

**UNIVERSITY OF ECONOMICS HOCHIMINH CITY**  
**FACULTY OF BANKING**

## **GRADUATION INTERSHIP MODULE**

### **Course 34 Banking and Securities**

#### **1. Objectives and requirements**

**Objectives:** Providing opportunities and conditions for students access the real activities of banks and financial institutions in order to:

- Helps students practice styles, working styles, senses and disciplines of organization to become employees working in banks and financial institutions;
- Helps students to combine theory with practice to reinforce the learning, professional training and operational skills to practice later may undertake the work and tasks assigned.

**Requirements:** The internship program is the general policy of the Ministry, University and Faculty to link training and theory with practice. Thus, requiring all graduating students are prepared to participate fully in the spirit of seriousness. After finishing the training period, students must complete and submit to the department 01 (a) Certified graduate thesis and Agency comments and Evaluation of instructors.

#### **2. Internship timeline**

Internship time is scheduled from 03.01.2012 to 08.4.2012 and divided into stages:

<b>Stage</b>	<b>Timeline</b>	<b>Contents</b>
<b>Internship</b>	03/01/2012 - 16/01/2012	Internships generally follow the guidance
<b>Choose topic</b>	17/01/2012 - 15/02/2012	Students select topics and outline preliminary discussions with instructors
<b>Notice</b>	15/02/2011	The deadline for students to submit proposals to instructors.
Perform specialized topic	16/02/2012 - 04/3/2012	Student performance data collection, writing and thematic completed under the guidance of teachers
Completing topic	15/3/2012 - 27/3/2012	Complete editing topic
	28/3/2012 - 08/4/2012	Students sent to the agency specialized training and certifying comment.
	10/4/2012 - 11/4/2012	Apply topical science graduate student about to be submitted on the prescribed time limit, if submitted late will be penalized.

**Notice:** TET holiday from 16/01/2012 to 29/01/2012

- After completing the curriculum, graduation exercises if the students qualify for protection under the provisions of graduate school will be protected thesis.

- Students eligible for protection thesis must submit application for protective thesis, Department of management training & student affairs acceptance, Faculty of Banking conducted assign instructors thesis (teachers can be guided thematic graduation or other teachers are assigned).
- Protect thesis before the thesis jury will be made in accordance with the provisions of the school.

### **3. Internship rules**

During the internship, the Faculty requires students to comply practice rules, namely:

- Strictly follow the rules work in practice agencies;
- Acceptance of the assignment, as well as the delivery of professional guidance issued by the designated practice;
- Compliance with the guidance of the instructor and not arbitrarily change instructors without the approval of the department;
- Students submit topical graduate on time with rules outline (outline must be signed by the instructor or mail confirmation). Students who submit late or graduation thematic outline is not certified by the instructor will be penalized.

### **4. Internship contents**

#### **4.1. *General intership***

During the practice students need to practice general public to access and draw awareness of his career and will work in the future. In general practice, students need to pay attention:

- Understand the organizational structure of banks, securities firms or financial institutions where they practice so that career-oriented future;
- Train working style as a personnel executive official, including work hours, dress code, communication, relationships with peers as well as the practice of agency staff training;
- Train the skills necessary for customer service.

#### **4.2. Practice transaction expertise**

The practice transaction content expertise in this program is only designed for two types of agency practice are commercial banks and securities firms. In special cases, if students practice in financial institutions or other businesses need guidance teachers' own direct practice guidelines.

