

INTERNSHIP

1. General Information
2. Internship Process
3. Internship Report



General Information

1. **Prerequisites:** student obtains **120 ECTS**
2. **Requirements:**
 - Duration: at least 14 weeks (03 months).
 - Full-time job: 05 days per week, 08 hours/day.
 - Starts in the 8th semester (SS2025, after the Tet holiday)
3. **Grading Policy:** Internship report (80%) + Presentation (20%)

Internship Process and Documents

Beginning of an internship:

- Students need to submit Internship Confirmation (IC) within **the first 2 weeks** of the internship.
- Students are required to take a **full time position** at a company for their internship.
- The **Internship Confirmation form has to be signed and stamped** by the company.
- The information of internship position, tasks, schedule have to be listed in the form.

Ending of an internship:

- Students have to submit an Internship Report (IR) and an Evaluation (IE) form from company to the CSE office.
- Your **Internship Report and Internship Evaluation form have to be signed and stamped** by the company.
- Your seminar will be held **after** you submitted these documents: Internship Confirmation, Internship Evaluation, Internship report (hard file and soft file).

Internship Forms



Internship Confirmation

Company's name: BOSCH GLOBAL SOFTWARE TECHNOLOGIES VIETNAM (BGSV)
Address: 364 D. Cộng Hòa, street, Tân Bình, Thành phố Hồ Chí Minh 70000, Vietnam

hereby confirms that

Full name:

VGU ID:

Intake: CSE2020

has worked at our company as the approved plan below:

Start date: 16/01/2024 **End date:** 16/07/2024
Position: C++ Intern
Work schedule: From Monday to Friday, start at 7-10AM and end at 4-7PM
Job description:

- Task 1: Training on C++ Programming, Linux System Programming, Software Testing.
- Task 2: Get Involved in Software Development on Linux and Android System
- Task 3: Support testing, debugging, maintenance and problem solving.

Company's confirmation

pk1, BOSCH, APAC,
G4
Digitally signed by pk1,
BOSCH, APAC, G.L
Ciang Nguyen Son
Date: 2024.01.31 11:37:56
+07'00'

Signature & date

BGSV

0310409233

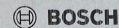
Trần Thị Thủy Hằng

Head of Human
Resource Operations

Student's confirmation

21/02/2024

Signature & date



Internship Evaluation

Company's name: BOSCH GLOBAL SOFTWARE TECHNOLOGIES VIETNAM (BGSV)
Address: 364 D. Cộng Hòa, street, Tân Bình, Thành phố Hồ Chí Minh 70000, Vietnam

hereby confirms that

Full name:

VGU ID:

Intake: CSE2020

has worked at our company as the approved plan below:

Start date: 16/01/2024 **End date:** 16/07/2024
Position: C++ Intern
Work schedule: From Monday to Friday, start at 7-10AM and end at 4-7PM
Job description:

- Task 1: Design and develop automation test cases for an automation machine for various features.
- Task 2: Set up and maintain hardware for the automation machine
- Task 3: Support developing an end-to-end c++ service.
- Task 4: Support developing python library to control CAN signals.

Company's assessment of intern's performance

- Work hard, and good contribution to project team.
- Mentor and support new member.
- Adapt to team (training, project) quickly.

