THAI NGUYEN UNIVERSITY
UNIVERSITY OF AGRICULTURAL AND FORESTRY

Notice: If internship abroad, double logos

FULL NAME

TOPIC TITLE:

BACHELOR THESIS

Study Mode: Full-time
Major: Environmental Science and Management
Faculty: International Training and Development Center
Batch: 

Note: Book spine is printed with Title of the thesis and information of the author, following this template: “Batch_Name of the author_Title of the thesis” (Times New Roman, size 12, center)

Thai Nguyen, DD/MM/YYYY
**Abstract:**
Write a summary of your whole thesis work here. The text should be able to stand on its own, and should therefore be logical and well structured. Regardless of the reader’s expertise, the text should provide a clear and factual account of what was done, which methods were used, and what results were obtained. Do not include in the abstract any information that is not found in the main text. Exclude any unnecessary explanation or padding. The abstract describes the subject area, the topic, the aim of the study, the research questions, the limitations, the material, the methods, the main theories and references, the main results and conclusions. The text comprises 200-300 words, often written as one paragraph. It is written in the present or past tense and forms a whole, which can stand on its own without being dependent on the main text. Below the text write some key words; 4-6 relevant words that provide a hint on what the thesis is about. If the thesis is commissioned by a company, include the company’s name in the key words.

**Keywords:**
Write your key words:
Provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.
ACKNOWLEDGEMENT

This is where you express your gratitude to the ones who help you accomplish your thesis.
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LIST OF FIGURES

You have to list all your figures with their header and the page they are located on in the text. Please provide the highest quality figure format possible. All figures must be numbered in the order in which they appear in the text (e.g. Figure 1, Figure 2) and have to receive a meaningful header. In multi-part figures, each part should be labeled (e.g. Figure 1(a), Figure 1(b)).

The figures itself are provided after the reference list and before the tables and appendices. In the main text you add a short notice: [Insert Figure X here].

Figures should be self-explanatory. This means that a reader should understand your figure by reading the header and the notes you have provided with the figure.
LIST OF TABLES (IF NECESSARY)

You have to list all your tables with their header and the page they are located on in the text. All tables must be numbered in the order in which they appear in the text (e.g. Table 1, Table 2) and have to receive a meaningful header. The tables itself are provided after the reference list and figures and before appendices. In the main text you add a short notice: [Insert Table X here]. Tables should be self-explanatory. This means that a reader should understand your table by reading the header and the notes you have provided with the table. If a table covers empirical results, please explain the variables and the analyses depicted in the table in the notes above or below the table. If you already explained the variables in separate table, you can refer to that table.
LIST OF ABBREVIATIONS

You have to list specific abbreviations, which are just used in the thesis. Do not list commonly used abbreviations like (cf. or e.g.). List them in alphabetic sequence.
PART I. INTRODUCTION

1.1. **Research rationale**
Explain the significance of your selected topic and describe the background to the topic.

1.2. **Research’s objectives**
It is important to formulate your aim early on because it will help focus on the right questions. In the final version of your text the aim is precisely stated to help the reader understand your line of thinking.

1.3. **Research questions and hypotheses**
Your aim should be formulated and defined with the help of research questions or hypotheses.

1.4. **Limitations**
You should state why you have chosen to limit the scope of the problem area as you have. Above all, this means explaining to the reader how you have limited the research material. What fell beyond the scope of your study and why?

1.5. **Definitions**
Always be sure to define the central concepts you use. Appropriate background information. The lead-in to the introduction should provide the reader with the background information necessary to understand the actual study. Precisely what this information consists of is related to the topic, but one example could be information about a company that has commissioned the thesis.
PART II. LITERATURE REVIEW

This part is not an annotated bibliography in which you summarize briefly each article that you have reviewed, nor should it be just a series of disjointed paragraphs, each summarizing a different article or book. The literature you identify must be read, summarized, discussed, synthesized and analyzed, not just listed. It will probably be necessary for you to categorize the literature you survey to make sense of it for yourself and your readers. In other words, you will need to identify the key issues or questions that will be part of your thesis and then structure your literature review around those issues or questions. It focuses on a specific topic of interest to you and includes a critical analysis of the relationship among different works, and relating this research to your work. It provides a theoretical framework and rationale for your thesis.

