



GLOBAL  
PATHWAYS

2022  
STUDENT HANDBOOK

# GLOBAL PATHWAYS

**DIRECT ENTRY TO TOP 1% UNIVERSITIES**



SEPTEMBER 2022

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# WELCOME



## Dear Students,

On behalf of our faculty, staff, and administration, welcome to UEH-International School of Business!

Congratulations on your decision to pursue an undergraduate education, whether for the first time, or as an opportunity to build upon a college education already begun. This decision is an important one for your life and your career and one that demands dedication and time on your part. Please use this time to grow personally, intellectually, and professionally. Faculty, staff, and administration are here to support you throughout your journey with us.

**Faculty who cares about you.** Our lecturers are known for their consistent commitment to providing you with a rich learning experience focused on teaching excellence, curriculum quality, and services. Faculty members bring to the classroom not only their rich and current discipline knowledge, and passion, but also extensive experience in their field of practice. Your success is what our faculty, staff, and administration aim to accomplish!

**Support you can count on.** You can also take steps to ensure your academic success. Please utilise the university resources wisely in the pursuit of your education. These include engaging in our robust and challenging curriculum, using our online library, reaching out to your teaching academics, tutors, and other student services available to you, and engaging in social learning communities. Your active participation and engagement in learning provides a solid foundation for obtaining a well-rounded education. Finally, please use this Student Handbook as your guide to the university information policies, and procedures. It has been put together to make your transition to university life as easy and enjoyable as possible. Read this Handbook and acquaint yourself with its contents. Seek guidance from the university staff. Ask questions. Please be active in every aspect of your education. We stand ready to help you realise your goals.

As the Executive Dean of UEH-International School of Business, I again warmly welcome you to the School and wish you pleasant experiences in your journey with us.

Sincerely,  
Assoc.Prof.Dr. Trần Hà Minh Quân  
ISB Executive Dean

## Introduction

With a 46-year history, University of Economics Ho Chi Minh City (UEH) takes pride in being one of Vietnam's leading universities. As part of UEH, the International School of Business (ISB) was established to create a world-class, modern, and dynamic educational environment. The School offers undergraduate and postgraduate programs with English as a medium of instruction. Our curricula are continuously updated to meet the demands of employers and the challenges of the global workplace. Our faculty, including competent and experienced Vietnamese lecturers who have studied overseas for years, as well as professors from the world's most renowned universities, provide students with solid knowledge and practical experiences that help prepare them for their future career. The quality of our programs is recognised by the European prestigious accreditation organization FIBBA, CPA Australia, and top universities in the world.

As a strategic partner of Western Sydney University in Vietnam, ISB has been offering the joint programs between the two universities at both undergraduate and postgraduate levels. Our programs provide students with opportunities to experience the Australian way of study and life while working toward earning their international degrees.

We are also in long-term partnerships with other leading universities to provide students with more opportunities to experience their studies and degrees with other top ranked universities in the world. Our key partner universities include *University of Technology Sydney, University of Wollongong, Macquarie University, Western Sydney University, Monash University, Deakin University, Griffith University, The University of Adelaide, University of South Australia, Curtin University (Australia); Massey University, The University of Waikato (New Zealand); Dalhousie University, University of Victoria (Canada).*



## Course Overview

Bachelor of Business ISB BBUS, accredited by the Foundation for International Business Administration Accreditation (FIBAA) and CPA (Australia), is a primary program taught entirely in English at ISB. It focuses on the comprehensive student ability in aptitude and creativity enhancement; encourages self-study ability and develops their potential talents.

With the orientation to transfer to study abroad at a later stage, the Global Pathways program will provide you with opportunities to continue your study at one of the partner universities top ranked in the world, including *University of Technology Sydney, University of Wollongong, Macquarie University, Western Sydney University, Monash University, Deakin University, Griffith University, The University of Adelaide, University of South Australia, Curtin University (Australia); Massey University, The University of Waikato (New Zealand); Dalhousie University, University of Victoria (Canada).* Thanks to the articulation arrangements between the universities, you will benefit from the credit transfer as a result of your study at ISB before getting ready to transfer and complete your degree program overseas. A variety of pathway options will help you optimise your time, cost, study performance, and career development.

Global Pathways program consists of up to 20 foundation and core units delivered in Vietnam that equip students with fundamental and advanced knowledge in Business, followed by at least 0.5 year of study abroad at one of the partner universities top ranked in the world. Upon successful completion of the program, students will be awarded a worldwide recognised degree from the foreign partner university.



# Course Structure

## Technology Sydney Global Pathways

Stage	Unit	Transfer model	
		1+2	1.5+1.5
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	<b>Required</b>	<b>Required</b>
	Statistics for Business		
	Principles of Marketing		
	Corporate Finance		
	Organisational Behaviour		
	Principles of Accounting		
	Managerial Accounting		
	Principles of Management		
	Business Law		<b>4 out of 15 units required</b>
	International Business		
	Human Resource Management		
	Consumer Behaviour		
	Marketing Research		
	Surveys & Multivariate Analysis		
	Applied Econometrics		
	Strategic Management		
	International Business Operations		
	Corporate Financial Management		
	Financial Accounting		
Investment Management			
Mathematics for Business			
Managerial Economics			
Business Academic Skills			
<b>Stage 2: Study at University of Technology Sydney, Australia (Intake: February, July)</b>	Units at University of Technology Sydney	<b>16 units required</b>	<b>12 units required</b>
	<i>Bachelor of Business (8 majors)</i> Majors: Accounting   Economics   Finance   Human Resource Management International Business   Management   Marketing   Advertising and Marketing Communications		

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Wollongong Global Pathways

Stage	Unit	Transfer model			
		1+2		1.5+1.5	2+1
		BBus/BBA	BIS	BBus/BBA	BBus/BBA
<b>Stage 1: Study at UEH-ISB</b>	Principles of Management	<b>Required</b>	<b>Required</b>	<b>Required</b>	<b>Required</b>
	Corporate Finance				
	Business Academic Skills				
	Principles of Economics				
	Principles of Accounting		<b>2 out of 3 units required</b>		
	Statistics for Business				
	Principles of Marketing				
	Managerial Accounting				
	Human Resource Management		<b>3 out of 4 units required</b>		
	Organisational Behaviour				
	Managerial Economics				
	International Business				
	Corporate Financial Management				
	Marketing Research				
	Applied Econometrics				
	Strategic Management				
	Mathematics for Business				
Management Information System		<b>Required</b>			
<b>Stage 2: Study at University of Wollongong, Australia (Intake: February, July)</b>	Units at University of Wollongong	<b>16 units required</b>		<b>12 units required</b>	<b>8 units required</b>
		<i>Bachelor of Business (13 majors)</i> Majors: Management   Marketing   International Business   Economics   Human Resource Management   Finance   Public Relations   Business Analytics   Supply Chain Management   Sport Marketing and Management	Accountancy   Business Law   Financial Planning  <i>Bachelor of Business Administration (no majors)</i>  <i>Bachelor of Business Information Systems (no majors)</i>	<i>Bachelor of Business Administration (no majors)</i>  <i>Bachelor of Business (10 majors)</i> Majors: Management   Marketing   International Business   Economics   Human Resource Management   Finance   Public Relations   Business Analytics   Supply Chain Management   Sport Marketing and Management	<i>Bachelor of Business Administration (no majors)</i>  <i>Bachelor of Business (6 majors)</i> Majors: Management   Marketing   International Business   Economics   Human Resource Management   Finance

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Macquarie Global Pathways

Stage	Unit	Transfer model			
		1+2	1.5+1.5	2+1	
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	Required	Required	Required	Required
	Principles of Marketing				
	Principles of Accounting				
	Statistics for Business				
	Principles of Management				
	Corporate Finance				
	Academic English				
	Mathematics for Business				
	International Business				
	Business Law				
	International Business Operations				
	Marketing Research				
	Financial Accounting			Only required for: <b>Bachelor of Business Administration - Stream 1</b> <b>Bachelor of Commerce - Stream 1</b>	Only required for: <b>Bachelor of Business Administration - Stream 1</b> <b>Bachelor of Commerce - Stream 1</b>
	Corporate Financial Management				
	Investment Management				
	Managerial Accounting				
Organisational Behaviour			Only required for: <b>Bachelor of Business Administration - Stream 2</b> <b>Bachelor of Commerce - Stream 2</b>	Only required for: <b>Bachelor of Business Administration - Stream 1</b> <b>Bachelor of Commerce - Stream 2</b>	
Human Resource Management					
Consumer Behaviour					
Surveys & Multivariate Analysis					
	Units at Macquarie University	<b>16 units required</b>	<b>12 units required</b>	<b>8 units required</b>	
<b>Stage 2: Study at Macquarie University, Australia (Intake: February, July)</b>		<p><i>Bachelor of Business Administration (no majors)</i></p> <p><i>Bachelor of Arts (29 majors)</i> Majors: English   Politics   Education   Sociology   Geography   Philosophy   Social Justice   Music Studies   Ancient History   Gender Studies   Modern History   German Studies   Creative Writing   Chinese Studies   Japanese Studies   Croatian Studies   Italian Studies   Modern Greek Studies   Russian Studies   Indigenous Studies   Psychological Science   International Relations   French and Francophone Studies   Spanish and Latin American Studies   Media, Culture and Communications   Performing Arts and Entertainment Industries</p>	<p><i>Bachelor of Media and Communications (5 majors)</i> Majors: Interactive Design   Screen Practice and Production   Public Relations and Social Media   Journalism and Non-Fiction Writing   Online Media, Podcasting and Radio</p> <p><i>Bachelor of Commerce - Stream 1 (7 majors)</i> Majors: Accounting   Finance   International Business   Business Analytics   Economics   Cyber Security Governance   Business Information Systems</p> <p><i>Bachelor of Commerce - Stream 2 (6 majors)</i> Majors: Marketing Management   Marketing and Consumer Insights   International Business   Management   Entrepreneurship   Human Resource Management</p>	<p><i>Bachelor of Business Administration (no majors)</i></p> <p><i>Bachelor of Commerce - Stream 1 (7 majors)</i> Majors: Accounting   Finance   International Business   Business Analytics   Economics   Cyber Security Governance   Business Information Systems</p> <p><i>Bachelor of Commerce - Stream 2 (6 majors)</i> Majors: Marketing Management   Marketing and Consumer Insights   International Business   Management   Entrepreneurship   Human Resource Management</p>	<p><i>Bachelor of Business Administration (no majors)</i></p> <p><i>Bachelor of Commerce - Stream 1 (3 majors)</i> Majors: Accounting   Finance   International Business</p> <p><i>Bachelor of Commerce - Stream 2 (3 majors)</i> Majors: Marketing Management   Marketing and Consumer Insights   International Business</p>

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Western Sydney Global Pathways

