

ANNOUNCEMENT

Regarding: MBA Thesis submission information

TO: ISB.MBA students

The International School of Business (ISB) would like to announce the Thesis submission for ISB.MBA students as follows:

1. Thesis submission timeline:

- Hard copies submission:

Timeline: **March 31st, 2025** and **April 1st, 2025** (8.00 AM - 12.00 PM & 1.00 PM - 5.00 PM)

Venue: Reception Desk - Floor 14, 279 Nguyen Tri Phuong, District 10, HCMC

- Soft copy submission (PDF file): **11:59 PM on April 1st, 2025** (on E-learning).

File name format: **STUDENT FULL NAME_[Student ID]**

	Requirements	Important Notes
Submission for Proposal Defense <i>(for whom have not submitted any proposal yet)</i>	03 Hard copies	Two-sided, A4 paper size. Attached supervisor's confirmation (choose 1): <ul style="list-style-type: none">☞ Directly sign on the proposal☞ Via email: Printed & attached in the proposal or email to the ISB.MBA Program
	Soft copy	Submit on E-learning.
Submission for Final Defense <i>(for whom have already done the proposal)</i>	06 Hard copies	Two-sided, A4 paper size, binded with a light blue cover page. Page orders: <ul style="list-style-type: none">- Plastic paper- Cover page (light blue color)- Title page- Thesis All forms are available on E-learning.
	Academic Profile	Following the sample provided on E-learning. <i>(no need the confirmation from your organization)</i>
	Thesis defense form	Following the sample provided on E-learning & the form is directly signed by your supervisor.
	Soft copy	Submit on E-learning.

2. Defense Information:

2.1. *Defend date:* after **5 - 10 days** for the proposal & **1 - 2 weeks** for the final. The detailed schedule for defending will be announced later.

2.2. *PowerPoint slide submission (for final defense only)*

- Due date: **11:59 PM on April 1st, 2025** (on E-learning).
- Name of the file: **Thesis Slide_STUDENT FULL NAME_[Student ID]**

2.3. *Presenting requirements:*

➤ ***Proposal Defense:***

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

➤ ***Final Defense:***

- Presentation: 10 minutes.
- Q&A: 15 - 20 minutes.
- Dress code: formal
- 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 the required subjects in the program with the minimum GPA of 5.5.**