

Ho Chi Minh City, 18 September 2024

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 Room B1.1102, 11th floor, B1 Building, 279 Nguyen Tri Phuong campus: Submit ONE original Final Business Report with the company confirmation, supervisor's confirmation and THREE copies of the original Final Business Report (**Timeline: 8:00 – 11:30 or 13:00 – 16:00 16 October 2024**)
- Submit a soft copy of the Final Business Report with the company confirmation, supervisor's confirmation, and supporting document (maximum 5 attachments) via Elearning "Final Business Project (K47) – Final Submission" (**Deadline: 23:55 16 October 2024**)

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

3. Final Business Defense:

3.1 Defend mode: Offline

3.2 Defend date: 11/11 – 23/11/2024: Detailed schedule and student list for defending will be announced by **05 November 2024**

3.3 Powerpoint submission

- Deadline: **23:55 23 October 2024** via Elearning "Final Business Project (K47) – Final Submission"
- 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**