Stage	Unit	Transfer model							
		1+2		1.5+1.5		2+1		2.5+0.5	
		BBus	BCom	BBus	BCom	BBus	BCom	BBus	BCom
<b>Stage 1: Study at UEH-ISB</b>	Marketing Research		Required		Required		Required		Required
	Consumer Behaviour								
	Business Academic Skills	Required	4 out of 8 units required	Required	4 out of 8 units required	Required	4 out of 8 units required	Required	4 out of 8 units required
	Principles of Marketing								
	Principles of Management								
	Principles of Accounting								
	Principles of Economics								
	Statistics for Business								
	Corporate Finance								
	International Business								
	Human Resource Management								
	Business Law								
Organisational Behaviour	Required								
WSU Units				4 units required	4 units required	8 units required	8 units required	12 units required	
<b>Stage 2: Study at Western Sydney University, Australia (Intake: February, July)</b>	Units at Western Sydney University	16 units required		12 units required		8 units required		4 units required	
		<i>Bachelor of Business (10 majors)</i> Majors: Applied Finance   Marketing   International Business   Property   Economics   Accounting   Management   Sport Management   Human Resource Management   Business Analytics  <i>Bachelor of Communication (2 majors)</i> Majors: Advertising   Public Relations		<i>Bachelor of Business (10 majors)</i> Majors: Applied Finance   Marketing   International Business   Property   Economics   Accounting   Management   Sport Management   Human Resource Management   Business Analytics  <i>Bachelor of Communication (2 majors)</i> Majors: Advertising   Public Relations		<i>Bachelor of Business (3 majors)</i> Majors: Applied Finance   Marketing   International Business  <i>Bachelor of Communication (1 major)</i> Major: Advertising		<i>Bachelor of Business (3 majors)</i> Majors: Applied Finance   Marketing   International Business  <i>Bachelor of Communication (1 major)</i> Major: Advertising	

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Monash Global Pathways

Stage	Unit	Transfer model	
		1+2	1.5+1.5
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	<b>Required</b>	<b>Required</b>
	Principles of Marketing		
	Principles of Accounting		
	Statistics for Business		
	Principles of Management		
	Corporate Finance		
	Mathematics for Business		
	Business Communications		
	Managerial Accounting		
	Managerial Economics		
	Organisational Behaviour		
	International Business		
<b>Stage 2: Study at Monash University, Australia (Intake: February, July)</b>	Units at Monash University	<b>16 units required</b>	<b>12 units required</b>
	<i>Bachelor of Commerce (11 majors)</i> Majors: Finance   Economics   Accounting   Sustainability   Econometrics   Actuarial Studies   Marketing Science   Business Analytics   Management Studies   Behavioural Commerce   Mathematical Foundations of Econometrics		
	<i>Bachelor of Business (12 majors)</i> Majors: Taxation   Marketing   Accounting   Business Law   Business Studies   Banking and Finance   International Business   Business Management   Financial Econometrics   Human Resource Management   Business Analytics and Statistics   Economics and Business Strategy		
	<i>Bachelor of Business Administration (6 majors)</i> Majors: Accountancy   Management Practice   Finance and Economics   Marketing and Communications   Business Administration Studies		
	<i>Bachelor of Accounting (no majors)</i>		
	<i>Bachelor of Banking and Finance (no majors)</i>		
	<i>Bachelor of International Business (no majors)</i>		
	<i>Bachelor of Marketing (no majors)</i>		
	<i>Bachelor of Finance (no majors)</i>		
	<i>Bachelor of Economics (no majors)</i>		

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Deakin Global Pathways

Stage	Unit	Transfer model		
		1+2		
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	<b>Required</b>		
	Principles of Marketing			
	Principles of Accounting			
	Statistics for Business			
	Principles of Management			
	Business Academic Skills			All units required for: <b>Bachelor of Business</b>
	Mathematics for Business			
	Corporate Finance			
	Business Law			1 out of 7 units required for: <b>Bachelor of Commerce</b>
	Managerial Economics			
	Managerial Accounting			
	International Business			
	Human Resource Management			
	Organisational Behaviour			
Consumer Behaviour				
<b>Stage 2: Study at Deakin University, Australia (Intake: February, July)</b>	Units at Deakin University	<b>16 units required</b>		
	<i>Bachelor of Commerce (8 majors)</i> Majors: Accounting   Economics   Finance   Financial Planning   Human Resource Management   Management   Management Information Systems   Marketing			
	<i>Bachelor of Business (8 majors)</i> Majors: Business and Digital Communications   Entrepreneurship and Innovation   Event Management   Organisational Psychology   People Management   Project Management   Retail and Supply Chain Management   Sustainability and Development			

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.



## Griffith Global Pathways

Stage	Unit	Transfer model		
		1+2	1.5+1.5	2+1
Stage 1: Study at UEH-ISB	Principles of Economics	<b>Required</b>	<b>Required</b>	<b>Required</b>
	Principles of Marketing			
	Principles of Accounting			
	Business Communications			
	Principles of Management			
	Statistics for Business			
	Mathematics for Business			
	Academic English			
	Managerial Accounting			
	Managerial Economics			
	Human Resource Management			
	International Business			
	Organisational Behaviour			
	Consumer Behaviour			
Business Law				
Corporate Finance				
Stage 2: Study at Griffith University, Australia (Intake: February, July)	Units at Griffith University	<b>16 units required</b>	<b>12 units required</b>	<b>8 units required</b>
	<i>Bachelor of Business (5 majors)</i> Majors: Finance   Marketing   Business Analytics   Logistics and Supply Chain Management   Management			

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Adelaide Global Pathways

Stage	Unit	Transfer model
		1+2
Stage 1: Study at UEH-ISB	Principles of Economics	<b>Required</b>
	Principles of Marketing	
	Principles of Accounting	
	Statistics for Business	
	Principles of Management	
	Academic English	
	Business Communications	2 out of 3 units required for: <b>Bachelor of Business (Digital Marketing and Communication, Management)</b>
	Mathematics for Business	1 out of 3 units required for: <b>Bachelor of Banking and Finance</b>
	Corporate Finance	2 out of 8 units required for: <b>Bachelor of Commerce</b> <b>Bachelor of Business (International Business)</b>
	Business Law	
	Managerial Accounting	
	Managerial Economics	
	Human Resource Management	1 out of 8 units required for: <b>Bachelor of Business (Digital Marketing and Communication, Management)</b>
	International Business	Corporate Finance and 1 out of the 7 other units required for: <b>Bachelor of Banking and Finance</b>
	Consumer Behaviour	
	Organisational Behaviour	
Stage 2: Study at University of Adelaide, Australia (Intake: February, July)	Units at University of Adelaide	<b>16 units required</b>
	<i>Bachelor of Commerce (2 majors)</i> Majors: Accounting   Corporate Finance	
	<i>Bachelor of Business (3 majors)</i> Majors: Digital Marketing and Communication   Management   International Business	
<i>Bachelor of Finance and Banking (no majors)</i>		

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## South Australia Global Pathways

Transfer to University of South Australia (Intake: February, July)
<p><i>Bachelor of Communication and Media (6 majors)</i></p> <p>Majors: Marketing   Journalism   Social Media   Digital Media   Applied Linguistics   Film and Television</p> <p>Transfer model: 1+2</p> <p><i>Bachelor of Business (15 majors)</i></p> <p>Majors: Economics, Finance and Trade   Finance   Financial Planning   Design and Marketing   Marketing   Property   Real Estate Practice   Human Resource Management   Information Strategy and Management   Innovation and Entrepreneurship   International Business   Legal Studies   Logistics and Supply Chain Management   Management   Sport and Recreation Management   Tourism and Event Management   General (non-specialised)</p> <p>Transfer model: 1+2</p>
Study plan
<p>It is advised to contact the Global Pathways program to inquire about the detailed study plan for South Australia Global Pathways.</p>

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Curtin Global Pathways

Stage	Unit	Transfer model	
		1+2	1.5+1.5
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	<b>Required</b>	<b>Required</b>
	Principles of Marketing		
	Principles of Accounting		
	Statistics for Business		
	Principles of Management		
	Corporate Finance		
	Organisational Behaviour		
	Consumer Behaviour		
	Managerial Accounting		
	Human Resource Management		
	Academic English	2 out of 6 units required for: <b>Bachelor of Business Administration</b>	
	Business Communications		
	Mathematics for Business		
Managerial Economics			
International Business			
Business Law	Business Law and 1 out of the 5 other units required for: <b>Bachelor of Commerce</b>		
<b>Stage 2: Study at Curtin University, Australia (Intake: February, July)</b>	Units at Curtin University	<b>16 units required</b>	<b>12 units required</b>
	<p><i>Bachelor of Business Administration (no majors)</i></p> <p><i>Bachelor of Commerce (15 majors)</i></p> <p>Majors: Accounting   Business Information Systems   Business Information Systems Extension   Business Law   Economics   Finance   Human Resource Management   International Business   Logistics and Supply Chain Management   Management   Marketing   Property Investment and Development   Property Development and Valuation Extension   Taxation   Tourism and Hospitality</p>		

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Massey Global Pathways

Stage	Unit	Transfer model	
		1+2	1.5+1.5
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	<b>Required</b>	<b>Required</b>
	Principles of Marketing		
	Principles of Accounting		
	Business Communications		
	Principles of Management		
	Corporate Finance		
	Business Law		
	Managerial Accounting		
	Consumer Behaviour		
	Managerial Economics		
	Human Resource Management		
	International Business		
<b>Stage 2: Study at Massey University, New Zealand (Intake: February, July)</b>	Units at Massey University	<b>16 units required</b>	<b>12 units required</b>
	<i>Bachelor of Business (10 majors)</i> Majors: Finance   Property   Marketing   Economics   Accountancy   Management   International Business   Financial Planning and Advice   Organisational Technology Management   Human Resource Management and Employment Relations		

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Waikato Global Pathways

Stage	Unit	Transfer model	
		1+2	1.5+1.5
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	<b>Required</b>	<b>Required</b>
	Principles of Marketing		
	Principles of Accounting		
	Statistics for Business		
	Principles of Management		
	Corporate Finance		
	Mathematics for Business		
	Organisational Behaviour		
	Managerial Accounting		
	Managerial Economics		
	Human Resource Management		
	Surveys & Multivariate Analysis		
<b>Stage 2: Study at University of Waikato, New Zealand (Intake: February, July)</b>	Units at University of Waikato	<b>16 units required</b>	<b>12 units required</b>
	<i>Bachelor of Business (10 majors)</i> Majors: Accounting   Marketing   Human Resource Management   Economics   Digital Business   Finance   Supply Chain Management   Public Relations   Strategic Management   Tourism and Hospitality Management		

