Genetics of thermosensitive genic male sterility in Rice”, *Euphytica,* 201, pp. 81-97.

31. Boulding K. E. (2005), *Economics Analysis,* Hamish Hamilton, London.

32. Burton G. W. (2008), “Cytoplasmic male-sterility in pearl millet (penni-setum glaucum L.)”, *Agronomic Journal,* 50, pp. 230-231.

33. Central Statistical Organization (2005), *Statistical Year Book,* Beijing.

34. FAO (2011), *Agricultural Commodity Projection* (1970-1980), Vol. II. Rome.

35. Institute of Economics (2016), *Analysis of Expenditures Pattern of Urban Households in Vietnam,* Department of Economic, Economic Research Report, Hanoi.

**Annex 2.4:** Thesis abstract guidelines for thesis written in English or Japanese

**TÓM TẮT (ABSTRACT)**

Nowadays, water pollution caused by arsenic is social issues of concern. The removal of arsenic and ammonium ions in water is essential and urgent. Therefore this thesis studied the preparation of nano titanium dioxide coated on activated carbon- a good adsorbent for the removal of arsenic water environment. Starting materials for the preparation of nano titanium dioxide coated on activated carbon(AC-TiO2) are nano titanium dioxide solution of 400 ppm synthesized by neutralizing TiCl4/HCl by diluted ammonia solution to pH = 6-7, and rinse activated carbon with the nano titanium dioxide solutions for 4 hours. The most important factor affecting the efficiency of synthesize process is the rate of TiCl4/HCl neutralization and the concentration of nano titanium dioxide solution. The optimal concentration of nano titanium dioxide solution is 400 ppm. The resulting product was wash by distilled water to remove chloride ions and dehydrated at 80 oC for 24 hours to converse TiO(OH)2 to TiO2. Experiments were conducted to investigate the adsorption capacity of AC-TiO2 for arsenic removal in water: such as determining optimum pH, adsorption equilibrium time, maximum adsorption capacity and influence of interference ions on adsorption capacity. Results showed that arsenic is adsorbed onto the surface of AC-TiO2 best at near-neutral pH (pH 6-7). Time to reach adsorption equilibrium of AC-TiO2 with arsenic is 5-6 hours minutes with arsenic. Maximum adsorption capacity of AC-TiO2 with arsenic, ammonium is 12,51 mg/g and it obeys the Langmuir adsorption isotherm.

**Keywords:** nano-titanium dioxide coated on activated carbon, adsorption, adsorption capacity.

**Annex 3. Forms used for Faculties, Programs, Supervisors**

**Annex 3.1: Thesis Progress Log**

*3.1.1. Outer cover*



VIETNAM JAPAN UNIVERSITY

**FACULTY OF ………………………………………**





**THESIS PROGRESS LOG**

**Bachelor/Engineer of: ………………………….**

Student Name:

Student ID:

Date of birth: ….

Title of Thesis:

Name of Supervisor(s):

Period of doing thesis:

***202….***

**NOTICE TO THE STUDENT**

1. Format: It shall be printed in A5 size, including: 01 hard cover page (printed in color), 01 extra inner page (printed in black and white), 01 page clearly stating:

**You (the student) should sign the appropriate statement below when you submit your Thesis Progress Log:**

*“ I confirm that the information I have given in this Log is a true and accurate record.*

|  | *….., date month year 202…*  *Student*  *(Signed and writing full name)”* |
| --- | --- |

2. Thesis Progress Log serves as a record of your transferable skills and participation and attainment as a student for thesis purposes. Its purpose is to help you to plan your own thesis and to record the outcomes. As well as gaining valuable skills, you will find that the information accumulated in this Log will prove helpful during the write up of the dissertation. The document belongs to you and it is your responsibility to keep it up to date.  It is your responsibility to ensure your supervisor is aware of the dissertation activities you have undertaken.

Thesis Progress Log, specifically record the times working with the supervisor, including: date, month, year, exchange content, feedback and confirmation of the supervisor, student. In case of exchange via email or other methods, it must also be reflected in the Thesis Progress Log with the confirmation of the supervisor and student.

At the same time, supervisor also clearly shows the amount of work of the instructor for that student, thereby serving as a basis for calculating the instructor’s remuneration.