The literature review is designed to:

1. Familiarize you with essential background on your topic;
2. Familiarize the readers of your thesis with what has already been written on the topic;
3. Demonstrate that the study you intend to undertake is original, that is, has not already been done; and
4. Show where the study you will perform fits into the general literature in the field, that is, what gap it will fill in the relevant body of knowledge.

At the end of the literature review you should identify what remains to be done in this area, that is, what hasn't been written yet, and state briefly how your study will help fill that gap in the literature.

All literature reviews must be carefully referenced. Sources are cited in the text of the thesis, in parentheses, by the author’s last (family) name, the publication date of the work cited, and a page number if needed (for example: (Hull, 2008)). Full details appear in a single, comprehensive reference list at the end of the thesis.

2.1.
2.2.
3.1 Material
Briefly explain how you selected and gathered your material. Also motivate the reasons for making those choices. In this section, the writer presents the argumentation for the chosen methods, describing the methods with references to the literature as well as elucidating how the respective methods were used in this thesis study.

Methods refer to:
- Methodology (research approach, scientific philosophy),
- Choice of empirical or theoretical material and ways working (documents, informants/interviewees/participants of the study),
- Other material, method of data collection and data analysis/interpretation, - Method of evaluating the results.

The strategies employed for the conducted research and the literature review are covered by way of the introduction when providing an overview of the work (key words, databases, limitations, selection of material, description of methods). The research ethics is covered in its own section and related to the relevant points in the study as well as to the entire study.

3.2 Methods
If you have conducted an investigation, it is necessary to explain the steps you have taken to solve your research problem. The description of the methods should be sufficiently detailed so that, in principle, the investigation can be repeated and checked.
PART IV. RESULTS

Now that you have formulated your purpose, gathered the material, carried out experiments and selected the methods of investigation, it is time to analyze the material. Here, you present the results of your analysis in written form. Present both the gathered and analyzed data – do not leave it to the reader to organize and structure your work. The results are presented in continuous prose, but in order to stress or highlight what is important, the use of tables, diagrams, pictures, quotations, or other illustrative material can be of benefit.

Endeavour to present the results as objectively as possible, since personal interpretations and reflections do not belong here. Being objective also means not writing in the first-person form (the I form). When you need to refer to yourself in the text, use a third-person form, e.g. “the author, writer, or researcher”.

4.1.
4.2.
PART V. DISCUSSION AND CONCLUSION

5.1. Discussion
In the Discussion, the results are summarized. It is here that you critically examine and discuss your results, which means that you can present and support your own interpretations. The discussion should address the research questions that were posed in the introduction and explain how the hypothesis has been proved. Refer back to the introduction and check whether the results satisfy your research aims. If these two do not correlate, you can reformulate your research aim – this does not imply that you are cheating but that you accept this as a part of the research process of your thesis work.

Here you are expected to evaluate your study and indicate its possible inadequacies. On the one hand, this shows that you are a conscious and reflective writer, and on the other that you are helping others who are studying similar questions to select an alternative approach. To end with, you can highlight what you think remains unanswered and could be interesting to focus upon for future researchers.

5.2. Conclusion
The purpose of a conclusion is to tie together, or integrate the various issues, research, etc., covered in the body of the thesis, and to make comments upon the meaning of all of it. This includes noting any implications resulting from your discussion of the topic, as well as recommendations, forecasting future trends, and the need for further research. The conclusion chapter or section seeks to:

1. tie together, integrate and synthesize the various issues raised in the discussion sections, whilst reflecting the introductory thesis statement (s) or objectives
2. provide answers to the thesis research question (s)
3. identify the theoretical and policy implications of the study with respect to the overall study area
4. highlights the study limitations
5. provide direction and areas for future research
The requirement for this part is having at least 20 reliable references including at least 10 references in English and at least 5 references published over the last 5 years.

