

Ho Chi Minh City, 13 March 2023

ANNOUNCEMENT

Regarding: Submission information for the Final Business Project course

TO: 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 Editing

1.1. Pages' order:

- Plastic paper
- Cover page (color: light blue)
- Title page
- Supervisor's confirmation
- Internship confirmation letter (*Students can use your own company form that has the same information and confirmation of ISB's form*)
- Final project (double-sided printing)
- 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

- Submit hard copies to ISB reception, 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 (**Timeline: 8:00 – 11:30 or 13:00 – 16:00 18 April 2023**)
- Submit a soft copy with the company confirmation, supervisor's confirmation and supporting document (maximum 5 attachments) of the Final Business Report via Elearning (**Deadline: 23:55 18 April 2023**)

Name of the file (unaccented Vietnamese): **Full Name_Student ID_FBP**

3. Final Business Defense:

3.1 Defend mode: Offline

3.2 Defend date: 15/05 – 20/05/2023: Detail schedule and student list for defending will be announced by **8 May 2023**

3.3 Powerpoint submission

- Deadline: **23:55 25 April 2023** via Elearning
- Name of the file (unaccented Vietnamese): **Full Name_Student ID_FBP**

3.4 Presenting requirements:

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

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

