

Ho Chi Minh City, 10 May 2023,

ANNOUNCEMENT

Regarding: MBA Thesis submission information

TO: ISB MBA students

The International School of Business would like to announce the thesis submission for ISB.MBA students as follows:

1. Thesis submission timeline:

- Submission date: **03 June 2023**
- Deadline for hard copy: 05:00 PM ISB Reception - 14th floor, 279 Nguyễn Tri Phương Campus.
- Deadline for soft copy: 11:59 PM (on Canvas). Name of the file: **Thesis_[Full name]_[Student ID]**.

	Requirements	Important Notes
Submission for Proposal Defense <i>(for students who have not submitted any proposal yet)</i>	4 Hard copies	Two-sided, A4 paper size. Attached supervisor's confirmation (choose 1): ➤ Directly sign on the proposal ➤ Via email: Printed & attached in the proposal or email to the school
	Soft copy	Submitted on Canvas.
Submission for Final Defense <i>(for students who have already re-submitted the proposal)</i>	6 Hard copies	Two-sided, A4 paper size, binded with light blue cover page. Pages' order: <ul style="list-style-type: none"> - Plastic paper - Cover page (color: light blue) - Title page - Thesis All forms are available on Canvas.
	Academic Profile (Lý lịch khoa học)	Following the sample provided on Canvas (no need the confirmation from your organization)
	Thesis defense form (Đơn xin bảo vệ)	Following the sample provided on Canvas, directly signed by your supervisor.
	Soft copy	Submitted on Canvas.

2. Defense information:

2.1. Defend date: after 1-3 weeks from the submission date. The detailed schedule and student list for defending will be announced later.

2.2. Powerpoint submission (for final defense only)

- Due date: **11:59 PM on 04 June 2023 via Canvas.**
- Name of the file: **Thesis PPT_[Full name]_[Student ID]**

2.3. Presenting requirements:

➤ **Proposal defense:**

- No presentation requirement.
- Q&A and discussion: 15-20 minutes.

➤ **Final defense:**

- Presentation duration: 10 minutes.
- Q&A: 10-15 minutes.
- Dress code: polite, prefer vest.
- Arrive at least 20 minutes early.

3. NOTE:

- **Any late submission won't be accepted.**
- **Final defense eligibility: students must have completed AND passed ALL the required subjects in the program with the minimum GPA of 5.5.**