Company's confirmation

BGSV

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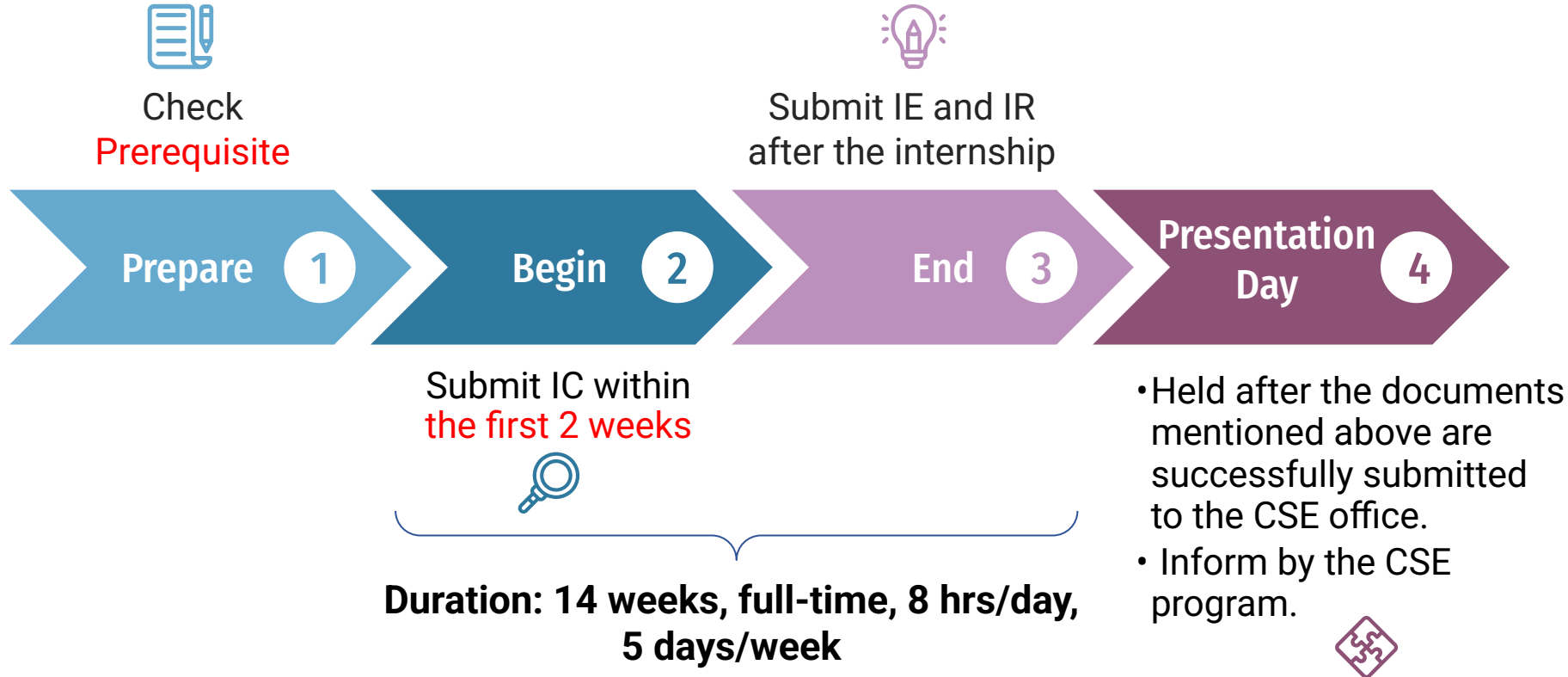
GAUR DATTATREYA

CEO AND MANAGING DIRECTOR

Student's confirmation

June 25th, 2024

Signature & date




Internship Report


Formatting

- The report should be written in Word/Latex
- Provide references for all content obtained from other sources.
- All figures and tables must be numbered and explicitly referred to in your text
- The report comes with a table of contents, an abstraction, an introduction, conclusions, a list of references, and additional sections.
- Plagiarism: keep the similarity rate as low as 15%
- Font size and length:
 - ❖ 12-point font, single line space — pages must be numbered
 - ❖ Recommended length: 20-35 pages

=> *Please refer to the attached formatting file for more information*

Internship Report


Vietnamese - German University

 **BOSCH**

Vietnamese-German University
FACULTY OF COMPUTER SCIENCE AND ENGINEERING

PRACTICAL TRAINING REPORT

Company: Bosch Global Software Technologies
Internship Period: January 14th, 2024 – June 21st, 2024

Author:
Student ID:
Intake: CSE2020

June 21st, 2024

Declaration

I hereby declare that this internship report has been created solely by myself. I affirm that I have not utilized any sources other than those specified in the references section of this report.