##### **a. Practice transactions of commercial banks**

- Capital raising transactions, including transactions open and monitor the operation of the type of deposit account payments, cash and short-term deposits, recurring deposits, utility deposits and other deposits bank;
- Credit transactions including credit for corporate clients such as short-term loans, medium-and long-term loans and credits for individual clients, such as installment loans, consumer loans, purchase loans, construction and repair of buildings, household lending...;
- Business transactions include foreign currency transactions and foreign exchange spot contract, futures, swaps (including interest rate swaps), options and the purchase of foreign currency operations and payments remittances;

- Payment transactions including bank payment transactions between economic entities in the forms of payment as mandated expenditures, authorized to collect, checks, money orders and payment transactions between organizations credit as inter-bank payment, clearing through central bank, electronic clearing;
- International payment transactions including payment transactions and import and export contracts for clients under the cash method, for collection (D/A, D/P), documentary credit (L/C Import and export L/C) and other methods;
- Payment card transactions include ATM cards, credit cards, domestic and international credit card;
- Business Accounting Accounting including deposit, loan accounting, the accounting procedures for non-cash payments, inter-bank accounting, accounting clearing, payment through the State Bank and the of accounting in preparing statement (balance Sheet, Income statement) of banks;
- Other transactions such as guarantees, collateral valuation, collateral processing...
- Note that depending on the circumstances and conditions of the agency allowed to practice, students can learn and practice the above trading expertise. Science does not require students to practice all transactions but try, in conditions permitting, practice as much as possible of the transaction.

**b. Practice transactions of securities companies**

- Brokerage transactions;
- Trading securities dealing;
- Securities Investment Consulting;
- Consulting Listed Companies.

Note that this section applies only to students who choose to practice in securities companies.

**5. Some research suggests picking topics**

Faculty encourage students to choose new topics or new approaches to graduate writing topics. In general, research suggests when selecting topics included:

**5.1. The traditional research field**

**a. Practice transactions of commercial banks**

- These solutions promote deposit;
  - The solution to expand, improve efficiency, reduce operating risk in credit;
  - Business operations, including foreign currency trading buying and selling foreign currency spot contracts, futures, swaps (including interest rate swaps), and the options;
  - Payment activities include bank payment transactions between economic entities in the forms of payment as mandated expenditures, authorized to collect, checks, money orders and payment transactions between financial institutions such as inter-bank payment, clearing through central bank, electronic clearing;

- Activities of international payment transactions including payment of export contracts for clients under the cash method, for collection (D / A, D / P), documentary credit (L / C Import and export L / C);
- The scalable solution using payment cards including ATM cards, credit cards, domestic and international credit card;
- Business Accounting including deposit, loan accounting, the accounting procedures for non-cash payments, inter-bank accounting, accounting clearing;
- Other activities such as factoring, guarantees, collateral valuation, mortgage processing, bank marketing ...

**b. Practice transactions of securities companies**

- Improve operational efficiency of a securities company
- Brokerage situation at securities firms
- Solutions to improve business performance in securities company
- Application analysis and technical analysis of stock investment
- Status of valuation for IPO business in securities company
- Fundamental Analysis in securities company
- A number of measures to promote the potential of companies listed on the stock market in Vietnam
- Solution to develop Vietnam Securities on the Stock Exchange....

**5.2. The new field of research**

**a. Practice transactions of commercial banks**

- Research marketing of banking products;
  - The study of customer satisfaction with banking services;
  - Strategic Research of bank competition;
  - Research on banking integration when Vietnam joins the WTO;
  - To study the behavior of investors;
  - To study the factors affecting the rate and exchange rate forecasts;
  - To study the process and issues related to new product development;
  - Analyze financial activities of a commercial bank;
  - To study the scalable solution using payment cards based approach towards the user;
  - Study the solution to attract investors in the stock market approach towards investors.
  - Look at the field of financial advisory businesses and individuals ...

**b. Practice transactions of securities companies**

- Study the solution to attract investors in the stock market approach towards investors.
- Securities of real estate
- Develop exchanges of goods delivery in Vietnam

- Stock Market Risk Measurement
- Behavioral finance research on Vietnam's stock market
- Buying and merging and acquisition (M & A) market in Vietnam
- Strategic acquisition and takeover fight in Vietnam stock market
- The competitive strategy of the Vietnam Securities on the Stock Exchange
- .....

## 6. Instructions on how to write better topics

Under the general rules, agreed to use the word "GRADUATION SUBJECT" subject to all the graduates. If good writing topics and will be changed to protect the "thesis". Note not use the name "Scientology" or "THESIS" if the subject is not protected.

