TON DUC THANG UNIVERSITY **THE SOCIALIST REPUBLIC OF VIETNAM**

**SCHOOL OF GRADUATE STUDIES** **Independence - Freedom - Happiness**

*Ho Chi Minh City, date … month … year …*

**MINUTES OF THE COMMITTEE OF RESEARCH PROPOSAL DEFENCE**

**Research proposal title:** …………………………………………………………………….

**PhD student’s full name**:........................... **Student ID number**: ....................

**Faculty/Major**: .............................................................................................................

**Program code**: ................................... **Academic’s year**: .........................................

Today, at.…..........................…………..202.., at Room ……. Ton Duc Thang University, Tan Phong Campus, District 7, Ho Chi Minh City. The committee of research proposal defence was established under Decision No. ……/202…./QĐ-TĐT dated on .............................. of Ton Duc Thang University includes 03 member(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Full name of committee member** | **Work place** | **Position** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

1. **WORKING CONTENTS**
2. ...............................................................................................................................................................................................................read the Decision on the establishment of the committee of research proposal defence.
3. Committee’s chairman approves the working program and directs the working session.

* Introduce members of the committee, including 03 members.

+ Present: ………… member.

* Absence: ………… member; reason: .............................................................
* Conditions for the assessment session:
* To receive the full review of the phD student’s advisor(s);
* Receive enough critical comments from the members of the committee.

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1. **THE SUBCOMMITTEE’S PRIVATE MEETING**

....................................., the committee’s chairman, hosted the discussion and evaluation:

* The committee’s chairman moderated the research proposal defence.
* Committee members gave comments.
* Committee secretary gathered all the comments and note to minutes commentary:
  + Result: …/**03** members agree with the research proposal.
  + Summary evaluation scoreboard:

*(****Evaluation*** *Score is an average score of the members of the evaluation committee, the average score is rounded to one decimal place)*

|  |  |
| --- | --- |
| **Members** | **Score** |
| Chairman |  |
| Secretary |  |
| Reviewer |  |
| **Evaluation score** | ***Number score:***  ***Letter score:*** |

1. **EVALUATION RESULT OF THE SUBCOMMITTEE** *(The “Pass” is determined from 5.0 points or more).*

* **PASS**
* **FAIL**

1. **THE SUBCOMMITTEE CONTINUES TO WORK**
2. The committee’s chairman published the evaluation result.
3. PhD student gave answers and perspectives on research topic.
4. The committee’s chairman declared the end of the assessment session.

The committee meeting ended at.......................................of the same day.

|  |  |
| --- | --- |
| **COMMITTEE CHAIRMAN** | **COMMITTEE SECRETARY** |
| **..........................................................** | **..........................................................** |