

STUDENT HANDBOOK

BACHELOR OF
ASEAN CO-OP PROGRAM
2024 - 2025



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Welcome Letter

Dear students,

Welcome to the University of Economics Ho Chi Minh City, International School of Business (UEH-ISB). We are thrilled to have you join our vibrant community, where academic excellence, cultural diversity, and professional growth come together to create an enriching and transformative educational journey.

As you embark on this exciting new chapter of your life, we encourage you to embrace every opportunity that comes your way. The road ahead will be filled with challenges, but these challenges will help you to discover your true potentials including academic, professional, and personal competency.

At UEH-ISB, we believe that each student has the ability to achieve greatness. Our dedicated lecturers and staffs, successful alumni, and wide network of industry partners are here to support you in reaching your full potentials. Whether you aspire to become a leader in your field, a successful entrepreneur, or a change-maker in your community, you have the resources, guidance, and opportunities to make your dreams a reality.

But remember, success is not just about achieving high grades or landing prestigious job positions. It is also about personal growth, forming lasting friendships, and developing a global perspective that will serve you throughout your life. Engage with your peers, participate in extracurricular activities, and immerse yourself in the rich cultural tapestry that UEH-ISB offers. These experiences will shape you into a well-rounded individual, ready to tackle the challenges of an interconnected world.

We are confident that your time at UEH-ISB will be one of the most exciting and rewarding periods of your life. We look forward to supporting you every step of the way as you navigate this journey. Our doors are always open, and we are here to help you succeed.

Once again, welcome to the UEH-ISB community. You have an exciting road ahead, and we can't wait to see all that you will achieve.

Assoc. Prof. Tran Ha Minh Quan
Dean of ISB

About us

The International School of Business (ISB) offers a range of undergraduate and postgraduate programs in an international and professional environment. ISB is currently a partner of many leading universities in Australia, New Zealand, Canada, the US, and Europe.

All courses offered at ISB are entirely delivered in English. ISB also provides a modern and dynamic learning environment where students can participate in the exchange of knowledge and experience. The teaching faculty includes international visiting lecturers from advanced countries and local lecturers who have both high level academic qualifications and substantive industry experience.

Successful completion of ISB programs will provide students with the knowledge, competence, and skills to meet the increasing demands of employers in today's challenging business environment.

Program Learning Outcome

Degree Level	Year 1	Year 2	Year 3	Year 4
Generalized Description	Building basics	Creating connections (Developing)	Authentic application (Applying)	Integrated application (Integrating)
Types of learning process	Deconstructing Describing Identifying Reflecting	Explaining Constructing Practicing Reflecting	Demonstrating Evaluating Justifying Reflecting	Integrating Justifying Extrapolating Reflecting
Criteria	Learning Objectives			
Discipline-specific Knowledge & Application	✓	✓	✓	✓
Communication	✓	✓	✓	✓
Teamwork	✓	✓	✓	✓
Critical Thinking	✓	✓	✓	✓
Problem Solving	✓	✓	✓	✓
Ethics	✓	✓	✓	✓
Cultural Diversity	✓	✓	✓	✓

Teaching & Learning Philosophy



1

In year 1, students consume knowledge mainly from textbooks & understanding the business basics. Students need to: read their textbook before class; prepare questions; and join in-class activities to best understand the knowledge.



2

In year 2, students consume knowledge not only from textbooks but also extra sources and practical applications. Students should: read their textbook before class, read extra materials and link the knowledge with that of the textbook; prepare questions; and join in-class discussions to best understand the knowledge and relate to industry context.



3

In year 3, students learn to apply practical knowledge with projects and industry involvement. At that time, students should: read extra materials and link the knowledge with that of the textbooks; prepare questions in advance, and join in-class and off-campus activities to best understand the knowledge and apply to industry context.

Course Structure from K50 (Asean Co-op)

For All Majors

No.	Unit Code	Unit Name	Credits
I	FOUNDATION UNITS		46
1	FOU106	Academic English	4
2	FOU105	Business Communication	4
3	MAT101	Mathematics for Business	4
4	MAT102	Statistics for Business	4
5	ECO101	Principles of Economics*	4
6	MAR101	Principles of Marketing*	4
7	ACC201	Principles of Accounting	4
8	MAN101	Principles of Management	4
9	FOU444	Physical Health Education 1	1
10	FOU454	Physical Health Education 2	2
11	FOU201	Marxist-Leninist Philosophy	3
12	FOU202	Marxist-Leninist Political Economics	2
13	FOU204	History of Communist Party of Vietnam	2
14	FOU402	Ho Chi Minh Ideology	2
15	FOU203	Scientific Socialism	2

*English Co-op/English

Course Structure from K50

For Marketing Major

*English Co-op/English

No.	Unit Code	Unit Name	Credits	Prerequisite
II CORE UNITS			32	
16	MAR311	Business Research Methods	4	MAR101
17	FIN201	Corporate Finance	4	ACC201
18	MAN201	Organizational Behavior	4	MAN101
19	MAR201	Consumer Behavior*	4	MAR101
20	MAN305	Management Information System	4	MAN101
21	MAR302	Services Marketing	4	MAR101
22	BUS301	Business Law	4	
23	MAR205	Strategic Marketing Management*	4	MAR101
III SPECIALIZED UNITS			24	
24	MAR309	PSO in Marketing*	4	
25	MAR310	PSO in Marketing - 1*	4	
26	MAR314	Social Media Analytics in Marketing*	4	MAR101
27	MAR305	Marketing Communications*	4	MAR101
28	MAR203	Brand and Product Management*	4	MAN101
29	MAR303	Digital Marketing*	4	MAR101
IV ELECTIVE SPECIALIZED UNITS (4 out of 7)			16	
30	MAR307	Design Thinking for Creativity	4	MAR101
31	MAR312	Retail Marketing*	4	MAR101
32	MAR313	Green Marketing*	4	MAR101
33	BUS311	Business Analytics*	4	
34	MAR306	Enterprise, Innovation & Markets*	4	MAN101
35	MAN304	Project Management*	4	MAN101
36	MAR301	Marketing Planning Projects*	4	MAN101
V	RES401	Final Business Project	10	70% total credits

Course Structure from K50

For Finance and Banking Major

*English Co-op/English

No.	Unit Code	Unit Name	Credits	Prerequisite
II	CORE UNITS		32	
16	MAR311	Business Research Methods	4	MAR101
17	ECO202	Applied Econometrics	4	MAT101, MAT102
18	MAN201	Organisational Behaviour	4	MAN101
19	FIN201	Corporate Finance*	4	ACC201
20	MAN305	Management Information System	4	MAN101
21	FIN203	Financial Institutions and Markets*	4	ACC201
22	BUS301	Business Law	4	
23	FIN202	Derivatives	4	
III	SPECIALIZED UNITS		24	
24	FIN308	PSO in Finance*	4	
25	FIN309	PSO in Finance - 1*	4	
26	FIN302	Financial Risk Management*	4	ACC201
27	FIN301	Investment Management*	4	FIN201
28	FIN305	International Financial Management*	4	ACC201
29	FIN306	Security Analysis and Business Valuation*	4	ACC201
IV	ELECTIVE SPECIALIZED UNITS (4 out of 7)		16	
30	MAN301	Human Resource Management*	4	MAN101
31	MAN304	Project Management*	4	MAN101
32	MAR201	Consumer Behaviour*	4	MAR101
33	MAR306	Enterprise Innovation and Markets*	4	MAN101
34	ACC202	Managerial Accounting*	4	ACC201
35	ACC301	Financial Accounting*	4	ACC201
36	FIN304	Bank Management*	4	MAN101
V	RES401	Final Business Project	10	70% total credits

Important Dates

Dates	Event
23 September 2024	Trimester 1 2024 - 2025 starts
20 November 2024	Teacher Day
23 December 2024 - 05 January 2025	Exam week K48-K49-K50
06 January - 12 January 2025	End-of-session break
13 January 2025	Trimester 2 2024 - 2025 starts
13 January - 22 January	Online learning
23 January - 05 February 2025	Tet Holiday
06 February - 12 February	Online learning
07 April 2025	Hung Kings Commemorations
21 April - 29 April 2025	Exam week K49
28 April - 11 May 2025	Exam week K48-K50
30 April - 01 May 2025	Liberation Day- International Workers' Day
12 May - 18 May 2024	End-of-session break
19 May 2025	Trimester 3 2024 - 2025 starts
18 August - 31 August 2025	Exam week
01 September - 21 September 2025	Long Semester Break
22 September 2025	Trimester 1 2025 - 2026 starts
20 November 2025	Teacher Day
22 December 2025 - 04 January 2026	Exam week K49-K50
05 January - 11 January 2026	End-of-session break

Online Systems

Website:

<http://www.isb.edu.vn/> is the primary way students can access information related to ISB and their program of study.

Myisb.isb.edu.vn (MyISB)

Myisb.isb.edu.vn (MyISB) is your primary tool to access information through ISB. It allows students to:

- Look up course and exam schedules
- Look up Student Handbook, ISB regulation and policies
- Enroll to units
- Search for classes
- View class schedules
- Update changes of schedules and important announcements
- Download forms to submit for students' request
- Give feedbacks on units
- Get information on tuition fees
- See grades and GPA
- View an unofficial transcript

Guideline is available at:

<http://myisb.isb.edu.vn/?Page=huongdansv>

E-Learning

Every student is provided with an account to access to the E-learning online system in order to download necessary learning materials, do online quizzes/exams, submit assignments, check for grades, and connect to other fellow students as well as their lecturers.

In order to log into the E-learning system students can go to: <http://e-learning.isb.edu.vn>, then click on the red button Log-in with Google and login with student email and default password (which is student ID). Students can find more details guideline after log-in.

Student Email

Students currently enrolled in programs of study at ISB will automatically receive a university email account. Student can go to Gmail to sign in.

The email addresses will follow the @student.isb.edu.vn format:

Email: [studentID]@student.isb.edu.vn
31241234567@student.isb.edu.vn

Password: [studentID] - 31241234567

This email account can be linked to any Gmail, Yahoo, or Hotmail so students can have their university emails forwarded to their personal account.

All communication from ISB and lecturers will be sent to students' email. Students are required check this email regularly to make sure that they receive information in a timely manner.

Students are required to create an email signature for their emails which will follow the format below:

FULL NAME - CLASS (size large)

STUDENT ID

PHONE NUMBER (size large)

E-Library

Students can use ISB student email to access the UEH Library at:

<https://smartlib.ueh.edu.vn/>

Learning Resource

Lectures/Tutorials

Lectures are specific topics focusing on critical issues and real world practical application of the content. Lectures are not simply a regurgitation of the textbook content. Sometimes there may be information presented in lectures that is not covered in the textbook - this information is examinable.

