

BODHISASTRA UNIVERSITY

MASTER/DOCTOR OF



BODHISASTRA UNIVERSITY

TITLE OF THESIS/DISSERTATION

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Ho Chi Minh City – Year 20...



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THESIS / DISSERTATION MASTER AND DOCTORAL FORMAT GUIDE 2025

Each student (or group of students) must prepare an internship report consisting of the following sections:

1. Cover page
2. Table of contents (*generated automatically using heading styles in Word or similar software. Do this only after completing your thesis. Tutorials are available on YouTube.*)
3. Acknowledgement (One page only)
4. Abstract (One-page dissertation summary – **write after completion**)
5. Main Chapters (with proper pagination as guided (see YouTube if unsure)
 - **Chapter 1: BACKGROUND AND IMPORTANCE OF THE STORY**
(About 10 pages)
 - 1.1 Background of the story of life
 - 1.2 General information about your work
 - 1.3 Competitors in the market area (if applicable)
 - 1.4 Theories, concepts, significance, and implemented activities
 - 1.5 Reason for choosing the topic

** Note: include early photographs (family, childhood, etc.)*

- **Chapter 2: DATA COLLECTION** (About 20 pages)
 - 2.1 Preparation process before writing – collecting data
 - 2.2 Work – describe in detail your work and various jobs held until
present
 - 2.3 Results of operations
 - 2.4 Problems and obstacles during work

** Note: support with photos of you at work or related situations*

- **Chapter 3: SUMMARY OF STUDY RESULTS** (About 3 pages)
 - 3.1 6 to 8 **Key Success Factors** – each explained in 3–5 lines
 - 3.2 Suggestions for development and improvement
 - 3.3 Apply Dhamma principles at work



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3.4 Expectations and future plans

** Note: Do NOT include photos in Chapter 3*

6. Appendix

- Can include: charts, graphs, photographs, articles, additional data.

Formatting Requirements

1. Font: **Times New Roman, 12pt, 1.5 spacing, left alignment**
2. **Chapters:** Bachelor's degree papers normally include 5 chapters. Master's and Doctoral theses follow the 3-chapter format above.
3. **Photographs:**
 - a. Insert 2-3 photos old family/early life photographs in Chapter 1.
 - b. Insert 3-4 photos workplace/professional photographs in Chapter 2.
 - c. No photographs in Chapter 3.

Be sure to include photos of your early life and family as we want to understand also the history of your family background, education even if you came from very poor family backgrounds.

4. **Language:** English is the preferred language. However, students may write in Vietnamese or another language, provided they also submit a Google-translated English version.
5. Prepare a **PowerPoint (15–20 mins)** for defence presentation:
 - Max 8–10 lines per slide.
 - Do not read slides aloud – just use them as speaking points.

NOTE ON DHAMMA

This refers to universally relevant concepts. Here are the essential concepts it covers:

1. **Mindfulness:** involves maintaining a present-focused awareness, which helps individuals live more consciously and reduce stress.
2. **Compassion and Kindness** - encourages ethical behaviour and empathy in daily interactions.



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3. Ethical Living: adhering to ethical principles like non-harm, truthfulness, and responsible action as being considered crucial for personal and societal well-being.
4. Interdependence: the idea emphasizes that all things are interconnected, leading to an understanding of the consequences of actions on others and the environment.

These concepts give guidance on living a meaningful and harmonious life without relying on religious doctrines or metaphysical beliefs.

FINAL REMINDERS

- Use third-person references such as “the author” or “the writer” instead of “I,” “me,” or “my.”
- Conduct thorough spell-checking and proofreading.
- Submit both the original language version (if not in English) and the English Google-translated version.
- **Total length: Minimum 30 pages (approximately 30–60 pages).**

END

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