

ANNOUNCEMENT

Regarding to MBA Thesis submission

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

1. Thesis submission timeline:

- Hard copies submission: at room B1.1411, 279 Nguyen Tri Phuong, District 10, HCMC.
 - **27/07/2024: from 13:00 – 17:00**
 - **28/07/2024: from 13:00 – 17:00**
- Soft copy submission (PDF file): **11:59 PM on 28 July 2024** (on Canvas).

File name format: **STUDENT FULL NAME**

	Requirements	Important Notes
Submission for Proposal Defense <i>(for whom have not submitted any proposal yet)</i>	04 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 MBA Program
	Soft copy	Submit on Canvas.
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 Canvas.
	Academic Profile	Following the sample provided on Canvas <i>(no need the confirmation from your organization)</i>
	Thesis defense form	Following the sample provided on Canvas & the form is directly signed by your supervisor.
	Soft copy	Submit on Canvas.

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 31 July 2024** (on Canvas).
- Name of the file: **Thesis Slide - [Full name]**

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.**