It is helpful if students have completed the required readings prior to viewing lecture resources on the E-learning system and in hard copies (if provided) as this assists in students' ability to engage with the materials. If, for some reasons, students are unable to complete required readings in a specific week, students must still view the resources and try to catch up on students' readings as soon as possible afterwards. Any such information is examinable, so it will definitely be beneficial to view all lecture resources.

Tutorials following the lectures provide students the opportunity to apply and share knowledge by doing a variety of in-class activities individually or in group such as exercises, discussions, and presentations. These activities focus on demonstrating students' skills and help students build the ability to achieve the learning outcomes for each unit.

Tutorial questions/exercises will be provided in class. Students will be expected to complete specific readings and exercises from the textbooks and other required materials prior to attending each lecture and tutorial class. If students do not prepare adequately, students will not get the full benefits from this learning opportunity.

Assignment Coversheet and Peer Evaluation Form

All assignments are to be submitted with an Assignment Cover Sheet, either with an individual or group assignment coversheet. In addition, group assignments are to be submitted with a Student Evaluation of Group Member Form. These forms can be found in the Student Forms section at <http://myisb.isb.edu.vn/>

Unit Guide

The unit guide is a document that contains all the basic information about a unit, including lecturer name and contact information, learning outcomes, learning resources, and the detailed schedule of teaching/learning activities.

The unit guide also has a detailed description of what will be expected as a student in the course and how students will be assessed. Students should use the unit guide as a resource throughout the duration of the unit and refer back to it for any questions. A soft-copy of the unit guide will be available on the E-learning system one week before the commencement of the class.

Textbooks

Students will find out the prescribed textbook(s) for each unit from the unit guide. In most cases, students will be required to pay an additional fee for the required textbooks. It is students' responsibility to find out what books they need for each unit and to make sure they have a copy by the first day of class.

Extra Materials

Extra materials (including PowerPoint slides, lecture notes, etc.) for each unit will be available at least one week before the first session starts on the E-learning site. Students are required to access to <http://e-learning.isb.edu.vn/> to prepare carefully for the upcoming classes.

Students are also required to access the university's E-library to search for journal articles and other materials to prepare for their assignments. Other sources of unauthorized papers are not encouraged since they may lead to unethical behaviors, resulting in grade reduction for the assignments.

Student Support

For Academic issues: Students must contact their Class Supervisors to get information or make questions about their plan or content of subjects, study methods, study advices, and other related academic issues. The contacts of Class Supervisors will be given in the first class meeting of the first trimester.

For Administration issues: Students must contact the BBBUS Program to get the information about subject schedules, paper procedures (Add-Drop Subjects, Request for Absence from Examination, Request Form for Leave of Absence, Request for Deferred Examination, Request for Changing Specialization, Request for Deferring the Course, Request for Readmission, Request for Resigning from the Course, Internship Letter of Introduction, Letter of Internship Confirmation, Request for Graduation, etc.), and other related issues.



For Exchange Study: Students must contact the Exchange Program to get information about Exchange Study Program.

For Student activities: Students must contact the Student Activities Officer to get information about student activities or extra-curricular activities.

For Examination Scores: Students must contact the Examination Officer to get information about examination scores, reviewing of grade, transcript, certificates, and other related issues.

For Tuition Fee Payment: Students must contact the Accounting Officer to get information about tuition fee payment or other related issues.

For Study Abroad: If students have the demand to study abroad, they must contact the Student Abroad Officer to get information about Study Abroad Program.

Counseling

ISB works to ensure that all students have the resources and the guidance they need for their success. The advising process is a crucial part of student experience. Class Supervisor can assist, but not limited to:

- Clarifying academic/career goals
- Formulating an academic degree plan
Transferring to study abroad
- Understanding university policies and regulations
- Accessing the appropriate university resources
- Assisting in the graduation process
- Advising administrative and financial questions
- Helping other issues

Consultant hours are available at <https://myisb.isb.edu.vn/>

To make an appointment with Class Supervisor, students are advised to send an email to **bbusprogram@isb.edu.vn**

Student ID Card

Students will be provided an electronic student card on the UEH student app.

The UEH student app can be downloaded on the App Store and Google Play. Students who need a plastic student card must register via the link <https://es.ueh.edu.vn/dichvu>.

Student Lounge & Shared Study Area

The ISB campus features several shared areas and rooms for students to study, meet, socialize or simply relax. Even on the days students might not have class, at ISB students are always encouraged to come to these shared spaces and take part in the growing ISB community. These areas are an integral part of the ISB academic environment. When using the shared spaces, students should always be responsible and respectful and adhere to the ISB Code of Ethics.

IT Support

Students facing technical issues in accessing school systems can contact:

- Mr. Binh (binh.le@isb.edu.vn) on the E-learning issues
- Mr. Tuan (tuan.nguyen@isb.edu.vn) on MyISB issues

Finance Information

Before each academic quarter at ISB, announcements of tuition fee payment will be posted on MyISB.

There are three methods to make tuition fee payment

1. Going to Phuong Dong Bank (OCB) at 17 Pham Ngoc Thach, Vo Thi Sau Ward, District 3, HCMC and deposit tuition directly to:
 - Bank account: ĐẠI HỌC KINH TẾ THÀNH PHỐ HỒ CHÍ MINH
 - Account number: 0036100000119009
 - Transfer content: Student's full name - student ID number
2. Using internet banking to transfer the tuition fees to:
 - Bank account: ĐẠI HỌC KINH TẾ THÀNH PHỐ HỒ CHÍ MINH
 - Account number: 0036100000119009
 - Transfer content: Student's full name - student ID number
3. Students can also log-in to OCB Online account at <http://ebanking.ocb.com.vn> to make an online payment.

Students can contact any OCB branch call (028)38244497 for more detailed information.

Students are advised to keep a record of the transfer (in hard or soft copy) during the years of studying at ISB for confirmation purposes.

Academic Documents

Academic Transcript

Transcripts feature a list of all the units students have completed along with the final mark earned in each unit.

Student Confirmation Letter

During the time at the university, students may need to confirm their status as current students of ISB.

Students request the above academic documents at the link [International School of Business - University of Economics Ho Chi Minh city \(isb.edu.vn\)](http://International School of Business - University of Economics Ho Chi Minh city (isb.edu.vn))

These documents will be issued within 5-7 working days and students will receive them at the reception, 279 Nguyen Tri Phuong campus.

Final Business Project Registration

Criteria:

- Student successfully accumulate at least 70% of the academic curriculum credits.
- Student should not be under any admonishment.



Graduation

Students who have successfully completed the following will be eligible to apply for graduation:

- Successfully complete all the required subjects
- Have the military education certificate
- Obtain the Informatics certificate and English certificate in accordance with the regulations for graduation set by UEH
- Complete ISB Leadership Program

UEH-ISB have four graduation applications in March, June, September, and December. Students should follow MyISB announcements for further information.

Rank of Graduation	Academic Performance (GPA)
High distinction	Excellent (3.6- 4.0)
Distinction	Very good (3.2 - 3.59)
Good	Good (2.5 - 3.19)
Bad	Average (2.0 - 2.49)



Rank of Graduation at High Distinction or Distinction will be dropped by one level in the case that:

- Repeat units account for 5% of the total credit points for the whole award;
- Under caution/ disciplinary punishment from the University



Graduation Reward

The graduation reward is granted to students who graduate at the Distinction Rank or above and within the UEH-given duration.

School Policies

Students can find information regarding academic policies and regulations at MyISB. It is students' responsibility to familiarize themselves with and abide by these regulations during the time as an ISB student. Violation may result in academic or disciplinary punishments. A full copy of the ISB Policies Handbook can be found online, or at ISB Office.

Academics Policies

Enrollment

Students are announced clearly about the registered courses, schedule, course structure, enrolments' requirements, and examination's requirements before the beginning of the trimester at MyISB.

Students must be formally enrolled before officially participating in classes and all ISB activities. Students cannot receive final grade if they are not enrolled successfully.

For successful enrolment, students need to:

- Register and make sure they are enrolled correctly in each session via MyISB.
- Inform the BBus Program in regarding to any errors or omissions before the approved census date. Any adjustments after the approved census date will not be solved unless there are unexpected circumstances.
- Ensure the enrolment meet course requirements which are consistent to the approved ISB course structure.

Students should follow the approved census date which is published on MyISB.

Students must check schedules on MyISB, attend the right classes, and are not allowed to change the classes or units without the school's approval.



Students who have not paid their tuition fees by the due date will have an encumbrance placed on their student record. In order to have this encumbrance removed, all outstanding fees must be paid. If students have this encumbrance:

- Student's enrollment in the current session will be cancelled.
- Student will not be able to re-enroll for the next studying session.
- Academic documents or transcripts related to students' enrollment will not be issued.
- Students will not be able to graduate.

If there's any issue related to the tuition fees, students can send an email to the Accounting Department at accounting@isb.edu.vn

Students who want to enroll one more unit for the coming studying session are required to submit an Add-Drop Subject form to the BBus Program. The form can be downloaded from MyISB.

Students may withdraw from a unit without academic penalty before the approved census date. Students formally withdrawing from units after the approved census date will automatically incur an academic penalty (Fail Discontinued).

Students who withdraw due to extenuating circumstances may apply in writing to the BBus Program for consideration of withdrawal without academic penalty.



Deferment

Students who want to defer from the course for the coming studying are required to submit a Request for Deferring the Course form (which is available on MyISB) to BBus Program prior to the approved census date in order to avoid academic and financial penalties. Students who want to defer from the course must have:

- Completed at least 1 trimester at ISB
- An accumulated GPA not lower than 5.0

Students will receive an official deferred decision via email after completing the application.

The University permits students to take a maximum of 2 trimesters leave of absence during the course.

Requests	Defer from the program
Relevant form	Request for Deferring the Course form
Notes	Students should note that an incomplete record will reflect as zero in their academic transcript
Submit relevant forms to ISB reception. All forms are available on MyISB.	

To resume studies from Leave of Absence, students must contact the BBus Program to obtain advice on procedures and must enroll in units by the same date continuing students are required to finalize their unit enrolment.

Students who have not returned after the deferment will be regarded as having abandoned their course. This means their names will be deleted from ISB's system and they will no longer be recognized as ISB students.

Students cannot re-enroll after being abandoned or resigning from the course. They need to re-apply for admission. However, if students want to extend their deferment, they are required to contact the BBus Program via bbusprogram@isb.edu.vn

Academic Assessment

Students' performance will be evaluated in a progress by a set of assessment tasks which are transparently indicated in the Unit Outline and Learning Guide at the beginning of each unit. The total mark is the average mark weighted by proportion of each assessment task in a unit. The final examination usually accounts for highest percentage.

Assessment tasks could be attendance, individual assignment, group assignment, seminar, mid-term examination, and Final examination which are stated clearly in the Unit Guide.

Some units have threshold requirement which leads to grade of fail if students violate, even though the total mark could be higher than 5.0.