### 6.1. The presentation

Thematic written approximately 40 to 60 pages printed on one side A4, Times New Roman with font size 13, line spacing: 1.5 line, the top margin: 3.0cm, bottom: 2.5cm, left: 3.5cm , right: 2cm, header: 2cm, footer:1.5cm.

The stacking order of the thematic sections as follows:

1. Cover page hardback cover with plastic outer;
2. Lined sheet (to white paper);
3. The inside cover;
4. Acknowledgements;
5. Comments of intership companies;
6. Comments of instructors;
7. Table of contents;
8. List of tables;
9. List of charts, drawings ;
10. List of shorthand (set page number from "Acknowledgements" to "List of charts, drawings" with i, ii, iii, iv...);
11. Foreword ;
12. Chapter 1;
13. Chapter 2;
14. Chapter 3;
15. Conclusion;
16. Appendix;
17. References;
18. Lined sheet (to white paper);
19. Last Page hardcover

### 6.2. Contents

The specific contents of the subjects by graduate trainee instructors guide students write, but generally have the following main content:

❖ **Foreword**

Note that this section is not written general introduction which must focus on the following:


- Identify the problem or question;
- Question and research objectives;
- Research Methodology;
- Scope of the study;
- Structural studies content;
- The significance of the topic (if any).

❖ **Chapter 1:** Introducing local unit training and functional departments where students practice. If a new subject, the students can write the theoretical basis after consulting with the instructor.

❖ **Chapter 2:** Present situation and the situation regarding research topics. The name of this program are set according to research content.

❖ **Chapter 3:** Presenting solutions and proposals after conducting research.

6.3. Tutorial presentations cover, tables, figures and references

 **Present the cover page**

**TRƯỜNG ĐẠI HỌC KINH TẾ TP. HCM**  
**KHOA NGÂN HÀNG**

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**CHUYÊN ĐỀ TỐT NGHIỆP**

**ĐỀ TÀI:**

**NGHIÊN CỨU SỰ THOẢ MÃN CỦA KHÁCH HÀNG  
ĐỐI VỚI DỊCH VỤ THẺ THANH TOÁN**

**Giáo viên hướng dẫn :  
Sinh viên thực hiện :  
Lớp-Khóa :**

**Niên khoá 2008 – 2012**

✚ Presentation tables

- All tables must be numbered, with clear unit, with data sources;
- All tables from beginning to end to thematic unity of form;
- When analyzing the content related to the tables given illustration.

For example, in chapter 2 of Table 1 are as follows:

**Table 2.1:** Situation Analysis of funding

Unit: million dong

	<b>2009</b>	<b>2010</b>	<b>Compare</b>
Demand deposits			
Saving			
No term			
Termly			
<b>Sum</b>			

**Source:** Annual Report 2009, 2010, ABC Commercial Bank

✚ Presentation drawings

- All figures must be numbered;
- All drawings from start to finish relative to thematic unity of form;
- When analyzing the content related to the given drawings illustrate.

✚ **Presentation charts**

- All graphs or charts should be numbered, with clear unit, with data sources;
- All graphs or charts from beginning to end to thematic unity of form (if the chart type);
- When analyzing the content must contact graph or chart is given illustration.

✚ **Referencing**

- For books published Wednesday presented the following: Name of author, year of publication, title, publisher name, page number...

Example:

Nguyễn Đăng Dòn, (2010), *Money - Banking*, Statistics Publishing, page 129

- For the magazine presented in the following order: author's name, year of publication, article title, journal name, issue, page of article.

Example:

Mai Quốc Gia, (2003), *Talking about floating rate*, banking magazine, No 13, Page 9

Note all the authors' names are not used titles or degrees and to arrange all the author's name references alphabetically...



## 7. List of instructors

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Students can contact the instructor to edit outline and thematic graduated through forms such as phone, email or mail ...

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