**APPENDIX 1:** *(Cover page)*

### HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY AND EDUCATION

### FACULTY OF INTERNATIONAL EDUCATION

(UPPERCASE, **bold**, 14pt. Times New Roman)

###

(line 12) **GRADUATION PROJECT**

(UPPERCASE, **bold**, 16pt. Times New Roman)

(line 15) **TITLE OF THE GRADUATION PROJECT**

(UPPERCASE, **bold**, 18pt. Times New Roman)

(line 22) **TRAN VAN A** (Author’s name, UPPERCASE**, bold,** 14pt. Times New Roman)

(line 23) **Student ID**: **16101202** (**bold,** 14pt. Times New Roman)

(line 25) **Major**: **AUTOMOTIVE ENGINEERING**

(UPPERCASE**, bold,** 14pt. Times New Roman)

(line 26) **Supervisor**: **NGUYỄN VĂN A, PhD.**

(line 32) Ho Chi Minh City, January 2023

(Capitalize Each Word, Time of submission, 14pt. Times New Roman, Center Text)

**APPENDIX 2:** *(Title page)*

### HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY AND EDUCATION

### FACULTY OF INTERNATIONAL EDUCATION

 (UPPERCASE, **bold**, 14pt. Times New Roman)

###

(line 12) **GRADUATION PROJECT**

(UPPERCASE, **bold**, 16pt. Times New Roman)

(line 15) **TITLE OF THE GRADUATION PROJECT**

(UPPERCASE, **bold**, 18pt. Times New Roman)

(line 22) **TRAN VAN A** (Author’s name, UPPERCASE**, bold,** 14pt. Times New Roman)

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(line 26) **Supervisor**: **NGUYỄN VĂN A, PhD.**

(line 32) Ho Chi Minh City, January 2023

(Capitalize Each Word, Time of submission, 14pt. Times New Roman, Center Text)

**APPENDIX 3:** *(Graduation Project Assignment)*

|  |  |
| --- | --- |
|  | THE SOCIALIST REPUBLIC OF VIETNAM**Independence – Freedom– Happiness**-------- |

*Ho Chi Minh City, January 20, 2023*

# **GRADUATION PROJECT ASSIGNMENT**

|  |  |
| --- | --- |
| Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of submission: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. Initial materials provided by supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. Content of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. Final product: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **CHAIR OF THE PROGRAM***(Sign with full name)* | **SUPERVISOR***(Sign with full name)* |

**APPENDIX 4:** *(Supervisor’s Evaluation sheet)*

|  |  |
| --- | --- |
|  | THE SOCIALIST REPUBLIC OF VIETNAM**Independence – Freedom– Happiness**------------ |

**SUPERVISOR’S EVALUATION SHEET**

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

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

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

Major: .....................................................................................................................................

Project title: ............................................................................................................................

................................................................................................................................................ Supervisor: .............................................................................................................................

### EVALUATION

1. Content of the project:

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1. Strengths:

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1. Weaknesses:

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1. Approval for oral defense? *(Approved or denied)*

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

1. Overall evaluation: (Excellent, Good, Fair, Poor)

.......................................................................................................................................... 6. Mark:……………….(*in words*: .......................................................................................)

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

*Ho Chi Minh City, month day, year*

**SUPERVISOR**

*(Sign with full name)*

**APPENDIX 5:** *(Pre-Defense Evaluation sheet)*

|  |  |
| --- | --- |
|  | THE SOCIALIST REPUBLIC OF VIETNAM**Independence – Freedom– Happiness**-------- |

# **PRE-DEFENSE EVALUATION SHEET**

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

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

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

Major: .....................................................................................................................................

Project title: .............................................................................................................................

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Name of Examiner: .................................................................................................................

### EVALUATION

1. Content and workload of the project

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2. Strengths:

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3. Weaknesses:

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4. Approval for oral defense? *(Approved or denied)*

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5. Overall evaluation: *(Excellent, Good, Fair, Poor)*

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

6. Mark:……………….(*in words*: .......................................................................................)

*Ho Chi Minh City, month day, year*

**EXAMINER**

*(Sign with full name)*

**APPENDIX 6:** *(Evaluation sheet of Defense Committee Member)*

|  |  |
| --- | --- |
|  | THE SOCIALIST REPUBLIC OF VIETNAM**Independence – Freedom– Happiness**-------- |

# **EVALUATION SHEET OF**

# **DEFENSE COMMITTEE MEMBER**

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

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

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

Major: ......................................................................................................................................

Project title: ..............................................................................................................................

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

Name of Defense Committee Member: ...................................................................................................................................................

### EVALUATION

1. Content and workload of the project

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2. Strengths:

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3. Weaknesses:

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4. Overall evaluation: *(Excellent, Good, Fair, Poor)*

................................................................................................................................................. 5. Mark: ………………. (*in words*: .......................................................................................)

