

Ho Chi Minh City, 11 January 2021

ANNOUNCEMENT

Regarding: Submission information for Final Business Project course

TO: K43 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
- 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: **8:00 – 11:30 or 13:00 – 16:00 Monday 18th January, 2021**
- Submit hard copies at Administration Department, Floor 3, 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: 23:55pm - Monday 18th January, 2021). 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 Monday 18th of January, 2021, 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: 01/02/2021 – 04/02/2021: Detail schedule and student list for defending will be announced by 27th January, 2021

4.2. Power point submission

- Due date: 23:55pm on 27th January, 2021 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.



