

Ho Chi Minh City, 31 May, 2022

## ANNOUNCEMENT

*Regarding: MBA Thesis submission information*

*TO: ISB MBA students*

The International School of Business would like to announce the thesis submission for ISB.MBA students as follow.

### 1. Thesis submission timeline

- Submission date: **18 June, 2022**
- **Deadline for hard copy (for final defense only): 17:00 PM ISB Reception 14<sup>th</sup> floor, block A, 279 Nguyễn Tri Phương, Ward 5, District 10 Campus.**
- **Deadline for soft copy: 11:55 PM (on E-learning). Name of the file: Thesis [Full name]\_ [Student ID].**

	Requirements	Important Notes
<b>Submission for Proposal Defense</b> <i>(for students who have not submit any proposal yet)</i>	Soft copy	<ul style="list-style-type: none"><li>- Submitted on E-learning.</li><li>- Attached supervisor's confirmation (choose 1):<ul style="list-style-type: none"><li>➤ Directly in the soft copy of proposal</li><li>➤ Confirmation of your supervisor via email</li></ul></li></ul>
<b>Submission for Final Defense</b> <i>(for students who have already re-submitted the proposal)</i>	6 Hard copies	Two sided, A4 paper size, binded with light blue cover page <b>Pages' order:</b> <ul style="list-style-type: none"><li>- Plastic's paper</li><li>- Cover page (color: light blue)</li><li>- Title page</li><li>- Thesis</li></ul> All forms are available on E-learning
	Supervisor's confirmation	Following the sample provided on eLearning, signed by your supervisor.
	Academic Profile (Lý lịch khoa học)	Following the sample provided on eLearning (no need confirmation by your organization).
	Thesis defense form (Đơn xin bảo vệ)	Following the sample provided on eLearning, signed by your supervisor.
	Soft copy	Submitted on E-learning.

## 2. Defense information:

**2.1. Defend date:** after 1-3 weeks from the submission date. Detailed schedule and student list for defending will be announced later.

### **2.2. Power point submission (for final defense only)**

- Due date: **23:55 PM on 22 June, 2022** via E-learning
- Name of the file: Thesis PPT- [Full name] - [Student ID]

### **2.3. Presenting requirements:**

#### ➤ **Proposal defense:**

- No presentation requirement.
- Q&A and discussion: 15-20 minutes

#### ➤ **Final defense:**

- Presentation duration: 10 minutes
- Q&A: 10-15 minutes
- Dress code: polite, prefer vest.
- Arrive at least 20 minutes early.

## 3. NOTE:

- **Any late submission won't be accepted.**
- **Final defense eligibility: students must have completed AND passed all required subjects in the program with the minimum GPA of 5.5**