

Ho Chi Minh City, 12 April 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 Tuesday 27th April, 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 – Tuesday 27th April, 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 Tuesday 27th April, 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\\_Update.pdf](http://myisb.isb.edu.vn/Files/Giaotrinh/REQUESTFORGRADUATION_Update.pdf)) if you have completed all required subjects.

### 4. Final Business Defense:

4.1. **Defend date: 17/5/2021 – 22/5/2021:** Detail schedule and student list for defending will be announced by 12th May, 2021

**4.2. Power point submission**

- Due date: 23:55pm on 12th May, 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.**



