

VNU-UNIVERSITY OF ECONOMICS AND BUSINESS FACULTY OF BUSINESS ADMINISTRATION	SOCIALIST REPUBLIC OF VIETNAM Independence - Freedom – Happiness
<hr/> No. /QTKD-NCKH&HTPT V/v Deploying scientific student research activities in 2013-2014 school year	<hr/> Hanoi, October 30 th , 2013

To:

- **Office of Research and Partnership Development**
- **Lecturers from faculty of Business Administration**
- **Class leaders and Youth Union branches secretaries**

- *Based on the regulation of higher education VNU issued by Decision No. 10/9/2007 dated 3413/DT;*
- *Pursuant to the Provisional Regulation 1243/QD-DHKT of higher education in the formal system at UEB-VNU dated 5/9/2008;*
- *Pursuant to the Regulation on the organization and management of scientific research activities issued Decision No. 1058/QD – ĐHKT in 24/07/2008 at VNU-UEB.*
- *Pursuant to the mission plan of the school year of Faculty of Business Administration.*

Board of Managers of Faculty of Business Administration announces Student Research implementation plan in the academic year 2013-2014 as follows:

1. Student Research implementation plan in school year 2013 – 2014:

- a) From Oct 31st – Nov 8th, 2013: Class leaders establish Class Steering Committee (CSC) of student research (*composition of the Steering Committee includes the class leaders and Youth Union secretaries*).

CSC will spread all scientific research activities to students in class:

- ✓ Faculty of Business Administration Announcement about Student Research on school year 2013-2014

- ✓ Orientation of research of faculty and academic staffs.
- ✓ A list of topics in Student Research system was implemented from 2007 - 2012
- ✓ Some hints towards topics

From 31/10 - 11/08/2013: Class Steering Committee (CSC) deploys student research registration.

(All students must have an application form. Based on the application, Faculty will proceed Instructor Lecturers assigned in accordance with the direction of the research topic - Form M.01.NCKHSV).

(Note: Registration deadline threads list before 15:00 on Friday (11/29/2013). M.01.NCKHSV filing requirement for each student).

- c) From 02/12 - 09/12/2013: Based on the list of topics, Faculty published a list of instructors and topics of student research projects.
- d) From 10/12/2013 - 06/01/2014: Students meet instructors to adopt a preliminary outline and complete a detailed outline (**Form M.03.NCKHSV**)
- e) From 07/01 - 03/07/2014: Students deploy research report
- f) From 08/03 - 03/12/2014: Students present reports made with the instructor, the process information is submitted to CSC in order to send to Faculty of Business Administration (Form M.04.NCKHSV).
- g) From 13/03 - 03/20/2014: Students continue to improve research reports.
- h) From 21/03 - 03/28/2014: Students complete research projects and submit 02 clean articles and 02 summary reports for instructors to send Faculty Office together with the comments (form instructions)....
- i) From 29/03 - 04/29/2014: Organize Student Research Conference (round 1 under the chairmanship of Board of Dean). These students reporting in round 1 send the soft file including topic and summary of the theme to Faculty Office within the time limit prescribed.

j) From 30/04 - 05/06/2014: Faculty chooses the typical student research to present in university- level research conference.

2. Remuneration

Each certified scientific researches completed are supported for printing: 300,000 VNĐ. Faculty will reward for the researches to achieve the best results.

4th-year students have been used in scientific research projects as a basis for the implementation of its thesis.

Based on the opinions of instructors, Department formally established the list of conference research reports. The student researches with the best quality will be reported, adjusted at the conference. The winning projects will be awarded certificates and school rewards. Among the best works, one will be selected for VNU level student research projects.

For student research reported in Science Research Conference in Faculty level, point of student research from the third year will be considered as points of elective course (courses with a capacity of no more than 3 credits and registered only at the beginning of the school year). Scores of student research of 4th-year students are replaced for internship 1 and 2.

The awarded research student's bonus points are added to the academic grade point average of the semester, the school year and the entire course as a basis for scholarship and other benefits. Bonus levels are defined as follows:

Bonus points	VNU-level (similar with Ministry-level)	UEB-level	Faculty-level
1 st award	0.2 point	0.1 point	0.007 point
2 nd ward	0.15 point	0.07 point	0.05 point
3 rd award	0.1 point	0.05 point	0.02 point

If scientific research completed by many students, the bonus points will be divided among the participating students.

3. Some regulations on the implementation of student research projects in 2013-2014

To improve the quality and ensure the student research progress done in 2013-2014 academic year, Faculty requires students to perform the following regulations:

a) Student research registration participants:

Faculty encourages research group, in which each member of the group must perform a portion of the subject content (a group of no more than 3 students). With scientific research of 4th year student, Faculty will assign instructors basis to implement the project thesis.

b) Student research progress requirements:

Students will have their names deleted from the list of research participants if not performed on research process.

Student researches will be recognized:

- ✓ Reports on Faculty research process.
- ✓ Submission before deadlines.
- ✓ Presentation of subject in accordance with the form prescribed by Faculty.

Students research is a core activity in the training program of Faculty, Dean of Faculty requires the Department, the Personnel Committee, Youth Union branch secretaries deploy this activities.

Recipients:

- *Same as above*
- *Store in Faculty Office*

Vice Dean of Faculty

Dr. Pham Thi Lien