

Ho Chi Minh City, 01 March 2023,

## 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 follows:

### 1. Thesis submission timeline:

- Submission date: **17 March 2023**
- Deadline for hard copy: 05:00 PM ISB Reception - 14<sup>th</sup> floor, 279 Nguyễn Tri Phương Campus.
- Deadline for soft copy: 11:55 PM (on Canvas). Name of the file: Thesis [Full name]\_ [Student ID].

	Requirements	Important Notes
<b>Submission for Proposal Defense</b> <i>(for students who have not submitted any proposal yet)</i>	4 Hard copies	Two-sided, A4 paper size - Attached supervisor's confirmation (choose 1): ☞ Directly sign on the proposal ☞ Via email: Printed & attached in the proposal or email to the school
	Soft copy	- Submitted on Canvas
<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 paper</li> <li>- Cover page (color: light blue)</li> <li>- Title page</li> <li>- Thesis</li> </ul> All forms are available on Elearning
	Academic Profile (Lý lịch khoa học)	Following the sample provided on Elearning (no need for 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 Elearning

## 2. Defense information:

**2.1. Defend date:** after 2-3 weeks from the submission date. The detailed schedule and student list for defending will be announced later.

### **2.2. Powerpoint submission (for final defense only)**

- Due date: **11:59 PM on 17 March 2023 via Elearning**
- 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.**

