



# Internal Memo

To: All Bcom Students Year 3 Stage 2 (DAY/EVE/WEEKEND/TOWN CAMPUS/DL)  
From: Research Coordinator School of Business & Public Management  
Date: 23 March 2020  
**RE: RESEARCH PROJECT FINAL DEFENSE (1<sup>st</sup> Floor)**

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Kindly note that the final research project defense will be held on **Friday, 15<sup>th</sup> May from 8 a.m. to 1 p.m.**

The following will be expected of you.

- i) Proof that you have met your supervisor and signed the supervisor visit forms a minimum of 12 times (once per week i.e. 4 weeks\*3 months)
- ii) Prepare two spiral bound copies of your final research work (NOT SLIDES) to be presented to panelist as at the time of defense.
- iii) Prepare a power point presentation as per the standard guide and print it for your own use during the presentation.

After the presentation submit ONE CD containing your entire project (**In acrobatic reader form**) and ONE copy of neatly bound project (which you can collect from the office later) to the **S.O.B OFFICE** on or before **22nd May 2020 by 5 pm**. This copy can be collected from the School of Business office as from 30<sup>th</sup> June 2020.

NOTE: THIS DEADLINE (**22nd May 2020 by 5 pm**) IS CRITICAL, ANY PROJECT SUBMITTED AFTER THIS DAY WILL BE TREATED AS A SUPPLEMENTARY.

**Strictly observe the defense time, 8 – 1 pm.**

Regards,

**Victoria Litali**

Cc. Dean School of Business