NCKHSV. 09

**INSTRUCTIONS FOR WRITING SUMMARY REPORT**

**STUDENT SCIENTIFIC RESEARCH TOPICS SCHOOL YEAR 2022-2023**

The thesis summary report is the basis for the council to evaluate the results of the student's scientific research. The final report must fully reflect the contents and results of the project implementation and must be bound in a volume.

**1. Presentation format of the thesis summary report**

1.1. Paper size A4 (210 x 297 mm); close the cover.

 1.2. Minimum number of pages is 30 pages (excluding table of contents, references and appendices); Times New Roman font, font size 13; paragraph 1.3 - 1.5 lines; left margin 3 cm; top margin, bottom margin, right margin 2 cm.

1.3. The page number is in the center of the page, above.

1.4. References and appendices

- The names of foreign authors mentioned in the final report must be written in the correct language in the original cited document.

- References are arranged in alphabetical order by author's last name according to the practice of each country:

+ Authors are foreigners: alphabetically by author's last name according to the practice of each country: alphabetically by last name

+ The author is Vietnamese: alphabetically by first name, but keeping the usual order of Vietnamese names, not inverting the name before the last name.

- Documents without the author's name are arranged in alphabetical order from the beginning of the name of the agency issuing the report or publication, for example: the General Statistics Office is classified as T, the Ministry of Education and Training is classified as B, etc…

+ The document is a book translated into Vietnamese arranged in alphabetical order according to the author's last name, for example: V.I. Lenin is classified in rhyme L, C. Marx is classified in rhyme M...

- References being books, dissertations and reports must contain the following information:

+ Names of authors or issuing bodies (no spaces)

+ (year of publication), (in brackets, comma after parentheses)

+ Title of book, thesis or report, (italicized, comma at the end of title)

+ Publisher, (comma at the end of publisher name)

+ Place of publication, (dot ends reference).

- Reference is an article in a journal, an article in a book, etc., fully recording the following information:

+ Authors' names (no spaces)

+ (year of publication), (in brackets, comma after parentheses)

+ “article title”, (enclosed in quotation marks, not italic, comma at the end of the name)

+ Title of the journal or book, (italicized, comma at the end of the title)

+ Volume (no separator)

+ Page numbers, (dash between two digits, end period)

1.5. Language used in the final report: English.

**2. The final report is presented in the following order:**

2.1. Report cover: form 01

2.2. Table of contents.

2.3. List of Tables.

2.4. List of acronyms (in alphabetical order).

2.5. Report on the results of the project: form 02

- Introduction: Overview of research in the subject area; reasons for choosing the topic; topic objectives; approach, research methods; Object and scope of the study.

- Research results and analysis (discussion) results: Presented in chapters 1, 2, 3,...; state the research results achieved and evaluate these results.

- Conclusions and recommendations:

+ Conclusion: Conclusion about the contents of the research done. Evaluate new contributions of the topic and applicability of research results.

+ Recommendations section: Recommendations are drawn from the research results. Recommendations for further studies; necessary measures to be able to apply research results into practice; recommendations on mechanisms, policies…

- References

- Appendix

VIETNAM NATIONAL UNIVERSITY, HANOI

**INTERNATIONAL SCHOOL**

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**STUDENT’S SCIENTIFIC RESEARCH REPORT**

**< RESEARCH TOPIC >**

**Team Leader:**

**ID:**

**Class**:

***Hanoi, …………2023***

**INFORMATION OF THE TEAM LEADER**

**I. Student profile**

- Full name:

Picture 4x6

- Date of birth:

- Place of birth:

- Class:

- Program:

- Address

- Phone no. /Email

**II. Academic results** *(from the first year to now)*

|  |  |  |
| --- | --- | --- |
| **Academic year** | **Overall score** | **Academic rating** |
|  |  |  |
|  |  |  |
| … |  |  |

**III. Other achievements:**

|  |  |
| --- | --- |
| **Advisor***(Sign and write fullname)* | *Hanoi,………………………2023***Team Leader***(Sign and write fullname)* |

**STUDENT RESEARCH REPORT 2022-2023 ACADEMIC YEAR**

1. **Abstract** *(200 words or less)*

*- English:*

*- Vietnamese:*

1. **Keywords** *(3 – 5 words)*
2. **Content:**
3. **Research Topic:**
* *English:*
* *Vietnamese:*
1. **Students’ information: (***class, program, year, ect)*
2. **Proposal and research objectives**
3. Proposal
4. Research objectives
5. **Research methodology**
6. **Result and discussion**
7. **Results evaluation**
8. **Conclusion**
9. **Recommendations**
10. **Acknowledgements**
11. **References**