Students will face to mark deduction or even receiving a grade of Zero (0) if they violate academic dishonesty such as cheating and plagiarism.

GPA standing for Grade Point Average is the average grade of all units in an award, weighted by the credit points of each unit. It is calculated as follows

$$GPA = \frac{\sum_{i=1}^n G_i \times c_i}{\sum_{i=1}^n c_i}$$

with

G_i : Total mark of Unit i

c_i : Credit points of Unit i

$\sum_{i=1}^n c_i$: Total number of credit points accumulated in an award

Note: GPA for graduation will not include Physical Education subjects and Military Course. However, students are required to complete Physical Education subjects and Military Course in order to graduate.

Late Submission of Assessment

Coursework and assignments are expected to be completed within the stated time frame. No late assignments will be accepted unless prior authorization is granted by the coordinator. In case such an authorization is not granted, grade deduction will be applied. The coordinator may decide not to accept assignments that are not submitted within 3 days after the assignment due date. However, if there are extenuating or unforeseen circumstances, an exception may be granted at the discretion of the unit coordinator and based on a Special Consideration Application for assessment task extension.

All quizzes and the final exam must be taken on the assigned dates. If there are extenuating or unforeseen circumstances, the unit coordinator must be contacted prior to the quiz or exam dates to authorize a make-up if required. No make-up quiz or exam will be accepted unless a prior approval is granted by the unit coordinator based on a Special Consideration Application for a supplementary examination.



Review of Grade

Students can only review their final grade. Students will be informed of the outcome on myISB within 30 days from the submission date.

Requests	Review final exam grade
Relevant form	Request for review of grade
Notes	Submit within 15 days from the final grade release date
Submit relevant forms to ISB reception. All forms available on MyISB.	

Examination

Students should present at the examination room before 20 minutes from the starting time.

Students who arrive 15 minutes after the beginning of the exam, will not be allowed to take the exam.

Requests	Absent from exam due to unexpected circumstances
Relevant form	Request for absence from examination
Notes	Submit before the examination date or 3 - 5 days after the final exam
Requests	Defer exam
Relevant form	Request for deferred examination
Notes	Submit when having an announcement from BBus Program
Submit relevant forms to ISB reception. All forms available on MyISB.	

For some exceptional circumstances, Training and Testing Department will consider about opening the second examination for the students.

Academic Standards of Progress

ISB maintains a system to monitor the academic progress of its students. The purpose of this system is to identify students who are having academic difficulty so that the University can intervene to ensure that they are getting the most out of their educational opportunities.

If a student is struggling to maintain a certain academic standard, ISB may intervene in a number of ways including limiting the number and type of classes that student can take. In some cases, ISB may ask that student to take a leave of absence from the University, or expel the student from the University altogether.



Requests	Absent from class
Relevant form	Request form for leave of absence
Notes	Submit 3-5 days from date of absence
Submit relevant forms to lecturer and Bbus Program All forms available on MyISB	

Electronic Device Use

Cell phones will be turned off or switched to vibrate mode before class starts. No phone calls or text messaging are allowed inside the classroom during class time. Portable listening and/or music devices may not be operated in the classroom. Headphones and/or earbuds of any type may not be worn while in the classroom whether operating or not.

Laptop PCs are not permitted unless specifically authorized by the lecturer exclusively for note-taking. If students are in violation of these policies they will be excused from class and an absence will be assessed.

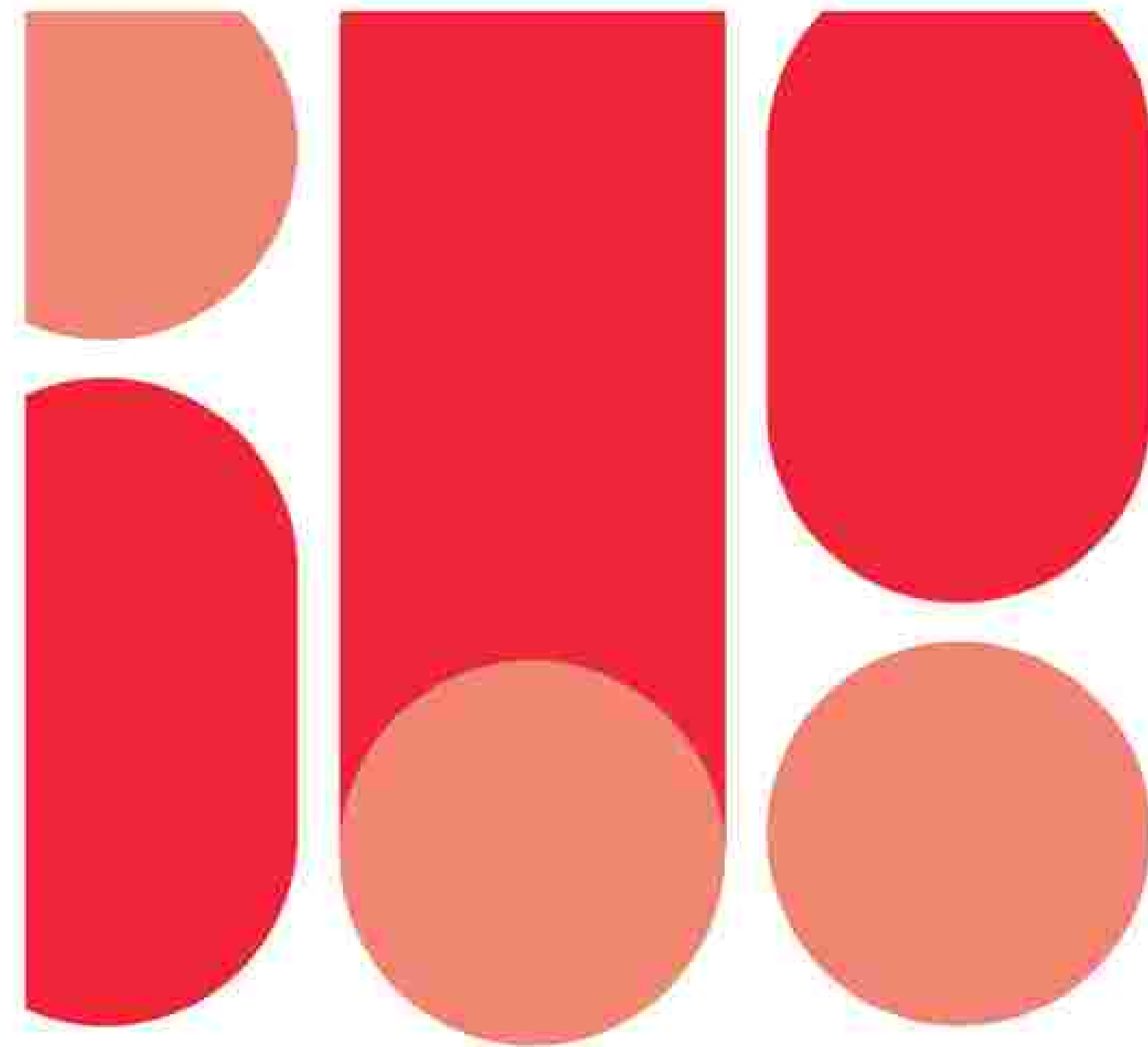
Attendance

Class attendance is compulsory and students should provide reasons and supporting evidence for the failure to attend the class on a particular lecture/workshop session.

Students are required to attend a minimum number of all classes, according to the subject syllabus in order to secure assessment marks and qualify to sit the final exam.

Arriving to class late by 15 minutes at the beginning, arriving late by 5 minutes after the break, or leaving prior to the scheduled end time without the permission of the lecturers will equate to an absence.

Grade reductions for the unit will be assessed when final grades are assigned if the above absence rule is violated during the unit.



Dresscode

As part of UEH, the International School of Business was established to create a world-class, modern, and dynamic educational environment. Therefore, student appearance is considered as one of significant importance.

We do not intend to set the specific type of clothes to be worn to school, but occasionally find it necessary to say what shall NOT be permitted.

- Shorts are not allowed at the school. Skirts & dresses must be worn on the waist or hips and no more than 10 centimeters above the knee.
- Clothing that exposes underwear, underwear worn as outerwear, or lack of underwear are not allowed.
- Shirts/sweaters must cover the mid-section, front and back, and have a modest or appropriate cut or neckline.
- Footwear is required, preferably shoes or sandals.
- Tops must be long enough to cover the mid-section when arms are raised above the head. Clothing that exposes the midriff is not allowed.
- Clothing that displays inappropriate writing, pictures, or references or infers inappropriate material is not allowed.
- Headgear (caps/hats, scarves, beanies, stocking caps, wave caps, etc.), sunglasses and headphones or earphones may not be worn in class or during indoor activities.

Extra-Curricular assessment

Grade of Extra-Curricular Activities follows the scale of 100 basing on these criteria:

- Attitude towards study (marked 0-20);
- Attitude towards the University Policy Compliance (marked 0-25);
- Attitude towards activities of politics, society, culture, art, sport, preventing crime, and social evils (marked 0-20);
- Attitude towards school community (marked 0-25);
- Attitude towards as Student Representatives; participating in the unions, clubs, other activities in the school; or outstanding results in Academic and Extra-Curricular Activities (marked 0-10);

Total of Grades	
Grade (Notation)	Description
Excellent	90 - 100
Very good	80 - 89
Good	65 - 79
Pass	50 - 64
Weak	35 - 49
Poor	<35

Scholarship

Conditions to apply for the scholarship are as follows:

Scholarship Recipients

Full-time talented bachelor students who are attending the training plan.

Regulations

1. Scholarship is reviewed to be granted each year and for each course. ISB's Scholarship Council will approve the list of scholarship recipients at the end of the school year.

2. Average accumulated score for scholarship (GPA for scholarship): is the average score of all subjects in the scholarship review year, including the grades of subjects which are transferred from ISB's Exchange Study program.

The formula is below:

$$GPA = \frac{\sum_{i=1}^n G_i \times c_i}{\sum_{i=1}^n c_i}$$

with: G_i : Total mark of Unit i

c_i : Credit points of Unit i

$\sum_{i=1}^n c_i$: Total number of credit points payment before/ at the time of reviewing the scholarship;

i : Number of subjects students have finished at the moment of reviewing scholarship in the scholarship year;

n : Number of subjects in the scholarship year (excluding subjects still in debt of tuition fee payment and subjects of re-studying to improve the score).

Note: GPA for scholarship will not include Military Course, Physical Health Education, and re-inforce supplementary English subjects.