Furthermore, I assert that all information presented within this report is based on my own observations, experiences, and analyses during the course of my internship at BGSW Vietnam. Any contributions or assistance provided by others have been acknowledged in the appropriate sections of this report.

I understand the importance of academic integrity and take full responsibility for the originality and authenticity of this work.

Author signed:

Date: 25/06/2024


Manager Signed:

pki, BOSCH, APAC, N, G, Nghia.TruongTrong

Digitally signed by pki, BOSCH, APAC, N, G, Nghia.TruongTrong
Date: 2024.06.24 09:21:38 +07'00'

Date:

Company Signed:



Date:

A person is sitting at a wooden desk, working on a laptop. A white mug is on the desk to the left of the laptop. A tablet is open to the right of the laptop, displaying a document. A smartphone is on the desk in the bottom right corner. The person's hands are visible, typing on the laptop keyboard. The background is a wooden wall.

THESIS

1. General Information
2. Thesis Documents
3. Thesis Process
4. Thesis Report

General Information

1. Prerequisites:

- Evidence of the internship registration with a signed training contract (IC)
- Successful completion of all modules of the first 5 semesters (150 ECTS)

2. Grading Policy: Bachelor Thesis (*weighting 80%*) and Colloquium (*min. 30 min. and max. 60 min., weighting 20%*)

3. Regulation: Thesis final reports submitted late will fail. **Bachelor's thesis with colloquium only be repeated once.**

Thesis Documents

1. Bachelor Thesis Registration Form:

- Typed information, **handwritten signatures** only. Submit **hardfile** at CSE Office.
- Topic Description: Maximum of 05 sentences describing the topic.
- Wait **3-4 weeks** after submission.

2. Oral Defense Registration Form:

- Submit **PDF file** **3-5 days before defense**, after thesis report submission.
- Defense date: a maximum of 01 month after thesis report submission.

3. Thesis Extension Form:

1-time extension, approved by Coordinator and Examination Board.

4. Request For Changing Thesis Title:

The topic can only be changed once, and only within the first four weeks of preparation time.

Thesis Process

1. **Registration for Bachelor Thesis:** Wait for approval from 3-4 weeks
 - *Find 2 supervisors:* The first supervisor is from CSE Program. The other supervisor can be from other study programs at VGU or from other industries (holds Master degree the least)
 - *Find Topic:* Your supervisors will help you or you can find it by yourself and discuss it with your supervisors.
 - Fill “Registration for Bachelor Thesis” form: All information have to be typed and the **signatures are handwritten**. Submit the hardfile at CSE office.
2. **Thesis report:** Duration: 09 weeks from approval day
 - Student can submit the report (**02 hard copies + 01 digital copy**) one week before the deadline.
3. **Oral Defense Registration:** take place within 04 weeks after submission of the thesis
 - Discuss with your supervisors to find the Defense day and time.
 - Submit the soft file (PDF) via cse@vgu.edu.vn before the defense day **at least 3 days**.
4. **Thesis result:** Will be informed by CSE Office after your supervisors complete the assessment forms.

