**VIETNAM NATIONAL UNIVERSITY OF AGRICULTURE**

**FACULTY OF ACCOUNTING AND BUSINESS MANAGEMENT**

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**GUIDELINES FOR WRITING AN ACADEMIC INTERNSHIP REPORT**

**1. GENERAL PROVISIONS**

Department organize the internship, lecturers develop internship topics and assign students; or students can choose topics and study areas and then ask for lecturers’ permissions.

**2. PROPOSED STRUCTURE OF THE INTERNSHIP REPORT**

* 1. **The internship report consists of the following chapters:**
		1. **Title page**

**2.1.2 Acknowledgement**

**2.1.3 Table of Contents**

**2.1.4 List of Tables**

**2.1.5 List of Figures (charts, drawings, diagrams and graphs)**

**2.1.6 List of symbols and abbreviations (if any)**

**2.1.7 List of appendices (if any)**

**2.1.8 Contents**

The volume of the report should be approximately 20- 30 pages (the title page, table of contents, references and annexes not included). Start new page with each section.

- Items should be numbered with multiple levels such as 1.1; 1.1.1; 1.1.1.2 (Do not use category at level 5 and above).

- The analysis of tables should be placed at the top of tables

**The contents of the report includes 3 parts:**

**Part 1: Introduction**

1.1 Rationale

1.2 Research objectives

1.2.1 General objectives

1.2.2 Specific objectives

1.3 Research object and scope

1.3.1 Research object

1.3.2 Research scope

1.3.2.1 Content

1.3.2.2 Place

1.3.2.3 Time

**Part 2: Research results**

3.1 Characteristics of research area

3.2 Current states of research

3.3 Solutions

**Part 3: Conclusions**

**2.2. Report format**

**2.2.1 Printing paper**

The report must use high-quality A4-size white paper, single-sided printing. Oversized pages such as maps, balance sheets, etc. must be folded to fit the report size.

**2.2.2 Page margins**

All the text pages of the report must be indented as follows:

 Top: 2,5 cm Bottom: 2,5 cm

 Left : 3 cm Right: 2 cm

**2.2.3 Fonts**

Font "Times New Roman" and font size 14 applied to the entire content of the report.

Name of each part are in capital and bold, names of items in level 1 and 2 are in regular and bold, name of items are in level 3 in regular, bold and italic.

**2.2.4 Page numbering**

All pages in the Report must be paginated from start to finish, with no pages blank.

The pages from “2.1.1 to 2.1.7 in item 2 are numbered according to the order i, ii,…

The pages of section 2.1.8 (report content) are numbered according to the order 1, 2,….

The page number should be placed in the lower right corner of the page.

**2.2.5 Line spacing**

Except for the headings, tables, footnotes, references and appendices, text in a 1.5lines.

For appendices and tables, line spacing is not specified, but single lines or 1.5lines should be presented.

References should be in single line.

**2.2.6 Number of reports: 2 reports with normal cover**

**2.2.7 Tables, charts, drawings, diagrams and graphs**

- Numbering according to drawings, tables, tables, diagrams and graphs are in the report together with explanations. The order of tables, charts, drawings, diagrams and graphs belong to in each section. For example: Figure 2.3 is the third picture in Part 2. Table 3.3 is the third table in Part 3.

- The name of tables is above, if it is necessary to write sources, notes, explanations of abbreviations in the table or stating the sources of information of the table will be written right below the table.

**2.2.8 References**

- References are cited in the report must be fully listed in the references section.

- References must be accurate in order to be accessible to readers

 **2.2.9 Appendices (if any)**

If there are more than 2 appendices, the appendices must be distinguished by ordinal numbers (appendix 1, appendix 2 ... or appendix A, appendix B ...). For example:

APPENDIX 1: Accounting Standards of…

APPENDIX 2: Corporate Income Tax Declaration Form

 **2.2.10 Internship certification**

 **2.2.11 Internship notebook**

Students must record fully the content of work, time, place, meeting person, achieved results with fill fully signature of the meeting person (according to attached template).