3. Students need to meet the following conditions to be applied for the scholarship:

- Currently studying in at the time of the training plan of ISB. The scholarship is only granted during the training plan.
- Students who defer or prolong their study duration are not considered to be granted scholarships.
- Having a GPA for the scholarship and extra-curriculum score of good grades or above in the scholarship year;
- Achieving a score of 5.0 or more (on a scale of 10) for all subjects in the scholarship year;
- The number of credits in the scholarship year must be greater than or equal to the number of credits in the training plan. Some special cases will be reviewed and announced to the students later.
- Students must make full tuition fees payment before/at the time of reviewing the scholarship;

4. Points are added to the GPA for the accumulated in the scholarship year scholarship score for students who get high extra-curriculum scores:

- 10 students who get the highest extra curriculum score of UEH and ISB will be awarded 0.2 to the GPA for scholarship.
- 10 students who get the second highest extra-curriculum score of UEH and ISB will be awarded 0.1 to the GPA for scholarship.
- Extra-curriculum score will be calculated in the scholarship year and ranked from the highest to the lowest at any course.

The Process of Granting Scholarships encourages Learning

At the end of each school year, ISB establishes a Scholarship Council. Basing on the list of excellent and good students submitted by the Training and Testing Department, the Council will make the decision on the scholarship award.

The Training and Testing Department announces the list of scholarship recipients, scholarship level, and time for resolving complaints about the average score for reviewing the scholarship on the ISB website. Decisions of the Council is the final decision in case of complaints.

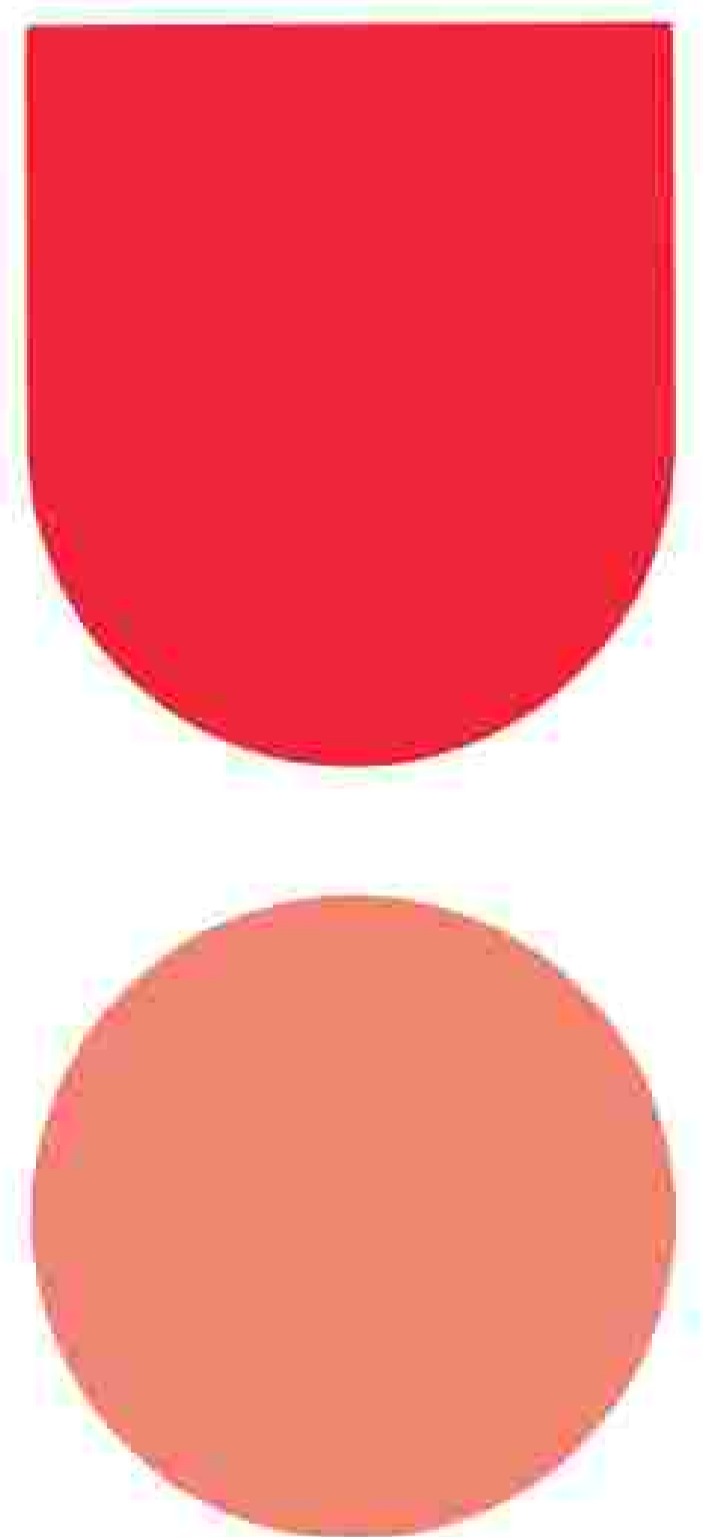
The level of Scholarship

There are 3 levels of scholarship:

- Scholarship for Excellent students
- Scholarship for Very Good students
- Scholarship for Good students

Regulations are available at:

https://myisb.isb.edu.vn/Files/Giaotrinh/2976_Quydinghocbong2024.pdf



Code of ethics

Conduct

The University is a large environment of communication where students work with their friends, lecturers, staff, and other visitors. The University expects students to conduct themselves confidently, honestly, and respectfully in all situations, whether in spoken communication or written statements.

Any behaviors which are inconsistent with the Code of Conduct Policy will be under the Misconduct Policy and face disciplinary punishment from the Disciplinary Committee.

Conduct towards community

Students at ISB should feel safe and comfortable expressing their ideas and opinions without the threat of harassment or intimidation. The principle of "Freedom of Expression" will be observed by all ISB students and community members. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting or using language with malicious intent (see Respect and Inclusion in Learning and Working Policy).

Conduct towards Community includes, but not limited to:

- a.** Behave in a kindly, friendly, polite and appropriate manner in accordance with Vietnamese tradition/culture;
- b.** Be available and eager to support newcomers and disabled people;
- c.** Respect everyone including lecturers, administrators, staff, fellow students, and any visitors to the ISB campus;
- d.** Behave respectfully when representing ISB or any part of the school, including clubs and sports teams, at off-campus events;
- e.** Respect and learn how to conduct with the difference in culture;
- f.** Be civilized in email and appeal;
- g.** Avoid discrimination, harassment, vilification, and victimization;
- h.** Avoid intimidation and bullying.

Conduct towards University policies

Students are expected to:

- a.** Familiarize themselves and comply with the UEH-ISB Policies;
- b.** Avoid violating discipline due to the unknown or misunderstanding of the University Policies;
- c.** Apply specific rules in functional departments such as Library and IT lab;
- d.** Absolutely not be allowed to produce, store or use alcohol and drugs in the University (see Alcohol and Drugs Policy);
- e.** Absolutely not be allowed to bring or use illegal substances and dangerous chemicals which can cause injury and explosion in the University. For example, petroleum, gasoline, and acids;
- f.** Absolutely not be allowed to bring or use dangerous tools or weapons in the University;
- g.** Absolutely avoid adverse behaviors which seriously influence community security such as underlying conflict, acrimonious argument, and fighting.





Conduct towards Academic

Students are expected to maintain the highest standards of academic integrity. Specifically, they are expected to:

- a.** Be responsible to read, comprehend, and implement course requirements which are transparently written in the Unit Outline and Learning Guide (including threshold requirements, plagiarism, and deadlines for assignments);
- b.** Be responsible for their progression in the University and seek advice promptly to improve poor performance;
- c.** Be updated to the University information via the website, notice board and Student Representatives;
- d.** Perceive that effective learning is based on knowledge sharing. Selfishness is not welcome because this can limit their knowledge absorption and leads to one-sided thinking;
- e.** Perceive that the satisfied learning outcome results from the harmonious interaction between learners and facilitators;
- f.** Perceive that self-directed learning under facilitation from lecturers plays an important role in effective study;
- g.** Be honest in all academic work including assignments, examinations, and research.
- h.** Absolutely avoid plagiarism violation and cheating in the examinations;
- i.** Do not use gadgets such as mobile phones, cameras, iPod,... in class except for permission and emergency circumstances.

If students are unclear about what might constitute academic dishonesty, they are encouraged to consult their lecturers or Student Service. Students should be aware that ignorance is not an acceptable defense for academic dishonesty.

Conduct towards Extracurricular activities

The University recognizes the importance of training skills in education besides academic. Therefore, the University designs a wide range of activities during the award to support students improve their skills and graduate attributes via these useful activities.

Students should understand that joining in University activities offers them valuable experience and makes their student life colorful. Students are expected to participate in all University activities positively, enthusiastically and constructively.

Conduct towards University view and property

Students are expected to be responsible for the University's view and property. Grati and defacement of school property are unacceptable and a violation of ISB Rules and Regulation. Students need to compensate for the costs of the damages resulting from their behavior.

Students are required to:

- a.** Keep the University's environment pure and tidy;
- b.** Protect the University's Property against damage and loss;
- c.** Not write on tables, chairs, walls, and other property;
- d.** Not waste electricity, water, and other resource;
- e.** Promptly report to the University about any damage, loss, or violation.

Misconduct

The University is a large educational environment where students experience their study and extra-curricular activities. For a healthy educational environment, ISB expects all students to avoid violating misconduct behaviors including General Misconduct, Academic Honesty and Misconduct in Extra-Curricular Activities. Any violation of Misconduct Policy will lead to disciplinary punishment, even suspension and termination.

General Misconduct behaviors include, but are not limited to:

- a.** Be late for school, internship;
- b.** Absence without permission;
- c.** Make noise, do personal work in class;
- d.** Disrespect lecturers and staff;
- e.** Consume alcohol, smoking, gambling on the campus;
- f.** Store, distribute, access, and use depraved products or participate in superstitious activities, and illegal religious activities;
- g.** Track, distribute, store, abuse or induce others to use drugs;
- h.** Store and track weapons, explosives, illegal substances and prohibited goods prescribed by the law;
- i.** Invite bad elements to campus and dormitory who adversely harm to security and order in the school;
- j.** Steal property; store, and sell stolen assets;
- k.** Organize or participate in fighting which causes injury;
- l.** Incite or induce others to protest and write pamphlets and illegal posters.

Academic dishonesty

Academic dishonesty includes lying, cheating, stealing, plagiarism, and using unauthorized materials on any assignment, quiz, or exam.

The act of lying is to intentionally provide false information or a false statement. Lying, in both academic and non-academic activities, is impermissible.

Cheating is acting dishonestly in order to gain an unfair advantage. Cheating in assessment tasks includes, but is not limited to:

- a.** Giving or receiving unauthorized aid on any assignment, quiz, or exam;
- b.** Communicating in an examination, or other tests, with other candidates;
- c.** Bringing into the examination room unauthorized materials or devices;
- d.** Using an electronic device (including mobile phones);
- e.** Writing or advising for an examination answer outside the examination room;
- f.** Attempting to read or copy other students' examination answers;
- g.** Using the same material from work previously submitted for another course unless the student has permission from the lecturer to do so;
- h.** Impersonating another student, or arranging for anyone to impersonate a student, in an examination or other assessment tasks.