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Dalhousie Global Pathways

Stage	Unit	Transfer model	
		1+3	2+2
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	<b>Required</b>	<b>Required</b>
	Principles of Marketing		
	Principles of Accounting		
	Business Academic Skills		
	Organisational Behaviour		
	Statistics for Business		
	Managerial Economics		
	Principles of Management		
	Mathematics for Business		
	Corporate Finance	<b>2 out of 15 units required</b>	<b>12 out of 15 units required</b>
	Business Law		
	Managerial Accounting		
	Human Resource Management		
	International Business		
	Consumer Behaviour		
	Marketing Research		
	Surveys & Multivariate Analysis		
	Applied Econometrics		
	Strategic Management		
International Business Operations			
Corporate Financial Management			
Financial Accounting			
Investment Management			
<b>Stage 2: Study at Dalhousie University, Canada (Intake: Septem- ber)</b>	Units at Dalhousie University	<b>30 units required</b>	<b>20 units required</b>
	<i>Bachelor of Management (5 majors)</i> Majors: Entrepreneurship and Innovation   Leadership and Organizations   Managing Data and Information   Public Sector Management   Environment, Sustainability and Society   General (Non-specialised)		

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Victoria Global Pathways

Stage	Unit	Transfer model		
		2+2		
<b>Stage 1: Study at UEH-ISB</b>	Principles of Economics	<b>Required</b>		
	Academic English			
	Statistics for Business			
	Business Communications			
	Mathematics for Business			
	Managerial Economics			
	Principles of Marketing			<b>14 out of 18 units required</b>
	Principles of Accounting			
	Principles of Management			
	Corporate Finance			
	Business Law			
	Managerial Accounting			
	International Business			
	Human Resource Management			
	Organisational Behaviour			
	Consumer Behaviour			
	Marketing Research			
	Surveys & Multivariate Analysis			
	Applied Econometrics			
	Strategic Management			
International Business Operations				
Corporate Financial Management				
Financial Accounting				
Investment Management				
<b>Stage 2: Study at University of Victoria, Canada (Intake: Septem- ber)</b>	Units at University of Victoria	<b>20 units required</b>		
	<i>Bachelor of Commerce (3 majors)</i> Majors: Entrepreneurship   International Business   Service Management   General (Non-specialised)			

Note: The actual unit sequence is determined based on prerequisites, student preference, and unit availability of each trimester.

## Stage 1 Important Dates

Dates	Event
<b>12 September 2022</b>	<b>Trimester 3 2022 starts</b>
09 September 2022	Census date for Trimester 3*
12 December 2022 – 25 December 2022	Exam weeks
25 December 2022	Trimester 3 ends
26 December 2022 – 02 January 2023	End-of-session break
<b>03 January 2023</b>	<b>Trimester 1 2023 starts</b>
30 December 2022	Census date for Trimester 1*
16 January 2023 – 29 January 2023	Tet holiday
17 April 2023 – 30 April 2023	Exam weeks
30 April 2023	Trimester 1 ends
01 May 2023 – 14 May 2023	End-of-session break
<b>15 May 2023</b>	<b>Trimester 2 2023 starts</b>
12 May 2023	Census date for Trimester 2*
14 August 2023 – 27 August 2023	Exam weeks
27 August 2023	Trimester 2 ends
28 August 2023 – 10 August 2023	End-of-session break
<b>11 September 2023</b>	<b>Trimester 3 2023 starts</b>
08 September 2023	Census date for Trimester 3*
11 December 2023 – 24 December 2023	Exam weeks
24 December 2023	Trimester 3 ends
25 December 2023 – 01 January 2024	End-of-session break

\* **Census date** is the official deadline for finalising your enrolment and fees for each teaching session. Once this date has passed, you are committed to the units you're enrolled in. This means you will be charged tuition fees and receive a grade for all your enrolled units. If you drop any units after this date you will still need to pay tuition fees and will receive an absent fail grade.

## EAP Important Dates

Dates	Event
<b>12 September 2022</b>	<b>September 2022 courses start</b>
09 September 2022	Census date for September courses*
10 October 2022 – 16 October 2022	Midterm exam week
07 November 2022 – 13 November 2022	Final exam week
21 November 2022 – 04 December 2022	End-of-session break
<b>05 December 2022</b>	<b>December 2022 courses start</b>
02 December 2022	Census date for September courses*
16 January 2023 – 29 January 2023	Tet holiday
02 January 2023 – 08 January 2023	Midterm exam week
13 February 2023 – 19 February 2023	Final exam week
27 February 2023 – 12 March 2023	End-of-session break
<b>13 March 2023</b>	<b>March 2023 courses start</b>
10 March 2023	Census date for September courses*
10 April 2023 – 16 April 2023	Midterm exam week
15 May 2023 – 21 May 2023	Final exam week
29 May 2023 – 11 June 2023	End-of-session break
<b>12 June 2023</b>	<b>June 2023 courses start</b>
09 June 2023	Census date for September courses*
10 June 2023 – 16 June 2023	Midterm exam week
07 August 2023 – 13 August 2023	Final exam week
20 August 2023	End-of-session break

\* **Census date** is the official deadline for finalising your enrolment and fees for each teaching session. Once this date has passed, you are committed to the units you're enrolled in. This means you will be charged tuition fees and receive a grade for all your enrolled units. If you drop any units after this date you will still need to pay tuition fees and will receive an absent fail grade.

## Transfer Requirements

University	Transfer Requirements
University of Technology Sydney, Australia	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units</p> <p><b>English requirement:</b> IELTS (Academic) 6.5 (Writing 6.0) or equivalent</p>
University of Wollongong, Australia	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units with a GPA of 6.0</p> <p><b>English requirement:</b> Bachelor of Business, Bachelor of Business Administration: IELTS (Academic) 6.0 (Reading &amp; Writing 6.0; Listening &amp; Speaking 5.0) or equivalent Bachelor of Information Systems: IELTS (Academic) 6.0 (all bands 6.0) or equivalent</p>
Macquarie University, Australia	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units with a GPA of 6.7</p> <p><b>English requirement:</b> IELTS (Academic) 6.5 (all band 6.0) or equivalent; or Successful completion of EAP 5</p>
Western Sydney University,	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units</p> <p><b>English requirement:</b> IELTS (Academic) 6.5 (all band 6.0) or equivalent; or 80% Placement Test; or Successful completion of EAP 5</p>
Monash University, Australia	<p><b>Academic requirement:</b> Bachelor of Business Administration: Successful completion of all Stage 1 units with a GPA of 6.0 Bachelor of Business, Bachelor of Accounting, Bachelor of Banking and Finance, Bachelor of International Business, Bachelor of Marketing: Successful completion of all Stage 1 units with a GPA of 6.5 Bachelor of Commerce, Bachelor of Economics, Bachelor of Finance: Successful completion of all Stage 1 units with a GPA of 7.0</p> <p><b>English requirement:</b> IELTS (Academic) 6.5 (all band 6.0) or equivalent</p>
Deakin University, Australia	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units</p> <p><b>English requirement:</b> IELTS (Academic) 6.0 (all band 6.0) or equivalent</p>
Griffith University, Australia	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units</p> <p><b>English requirement:</b> IELTS (Academic) 6.0 (all band 5.5) or equivalent; or Successful completion of EAP 5 (only applicable for 2+1 transfer model)</p>

## Transfer Requirements

University	Transfer Requirements
The University of Adelaide, Australia	<p><b>Academic requirement:</b> Bachelor of Commerce, Bachelor of Business: Successful completion of all Stage 1 units with a GPA of 6.4 Bachelor of Finance and Banking: Successful completion of all Stage 1 units with a GPA of 5.9</p> <p><b>English requirement:</b> IELTS (Academic) 6.5 (all bands 6.0) or equivalent</p>
University of South Australia, Australia	<p><b>Minimum academic requirement:</b> Successful completion of all Stage 1 units <i>Eligible applications will be assessed on a case-by-case basis</i></p> <p><b>English requirement:</b> IELTS (Academic) 6.0 (Reading &amp; Writing 6.0) or equivalent</p>
Curtin University, Australia	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units</p> <p><b>English requirement:</b> IELTS (Academic) 6.0 (all band 6.0) or equivalent</p>
Massey University, New Zealand	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units with a GPA of 6.5</p> <p><b>English requirement:</b> IELTS (Academic) 6.0 (all band 5.5) or equivalent; or Successful completion of EAP 5</p>
The University of Waikato, New Zealand	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units with a GPA of 6.5</p> <p><b>English requirement:</b> IELTS (Academic) 6.0 (all band 5.5) or equivalent; or Successful completion of EAP 5 (only applicable for 1.5+1.5 transfer model)</p>
Dalhousie University, Canada	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units with a GPA of 6.0</p> <p><b>English requirement:</b> IELTS (Academic) 6.5 (all band 6.0) or equivalent; or Successful completion of EAP 5</p>
University of Victoria, Canada	<p><b>Academic requirement:</b> Successful completion of all Stage 1 units; and Achieve a minimum grade of 6.5 for Managerial Economics, Statistics for Business, Mathematics for Business, Academic English, and Business Communications at UEH-ISB; and Achieve a GPA of 7.0 for Year 2 (10 subjects) at UEH-ISB; and Submit a supplemental document outlining experiences and attributes indicating your suitability for a particular program</p> <p><b>English requirement:</b> IELTS (Academic) 6.5 (all band 6.0) or equivalent</p>

# Stage 1 Scholarships

## Year 1 Scholarship

To be eligible for this scholarship you must:

- Successfully complete a High School Diploma (or equivalent); and
- Meet all the academic and English requirements corresponding to a specific value of the scholarship which must be stated in the Letter of Offer (if any).

Value of the scholarship:

- Chancellor Scholarship: 50% tuition fee of the first 3 trimesters, at least 8 units, maximum of 12 units.
- Vice Chancellor Scholarship: 40% tuition fee of the first 3 trimesters, at least 8 units, maximum of 12 units.
- Dean Scholarship: 30% tuition fee of the first 3 trimesters, at least 8 units, maximum of 12 units.
- Merit Scholarship: 20% tuition fee of the first 3 trimesters, at least 8 units, maximum of 12 units.

## Year 2 Scholarship

To be eligible for this scholarship you must:

- Successfully complete at least 8 Stage 1 units in Year 1; and
- Achieve a minimum PTE (Academic) score that is equivalent to IELTS (Academic) 7.0; and
- Achieve a PTE (Academic) score that reflects your advancement in English proficiency compared to when you entered Stage 1, at least equivalent to an increase of 0.5 in IELTS (Academic) score; and
- Achieve a GPA of Year 1 units (including failed and retaken units) corresponding to a specific value of the scholarship:

- + GPA 8.0 for Chancellor Scholarship.
- + GPA 7.5 for Dean Scholarship.

Value of the scholarship:

- Chancellor Scholarship: 50% tuition fee of the next 3 trimesters, maximum of 12 units.
- Dean Scholarship: 30% tuition fee of the next 3 trimesters, maximum of 12 units.

## Scholarship conditions

The scholarship payment will be made in the form of a tuition fee waiver and will not be paid in cash or in any other forms.

The scholarship shall be terminated under any of the following circumstances:

- Students violate statutes or regulations from UEH-ISB or the Global Pathways program.
- Students do not enrol in a full-time study load for each trimester.
- Students have inactive enrolment, defer, or withdraw from the Global Pathways program.
- Students fail to pay the tuition fees or any other fees (if any) by the due date.

