UNIVERSITY OF ECONOMICS HCMC
INTERNATIONAL SCHOOL OF BUSINESS

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Ho Chi Minh City, 31 March 2022

ANNOUNCEMENT

Regarding: Submission information for the Final Business Project course

TO: K44 ISB.BBus students

The International School of Business 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 (*student 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 requirement. All forms are available on Elearning
    1.2. Detailed editing requirement is available on Elearning.

2. **Final Business Report Submission**
    - Submission timeline: **8:00 – 11:30 or 13:00 – 16:00 12 April 2022**
    - Submit hard copies to ISB receptionist, 14th floor, B1 Building, 279 Nguyen Tri Phuong campus: Submit ONE original Final Business Report with the company confirmation and supervisor's confirmation and THREE copies of the original Final Business Report.
    - Submit soft copy and supporting document (maximum 5 attachments) of Final Business Report via Elearning **(deadline: 23:55 12 April 2022)**.
    Name of the file: **Full Name_Student ID_FBP Period 2**

3. **Other submissions:** (For students who request for graduation this period)
    Students are required to submit a hardcopy of the request for graduation form with a 4x6 photograph (which can be downloaded at:
    https://myisb.isb.edu.vn//Files/Giaotrinh/REQUESTFORGRADUATION_Update.pdf) if you have completed all required subjects at ISB receptionist, 14th floor, B1 Building, 279 Nguyen Tri Phuong campus on **12 April 2022**

4. **Final Business Defense:**

 4.1 Defend mode: Offline

 4.2 Defend date: 02/05 – 07/05/2022: Detail schedule and student list for defending will be announced by **25 April 2022**

 4.3 Powerpoint submission

 - Deadline: **23:55 28 April 2022** via Elearning
 - Name of the file: **Full Name_Student ID_FBP Period 2**

 4.4 Presenting requirements:

 - Number of slides: 10-15
 - Duration: 10 minutes
 - Q&A: 10 minutes
 - Dress code: polite, prefer vest.

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