

Student
Handbook

**WESTERN
SYDNEY
BBUS**

2021-2022

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Welcome

Dear Students,

On behalf of our faculty, staff and administration, welcome to Western Sydney University - one of the top 1.2% universities in the world! 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 education and time with us.

Western Sydney offers you choice. You can choose from certain specialisations of the Bachelor of Business program while studying at the International School of Business - University of Economics Ho Chi Minh City and can even select from a wider range of majors and disciplines should you wish to transfer to Australia. Carefully select the modes of study and majors that will create the maximum number of options for you in the future. Your academic degree is a credential that you will have in your entire life!

Faculty who care 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 service. 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 faculty, staff and administration aim to accomplish!

Support you can count on. You can also take steps to ensure your academic success. Please use the university resources in the pursuit of tutors and other student services available to you and engaging in social learning communities. Your active participation and engagement in learning provide a solid foundation for obtaining a well-rounded education. Finally, please use this Student Handbook as your guide to the policies and procedures. It has been put together to make your shift into university life as easy and enjoyable as possible. Read this Handbook and acquaint yourself with the contents. Seek guidance from the university stay. Ask questions. Please be active in every aspect of your education. We stand ready to help you realize your goals.

Sincerely,

Western Sydney Vietnam Team

Introduction

The Western Sydney University (WSU) and the University of Economics Ho Chi Minh City (UEH) connection sets us apart from the rest as an eminent higher education provider in the region, striving to be a key intellectual driver of the region's social and economic development.

Western Sydney University's offshore Vietnam campus strives to be a leading institution within the ASEAN Hub delivering programs across the education spectrum.

We endeavour to be a university of choice for multinational corporations and large enterprises across the Vietnamese professional community, offering an array of programs and engagement activities attractive to all higher education levels from high school and beyond.

The Vietnam campus is an innovative and enticing learning hub catering for all with face-to-face, interactive and online delivery methods, encompassing both traditional and a highly sought modern learning experience.

To enhance the learning experience for both WSU and UEH students, we will work to provide opportunities for students to expand on their study and career goals by encouraging onshore and offshore study through study abroad programs, industry internships, mobility programs, short study tours and culture immersion initiatives.



Prof. Nguyen Dong Phong – President of University of Economics Ho Chi Minh City (UEH) in the opening ceremony of UEH-WSU Research Collaboration Center at the new building One Parramatta Square of WSU.

Course Overview

Our Bachelor of Business degrees are tailor-made to the challenges and demands of changes in industry, technology and career. With a course structure unique to WSU, students build their degree as they go to best suit areas of specialisation. We have opened the degree to majors right across the University to give students a more diverse set of skills and knowledge.

Students can choose among Applied Finance, Marketing, and International Business specialisations to study entirely at WSU's Vietnam campus or can pursue any of the nine majors this program offers in Australia, including Management, Accounting, Applied Finance, Marketing, International Business, Economics, Human Resource Management, Property, and Sports Management.



Course Overview

Items	Stage 1 (ISB)	Stage 2 (WSU)
ADMISSION REQUIREMENTS	<p>Applicants must have</p> <ul style="list-style-type: none"> ➤ Successfully completed the High School Certificate with a GPA of at least 8.0 in Year 12; OR ➤ Successfully passed the entrance exam of a recognise university in Vietnam; OR ➤ Transferred from other institutions in Vietnam and abroad (on a case by case basis). <p>AND</p> <ul style="list-style-type: none"> ➤ Achieved IELTS (Academic) 5.5 overall with a minimum 5.0 in writing (or equivalent); OR ➤ Achieved at least 60% of the WSU The College English Placement Test; OR ➤ Achieved at least 46/80 of the Versant Placement Test 	<p>Applicants must have</p> <ul style="list-style-type: none"> ➤ Successfully completed Stage 1 at ISB <p>AND</p> <ul style="list-style-type: none"> ➤ Achieve a score of IELTS 6.5 overall with a minimum 6.0 in writing (or equivalent); OR ➤ Achieved at least 80% of the WSU The College English Placement Test; OR ➤ Achieved at least 60/80 of the Versant Placement Test OR ➤ Successfully completed EAP5 offered by the WSU The College.
LOCATION	ISB campus	ISB/Western Sydney University campus
DURATION	1.5 years	1.5 years
INTAKE INFORMATION	Term 1 (January), Term 2 (May), Term 3 (September)	Term 1 (January), Term 2 (May), Term 3 (September)
SUBJECT INFORMATION	<p>Students are required to complete 2 levels of English for Academic Purposes (EAP) and 12 academic units in Stage 1.</p> <p>Students will take one level of EAP or 4 academic units per teaching session.</p>	<p>Students will take 2-4 units in each term and complete 12 units of Stage 2, including a capstone unit at the end of the course. There are up to 3 majors to be offered at ISB, including Applied Finance, Marketing and International Business, and up to 9 majors at Western Sydney University.</p>