If you switch to another program offered by UEH-ISB and your proposal is approved (with provision of a Letter of Offer), the applied scholarship policy will no longer be valid, and you must reimburse the difference (if any) according to the scholarship/tuition policy of the new program.

# Stage 2 Scholarships

University	Scholarship Value	Scholarship Requirements
University of Technology Sydney, Australia	25% (annually)	Transfer to study at University of Technology Sydney; and Achieve a GPA of 3.4/4.0 for units completed at UEH-ISB
	AUD \$5,000 (annually)	Transfer to study at University of Technology Sydney
University of Wollongong, Australia	20% off tuition fees (annually)	Transfer to study at University of Wollongong
	30% off tuition fees (annually)	Transfer to study at University of Wollongong; and Achieve a GPA of 7.5 for units completed at UEH-ISB
Macquarie University, Australia	AUD \$10,000 (annually)	Transfer to study at Macquarie University
	AUD \$15,000 (annually)	Transfer to study at Macquarie University; and Achieve outstanding GPA for units completed at UEH-ISB and student activity performance
	Up to AUD \$10,000 (one-off)	Transfer to study at Macquarie University; and Achieve outstanding GPA for units completed at UEH-ISB and student activity performance
Western Sydney University, Australia	AUD \$3,000 (annually)	Transfer to study at Western Sydney University
	AUD \$6,000 (annually)	Transfer to study at Western Sydney University; and Achieve a GPA of 7.0 for units completed at UEH-ISB
Monash University, Australia	AUD \$10,000 (annually)	Transfer to study at Monash University
Deakin University, Australia	20% off tuition fees (annually)	Transfer to study at Deakin University; and Achieve a GPA of 6.5 for units completed at UEH-ISB
Griffith University, Australia	20% off tuition fees (annually)	Transfer to study at Griffith University; and Achieve a GPA of 6.7 for units completed at UEH-ISB
	25% off tuition fees (annually)	Transfer to study at Griffith University; and Achieve a GPA of 7.5 for units completed at UEH-ISB
	50% off tuition fees (annually)	Transfer to study at Griffith University; and Be an exceptional student
The University of Adelaide, Australia	15% off tuition fees (annually)	Transfer to study at University of Adelaide; and Achieve a GPA of 6.7 for units completed at UEH-ISB
	30% off tuition fees (annually)	Transfer to study at University of Adelaide; and Achieve a GPA of 8.4 for units completed at UEH-ISB
University of South Australia, Australia	15% off tuition fees (annually)	Transfer to study at University of South Australia; and Achieve a GPA of 6.5 for units completed at UEH-ISB
Curtin University, Australia	25% off tuition fees (first year at Curtin University)	Transfer to study at Curtin University with model 1+2 Achieve a GPA of 6.0 for units completed at UEH-ISB
	25% off tuition fees (first semester at Curtin University)	Transfer to study at Curtin University with model 1.5+1.5 Achieve a GPA of 6.0 for units completed at UEH-ISB
Massey University, New Zealand	Currently unavailable	
The University of Waikato, New Zealand	NZD \$5,000 (one-off)	Transfer to study at University of Waikato
	NZD \$10,000 (one-off)	Transfer to study at University of Waikato; and Achieve outstanding GPA for units completed at UEH-ISB and student activity performance
Dalhousie University, Canada	Currently unavailable	
University of Victoria, Canada	CAD \$1,200 (one-off)	Transfer to study at University of Victoria; and Achieve an outstanding GPA for units completed at UEH-ISB (minimum GPA of 8.0)

# Tuition Fees

UNIVERSITY	DEGREE	TUITION PER UNIT	Transfer Model					
			1 + 2	1.5 + 1.5	2 + 1	2.5 + 0.5	1 + 3	2 + 2
University of Technology Sydney (Australia)	Bachelor of Business	AUD \$5,196 (2022)	AUD \$83,136 (16 units)	AUD \$62,352 (12 units)	-	-	-	-
University of Wollongong (Australia)	Bachelor of Business Administration	AUD \$3,780 (2022)	AUD \$60,480 (16 units)	AUD \$45,360 (12 units)	AUD \$30,240 (8 units)	-	-	-
	Bachelor of Business Information Systems	AUD \$4,230 (2022)	AUD \$67,680 (16 units)	-	-	-	-	-
Macquarie University (Australia)	Bachelor of Commerce Bachelor of Business Administration	AUD \$5,100 (2023)	AUD \$81,600 (16 units)	AUD \$61,200 (12 units)	AUD \$40,800 (8 units)	-	-	-
	Bachelor of Arts Bachelor of Media and Communications	AUD \$4,475 (2023)	AUD \$71,600 (16 units)	AUD \$53,700 (12 units)	AUD \$35,800 (8 units)	-	-	-
Western Sydney University (Australia)	Bachelor of Business	AUD \$3,620 (2022)	AUD \$57,920 (16 units)	AUD \$43,440 (12 units)	AUD \$28,960 (8 units)	AUD \$14,480 (4 units)	-	-
	Bachelor of Communication	AUD \$3,510 (2022)	AUD \$56,160 (16 units)	AUD \$42,120 (12 units)	AUD \$28,080 (8 units)	AUD \$14,040 (4 units)	-	-
Monash University (Australia)	Bachelor of Commerce Bachelor of Business Bachelor of Business Administration Bachelor of Accounting Bachelor of Banking and Finance Bachelor of International Business Bachelor of Marketing Bachelor of Finance Bachelor of Economics	AUD \$5,912.5 (2022)	AUD \$94,600 (16 units)	AUD \$70,950 (12 units)	-	-	-	-
Deakin University (Australia)	Bachelor of Commerce	AUD \$4,725 (2023)	AUD \$75,600 (16 units)	-	-	-	-	-
	Bachelor of Business	AUD \$4,600 (2023)	AUD \$73,600 (16 units)	-	-	-	-	-
Griffith University (Australia)	Bachelor of Business	AUD \$3,815.5 (2022)	AUD \$61,000 (16 units)	AUD \$45,750 (12 units)	AUD \$30,500 (8 units)	-	-	-
The University of Adelaide (Australia)	Bachelor of Commerce Bachelor of Business Bachelor of Finance and Banking	AUD \$5,750 (2023)	AUD \$92,000 (16 units)	-	-	-	-	-
University of South Australia (Australia)	Bachelor of Business	AUD \$4,075 (2022)	AUD \$65,200 (16 units)	-	-	-	-	-
	Bachelor of Communication and Media	AUD \$3,500 (2022)	AUD \$56,000 (16 units)	-	-	-	-	-
Curtin University (Australia)	Bachelor of Commerce Bachelor of Business Administration	AUD \$3,650 (2022)	AUD \$58,400 (16 units)	AUD \$43,800 (12 units)	-	-	-	-
Massey University (New Zealand)	Bachelor of Business	NZD \$3,915 (2022)	NZD \$62,640 (16 units)	NZD \$46,980 (12 units)	-	-	-	-
The University of Waikato (New Zealand)	Bachelor of Business	NZD \$3,971.875 (2022)	NZD \$63,550 (16 units)	NZD \$47,662.5 (12 units)	-	-	-	-
Dalhousie University (Canada)	Bachelor of Management	CAD \$2,550.9 (2023)	-	-	-	-	CAD \$76,527 (30 units)	CAD \$51,018 (20 units)
University of Victoria (Canada)	Bachelor of Commerce	CAD \$2,939.01 (2022)	-	-	-	-	-	CAD \$58,780.2 (20 units)

**Note:**

- The tuition fees does not include the scholarships
- The tuition fees apply in 2022-2023 and subject to change annually.
- Other conditions apply, including full-time study mode, no regulation breache, and no course deferral.



# Study Abroad Expenses

## Cost of living

If you hold an Australian student visa, you need to provide evidence of approximately AUD \$22,000 for annual living costs, as advised by the Australian Government. In New Zealand, if you study for 36 weeks or more, you will need to provide evidence of at least NZD \$20,000 for annual living costs. It will be CAD \$20,000 if you study in Canada.

However, the actual cost depends on your individual lifestyle, whether you have a part-time job, share an apartment with your friends and cook for yourself. Remember, your living expenses are separate from your tuition fees.

Annual Expenses	Australia	New Zealand	Canada
Living costs	AUD \$22,000	NZD \$20,000	CAD \$20,000
Other expenses	AUD \$2,000	NZD \$3,000	CAD \$3,000

## Accommodation

Choosing the right accommodation will help you transition smoothly to university life, pay attention to your studies, and start a new life with lifelong memories and friendships. There are various options available to students looking for affordable accommodation.

Living in a vibrant community is one of the best experiences you can possibly have as a student. The student accommodation is unique as it provides a balanced academic and social lifestyle in a supportive environment you cannot find out in anywhere. Get more information about on-campus accommodation by accessing these links:

### \* On-campus accommodation

- University of Technology Sydney:  
<https://www.uts.edu.au/current-students/support/uts-housing-service>
- University of Wollongong:  
<https://www.uow.edu.au/study/accommodation/>
- Macquarie University:  
<https://www.mq.edu.au/about/campus-services-and-facilities/macquarie-university-accommodation>
- Western Sydney University:  
<https://campuslivingvillages.com/australia/sydney/western-sydney-university-village-parramatta>
- Monash University:  
<https://www.monash.edu/study/why-choose-monash/student-life/accommodation>
- Deakin University:  
<https://www.deakin.edu.au/accommodation>
- Griffith University:  
<https://www.griffith.edu.au/accommodation>
- The University of Adelaide:  
<https://www.adelaide.edu.au/accommodation/>
- University of South Australia:  
<https://i.unisa.edu.au/students/student-support-services/student-accommodation/>
- Curtin University:  
<https://accommodation.curtin.edu.my/>

- Massey University:  
<https://www.massey.ac.nz/student-life/accommodation/>
- The University of Waikato:  
<https://www.waikato.ac.nz/student-life/accommodation>
- Dalhousie University:  
[https://www.dal.ca/campus\\_life/residence\\_housing.html](https://www.dal.ca/campus_life/residence_housing.html)
- University of Victoria:  
<https://www.uvic.ca/residence/index.php>

### \* Off-campus accommodation

If you are interested in living close to the campus, but not on campus, check out popular real estate websites in Australia, including <http://www.domain.com.au> and <http://realestate.com.au/buy>; in New Zealand <https://www.tenancy.govt.nz/>; and in Canada <https://www.places4students.com/>. These sites are not run by the Universities but you will receive supports from both Global Pathways program and students currently studying in Australia, New Zealand, and Canada.

### \* Homestay

In Australia, homestay is a form of hospitality that students rent a single or shared room in a private home, usually 'full board', which means that all meals are provided. The minimum stay is four weeks. This is a great opportunity to live and interact with an Australian family or to give you enough time to settle and find your own way in a new environment. Prices for home stay accommodation vary, however a typical home stay will be around AUD \$300 per week.

