

*Ho Chi Minh City, 23 November 2021*

**ANNOUNCEMENT**

***Regarding: Submission information for 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 as follows.

**1. Final Business Report Submission**

- Submit soft copy via E-learning include:
  - + Scan file of Supervisor's confirmation
  - + Scan file of Internship confirmation letter (*student can use your own company form that having the same information and confirmation of ISB's form*)
  - + Final business report
- Note:
  - + Document: maximum 5 attachments
  - + Deadline: **23:55pm, Tuesday 07 December, 2021.**
  - + Name of the file: **Full Name\_Student ID\_FBP Period 1.**

**2. Other submission:** (For students who request for graduation this period)

Students are also required to submit: a request for graduation form with 4x6 photograph (which can be downloaded at:

[https://myisb.isb.edu.vn//Files/Giaotrinh/REQUESTFORGRADUATION\\_Update.pdf](https://myisb.isb.edu.vn//Files/Giaotrinh/REQUESTFORGRADUATION_Update.pdf)) if you have completed all required subjects via email **bbusprogram@isb.edu.vn** on **Tuesday 07 December, 2021**

**3. Final Business Defense:**

**3.1 Defend mode:** online via Zoom platform

**3.2 Defend date: 20/12/2021 - 31/12/2021:** Detail schedule and student list for defending will be announced by 14 December, 2021

**3.3 Powerpoint submission**

- Deadline: **23:55pm, Tuesday 14 December 2021** via E-learning
- Name of the file: **Full Name\_Student ID\_FBP Period 1**

**3.4 Presenting requirements:**

- Number of slides: 10-15
- Duration: 10 minutes

- Q&A: 10 minutes
- Dress code: polite, prefer vest.
- Join the Zoom-based room at least 20 minutes early.

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