*Ho Chi Minh City, month day, year*

**COMMITTEE MEMBER**

*(Sign with full name)*

**APPENDIX 7: *Chapter Structure Template***

*The standard Chapter structure should include at least these Chapters*

**Disclaimer**

**Acknowledgements**

**Table of Contents** *(only include Chapters and Headers)*

**List of Figures**

**List of Tables**

**Abstract** *(including Keywords)*

**Chapter 1: INTRODUCTION**

* 1. **Header 1**
		1. **Sub Header 1.1**
		2. **Sub Header 1.2**
	2. **Header 2**
		1. **Sub Header 2.1**

**Chapter 2: LITERATURE REVIEW**

**Chapter 3: <RESEARCH CONTENT 1>**

**Chapter 4: <RESEARCH CONTENT 2>**

**Chapter 5: EXPERIMENT RESULTS/ FINDINGS AND ANALYSIS**

**Chapter 6: CONCLUSION AND RECOMMENDATIONS**

**References**

**Appendices**

**APPENDIX 8: *Reference Citation Guide***

These brief instructions aim to give a you a quick look on how materials are cited in IEEE referencing style. Please refer to the [document](https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf) (PDF, 1,2 MB) published in 2018 (V 11.12.2018) for the full guidance.

**A. References in text**

When citing other authors’ work in the text, **a number in square bracket** **[X]** need to be put at the point you mention the borrowed ideas.

According to [5], there is a little evidence that …

In [3], the resulting composite video signal was presented …

NOTE: Use *et al.* when three or more names are given for a reference cited in the text

**B. References in Reference list**

At the end of the report, a full reference list needs to be provided in the **order** they appear throughout your writing.

[2]     W. Sinnema, *Digital, Analog, and Data Communication*. Reston, NJ: Reston Pub. Co., 2014.

[3]     B. M. Sze, *Principles of Semiconductor Devices*, 2nd ed. New York: Nova Science Publishers, 2014, p. 84.

**C. EXAMPLES OF REFERENCES**

|  |  |  |
| --- | --- | --- |
| **MATERIAL TYPE** | **IN-TEXT REFERENCE** | **REFERENCE LIST** |
| **Book***Basic Format:* J. K. Author, “Title of chapter in the book,” in Title of His Published Book, xth ed. City of Publisher, (only U.S. State), Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.  | Krishnan at al. [13] proposed a hybrid heat sink concept which combines active and passive cooling approaches. | [13] R. Krishnan, B. K. Smith, D. Kuljanin, and F. Aban, *Hybrid Heat Sink Assembly for Electronic Heating*. Melbourne: Victoria University, 2011. |
| **Conferences and Conference Proceedings***Basic Format:* J. K. Author, “Title of paper,” presented at the Abbreviated Name of Conf., City of Conf., Abbrev. State, Country, Month and day(s), year, Paper number. | It was shown in [2] that the temperature of the panel changes ... | [2] S. P. Bingulac, “On the compatibility of adaptive controllers,” in Proc. 4th Annu. Allerton Conf. Circuit Syst. Theory, New York, NY, USA, 1994, pp. 8–16. |
| **Lectures***Basic Format:* J. K. Author. (Year). Title of lecture [Type of Medium]. Available: URL | The issue was highlighted in [6] indicating how necessary it is to consider… | [6] J. Barney. (2011). Documenting literature [PowerPoint slides]. Available: http://moodle.cotr/english/gill |
| **Theses***Basic Format:* J. K. Author, “Title of thesis,” M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.  | As in [13], the quality of the sound ... | [13] J. O. Williams, “Narrow-band analyzer,” Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, USA, 1993.  |
| **Websites***Basic Format:* First Name Initial(s) Last Name. “Page Title.” Website Title. Web Address (retrieved Date Accessed). | Reporters [16] provided the evidence ... | [16] J. Smith. “Obama inaugurated as President.” CNN.com. http://www.cnn.com/POLITICS/01/21/obama\_inaugurated/index.html (accessed Feb. 1, 2009) |

**D. Figures, tables and equations**

Figures (such as graphs, diagrams, images, drawings, schematics, maps, etc.), tables and equations are cited as follows:

Figure                   … as illustrated in [5, Fig. 1]

Table                     … is presented in [5, Tab. 3]

Equation              … as seen in [5, eq. (2)]



Figure Labels: Use 12-point Times New Roman for Figure labels.

Full details of the source have to be mentioned in the reference list.

*For more details regarding* ***REFERENCING STYLE****, please refer to the* [*document*](https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf) *(PDF, 1,2 MB) published in 2018 (V 11.12.2018) for the full guidance.*