

Ho Chi Minh City, 29 November 2019

## ANNOUNCEMENT

*Regarding: Submission information for Final Business Project course*

*TO: K42 ISB.BBus students*

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

### 1. Final Business Report Editing

#### *1.1. Pages' order:*

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

#### *1.2. Detailed editing requirement is available on E-learning.*

### 2. Final Business Report Submission

- Submission timeline: **Friday 20th of December, 2019.**
  - o **9.00-12:00am: Students who under supervise of Dr. Thao; Prof. Mai Trang; Dr. Tuan; Mr. Nghia; Dr. Quoc, Ms Hồng Vân**
  - o **13:00-16:00pm: Students who under other supervisors**
- Submit hard copies at Room I3.01, 17 Pham Ngoc Thach Campus: Submit ONE original Final Business Report with company and supervisor's signature and THREE copies of the original Final Business Report.
- Submit soft copy and supporting document (maximum 5 attachments) of Final Business Report via E-learning (deadline: 11.55pm - Friday 20th of December, 2019). Name of the file: FBR - [Full name] - [Student ID].

### 3. Other submission: (For students who request for graduation this period)

Along with your report submit on Friday 20th of December, 2019, you are also required to submit:

- One Request for Graduation form with 4x6 photograph (download on myisb: <http://myisb.isb.edu.vn/Files/Giaotrinh/Requestforgraduation.pdf>) if you have completed all required subjects.

#### **4. Final Business Defense:**

**4.1. Defend date: 8/01/2020 - 14/01/2020:** Detail schedule and student list for defending will be announced by 3th of January, 2020

#### **4.2. Power point submission**

- Due date: 11.55pm on 5th of January, 2020 via E-learning
- Name of the file: FBR - [Full name] - [Student ID]

#### **4.3. Presenting requirements:**

- Number of slides: 10-15
- Duration: 10 minutes
- Q&A: 10 minutes
- Dress code: polite, prefer vest.
- Arrive at least 20 minutes early.

#### **5. NOTE: Any late submission won't be accepted.**