3. Thesis Progress Log is also an important evidence for the student’s implementation process of thesis and is a condition for the student to submit thesis.

4. Supervisor(s), students must strictly implement this regulation of Vietnam Japan University.

*3.1.2. Record of meeting with supervisor:*

**RECORD OF MEETINGS BETWEEN THE STUDENT AND SUPERVISOR(S)** (\*)

| **No.** | **Time1** | **Date2** | **Main points discussed and purpose of meeting 3** | **Supervisor’s comment 4** | **Supervisor’s signature 5** | **Student’s response6** | **Student’s signature 7** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*(\*): Thesis Progress Log, specifically record the times working with the supervisor, including: Seminars and workshops related to the thesis topic… that the supervisor and students participate in are also considered as working sessions serving the guidance process.*

*[1] Clearly record the working hours*

*[2] Clearly record the date of work in the format dd/mm/yyyy*

*[3] Clearly state the purpose of the work session*

*[4] Clearly record the opinions of the instructor related to the content of the work session [5] The instructor signs and clearly writes their full name after the end of the work session [6] Clearly record the student’s feedback based on the instructor’s opinions. In addition, the student can add other opinions (if any) related to the thesis/project*

*[7] The student signs and clearly writes their full name after the end of the work session*

*3.1.3. Review of Student learning process of supervisor(s)*

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**REVIEW OF STUDENT LEARNING PROCESS**

My name is:......................................................... currently working at ....................................

Supervisor of: .................................................. to carry out undergraduate thesis title “..” for student .......... following Decision No. …./QĐ-ĐHVN dated on…./…./…..by the Rector of Vietnam Japan University.

While supervising the student to conduct the graduation thesis, I have made the following observations:

## **Comments1**

....................................................................................................................................................

....................................................................................................................................................

....................................................................................................................................................

*Hanoi, date ... month ... year 202...*

**SUPERVISOR**

(*Signature and full name*)



1 ***Comments following suggestions below*:**

+ The results of the thesis implementation (the necessity, scientific significance, research purposes and methods, the reasonableness and reliability of research methods, evaluation of the achieved results, new results, new contributions and the scientific value of those contributions).

+ Attitude and sense of responsibility of students.

+ Other.

*3.1.4. Application for thesis defense*

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**APPLICATION FOR THESIS DEFENSE**

Student’s full name:

Date of birth:

Students’ ID: Cohort:

Bachelor/Engineer Program in …………………..

I enrolled as an undergraduate student of the Bachelor/Engineer Program in … under Decision No…/QD-DHVN dated ../../…. by the Rector of Vietnam Japan University.

Up to now, I have completed my thesis with the title: “…”

With the supervisor's consent, I request that Vietnam Japan University, Vietnam National University, Hanoi grant me permission to defend my thesis before the Undergraduate Thesis Evaluation Committee.

Sincerely.

*Hanoi, date ... month ... year 202...*

| **COMMENTS OF SUPERVISOR**  *(Signature and full name)* | **STUDENT**  *(Signature and full name)* |
| --- | --- |

**Annex 3.2.** **Undergraduate thesis review**

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**UNDERGRADUATE THESIS REVIEW**

Student:……………………………………………………………….. …………………….

Student ID:…………………………………………………………………………………..

Title: ………………………………………………………………………………………….

Reviewer name: …………………………………………Academic title: ………………….

Working place: ……………………………………………………………………………….

**I. Comments:**

1. The necessity, scientific significance, and practicality of the topic

....................................................................................................................................................

2.The originality and relevance of the topic *(It shows the non-duplication of the topic; the correspondence between the topic and the content, between the content with the training majors; the reliability and the modernity of the research methodology …)*

....................................................................................................................................................

....................................................................................................................................................

3. Advantages and disadvantages of the content, structure and form of the thesis

3.1. Advantages

....................................................................................................................................................

....................................................................................................................................................

3.2. Disadvantages

....................................................................................................................................................

....................................................................................................................................................

**II. Questions** *(Each reviewer must have at least 2 questions for the student)*

...................................................................................................................................................

....................................................................................................................................................

**III. Conclusions** *(It is necessary to confirm the level of satisfaction with the requirements for dissertation)*

....................................................................................................................................................