Some examples:

**Book**

Author’s first name, First letter of author’s last name. (year). *Title of the book*. Publisher. Place of publication

*Exp:*


**Article in collective work**

Author’s first name, First letter of author’s last names. (year). Title of article. In: Book’s author’s first name, First letter of author’s last names, *Title of the book* (pp. page number). Publisher. Place of publication

*Exp:*


**Journal**

Author’s first name, First letter of author’s last names. (year). Title of article. *Name of Journal, volume (Issue), pp. page number*

*Exp:*


**Internet resource**

Author (the person or organisation responsible for the site) (year). Title. Retrieved from:

link (accessed on DD/MM/YYYY)


APPENDICES (IF NECESSARY)

If there is more than one appendix, they should be identified as 1, 2, etc. Formulae and equations in appendices should be given separate numbering: Eq. (1.1), Eq. (1.2), etc.; in a subsequent appendix, Eq. (2.1) and so on. Similarly for tables and figures: Table 1.1; Fig. 1.1, etc.
GENERAL GUIDELINES

- Theses are accepted only in English;
- To avoid unnecessary errors you are advised to use the “spell-check” and “grammar-check” functions of your word-processing software;
- The length of the bachelor thesis is limited to **40-50 pages**. A significant excess of the numbers of pages is possible only in exceptional cases. That needs to be clarified with the supervising staff before the submission of the work.

1. **Text layout**
   - The thesis should be typewritten (using a word-processor) on A4 white paper;
   - Please use normal page margins: on the left and right side 3.0 cm; at the top of the page 2.5 cm and at the bottom 2.0 cm;
   - The main text should be double-spaced. Footnotes should be single-spaced;
   - The text should be aligned to both the left and right margins (“justified”);
   - Font size: **Times New Roman (13)**;
   - With exception of the title page, all papers should be numbered. For text pages, the reference list, figures and tables use the Arabic numeration (1, 2, 3,...) and for all other pages (Table of Contents, Abbreviations, List of Figures and List of Tables) use the Roman numeration (I, II, III,...);
   - Footnotes have to be continuously numbered with the Arabic numeration (1, 2, 3, ...). They have to be separated from the main text by a short line. They have to be quoted on the same page on which the references are. You are advised to use the “insert footnote” function of your word-processor. A footnote is a complete sentence. Therefore, the sentence has to start with capital letter and must end with a full stop;
• Please use the Harvard citation style. Always cite the primary source, not the secondary literature;

2. Language
The language of your thesis must fulfill the requirements placed upon the language of a scientific text. In practice, this means that you must write factually and objectively. Let the subject matter speak for itself and avoid emotional expressions and opinions. In addition, the following rules apply to scientific writing:

WRITE CONCISELY!
WRITE CLEARLY!
WRITE CORRECTLY!

Do not be tempted to use long sentence constructions just for the sake of it, or figurative language and obscure words to impress the reader. Rather, the goal is to be impartial and create a text that is free of subjective elements; therefore the writer should choose neutral words.

Stylistic conventions place further demands upon the written language. In general, the use of the first-person singular (I) is not accepted in scientific writing. Although the first-person plural (we) is often seen, it is not used as a substitute for I (i.e. the „royal we“) but rather for stylistic purposes (e.g. If we now consider…). The writer should not address the reader as you, nor him/herself as I.

In the Introduction and Discussion parts, where you are expected to present and evaluate your investigation, use a third-person form, e.g. by addressing yourself as the author. Alternatively, seek a different subject or sentence structure, (e.g. This thesis investigates…) and write in the active voice to maintain a lighter style. The passive voice can, of course, be used to avoid the use of personal pronouns altogether (e.g. The responses were then analyzed).

In the formal written style of a thesis, passive sentence structures are common. In scientific writing, the writer is thus able to distance him/herself from the reader and the
subject matter by writing in the passive voice. This approach can be useful, e.g. in the methods and results section, where a feel of objectivity can be achieved (e.g. This method was selected because…). However, overusing the passive voice in writing at all cost can produce a sterile, dull or heavy text. Aim to write in the active voice.

Since the thesis is regarded as a visiting card, the culmination of your professional skills, it therefore makes sense to market yourself well by striving after the correct use of language. If you are not confident of your own language ability, it is wise to seek help from someone you can rely on to proofread the thesis and correct any language errors.

3. Structure of the thesis
Every thesis should have a front matter, a main text and an end matter. Here is an example for a typical structure of an empirical thesis:

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