Similarly in New Zealand, homestay is also a form of hospitality that students live with a local family in a private home. Your homestay family will help you to settle into life in New Zealand and learn about New Zealand culture. The cost of homestay accommodation can vary depending on the location and the type of accommodation, however a typical homestay will be around NZD \$266 per week.

One of the best ways for international students to learn about Canadian culture and improve their English language skills is to stay with a host family. Homestay programs can help students gain more from their international studies. This is because through a homestay, students can gain a network of native English speakers to practice speaking with, as well as daily insight into Canadian culture, including its cuisine. Prices vary according to location and all of the accommodations include internet access and laundry facilities. Prices for home stay accommodation vary, however a typical home stay will be around CAD\$ 235 per week.

## Student visa application

### \* Australian student visa application

If you intend to study in Australia, you need to apply for a Student visa (Subclass 500). The consular officers will consider whether the individual circumstances of the students indicate that the intention is for a temporary stay in Australia. You must meet to their satisfactions that you have a genuine intention to stay in Australia temporarily.

In addition, you must provide sufficient funds to cover your travel cost, 12-month living expense and tuition fees for you and your accompanying family members. You will also need to present evidence of your English language proficiency. The minimum English language test score required is as below:

English language test	Minimum test score
IELTS (Academic)	5.5
TOEFL iBT	46
Cambridge English: Advanced	162
Pearson Test of English (PTE) (Academic)	42

It is important that you maintain your student visa conditions while studying on a student visa in Australia. Currently enrolled international students are expected to complete their study within the timeframe stated on their Confirmation of Enrollment (CoE).

If you have completed a two-year degree level qualification, you may be eligible for a Post Study Work Visa (subclass 485).

#### \* New Zealand student visa application

As an international student, you will need to obtain a student visa (INZ 1013) before you travel to New Zealand.

You also must provide sufficient funds to cover your travel costs and 12 months of living and tuition fees for you and your accompanying family members. You do not need to present evidence of your English language test results when applying for student visa, but it is also essential for you to meet the English language entry requirements of the University.

#### \* Canada student visa application

The study permit is a document that allows foreign nationals to study at designated learning institutions (DLIs) in Canada. Most foreign nationals need a study permit to study in Canada. Make sure they have all the documents needed before they apply. Students should apply before they travel to Canada.

Students' study permit is not a visa. It doesn't let them enter Canada. They may also need a visitor visa or an electronic travel authorization (eTA). If the Canadian Immigration Department approves students' study permit, they'll issue one to them with their study permit.

#### Working rights for international students

In Australia, international students will be able to work up to 40 hours per fortnight once your course has commenced and during any period in which your course is in session. You will be able to work unrestricted hours during any scheduled course break.

In New Zealand, international students may be allowed to work for up to 20 hours each week and full-time on all scheduled vacations and/or during the Christmas and New Year holiday period (summer vacation).

The work permit allows 20 hours of work per week during term time and 40 hours during full time vacations in Canada. To work in Canada after you graduate, you need a work permit. The work experience you gain while working may help you qualify for permanent residence. The Post-Graduation Work Permit is an open work permit of up to 3 years. The permit is granted after the student has completed their program of study of at least 8 months at a public institution, or in the case of private ones has received a degree at the end.

#### Adapting to a new culture

Once moving to a new country and living in a different culture, you are able to experience "culture shock". Culture shock occurs gradually and takes time and effort to process and overcome.

It is essential to learn about Australia, New Zealand and Canada's cultures, local lifestyles, even law policies before your arrival. You can learn about these topics on the Australian Government's website <https://www.homeaffairs.gov.au/>, the New Zealand Government's website <https://www.govt.nz/>, and the Canadian Government's website <https://www.canada.ca/>.



# Online Systems

## Website

Get to know the following sites for students. They have all the information you need as a Global Pathways student, including latest news and events:

<https://isb.edu.vn/>

<https://kfo.edu.vn/>

## Stage 1

### Enrolment

<https://myisb.isb.edu.vn/> (MyISB) is the online information hub for students. Important notices and announcements are also displayed on MyISB, so make sure you check it regularly! It allows you to:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>- Look up courses</li><li>- Search for classes</li><li>- Enrol in units</li><li>- View class schedules</li><li>- See grades and GPA</li></ul> | <ul style="list-style-type: none"><li>- View an unofficial transcript</li><li>- Check exam schedules</li><li>- See attendance records</li><li>- Provide feedback on units</li><li>- Look up ISB regulations and policies</li></ul> |
|---|--|

Guidelines are available at: <http://myisb.isb.edu.vn/?Page=huongdansv en>

### Student email

- Each student has an official university student email account. This is the official communication channel between students and the School.
- All emails from ISB will be sent to your student email account and you must use your account to contact the School. You must check this email regularly, otherwise you may miss important messages, which could have serious consequences, such as cancellation of your enrolment.
- Stage 1 student email address will follow the format [studentID@student.isb.edu.vn](mailto:studentID@student.isb.edu.vn) (e.g: [21001XXX@student.isb.edu.vn](mailto:21001XXX@student.isb.edu.vn)) and the first-time password is the ID number. This email account can be logged in by using Gmail.
- This email account can be linked to Gmail, Yahoo, or Hotmail so you can have your student email forwarded to your personal accounts.
- You are required to create an email signature for your emails which will follow the format below:

**FULL NAME - CLASS**  
**STUDENT ID**  
**PHONE NUMBER**

### KFO E-learning (<https://learn.kfo.edu.vn>)

KFO E-learning is an online learning environment. Your course and units may have a separate site, which may include your unit or course outline, information about your assessment tasks and grades, study resource, and announcements related to your unit or course. Make sure you check your E-Learning sites regularly during the trimester as they may be updated at any time.

To access KFO E-learning system, you should sign in to your student email account first, then, go to E-learning at <https://learn.kfo.edu.vn>, select the red button **Sign in with Google**. You can find further detailed guidelines after logging in.

### E-Library

Students can log into the E-Library at <https://smartlib.ueh.edu.vn/> with ISB student email account.

## Stage 2

Depending on which university you transfer to study abroad and complete your degree program, you will be given access to that university's online systems. You will be able to conduct a variety of activities online such as enrolling in the units, checking exam results, accessing e-library and learning resources, or searching timetables. All important information about your course and university policies will be provided on the orientation date of your transfer university. Make sure you attend this event to get the most out of it!



# Academic Information

All students beginning at ISB will undergo a period of adjustment. This section will provide information about the general academic system and help you prepare for your study. To be successful at university, it is important that you:

- Understand what you are required to do in terms of study and assessment tasks at university;
- Attend all of your lectures, tutorials, and assessments tasks;
- Do not plagiarise.

## Unit Guide

The unit guide contains all the basic information about a unit, including lecturer contact information, learning outcomes, assessment details, learning resources, and schedule of teaching/learning activities. It is a good source of information and thus, please read it thoroughly.

You should use the unit guide as a primary resource throughout the duration of the unit and refer 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 each class.

You are recommended to save a copy of the unit guide to your personal devices for future use.

## Textbooks

You will find out the prescribed textbook(s) for each unit from the unit guide. In most cases you will be required to pay an additional fee for the required textbook(s). It is your responsibility to find the prescribed textbooks for each unit and to make sure that you have a copy by the first day of class.

## Assessment Tasks

Forms of assessments can include written assignments, oral presentations, and exams. Assessments are academic tasks that you have to submit to your lecturers or tutors for the purpose of proving your understanding and engagement with your subject. To produce good assignments, you should:

- Know your course outline, course objectives, important dates, and recommended readings;
- Read the set readings as well as recommended references;
- Write academically;
- Manage your time well;
- Avoid plagiarism.

## Assignment Cover Sheet and Peer Evaluation Forms

All assignments are to be submitted with an Assignment Cover Sheet, either with an individual or group assignment. 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 MyISB.

## Lecturers/Tutorials

Lectures will examine specific topics focusing on critical issues and practical application of the content. Lectures are not simply a regurgitation of the textbook content but also a source of testable information which is not covered in the textbook.

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

You may have difficulty in understanding a lecturer's accent or find that someone speaks too quickly. Be patient, as you get used to the language, things will become easier. But also, don't hesitate to ask your lecturers to speak slowly.

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

Tutorial questions/exercises will be provided in class. You 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 you do not prepare adequately, you will not get the full benefits from this learning opportunity.



# Study Skills for University

## Independent Learning

At university, your learning is your responsibility. Lecturers are there to help you understand what you have to study and give you feedback on your assessments. However, it is your responsibility to learn, understand, and complete course and administration requirements.

## Critical Thinking and Critical Analysis

Critical thinking involves breaking information into parts, comparing, questioning, and evaluating it. When you learn to think critically, it means you can think rationally and objectively.

Critical analysis is applying critical thinking so you can understand what you read or hear. It also means drawing links to other readings and lecture materials. These skills are essential for writing effective assignments – showing your own position and argument while separating it from the evidence and references you use.

## Time Management

Time management is an important skill to develop at university. Engage with your topic at every lecture – give yourself time to read, review, understand, discuss with others, and think about it. By assessing the importance of each task within a given timeframe and setting priorities for them, students can accomplish their goals while maintaining productivity.

## Preparation for Effective Learning

### Do not miss any lectures

**Before the lectures:** always read materials before the lectures to become familiar with the topics and terms, phrases, and words (key vocabulary) used in your units.

**In the lectures:** listen carefully; do not write everything but take main notes about the important points.

**After the lectures:** revise your notes and/or handouts, and do further reading research to fill in the gaps.

### Participate actively in tutorials

**Before the tutorials:** do some preparation, revise your lecture notes, do your weekly readings, have something to share, or questions to ask. You may be marked on your tutorial participation.

**In the tutorials:** try to join the discussions, listen your partners' ideas and comments as well as learn from your lecturers' instructions. Your contribution to the discussions may be assessed.

**After the tutorials:** revise what you have learnt, do further readings research to gain the full understanding.

## Reading at university

Reading university textbooks and related materials is an essential skill for researching and writing essays and assessments. Be selective about what you read, choose relevant books or articles and skim or scan for the key information. Be an active reader, know why you're reading, think about how it relates to the lectures or other materials and take notes.

Select a relevant book/article to read then skim and/or scan, for example:

- Look at the title, table of contents and index for specific information and keywords
- Quickly read through the preface or introduction and conclusion to get a general idea or read the abstract of a journal article.

Besides, to find relevant information to support the ideas, arguments, or opinions in your assignments that are reliable, credible, current, and relevant, head to the Smart Library at <https://smartlib.uvh.edu.vn>.

## Academic Writing at University

Writing essays at university is different from high school. The majority of your assignments will require you to write in a formal, academic style. This style uses clear and concise language to explain the ideas you have developed based on your research. You'll need to consider the expression, tone, and language throughout your writing, and ensure the conclusion you draw is fair, reasonable, and provable.