*Hanoi, date ... month ... year 202...*

**REVIEWER**

*(signature and full name)*

**Annex 3.3 Evaluation sheet of undergraduate thesis defense**

*(Faculties can develop assessment scales appropriate to the training program)*

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**EVALUATION SHEET OF UNDERGRADUATE THESIS DEFENSE**

Evaluation Committee of Bachelor/ Engineer Program in: ..........................................................

Student name: .......................................................................................... Student ID: ………

Thesis title: ................................................................................................................................

The evaluation and scoring section of the committee members:

| **No.** | **Evaluation Criteria** | **Maximum**  **Score** | **Score** |
| --- | --- | --- | --- |
| **1** | **Content of thesis:**  - Presentation of the content, research results/novelty and the most important contributions of the thesis;  - Ability to apply in practice and open new research direction. | **6,0** |  |
| **2** | **Format of thesis :**  - The sections, chapters, sections, drawings and tables of the thesis are scientific and reasonable manner, logical;  - Arrange and cite scientific reference accurately. | **2,0** |  |
| **3** | **Presentation skill:**  - Present the results of the research and answer well the questions of the thesis evaluation committee. | **1,5** |  |
| **4** | **Achievement of scientific research:** | **0,5** |  |
|  | - Having at least 01 related articles published on the specialized scientific journals or having application results approved by the applicants in writing on the transfer and deployment of research results. | 0,5 |  |
|  | **TOTAL** (It can be graded down to 01 decimal place) | **10** |  |

Grade: .................................................................................................................................

In word: ..............................................................................................................................

|  | *Hanoi, date ... month ... year 202...*  **COMMITTEE MEMBER**  *(Signature and full name)* |
| --- | --- |

**Annex 3.4 summary the grading of undergraduate thesis**

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**SUMMARY THE GRADING OF UNDERGRADUATE THESIS**

| No. | Student’  ID | Student full name | Chairman | Secretary | Reviewer 1 | Reviewer 2 | Member | Supervisor | Average score |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*There are … students in the list.*

*Hanoi, date…month…..year 202…*

| **Chairman**  *(Signature and full name)* | **Secretary**  *(Signature and full name)* |
| --- | --- |

**Annex 3.5. Meeting minutes of Thesis Defense**

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# *Hanoi, date month year 202...*

**MINUTES ON THE EVALUATION OF UNDERGRADUATE THESIS DEFENSE**

1. Date and time:

2. Location:

3. Paricipants: Member committee following the Decision No........ /QĐ-ĐHVN dated …… by the Rector of Vietnam Japan University on Evaluating Thesis Defense.

*3.1. Presenting Committee members include:*

- ................................................................................................

*3.2. Absence:*

- ……………………………………………………………….

4. Defense content:

4.1. Following Decision No. /QD-DHVN dated ../../… by the Rector of Vietnam Japan University on Evaluating Undergraduate Thesis, there are … students in the list, including: Present:…/… (…%), Absent::…/… (…%),

4.2. Defense process:

- Students report their thesis/project in the order of their names;

- Two reviewers read comments on each student’s thesis/project after the presentation ends;

- Members of the Evaluation Committee ask questions to the students;

- Students answer according to the number of questions posed;

- The Evaluation Committee discusses and scores each student;

- The secretary of the Committee reads the defense results for the students (details about the number of theses/projects, defense scores, and rankings of each student)

4.3. Conclusion

The meeting ends at … o’clock … minutes of the same day.

|  | *Hanoi, date ... month ... year 202...* |
| --- | --- |
| **SECRETARY**  *(Signature and full name)* | **COMMITTEE CHAIRMAN**  *(Signature and full name)* |

**Annex 3.7. Confirmation of the thesis revision**

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# *Hanoi, date month year 202...*

# **CONFIRMATION OF THE THESIS REVISION**

Student full name: …………………………………….Student’s ID: ………………………

Date of Birth: ………/………/……………….… Place of Birth: …………………………….

Bachelor/Engineer Program in: ……………………

Thesis title: ........................................................................................................................................

Defense date: ......................................................................................................................................

Based on the recommendation of the Undergraduate thesis evaluation committee, the thesis has been revised as follows:

1.

2.

3.

| **SUPERVISOR'S CONFIRMATION** | **SIGNATURE OF STUDENT** |
| --- | --- |
| **CONFIRMATION OF UNDERGRADUATE THESIS EVALUATION COMMITTEE** | |