Plagiarism is when a student uses ideas or words from another author or source and represents them as his or her own. This is considered cheating and is taken very seriously at ISB as a case of Academic Misconduct. Students caught plagiarizing on an assignment will receive a score of zero for that assignment and may face additional repercussions for Academic Misconduct. Students are required to always properly cite the original sources of the materials used in his or her work (Referencing Styles Policy).

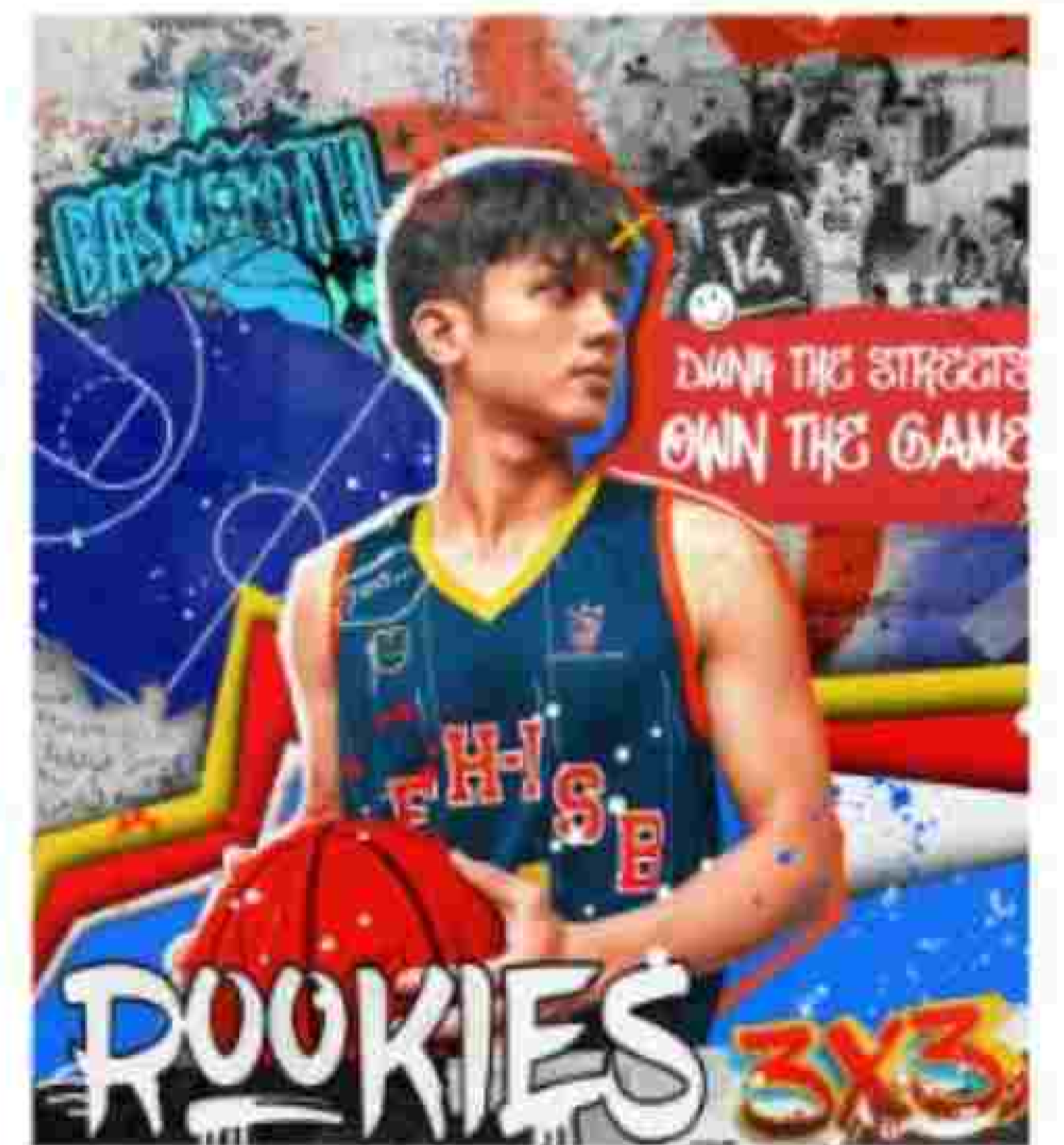


Stealing is the act of taking without permission and without intention to return. The prohibition of stealing includes property of any nature as well as academic work.

Misconducts in Extra-curricular Activities

Misconduct in Extra-Curricular Activities includes behaviors that harms to organizing activities, but is not limited to:

- a. Propagating inconsistently to the activity's content and objective;
- b. Withdrawal from a competition/ activity after successful registration without any relevant reason;
- c. Cheating in competitions, contests, and festivals;
- d. Using an electronic device (including mobile phones);
- e. Other adverse behaviors.



FAQs

Q1: What should I do if I want to defer from the course?

A: Students who want to defer from the course must:

- Have completed at least 1 trimester at ISB.
- Have accumulated GPA not lower than 5.0
- Submit “Request for Deferring from the Course” form (which can be downloaded from MyISB) to the BBus Program.

The maximum amount of deferring time is 2 trimesters and will be accumulated to the total number of years students study at ISB.

Q2: What should I do if I want to come back after deferring from the course?

A: Students must contact the BBus Program and acknowledge that students will be studying and following the course structure of new assigned batch. For example, if a K50 student comes back after resigning, the student must study and follow the course structure of batch K51.

Q3: What is the difference between GPA for annual scholarship and GPA for graduation?

A: There is no difference between the GPA for the annual scholarship and the GPA for graduation. It will not include Physical Health Education subjects and Military Course. However, students are required to complete Physical Health Education subjects and Military Course to graduate.



Q4: What if I want to add or drop one subject of a trimester (including repeating any subject)?

A: If students want to study more or less than the standard, students must submit a “Request for Adding/Dropping Subject” form (which can be downloaded on MyISB) to the BBus Program on information in the enrollment announcement.

Q5: What if I need an Official Academic Transcript and Student Confirmation?

A: Students can request via link <https://myisb.isb.edu.vn//?Page=record> and pay the required fees at reception on Floor 14 th, B1 Building, 279 Nguyen Tri Phu ong campus. The Academic Transcript/ Student Confirmation will be issued within 5 - 7 working days.

Q6: What if I lose my student ID?

A: Students kindly go to: <https://es.ueh.edu.vn/dichvu/chitiet/10037> and register following the instructions.

Q7: What if I need information about UEH annual soft skill seminar (SHCD), UEH extracurriculum score?

A: Students can contact the Department of Student Affairs at A0.16 - 59C Nguyen Dinh Chieu or via email dsa@ueh.edu.vn.

FAQs

Q8: Where can I find all forms?

A: All forms can be downloaded on MyISB – Student Forms.

Q9: What if I want to review my final grade?

A: After the final grade is released, if there's any issue related to the grade, students are required to submit "Request for Review of Grade" form (which can be downloaded from MyISB) to the receptionist on Floor 14th, B1 Building, 279 Nguyen Tri Phuong within 15 days from the date the final grade is released. If there's any change or no change to the grade, students will be informed via email within 15 days from the deadline of form submission.

Q10: What if I have problem with online system?

A: If you have problem with the E-learning system, please contact Mr. Binh: binh.le-@isb.edu.vn.

If you have problem with MyISB, please contact Mr. Tuan: tuan.nguyen@isb.edu.vn.

Q11: What if I can't attend the mid-term/ final exam due to some issues?

A: If students can NOT attend the mid-term/ final exam, students are required to submit "Request for Absence from Examination" form (which can be downloaded on MyISB) and related documents to the BBus Program within working days after the exam day. Any late submission will not be accepted and students will need to re-take the subject. Then students are required to keep track coming exams and re-take the final exam as soon as it is organized. Students need to submit "Request for Deferred Exam" form to the BBus Program in order to re-take the exam.

Q12: What is the condition for me to be approved for graduation?

A: You will be considered for Graduation if you meet the following requirements:

- Completing the entire curriculum; and accumulating enough credits assigned to the majors.
- Completing Physical Health Education subjects and Military Course and ISB Leadership Program.
- Obtain the Informatics certificate and English certificate in accordance with the regulations for graduation set by UEH.



Recommendations

University differs from High school

The University recognizes that many students suffer from being inadaptable to the University environment after graduating high school. Therefore, the UEH-ISB expects all students to perceive that:

- The learning outcomes in the University are resulted not only from the lecturers but also the students. The satisfied learning outcomes come from the harmonious combination of students' strong motivation for pursuit, awareness of self-directed learning, and good facilitators.
- Unlike the high school environment, performance in the University is assessed basing on Academic, Skills, and Attitude. Students should actively participate in teams, groups, or any activities of the University besides academic study.
- Students should learn how to effectively work in a team or group. Being selfish and shy are not encouraged in the University. The more you share your knowledge with your friends and lecturers, the more comprehension you achieve.
- Students should learn how to effectively employ the University facilities including E-learning and library.
- Students should seek advice from the Student Service or learn from other students.
- Students should put themselves in the connection to the University community. The more relationship you can set the more success you will achieve after.
- Students should familiarize themselves with actively updating the University information from all resources including E-learning, school website, and notice board instead of waiting for the news to come.



Recommendations

How to Achieve Good Performance

- Familiarize yourselves with the University's policies on Assessment and Examinations;
- Ensure you read and understand the assessment requirements;
- Actively participate in class;
- Note the due dates and methods for submission of assignments provided in the Learning Guide, seeking clarification from the lecturers or Unit Coordinators if required;
- Actively engage with the learning activities and resources provided in your units and by the University to help you prepare your assessment tasks;
- Follow the lecturers' guidelines and instructions for format and submission of assignments;
- When enrolling in a unit after teaching has commenced, obtain the relevant information on assessments in the unit from the Unit Coordinator.
- Seek advice if you have a disability or chronic health condition, or acquire one during your course, to ensure that you can meet any inherent requirements of the units.