Course Structure

Stage 1 (1.5 years)_At ISB		
<ul style="list-style-type: none"> ✚ English Academic Purposes 4 ✚ English Academic Purposes 5 ✚ Academic English ✚ Business Communications ✚ Principles of Economics ✚ Principles of Management ✚ Principles of Marketing 	<ul style="list-style-type: none"> ✚ Principles of Accounting ✚ Statistics for Business ✚ Business Law ✚ International Business ✚ Human Resource Management ✚ Consumer Behaviour ✚ Corporate Finance 	
Stage 2 (1.5 years)_At ISB		
<p>Applied Finance</p> <ul style="list-style-type: none"> ✚ Working in Professions ✚ Enterprise Innovation and Markets ✚ Financial Institutions and Markets ✚ Financing Enterprises ✚ Economic and Financial Modelling ✚ Investment Management ✚ International Finance ✚ Bank Management ✚ Innovation, Enterprise and Society ✚ Derivatives ✚ Security Analysis and Business Valuation ✚ Economics and Finance Engagement Project 	<p>Marketing</p> <ul style="list-style-type: none"> ✚ Enterprise, Innovation & Markets ✚ Design Thinking for Creativity ✚ The Service Enterprise ✚ Marketing and Digital Communications ✚ Strategic Brand Management ✚ Customer Insights ✚ Fundamentals of Marketing Analytics ✚ Omnichannel Marketing ✚ Strategic Marketing Management ✚ Financial Institutions and Markets ✚ Leadership and Entrepreneurship ✚ Marketing Planning Project 	<p>International Business</p> <ul style="list-style-type: none"> ✚ Financial Institutions and Market ✚ Enterprise Innovation and Markets ✚ The Markets of Asia ✚ The Service Enterprise ✚ Design Thinking for Creativity ✚ International Business ✚ Managing in the Global Environment ✚ Globalisation and Sustainability ✚ Export Strategy and Applications ✚ Leadership and Entrepreneurship ✚ International Business Strategy ✚ International Business Project
Stage 2 (1.5 years)_At Western Sydney University		
<p>Specialisations for Careers in Money</p> <ul style="list-style-type: none"> ✚ Accounting ✚ Applied Finance ✚ Economics ✚ Property 	<p>Specialisations for Careers in Markets</p> <ul style="list-style-type: none"> ✚ International Business ✚ Marketing ✚ Sport Management 	<p>Specialisations for Careers in Management</p> <ul style="list-style-type: none"> ✚ Human Resource Management ✚ Management

* Major offerings are subject to the number of enrolments.

* If you wish to transfer to study abroad in Western Sydney, please contact overseas.study@isb.edu.vn for further details.