In an university essay, you are expected to:

- Present your position (thesis/argument) to answer the essay question(s) and not only what others say. It means you should write in your own voice (words) as much as possible;
- Structure your essay well – introduction, body, conclusions, and well structured paragraphs using references;
- Write in an academic writing style: formal, grammatically correct, and research based;
- Produce a good essay, check the marking criteria, analyse the questions, plan your research and readings, and write in a clear and coherent manner. Make sure you have enough time to edit and proofread before handing in an assignment.

If you're not sure what's expected of you, check your unit guide or you can also talk to your lecturer or tutor.

## Paragraphs in Academic Writing

Structure: topic sentence, supporting statements, references, concluding sentence, flow in writing and linking phrases (first of all, such as, therefore, however, etc).

The topic sentence states the main thesis/topic of the paragraph and the rest of the sentences explain and/or elaborate (support) the main points. Evidence is in the form of other writers' ideas (referenced) to support the main points and finally a concluding sentence indicating the writer's argument on the topic or linking to the next given paragraph.

### Tips for Maintaining Academic Integrity

What is academic integrity and why is it important? Throughout your degree, you'll need to demonstrate values of honesty, trust, fairness, respect, and responsibility in your learning. If you behave dishonestly, you will be subject to academic penalties. But don't worry, we've got plenty of support and resources for you to get you from your first assignment through to graduation.

#### Plagiarism

The act of using words or ideas of another person without acknowledgment is called plagiarism. Plagiarism is a kind of cheating and is considered a crime. If you hand in an assignment without acknowledging your resources, you will be accused of plagiarism and your assignment will not be recognized. You may fail that unit or even be suspended from the School.

You can avoid plagiarism by using the accepted referencing technique or paraphrasing methods. To avoid plagiarism:

- Acknowledge (reference) everything that you borrow including ideas, words, music, images, tables, graphs...;
- Always provide full references for sources you have consulted and used;
- Apply the required referencing styles of your units;
- Be consistent in your referencing style.

#### Academic referencing

Referencing is acknowledging the sources you've read and used in an assignment. It is also a way of showing recognition and respect for intellectual property. These sources may include books, journal or magazine articles, newspapers, company, government or institutional reports, websites, or other personal communications. Your references show how widely you have read, indicate the quality of research, and the sources that have influenced your thinking. Details of how to reference should be in each unit outline.

When you begin an assignment, you'll need to check the referencing requirements. There are a number of referencing and citation styles with structures that differ based on the type of sources and number of authors. You can get the referencing resources on the Smart Library at <https://smartlib.ueh.edu.vn>.

You must reference all assignments at university; otherwise, you will be disciplined for plagiarism.

#### Paraphrasing

To paraphrase is to rewrite a piece of text in your own words while retaining the meaning, and length of the original text. The work you have paraphrased must include a citation and related reference. Paraphrasing demonstrates you have understood the context of the information you have read.

At ISB, we want you to be proud of your work and achieve success on your own merits!

## University differs from High School

If you're starting the university straight after finishing high school, it can be a bit tricky to get your head around how differently things work at ISB (compared to your high school). The biggest difference between high school and university is that you're treated as an adult. That means you get to take greater control of how you spend your time and what you study. It also means that your education is your responsibility, no one is going to do it for you.

We know there's a lot to get your head around, so we've put together a list of some of the basic differences to help get you started.

Topic / term	High School	University
Types of assessments	The assignment types received in high school are limited and designed for straightforward assessments.	Types of assessments vary and are designed to encourage critical thinking and independent learning. Most study work takes place outside class.
Scheduling	Teachers organise students' work and how they should prioritise their study time.	Preparing for your class is your responsibility. This includes managing and prioritising your work and getting things done on time. Lecturers and tutors will not prompt you.
Grievances	You express your problems with your teachers, who will report to the principal.	Try to resolve the issues with your lecturers, Student Advisor or Program Director.
Support	There are often free school counsellors in schools who specialise in providing support and support documents.	Students have access to a range of free and confidential services including counselling, and academic support. It is your responsibility to seek out these services.
Contact with parents	Your parents or guardians play an important role in your school life. They are in regular contact with your teachers to help guide you in the right direction.	University staff, both administrative and teaching will contact your for all issues.

<p>Teachers vs academics</p>	<p>Teachers check your completed homework, remind you of your incomplete work, provide you with information you may have missed, and remind you of assignments and due dates. Teachers are trained in teaching methods to assist in imparting knowledge to students.</p>	<p>Lecturers are usually open and helpful, but do not check required readings or remind you to complete homeworks. You are chiefly responsible for your work. Academics are trained as experts in their particular areas of research, skills and knowledge.</p>
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# Online Study Myths Debunked

Technology will always have an impact on the way we learn. This is something we've already seen with online study. While assumptions and a lack of understanding might dissuade potential students from pursuing their desired qualification, at ISB, you'll find online study dynamic, engaging and supportive of your needs.

### The digital experience

Online study is not only innovative; it can also train you in new ways. As you study, you will uniquely enhance many of your digital soft skills, which are easily transferable to the workplace. Digital communication, time-management, technical skills, and flexibility will rank highly among your course knowledge as you complete your degree, so be sure to add these to your resume.

### Online doesn't mean isolated

No one enjoys isolation, especially in your studies. And imagining yourself learning in your lonely living room instead of a lecture hall can certainly be off-putting.

Online study tends to scare off potential students due to fears like this. There is no need for concerns about support systems and networking or forming connections with minded students at ISB. We've built our learning environment in a way that makes it easy for students to get in touch with each other. From small learning groups to social discussion boards, you'll have many different opportunities to connect with your fellow students.



# Student Supports

## Student Advisors

Student Advisors are your first of contact for information, advice, brochures, forms, and referrals to other services.

You can get general advice and help with a range of things, including enrolment and fees, exams, results, and graduation. You can also pick up your Student ID card, a form or brochure, lodge your forms, and get help with submitting forms online. Student Advisors can assist, but not limited to:

- Clarifying your academic/career goals
- Formulating an academic study 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

**Consultation hours are from 8:00-12:00 & 13:00-17:00, Monday to Friday. Students are advised to book an appointment with Student Advisors via email before coming.**

## Student Identification Card

You will be provided with an ISB student ID card that should be carried at all times when you are on the ISB campus. You cannot enter the campus without the student ID card.

Campus security or ISB staff can ask you to present the student card at any time for safety purposes.

## IT Support

Students facing technical issues when accessing school systems can contact:

- Student Advisor ([pathway.bbus@isb.edu.vn](mailto:pathway.bbus@isb.edu.vn)) regarding KFO E-learning issues (Stage 1)
- Mr. Tuan Nguyen ([tuan.nguyen@isb.edu.vn](mailto:tuan.nguyen@isb.edu.vn)) regarding MyISB and student email (Stage 1) issues

## Financial Information

The tuition fee payment must be made prior to the due date (normally one week before the census date every trimester).

You are highly recommended to check the Important Dates to have an effective financial plan for the whole school year.

The tuition fees depend on the number of units you enrol in that trimester. After your successful enrolment on MyISB, you can view the total payment by logging in your MyISB account.

**You can make payment by these methods:**

1. Directly by cash / Visa / Master cards:
  - Office: ISB Accounting Department
  - Address: 17 Pham Ngoc Thach Street, District 3, Ho Chi Minh City
  - Working hours: From 8:00-12:00 & 13:00-17:00, Monday to Friday

2. Indirectly by bank transfer:

- Account Name: Vien Dao tao Quoc te
- Address: 17 Pham Ngoc Thach, Vo Thi Sau Ward, District 3, Ho Chi Minh City
- Account Number: 0371 000434 120
- Bank: VCB, Tan Dinh Branch
- Content: Student full name – Student ID – Class name

Students who have not paid their tuition fees by the due date will have an encumbrance placed on their student records. If you have this encumbrance:

- Your enrolment in the current session may be cancelled
- You may not be able to re-enrol for the next teaching session
- We will not issue academic documents or transcripts related to your enrolment and study
- You will not be able to graduate

In order to have this encumbrance lifted, all outstanding fees must be paid. Students are advised to keep a record of payment for confirmation purposes. If there is any related issue, students can contact the Accounting Department.





# School Policies

Students are bound by a number of rules, by-laws, and policies. You need to make sure you know and comply with the rules for students set out in the School policies and keep up to date when policies change. Breaching these policies may lead to charges of academic, research and/or general misconduct and could seriously affect your course. A full copy of the School Policies Handbook can be found online, or at ISB Office.

## Enrolment

Students are informed clearly about the registered courses, schedule, course outlines, enrolments' requirements, and examination's requirements before the beginning of the teaching session on MyISB website.

For successful enrolment, students need to:

- Register and make sure they are enrolled correctly in each trimester via MyISB;
- Inform the Student Advisor in regards 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 meets course requirements which are consistent with the approved course structure.

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

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

Students who want to enrol in one more units for the coming trimester are required to submit the "Add - Drop Subject" form to the Student Advisor. This form can be downloaded from MyISB.

Students who do not pay tuition fees on time to the Accounting Department will be withdrawn from the student list. Failure to pay fees and charges by the prescribed date will lead to termination of enrolment.

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 financial and academic penalties (Fail Discontinued). Students who withdraw due to extenuating circumstances may apply in writing to the Student Advisor for consideration of withdrawal without academic penalty.

## Deferment

Students who want to defer from the course for the coming trimester are required to submit the "Request for Deferring the Course" form (which is available on MyISB) to the Student Advisor prior to the approved census date in order to avoid academic and financial penalties.

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

ISB permits students to take a maximum of twelve months leave of absence during the course, with only 6 months for EAP programs. To resume studies from deferment, students must contact the Student Advisor to obtain advice on procedures and must enrol in units by the same date continuing students are required to finalise their unit enrolment.

Students who have not returned after the deferment will be regarded as having abandoned their course. Students cannot re-enrol after being expelled or resigning from the course. They need to re-apply for admission.

## Assessment

Students' performance will be evaluated in a progress through a combination of assessment tasks which are transparently indicated in the Unit Guide at the beginning of each class. The total mark is the average mark weighted by proportion of each assessment task in a unit. Assessment tasks may include attendance, individual assignments, group assignments, seminar, mid-term examination, and final examination.

Some units have threshold requirements which may lead to unit failure if students violate, even though the total mark could be higher than 5.0/10.

Students will face mark deduction or even a grade of zero (0) if they commit academic dishonesty such as cheating and plagiarism.

Grade Point Average (GPA) is used to measure the academic performance of individual students in order to acknowledge excellence and determine recipients of Excellence Awards.

## GPA at ISB

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

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

## Progression Policy

### Pass less than 50% of credit points in last 12 months of enrolment

If you pass less than 50% of credit points attempted over a 12-month period of enrolment, you will be placed on conditional enrolment in a reduced study load for the following 12 months, provided you have not been on conditional enrolment before.

You are not permitted to enrol in other units while on conditional enrolment.

### Pass less than 50% of credit points in the last 12 months of enrolment, having previously completed a period of conditional enrolment

If you have previously been on conditional enrolment and you pass less than 50% of credit points attempted in any subsequent 12-month period of enrolment, you will be excluded for the following 12 months.