How to Avoid Losing Marks

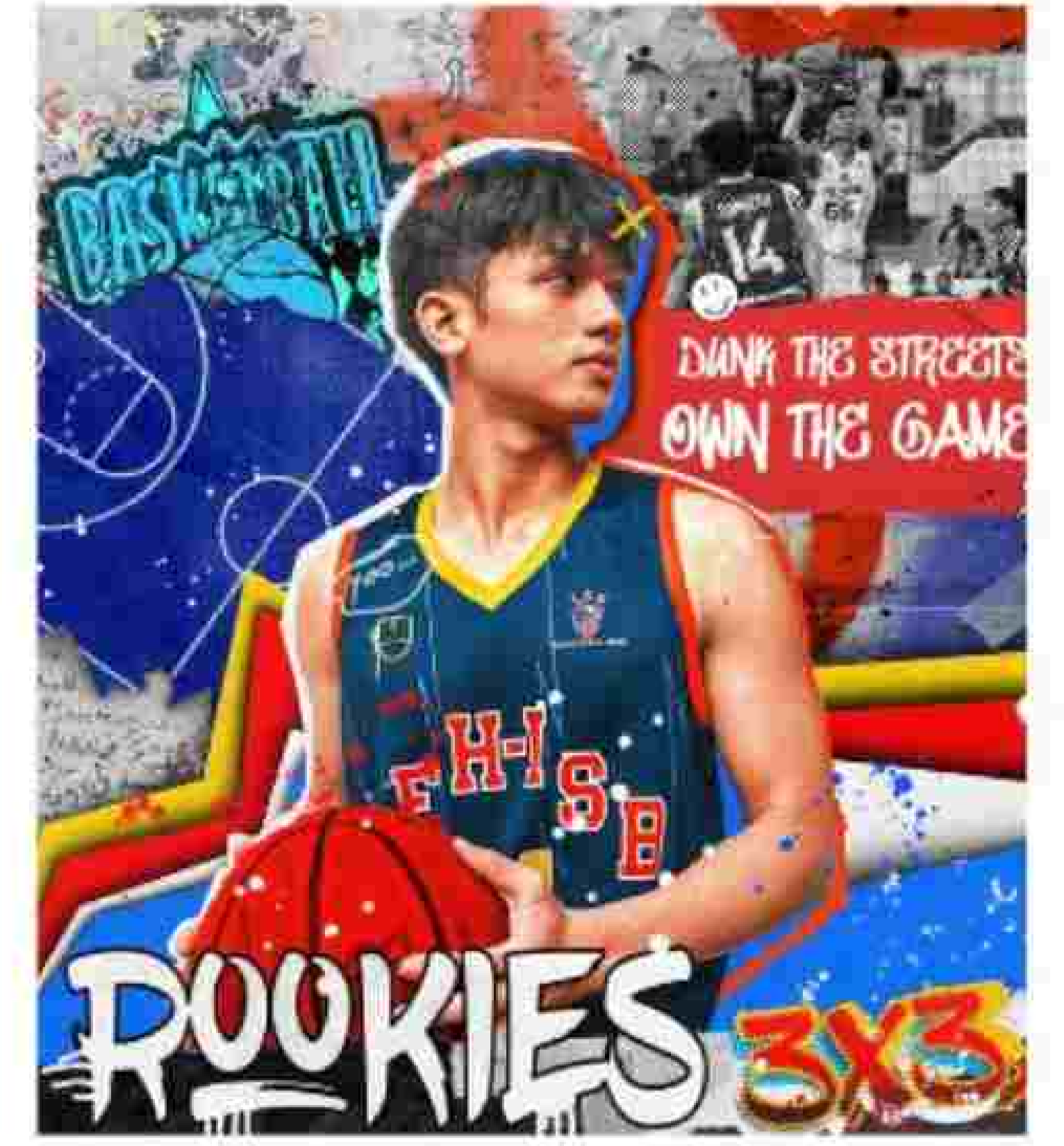
- Undertake all assessment tasks ethically;
- Submit on time your work;
- Collect all marked assessment tasks in sufficient time to learn from the feedback provided;
- Ensure to understand the requirements, including timetables, for assessment tasks.

Email Etiquette

Your lecturers receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely fashion, students are asked to follow the basic requirements of professional communication.

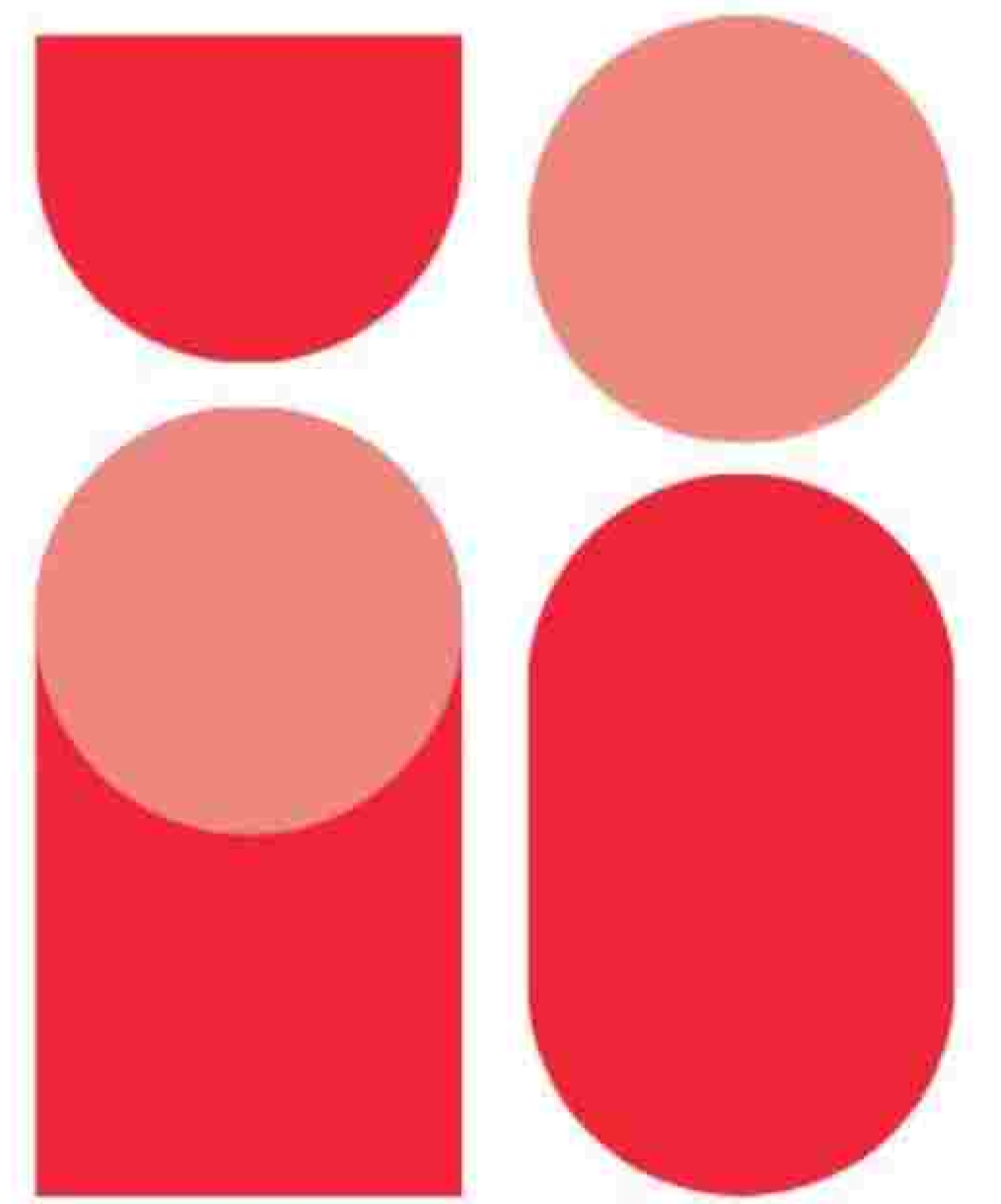
Firstly, all emails should have a concise and descriptive title, including the class and name of the unit you are enquiring about as your lecturers may be teaching more than one unit/class.

Students need to be clear about the intention of their emails, use appropriate tone and language, proofread what is written in the email before sending it. Students should also allow 3-4 working days for a response before following up. If the matter is legitimately urgent, you may indicate this in the email subject header but be sure that the email does require an immediate response before using this strategy. If your email request is complex and requires a lengthy response it may be probably best to make an appointment with your lecturers to meet in person.



STUDENT ACTIVITIES

"Work hard, play harder"





ISB Youth Union

Facebook: [ISB Youth Union](#)

Email: youth@isb.edu.vn

ISB Youth Union is not only responsible for managing and engaging ISB union member, but also a place where you can fully indulge your passions and immerse yourself in activities such as movements and volunteering, studying and scientific research.



APPLY CHAIN



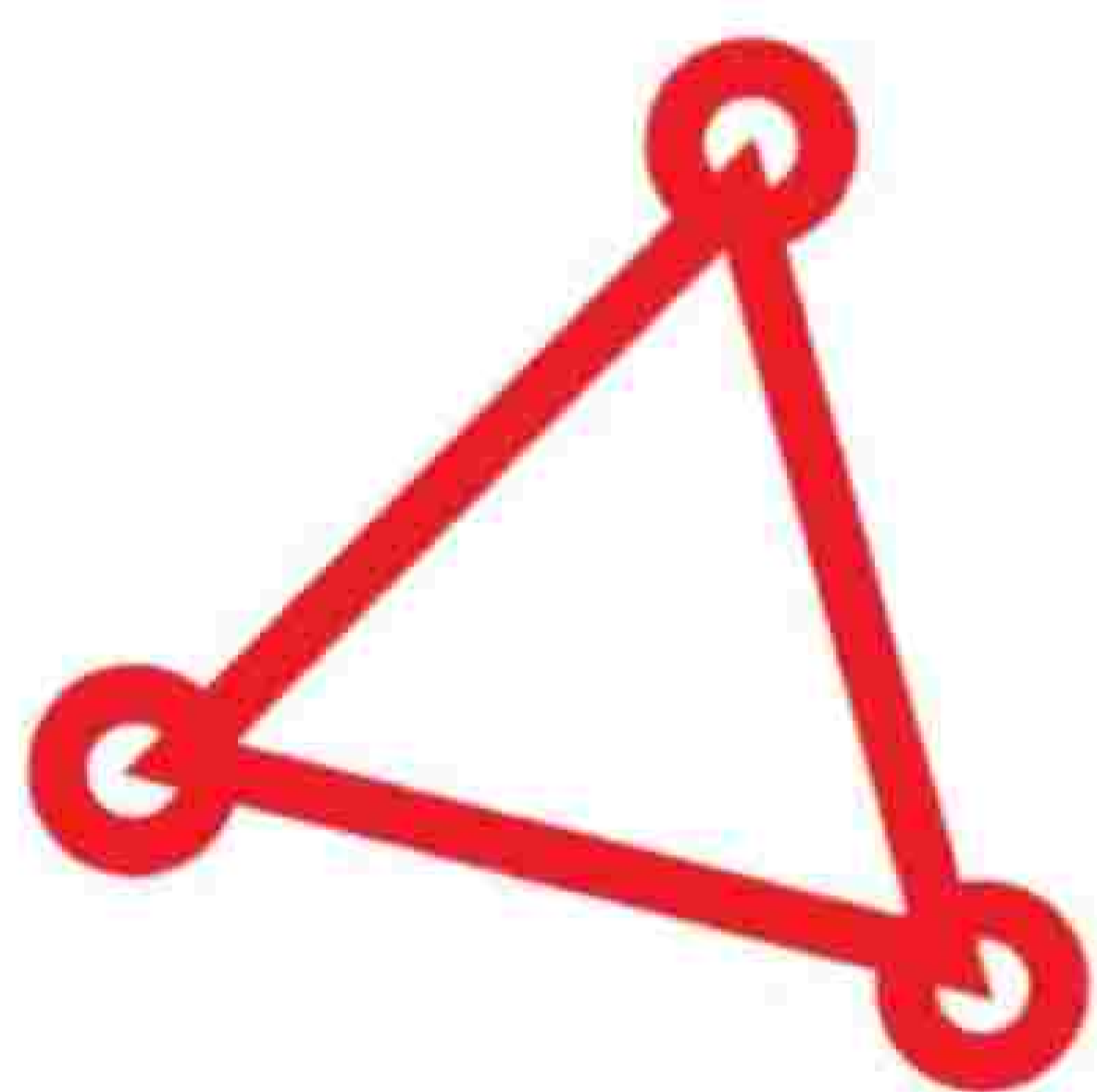
ISB Event Team

Facebook: [Ban Phong trào Đoàn Viên ISB - ISB Event Team](#)

Email: event@isb.edu.vn

ISB Event Team is a specialized committee within the ISB Youth Union, responsible for organizing large-scale events at ISB. It is the ideal place for ISB-ers who are passionate about event planning and wish to create meaningful and memorable moments.