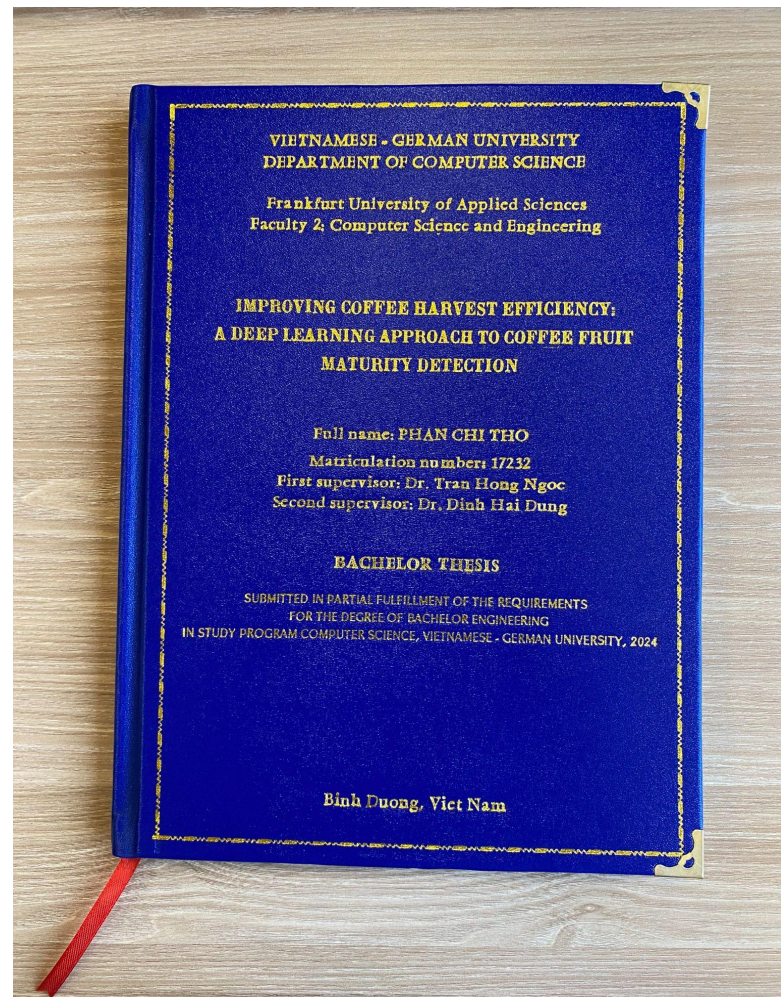
Thesis Report

Formatting

- Provide references for all content obtained from other sources. Remember to cite them properly in your text.
- All figures and tables must be numbered and explicitly referred to in your text
- Plagiarism: keep the similarity rate as low as 15%
- Font size and length: 12-point font, single line space — pages must be numbered
- The scope of the Thesis should normally be between 25 to 60 pages.

=> *Please refer to the attached formatting file for more information.*

Thesis Report





Submit Thesis
registration form + Topic
Description



02 hard copies + 01
digital copy



Duration: 04 weeks

Duration: 09 weeks

Within: 04 weeks

Duration (max): 17 weeks



GRADUATION

1. *General Information*
2. *Graduation Timeline*

General Information

1. Prerequisites:

- Pass all modules (180 ECTS)
- Complete 04 German classes or submit an A2 German Certificate

2. Expected timeline:

- VGU conducts two graduation assessments annually: in April and October
- Only one Graduation Ceremony: November

Graduation Timeline

1. Graduation Assessment:

- October 2025 graduation list: Complete the Oral Defense **before August 30, 2025**
- April 2026 graduation list: Complete the Oral Defense **before February 20, 2026**

2. Status Fee:

Students not eligible to start their final thesis in the expected semester are still required to pay regular tuition fees for that semester.

If the final thesis is not submitted **before November 30, 2025** (*for the thesis registered in the summer semester*) and **before May 31, 2026** (*for the thesis registered in the winter semester*), the student status fee will be charged for the next semester.

Reference

1. Handbook (PDF)
2. Turnitin guide for students and researchers ([LINK](#))
3. Tuition Fee Regulation - Status fee ([LINK](#))
4. Internship and Thesis Format (PDF)
5. Internship and Thesis forms ([LINK Internship](#)) ([LINK Thesis](#))
6. Reference Letter/Recommendation Letter:
 - Provided by VGU ([LINK 1](#))
 - Provided by CSE ([LINK 2](#)) or ([LINK 3](#) - *This link only for Bosch Vietnam*)
7. Q&A Internship and Thesis ([LINK](#))

Q&A
THANK YOU FOR LISTENING!