

*Ho Chi Minh City, 01 November 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 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 (*Students 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 requirements. 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, 14<sup>th</sup> 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 22 November 2023**)
- Submit a soft copy and supporting document (maximum 5 attachments) of the Final Business Report via Elearning (**Deadline: 23:55 22 November 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:*** 18/12 – 23/12/2023: Detailed schedule and student list for defending will be announced by **11 December 2023**

### ***3.3 Powerpoint submission***

- Deadline: **23:55 29 November 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.**

**\* Students who do Final Business Project research-oriented do not need to submit an Internship confirmation letter**