ISB Academic Team

Facebook: [Ban Học Tập Đoàn Viện ISB - ISB Event Team](#)
Email: academicteam@isb.edu.vn

ISB Academic Team is a specialized committee within the ISB Youth union, helps students easily access information about competitions and academic programs.

ISB Academic Team





**CAM
CLUB**

Communications and Marketing Club

Facebook: [CAM - Communications and Marketing Club](#)
Email: camclub@isb.edu.vn

CAM Club provides a professional environment for training and practical experience in the Marketing industry through posts, workshops, and seminars. The club currently manages two main fan pages: CAM - Communications and Marketing Club for marketing knowledge, and Humans of ISB, which introduces the student life at ISB.





F&I - Finance and Invest

Facebook: [F&I - Finance and Invest](#)

Email: fandi@isb.edu.vn

F&I is a place for sharing knowledge about Finance and Investment and promoting opportunities to participate in competitions for like-minded individuals. Regular workshops and seminars help build a solid financial foundation and confidently explore the world of finance in the future.





Vietnam Universal View Club

Facebook: [VUV - Vietnam Universal View Club](#)

Email: vuv.vietnamuniversalview@gmail.com

VUV, established with the goal of becoming the International Business Club at ISB, provides valuable knowledge and sparks innovation for students. It is the ideal place for those passionate about developing a career in International Business and exploring a global mindset.





UEH - ISB Toastmaster Club

Facebook: [UTC - UEH ISB Toastmasters Club](#)

Email: ueh.isb.toastmasters@isb.edu.vn

UTC is the oldest club at UEH - ISB, affiliated with Toastmasters International, specializing in developing Public Speaking and Leadership skills. UTC members receive comprehensive training and connect with the Toastmasters community both nationally and globally.





L.O.M Club

Facebook: [L.O.M Club](#)

Email: lom@isb.edu.vn

The L.O.M Club - the Music Club at ISB - is for students to express their passion for music and the arts. The club not only provides opportunities for performances but also allows members to try their hand at media and event organization, featuring the participation of many renowned artists.



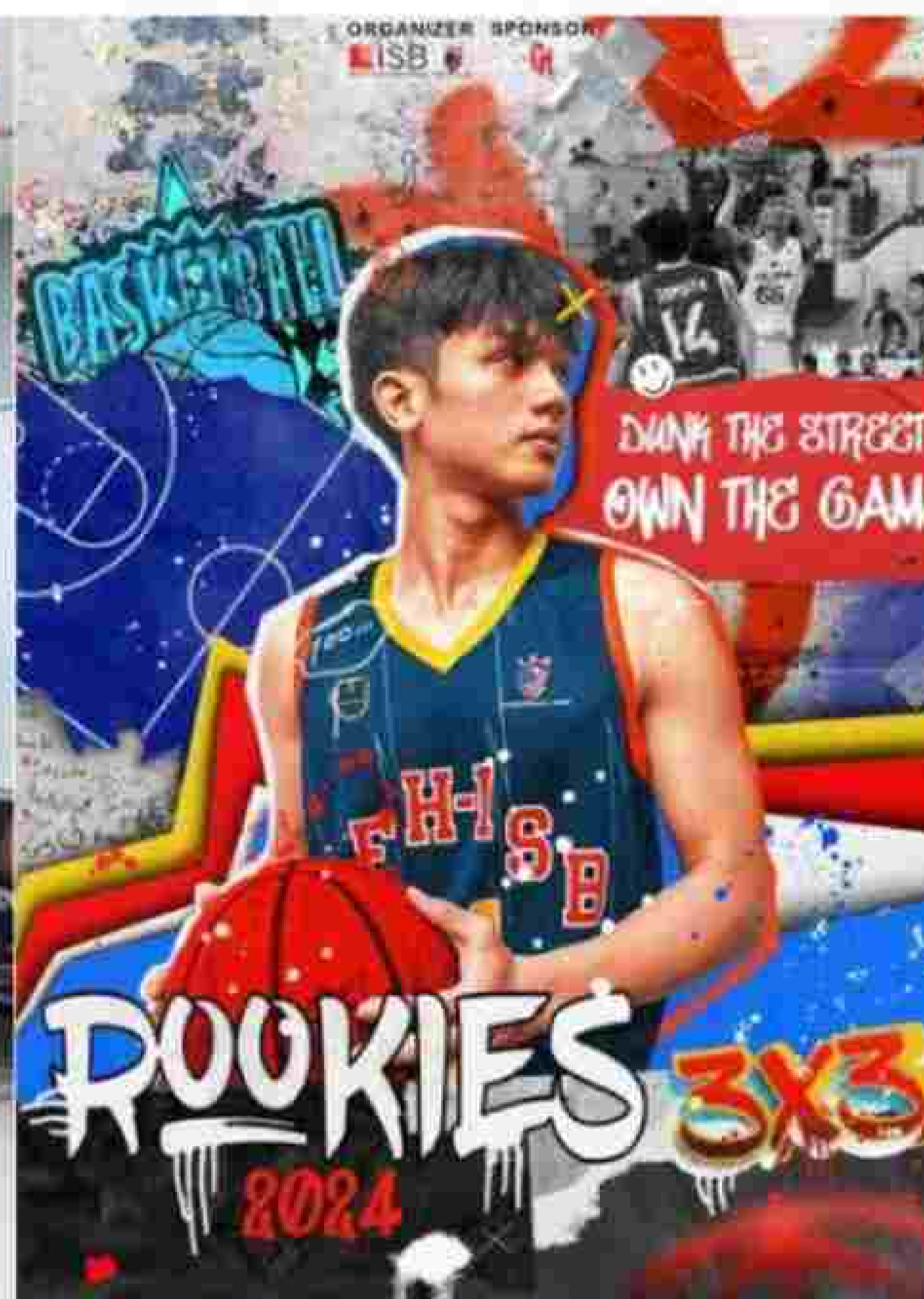
RED - ISB Dance Club

Facebook: [RED - ISB Dance Club](#)

Email: red.since2018@isb.edu.vn

With the image of a powerful lion, RED embodies the vibrant spirit and intensity of the dancers at ISB. The slogan "RED - HOT - SPICY" promises to deliver fiery and explosive performances.





BASKETBALL CLUB

IBC - ISB Basketball Club

Facebook: [ISB Basketball Club](#)

Email: basketballclub@isb.edu.vn

IBC is the basketball club at ISB. With the growing popularity of the sport, IBC has gradually become one of the top choices for students at ISB. IBC is a perfect blend of basketball passion and your communication and media skills.





BEASTS Football Club

Facebook: [BEASTS Football Club](#)

Email: beasts.footballclub@gmail.com

BEASTS, the football club of ISB, is the top choice for students passionate about football, improving their fitness, and connecting with friends. By joining BEASTS, you have the opportunity to immerse yourself in lively matches and participate in creative and dynamic media activities.



MATCHDAY
MATCHDAY
MATCHDAY
MATCHDAY

FIBEST vs **BROS K48**

GIA DINH STADIUM
 2A PHAN CHU TRINH, BINH THANH, HO CHI MINH

SATURDAY
 3 AUGUST, 2024
 3:00PM

@isbeventteam

SQUAD LIST

BEASTS FOOTBALL CLUB

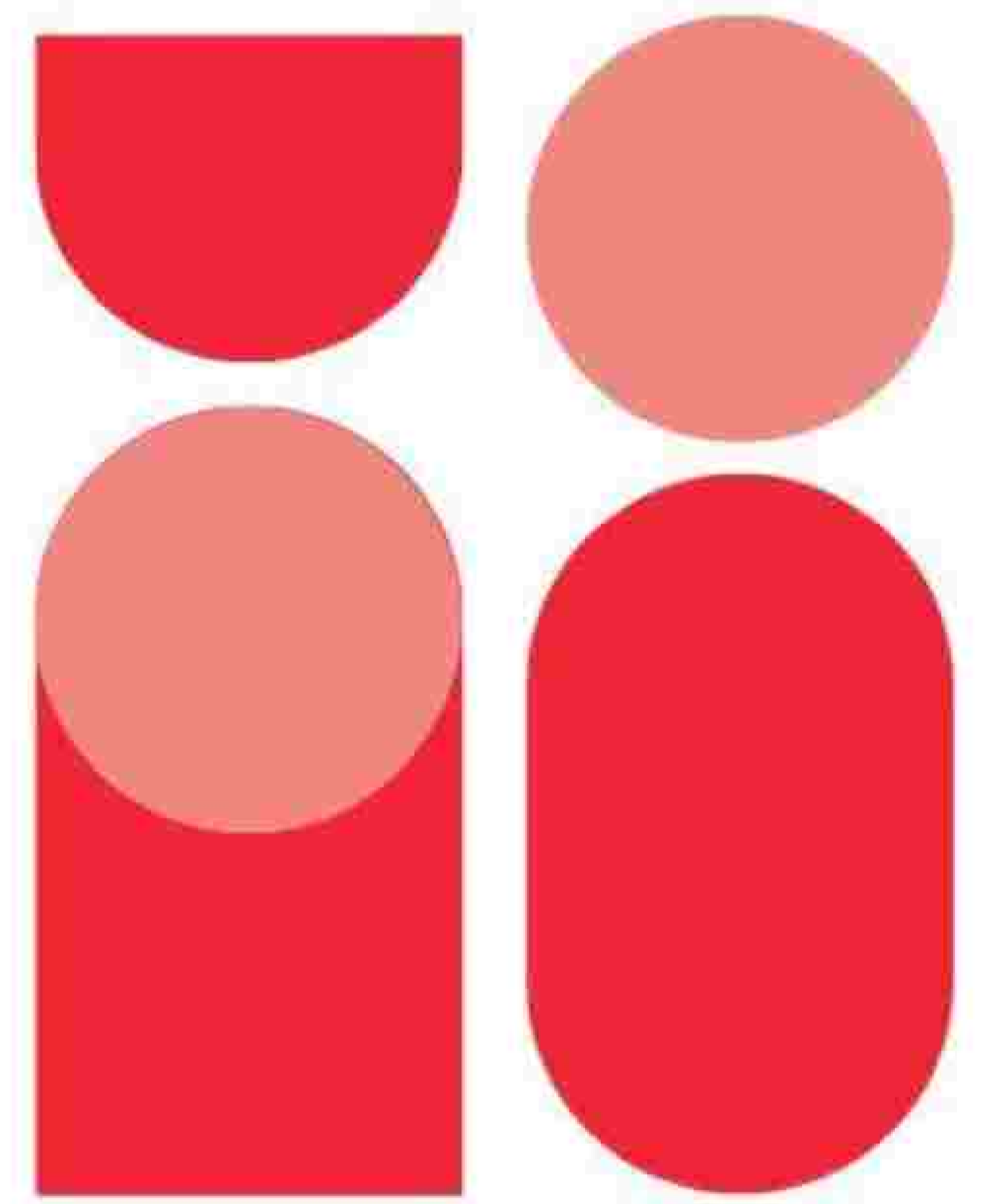
HEAD COACH: QUOC TRONG
ASSISTANT COACH: PHU HAO

