

*Ho Chi Minh City, 01 August 2019*

## **ANNOUNCEMENT**

***Regarding: Request for early examination and deferred examination***

***TO: All K40, K41, K42, K43 ISB.BBus students***

The BBus Program would like to announce about submission of Request for early examination and deferred examination (đăng ký thi sớm và thi ghép) in the Semester 3 (2018-2019) as below:

- 1. Submitter:** All ISB.BBus K43 students (who want to have early final examination to catch up their exchange study program) and K40, K41, K42 students who have not finished some of their final examination in the previous semesters.
- 2. Submission information:**
  - **Subjects that students will have common exam with WSU program (shown on Exam Schedule on myISB website – Bachelor of International):**
    - + **Business Law (BL): 16 August 2019**
    - + **Human Resource Management (HRM): 13 August 2019**
  - **Other subjects: will be announced later after collecting all the request forms from students.**
- 3. Submission dates: before 16:30 on 05 August 2019**
- 4. Submission requirements:**
  - Students who make the request for early examination for exchange study program must finish at least 70% of their total sessions, with the approval from their lecturer for the early examination.
  - Students who make the request for early examination for exchange study program must get the confirmation from Mr. Tuan Anh (exchange study program manager) on their request form.
  - All students must make their commitment for being in charge of their final results without any claim (write down the commitment on the request form).
  - The forms must be submitted in hard copy to Ms. Huong – Administrator of BBUS program.
- 5. Notes:**
  - Any student who submit the request form after the due date will be denied without explanation.
  - Students submitted the forms but cannot attend the examination due to unexpected situations must inform Ms. Huong as soon as possible via email or message and submit the Request for absence from examination within 1 week since the examination date with the evidences attached. Without these procedures, their final results will be marked as 0, and they will have to re-study those subjects