

Ho Chi Minh City, 4 March 2026

ANNOUNCEMENT

Regarding: Submission information for the Final Business Project course

TO: ISB.BBus students

UEH Honours College 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 business report
- Please kindly follow this order to ensure your final report meets the requirements. All confirmation forms are available on e-learning, course "FBP (K48) - 2 - Final Submission"
- The report should be printed double-sided

1.2. Detailed editing requirement is available on e-learning.

2. Final Business Report Submission

- Submit hard copies to Room B1.1203, 12th 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, 26 March 2026**)
- Submit a soft copy of the Final Business Report with the company confirmation, supervisor's confirmation, and supporting document (maximum 5 attachments) via e-learning "Final Business Project (K48) – 2 – Final Submission" (**Deadline: 23:55 26 March 2026**)
Name of the file (unaccented Vietnamese): **Full Name_Student ID_FBP**

3. Final Business Defense:

3.1 Defend mode: Offline

3.2 Defend date: 20/04 – 26/04/2026: Detailed schedule and student list for defending will be announced by **13 April 2026**

3.3 PowerPoint submission

- Deadline: **23:55 02 April 2026** via e-learning "Final Business Project (K48) – 2 – 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**

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