Ho Chi Minh City, 21 March 2024

ANNOUNCEMENT

Regarding: Submission information for the Final Business Project course

TO: ISB.BBus students

The International School of Business would like to announce the submission for ISB.BBus students in the Final Business Project course are as follows.

1. **Final Business Report Editing**

   1.1. Pages' order:
   - Plastic paper
   - Cover page (color: light blue)
   - Title page
   - Supervisor's confirmation
   - Internship confirmation letter (*Students can use your own company form that has the same information and confirmation of ISB's form*) *
   - Final project
   - Please kindly follow this order to ensure your final report meets the requirements. All forms are available on Elearning

   1.2. Detailed editing requirement is available on Elearning.

2. **Final Business Report Submission**
   - Submit hard copies to ISB reception, 14th floor, B1 Building, 279 Nguyen Tri Phuong campus: Submit ONE original Final Business Report with the company confirmation, supervisor's confirmation and THREE copies of the original Final Business Report **(Timeline: 8:00 – 11:30 or 13:00 – 16:00 17 April 2024)**
   - Submit a soft copy of the Final Business Report with the company confirmation, supervisor's confirmation, and supporting document (maximum 5 attachments) via Elearning **(Deadline: 23:55 17 April 2024)**
   Name of the file (unaccented Vietnamese): **Full Name_Student ID_FBP**

3. **Final Business Defense:**

   3.1 Defend mode: Offline

   3.2 Defend date: 13/05 – 18/05/2024: Detailed schedule and student list for defending will be announced by **06 May 2024**

   3.3 Powerpoint submission
   - Deadline: **23:55 24 April 2024** via Elearning
   - Name of the file (unaccented Vietnamese): **Full Name_Student ID_ FBP**

3.4 Presenting requirements:
- Number of slides: 10-15
- Duration: 10 minutes
- Q&A: 10 minutes
- Dress code: polite, prefer vest.

4. Note: Any late submission won't be accepted.

* Students who do Final Business Project research-oriented do not need to submit an Internship confirmation letter