This means your enrolment is cancelled for 12 months and you cannot continue in your course, nor can you transfer to another course or undertake non-award study. During the exclusion period you will not have access to University premises or facilities. Access to University systems, including your student email account, will cease after 90 days from the date of your exclusion. You will not be granted Advanced Standing (academic credit) for units completed at another university or tertiary institution during the period of exclusion.

### Multiple failures of units on three separate occasions

If you fail the same unit, or its equivalent on three separate occasions you will be excluded from study for a period of 12 months as well.

### Late Submission of Assessments

All quizzes, the mid-term test, group assignment, and final exam must be taken on the assigned dates. Except where an extension has been approved for the submission of an assessment task by the Unit Coordinator, or in line with the School's Special Consideration Policy, the penalties will be given as stated in the unit guide. Submitting an application for Special Consideration does not automatically mean the special consideration will be granted. Students will be notified in writing when their applications have been approved or rejected - usually by email.

There will be no supplementary mid-term exam or quizzes, assignments. Students whose Special Consideration Application is approved, will have the weighting of his/her final exam increased on a pro rata basis to account for the missed assignments.

### Examination

Students should be present at the examination room 20 minutes before the starting time of the exam.

Students who arrive late from 15 minutes onwards after the beginning of the exam will not be allowed into the exam venue.

Students who are unable to attend an exam due to unexpected circumstances (such as serious illness, accident ...) must submit the "Request for Absence from Examination" form (available on MyISB) and supporting evidences to the Student Advisor. This form should be submitted within 3 days from the final exam date. In the meantime, students or family members can immediately inform the Student Advisor via email or via phone call/message. If your case is approved, you will have the deferred exam.

In order to apply for a deferred exam, students are required to submit the "Request for Deferred from Examination" form (which is available on MyISB) to the Student Advisor. These students will attend the final exam in the coming trimester.

### Review of Grade

There may be instances when students believe that their final grade in a unit does not correctly reflect their performance against the criteria. Students seeking review of assessment should, in the first instance, approach the lecturer responsible for the marking of that assessment item.

If students are unable to resolve it with the lecturer concerned, they can apply for a formal review of grade, by submitting the "Request for Review of Grade" form (available on MyISB) to the Training and Testing Department within 10 days from the date of the result being released via MyISB (Stage 1).

Students will be notified of the outcome of their Review of Grade via their student email account. If their results change after the review or grade process, the prescribed charge will be refunded.

### Advanced Standing Assessment

Advanced Standing is only once considered to grant at the beginning of the course and not taken into the GPA formula for granting scholarship. Late submission of the Advanced Standing Application is not accepted.

### Attendance

It is recommended that students attend all scheduled classes in order to succeed in the unit.

Class attendance is compulsory and students should provide reasons as well as evidences for not being able to attend the class on a particular lecture/workshop session. Students are required to attend a minimum of 80% of all classes in order to secure class attendance marks and be eligible to take the final exams. Please let your lecturers and/or ISB know by submitting the "Request for Leave of Absence" form (available on MyISB) and supporting evidences if you are unable to attend any session.

Arriving late by 15 minutes at the beginning, arriving late by 5 minutes after the break, or leaving prior to the scheduled end time without permission from 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.

### Electronic Device

Cell phones or other electronic devices should 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 and other electronic devices are not permitted unless specifically authorised by the lecturer(s) exclusively for notetaking and doing classwork. If you are in violation of these policies you will be excused from class and an absence will be assessed.



## Dress Code

As a 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 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**.

- a. Shorts are not allowed at ISB. Skirts & dresses must be worn on the waist or hips and no more than 10 centimeters above the knees;
- b. Clothing that exposes underwear, underwear worn as outerwear, lack of underwear;
- c. Shirts/sweaters must cover the midsection, front and back, and have a modest or appropriate cut or neckline;
- d. Footwear is required, preferably shoes or sandals;
- e. Tops must be long enough to cover the mid-section when arms are raised above the head. Clothing which exposes the midriff is not allowed;
- f. Clothing that displays inappropriate writing, pictures, or references or infers inappropriate materials is not allowed;
- g. 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.

## Email Etiquette

Your lecturers/ISB staff receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely manner, students are asked to follow 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 lectures/ISB staff to meet in person.



# Code of Ethics

## Conduct

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

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

## Conduct towards Relations

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 with others in thoughtful and meaningful dialogues while refraining from acting or using language with malicious intent.

Conduct towards Relations includes, but not limited to:

- a. Behave in a kind, friendly, and appropriate manner in accordance with Vietnamese tradition/culture;
- b. Be available to support newcomers and disabled people;
- c. Respect all lecturers, administrators, staff, fellow students, and any visitors to the ISB campuses;
- 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 difference in culture;
- f. Be civilised in emails and appeals;
- g. Avoid discrimination, harassment, vilification, and victimization;
- h. Avoid intimidation and bullying.

## Conduct towards University Policies

Students are expected to:

- a. Familiarise yourself and comply with the ISB Policies;
- b. Avoid violating disciplines due to lack of awareness or misunderstanding of the University Policies;
- c. Follow all rules in functional departments such as Library and IT lab;
- d. Absolutely not produce, store, or use alcohol and drugs in the School;
- e. Absolutely not bring or use illegal substances and dangerous chemicals which can cause injury and explosion in the School, for example, petroleum, gasoline, and acids;
- f. Absolutely not bring or use dangerous tools or weapons in the School;
- g. Absolutely avoid adverse behaviours which seriously influence community security such as underlying conflict, acrimonious argument, and fighting.

### Conduct towards Academic Honesty

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

- a. Be responsible to read, comprehend, and implement unit requirements which are transparently written in the Unit Guide (including, but not limited to threshold requirements, plagiarism, schedule of activities, and assessment details);
- b. Be responsible for their progression in the School and seek advice promptly to improve performance;
- c. Be updated to the School's information via websites, notice boards, social medias, and ISB staff;
- d. Perceive that effective learning is based on knowledge sharing. Selfishness is not welcome because this can limit their knowledge absorption and lead to one-sided thinking;
- e. Perceive that the satisfied learning outcome is resulted 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, exams, and research;
- h. Absolutely avoid plagiarism violations and cheating in exams;
- i. Not use gadgets such as mobile phone, camera, iPod... in class except for permission and emergency circumstances.

If you are unclear about what might constitute academic dishonesty, you are encouraged to consult your lecturers or Student Advisor. You should be aware that ignorance is not an acceptable defense for academic dishonesty.

### Conduct towards Extracurricular Activities

ISB recognizes the importance of training skills in education besides studying. Therefore, the School designs a wide range of activities to help you improve your skills and graduate attributes via these useful activities.

You should understand that joining ISB's activities offers you valuable experience and makes your student life colorful. You are expected to participate in all activities positively, enthusiastically, and constructively.

### Conduct towards University View and Property

You are expected to be responsible for the School's views and properties. Graffiti and defacement of School's properties are unacceptable and violations of ISB Rules and Regulations. You will need to compensate for the costs of the damages caused by your behaviours. You are required to:

- a. Keep the ISB's environment pure and tidy;
- b. Protect the School's properties against damage and loss;
- c. Not write on tables, chairs, walls, and other properties;
- d. Not waste electricity, water, other resources;
- e. Promptly report to ISB any damage, loss, or violation.

### Misconduct

ISB is a large educational environment where you experience your study and Extracurricular activities. For a healthy educational environment, the School expects all students to avoid committing misconduct behaviours including General Misconduct, Academic Dishonesty, and Misconduct in Extracurricular Activities. Any violation of Misconduct Policy will lead to disciplinary punishment, even suspension and termination.

#### General Misconduct

General Misconduct behaviours includes, but not limited to:

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

#### Academic dishonesty

Academic dishonesty includes lying, cheating, stealing, plagiarising, and using unauthorised 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. Give or receive unauthorised aid on any assignment, quiz, or exam;
- b. Communicate in an exam, or other tests, with other candidates;
- c. Bring into the exam room unauthorised materials or devices;
- d. Use an electronic device (including mobile phones) without permission;
- e. Write or advise impermissibly for an exam answer;
- f. Attempt to read or copy other students' exam answers;
- g. Use the same materials from work previously submitted for another course without permission;
- h. Impersonate another student, or arrange for anyone to impersonate a student, in an exam or other assessment tasks.

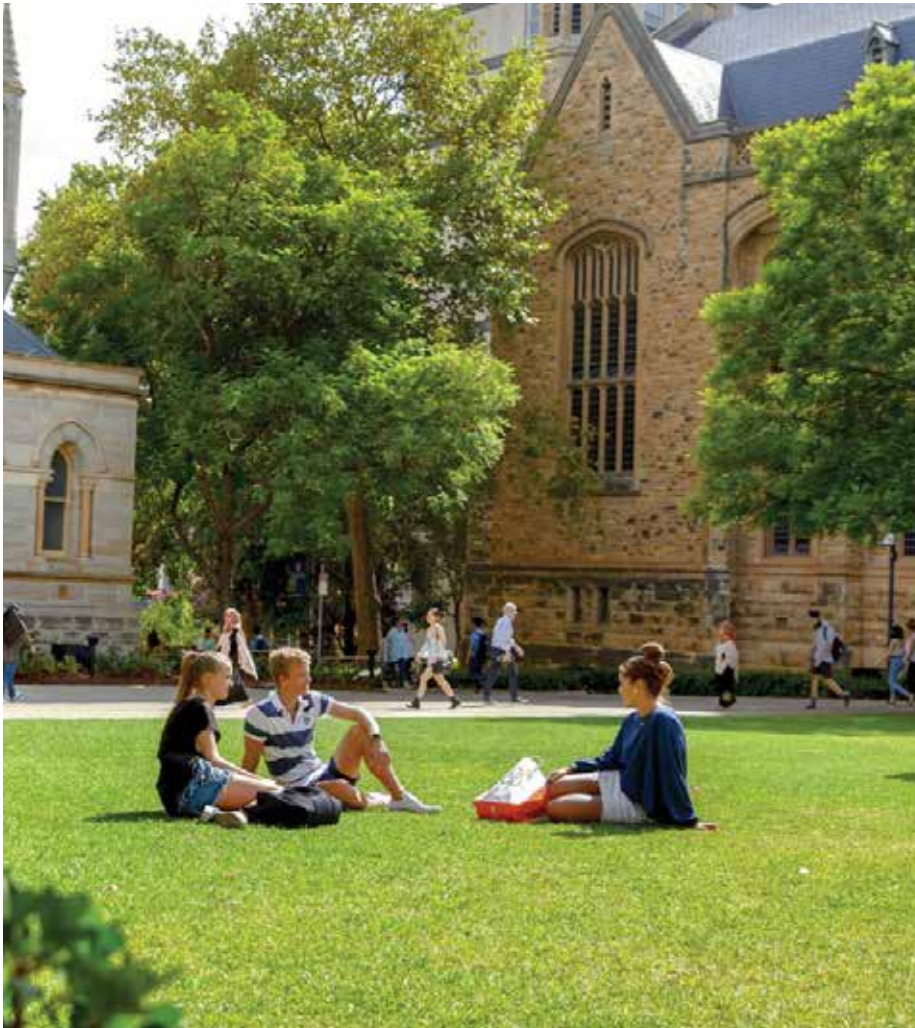
- Plagiarism is when a student uses ideas or words from another author or source and represents them as his or her own. This is considered cheating and is considered as a very serious Academic Misconduct at ISB. Students caught plagiarising on an assignment will receive a score of zero for that assignment 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.