GK 01 GIA KHANH	GK 27 TAN DUY	FIXD 28 MINH NHAT	FIXD 67 HUNG THIEN	FIXD 99 HUU CHINH
ALA 07 GIA BAO	ALA 12 QUOC BAO	ALA 10 HUU PHU	ALA 14 DUC MANH	ALA 11 HONG PHONG
ALA 15 DUC NHAN	ALA 30 XUAN DANG	PIVOT 25 DANG VINH	PIVOT 17 QUOC HUNG	PIVOT 18 HUU TAI

FI UNIVERSITY CHAMPIONSHIP - STARBALM CUP 2023



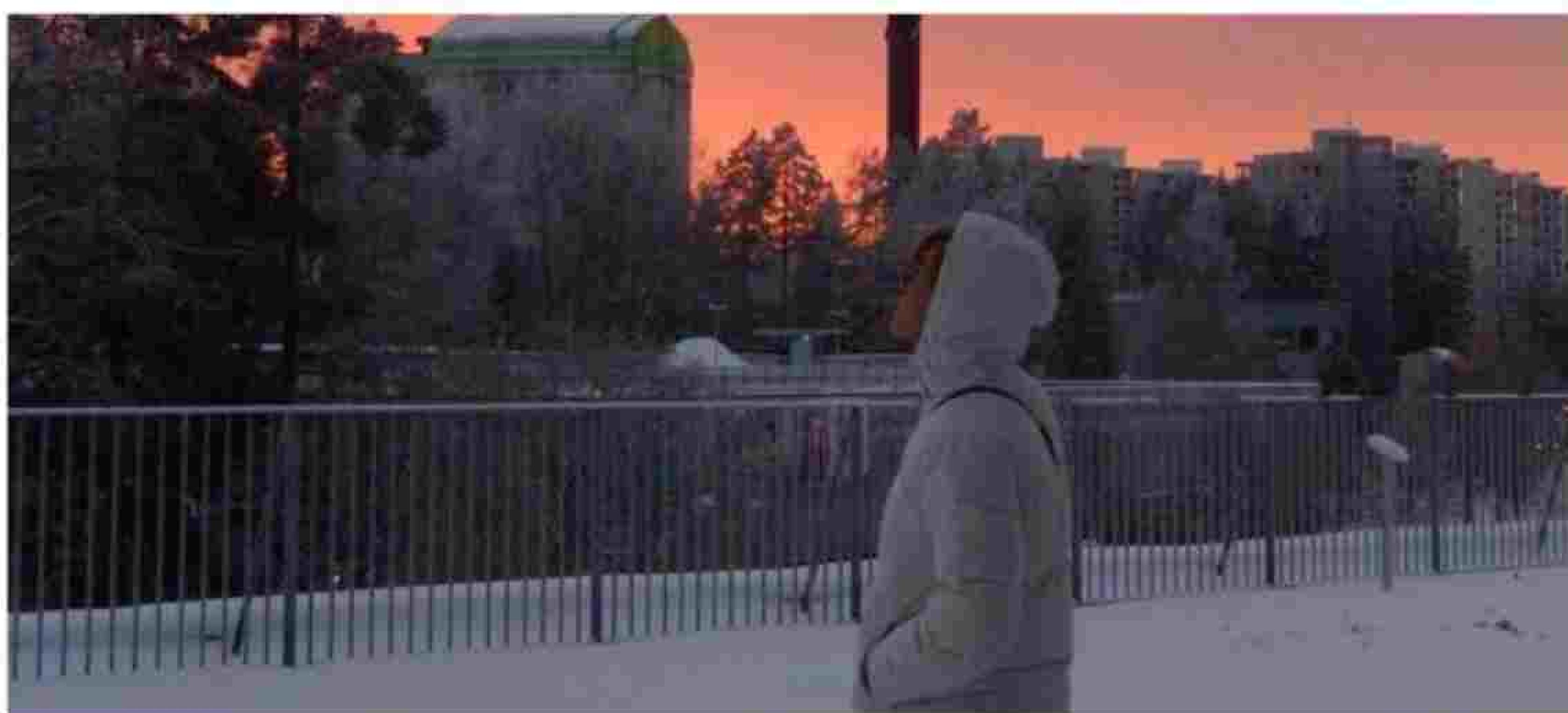
STUDENT EXCHANGE PROGRAM

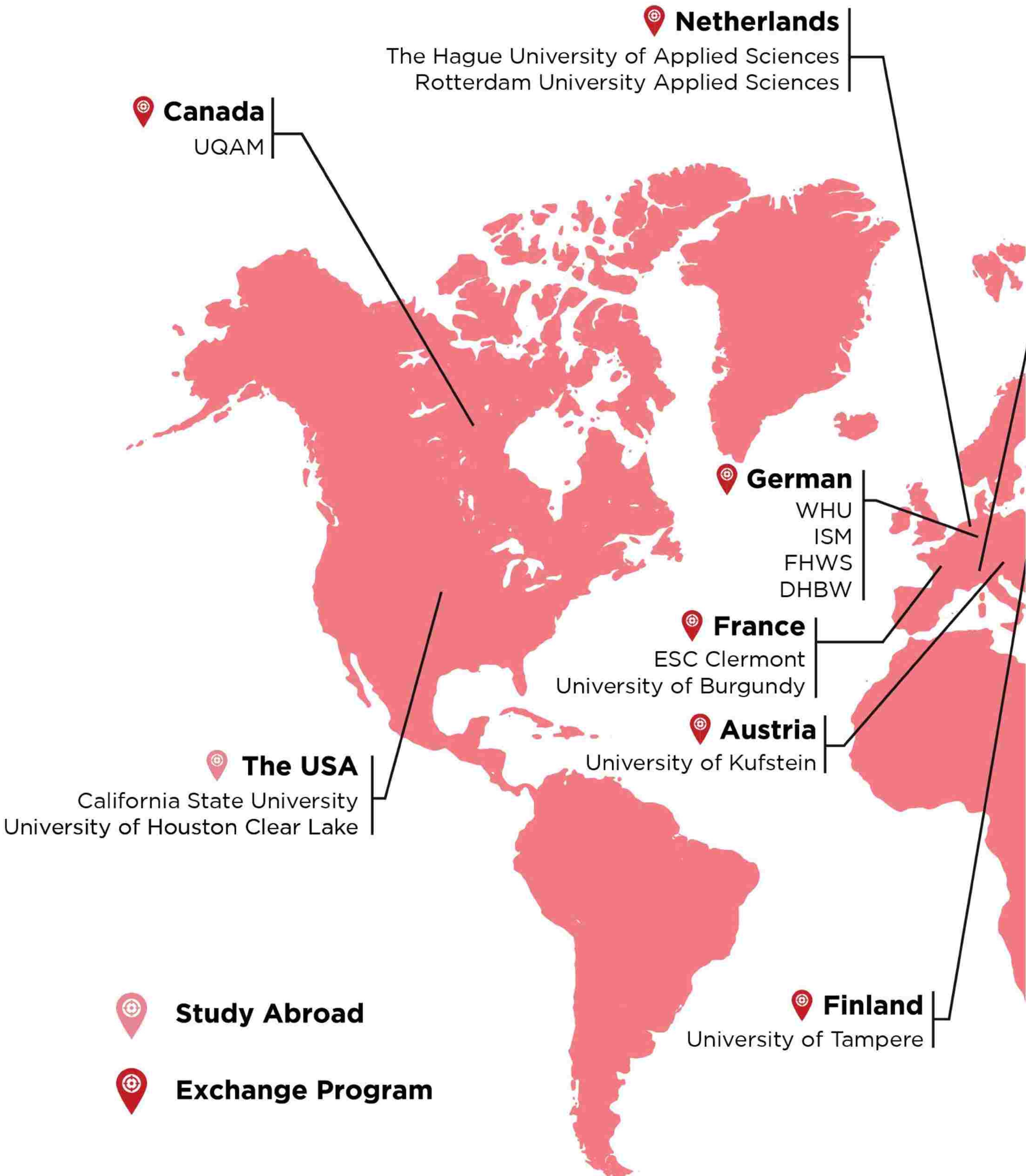


STUDENT EXCHANGE DEPARTMENT



exchange.program@isb.edu.vn
(Ms. Tram Anh)





Where can you go?



Contact List

Class Supervisor

Faculty Office
028 3920 9999

ISB Leadership Program

Dr. Dung
isbleadership@isb.edu.vn

BBUS Program Admin

Ms. An
028 3920 9999 (line 305)
bbusprogram@isb.edu.vn

Accounting

Ms. No
028 3920 9999 (line 337)
accounting@isb.edu.vn

Testing

Ms. Bich Hien
028 3920 9999 (line 304)
hien.pham@isb.edu.vn

MyISB Website System

Mr. Tuan
028 3920 9999 (line 307)
tuan.nguyen@isb.edu.vn

E-Learning System

Mr. Binh
binh.le@isb.edu.vn

Student Exchange

Ms. Tram Anh
exchange.program@isb.edu.vn

Student Activities

Ms. Thuy My
studentsupport@isb.edu.vn

Overseas Study (Pathway Program)

Ms. Phuong
090 962 5468
(028) 3535 8888 Ext: 220-221-232





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