

*Ho Chi Minh City, 24 September 2025*

## ANNOUNCEMENT

*Regarding: Submission information for the Final Business Project course*

***TO: ISB.BBus students***

UEH Honours College 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 Room B1.1203, 12<sup>th</sup> 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, 16 October 2025)**
- Submit a soft copy of the Final Business Report with the company confirmation, supervisor's confirmation, and supporting document (maximum 5 attachments) via e-learning “Final Business Project (K48) – Final Submission” **(Deadline: 23:55 16 October 2025)**  
Name of the file (unaccented Vietnamese): **Full Name\_Student ID\_FBP**

### 3. Final Business Defense:

#### ***3.1 Defend mode:*** Offline

***3.2 Defend date:*** 10/11 – 23/11/2025: Detailed schedule and student list for defending will be announced by **05 November 2025**

#### ***3.3 PowerPoint submission***

- Deadline: **23:55 23 October 2025** via e-learning “Final Business Project (K48) – Final Submission”
- 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**