- 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.

### Misconduct in Extracurricular Activities

Misconduct in Extracurricular Activities includes behaviours that harm to organising activities, but not limited to:

- Propagate inconsistently to the activity's contents and objectives;
- Withdraw from a competition/activity after successful registration without any relevant reason;
- Cheat in competitions, contests, festivals;
- Not participate in the group activities despite being a member of a club/team;
- Have other adverse behaviours.



## Frequently Asked Questions

### Q1. How do I know that I am enrolled properly?

You can check the enrolment confirmation via MyISB (<https://myisb.isb.edu.vn//Default.aspx?Page=home>). Please sign in to your MyISB account and then click Enrolment -> Result.

### Q2. What should I do if I want to defer from the course?

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 at <https://myisb.isb.edu.vn/>) to the Student Advisor of the course. The maximum amount of deferring time is 12 months from date of deferment application for Bachelor of Business program and 6 months from date of deferment application for English for Academic Purposes courses and it will be accumulated to the total number of years that students study at ISB.

### Q3. What should I do if I want to come back after deferring from the course?

You must contact the Student Advisor, submit the "Request for Readmission" form, and you will be studying and following the course structure of the new cohort.

### Q4. What if I want to add or drop one unit in a trimester (including repeating any unit)?

Students are required to study three to four academic units per trimester to be a full-time student at ISB. If you want to study more or less than the standard, you must submit a "Request for Adding/Dropping subject" form (which can be downloaded on MyISB at <https://myisb.isb.edu.vn/>) to the Student Advisor of the program at least 10 working days before the census date.

### Q5. What if I lose my student ID card?

You must fill in the form: <https://bit.ly/newstudentidcardrequest> and pay the required fee in order to have the student ID card re-issued.

### Q6. Where can I find all forms?

All forms can be downloaded on MyISB at <https://myisb.isb.edu.vn/>.

### Q7. What if I can't attend the mid-term/final exam due to some issues?

The mid-term and final exams must be taken on the assigned dates. There will be no supplementary mid-term exam or quizzes, assignments. Students whose Special Consideration Application is approved, will have the weighting of his/her final exam increased on a pro rata basis to account for the missed assignments. For some serious misadventure, accident, or extenuating circumstances which may impact adversely on academic performance, a special consideration for the final exam may be granted.

Students are required to submit “Request for Absence from Examination” form (which can be downloaded on MyISB at <https://myisb.isb.edu.vn/>) and related evidences to the Student Advisor within 3 working days after the exam date. Late submission will not be accepted and students will need to retake the unit.

Submitting an application does not automatically mean the special consideration will be granted. Students will be notified in writing when your application has been approved or rejected - usually by email. Then students are required to keep track of upcoming exams and retake the final exam as soon as it is organised. Students need to submit a “Request for Deferred Exam” form to the Student Advisor in order to retake the exam.

#### Q8. What if I want to review my final grade?

After the final grade is released, if there's any issue related to the grade, students are required to submit a “Request for Review of Grade” form (which can be downloaded on MyISB at <https://bit.ly/reviewofgraderequest>) to the Training and Testing Department within 10 days from the date the final grade is released. You should check with the Student Advisor if you are unsure. Students will be informed about the result of the review of grade via email.

#### Q9. Will I receive any support for transferring overseas to complete my degree program?

Yes. Please send an email to [overseas.study@isb.edu.vn](mailto:overseas.study@isb.edu.vn) if you have any questions about your plan to transfer overseas. We will support you with all matters related to your transferring plan, admission to the partner university, visa application, as well as pre-departure and post-departure arrangements.

#### Q10. Will my degree be granted by ISB or the partner university?

After transferring overseas and successfully completing your program at one of the ISB's partner universities, you will be awarded a Bachelor's degree by the selected foreign partner University.



## There's An App For That

One of the most important aspects of making your studies a success is being organised. But it can also be the hardest part, especially if you've got other commitments to juggle as well.

To help you stay on track to study success, and because we love the online space, we've put together a list of some of the top tools to organise all areas of your life.

If you want to ...

↳ *Make notes* ... try **Evernote** (<https://evernote.com/>). Take your notes everywhere with you and find them across all of your devices. You can also take photos and create audio recordings to add to your revision of course materials.

↳ *Create flashcards* ... use **Brainscape** (<https://www.brainscape.com/>). Use the app to create your own flashcards and aid recall for important theories or keywords.

↳ *Stop forgetting things* ... write it down in **todoist** (<https://todoist.com/>). On the app you can keep track of what you've got going on by organising tasks and adding deadlines.

↳ *Get exam ready* ... with **Exam Countdown** (<https://examcountdownapp.com/>). Keep track of your exams and quickly find out how far away they are, so you can organise and prioritise your time in the lead up.

↳ *Have everything in one spot* ... take advantage of **Google Drive** and **Google Docs**. The apps allow you to access your documents all in one spot, invite collaborators, and see live changes.

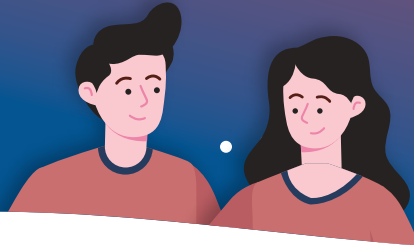
↳ *Find the perfect study playlist* ... listen to **Spotify** (<https://open.spotify.com/search/playlists/study>). There are a tonne of playlists to choose from depending on what you need and your taste in music.

↳ *Stay distraction-free* ... get **SelfControl** (<https://selfcontrolapp.com/>) or incentivise yourself with **Forest** (<https://www.forestapp.cc/>). Block distracting websites for a specified amount of time on your computer, or take a unique approach to staying focused with the Forest app.

↳ *Look after your mind* ... download **Headspace** (<https://www.headspace.com/>) or **Calm** (<https://www.calm.com/>). Both of the apps will assist in guiding you through meditation to help combat anxiety and stress.

## Let's Explore Your Journey at Global Pathways

Huong and Thinh are Global Pathways students. Not only do they engage with their regular core studies, but they also involve in the university clubs to participate in many extracurricular activities. Despite being occupied, they are aware of balancing their time and managing their priorities.



## LET'S EXPLORE THE JOURNEY!

**EXTRACURRICULAR RECORD**  
a tool to track your non-academic achievements



**REGULAR CORE STUDIES**

**EXTRACURRICULAR ACTIVITIES**

**WHAT IS EXTRA-CURRICULAR ACTIVITIES**

Bye Class See you again!

Extracurricular activities are known as out-of-class activities that reinforce and supplement the core curriculum in several ways. Students enjoy some forms of complementary learning when they get involved in activities such as student council, sporting events, talent shows, workshops, seminars, PR, production, drawing, and charity. The participation of these activities is used to complement students' academic performance when being considered for competitive scholarships or ambassador roles because they provide supplementary education for those students.



**7 advantages of involvement in Extracurricular activities**

- Exploring yourself outside of academics.
- Developing planning skills for study and life.
- Demonstrating proper personal behaviours to achieve trust and long-term success.
- Developing interpersonal interaction and group dynamics.
- Developing professional communication skills.
- Practicing on professions such as marketing, finance, in aspects and international business.
- Participating in Social Responsibility Services.

<b>Think Le</b> <i>Financial Analyst</i>	<b>Huong Vo</b> <i>Marketing Executive</i>
<p><b>Personal Information</b></p> <ul style="list-style-type: none"> <li>Age: 22</li> <li>Studied at ISB</li> <li>Bachelor of Business Major in Finance</li> </ul> <p><b>Working Experience</b></p> <ul style="list-style-type: none"> <li>2020 – 2021: Financial Editor Coordinator (Part-time)</li> <li>2022 – now: Internship in PwC Vietnam – Tax Intern</li> </ul> <p><b>Extracurricular Activities</b></p> <ul style="list-style-type: none"> <li>Leadership Program 2020 – 2022</li> <li>Green summer 2021</li> <li>Vice-president of F&amp;I-Finance and Invest Club</li> </ul> <p><b>Hobbies</b></p> <ul style="list-style-type: none"> <li>Books</li> <li>Play football</li> <li>Outdoor activities</li> </ul>	<p><b>Personal Information</b></p> <ul style="list-style-type: none"> <li>Age: 22</li> <li>Studied at ISB</li> <li>Bachelor of Business Major in Marketing</li> </ul> <p><b>Working Experience</b></p> <ul style="list-style-type: none"> <li>2020 – 2021: Content Marketing Coordinator (Part-time)</li> <li>2022 – now: Internship in Ogilvy Vietnam – Account Intern</li> </ul> <p><b>Extracurricular Activities</b></p> <ul style="list-style-type: none"> <li>Leadership Program 2020 – 2022</li> <li>Mùa Hè Xanh 2021</li> <li>Leader of ISB Event Team</li> </ul> <p><b>Hobbies</b></p> <ul style="list-style-type: none"> <li>Music</li> <li>Books</li> <li>Hangout with friends</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li><b>1. Learning and Reasoning</b> <ul style="list-style-type: none"> <li>System Thinking</li> <li>Idea Generation</li> <li>Problem Solving</li> <li>Decision Making</li> </ul> </li> <li><b>3. Interpersonal Interaction</b> <ul style="list-style-type: none"> <li>Productive Relationships</li> <li>Empathy</li> <li>Empowerment</li> <li>Providing Feedback</li> <li>Collaboration</li> </ul> </li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li><b>1. Learning and Reasoning</b> <ul style="list-style-type: none"> <li>Verbal and Non-verbal Communication</li> <li>Facilitation</li> <li>Conflict Negotiation</li> <li>Advocating for Point of View</li> </ul> </li> <li><b>2. Self-Awareness and Development</b> <ul style="list-style-type: none"> <li>Self-Understanding</li> <li>Receiving Feedback</li> <li>Self-Development</li> </ul> </li> <li><b>4. Group Dynamics</b></li> </ul>

### **Student Advisor**

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pathway.bbus@isb.edu.vn  
(028) 3535 8888 - ext: 231 - 233

### **Student Activities Advisor**

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pathway.students@isb.edu.vn  
(028) 3535 8888 - ext: 219

### **Overseas Study Advisor**

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overseas.study@isb.edu.vn  
(028) 3535 8888 - ext: 220 - 232 - 221

### **Accounting Officer**

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accounting@isb.edu.vn  
(028) 3920 9999

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