BBUS Important Dates

Dates	Event
13 September 2021	Term 3 2021 starts
3 September 2021	Census date for Term 3
13 December – 25 December 2021	Exam week
26 December 2021	Term 3 ends
26 December 2021 – 02 January 2022	End-of-session break
3 January 2022	Term 1 2022 starts
31 December 2021	Census date for Term 1
24 January – 06 February 2022	Public holiday
18 April – 29 April 2022	Exam week
30 April 2022	Term 1 ends
30 April – 15 May 2022	End-of-session break
16 May 2022	Term 2 2022 starts
13 May 2022	Census date for Term 2
15 August – 27 August 2022	Exam week
28 August 2022	Term 2 ends
28 August – 11 September 2022	End-of-session break
12 September 2022	Term 3 2022 starts
9 September 2022	Census date for Term 3
12 December – 24 December 2022	Exam week
25 December 2022	Term 3 ends
25 December 2022 – 01 January 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 are 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 (Tentative)

Dates	Event
13 September 2021	EAP 0921 starts
10 September 2021	Census date for September course
11 October 2021 - 16 October 2021	Midterm exam week
15 November 2021 - 20 November 2021	Final exam week
21 November 2021 - 28 November 2021	End-of-session break
29 November 2021	EAP 1121 starts
26 November 2021	Census date for November course
27 December 2021 - 31 December 2021	Midterm exam week
24 January 2022 - 06 February 2022	Public holiday
14 February 2021 - 19 February 2022	Final exam week
20 February 2022 - 27 February 2022	End-of-session break
28 February 2022	EAP 0222 starts
25 February 2022	Census date for February course
28 March 2022 - 02 April 2022	Midterm exam week
02 May 2022 - 07 May 2022	Final exam week
08 May 2022 - 15 May 2022	End-of-session break
16 May 2022	EAP 0522 starts
13 May 2022	Census date for May course
13 June 2022 - 18 June 2022	Midterm exam week
18 July 2022 - 23 July 2022	Final exam week
24 July 2022 - 31 July 2022	End-of-session break
1 August 2022	EAP 0822 starts
29 July 2022	Census date for August course
29 August 2022 - 03 September 2022	Midterm exam week
03 October 2022 - 08 October 2022	Final exam week
09 October 2022 - 16 October 2022	End-of-session break

Available Scholarship Programs

	Requirements	Value	
OFFSHORE SCHOLARSHIP PROGRAMS	For the first year (8 units/ academic year)	Successfully completed the High School Certificate with a GPA of at least 8.5 in Year 12 AND achieved IELTS (Academic) 7.0 overall with a minimum 6.0 in each band (or equivalent).	
		Successfully completed the High School Certificate with a GPA of at least 8.0 in Year 12 AND achieved IELTS (Academic) 6.5 overall with a minimum 6.0 in each band (or equivalent).	
	For the following years (8 units/ academic year)	Maintain a GPA of at least 8.5 in each academic year as a full-time student at ISB.	
		Maintain a GPA of at least 8.0 in each academic year as a full-time student at ISB.	
ONSHORE SCHOLARSHIP PROGRAMS	Transfer to study at Western Sydney for at least one year and achieved a GPA of 75%+ for units completed at ISB.	AU\$5,000	
	Transfer to study at Western Sydney for at least one year.	AU\$3,000	
	Transfer to study at Western Sydney for six months (one semester) and achieved a GPA of 75%+ for units completed at ISB.	AU\$2,500	
	Transfer to study at Western Sydney for six months (one semester).	AU\$1,500	

**Other conditions apply, including full-time study mode, no failing units, no regulation breaches, and no course deferment.*

Online Systems

Websites

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

<http://www.isb.edu.vn/>

<https://www.westernsydney.edu.au/>

<https://www.westernsydney.edu.vn/>

Stage 1

🔹 Enrolment

[Myisb.isb.edu.vn](http://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:

- ↳ Look up courses
- ↳ Search for classes
- ↳ Enroll in units
- ↳ View class schedules
- ↳ See grades and GPA
- ↳ View an unofficial transcript
- ↳ Check exam schedules
- ↳ See attendance records
- ↳ Provide feedback on units
- ↳ Look up ISB regulations and policies

Guidelines are available at: http://myisb.isb.edu.vn/?Page=huongdansv_en

🔹 Student email

- ↳ All students have an official university student email account. This is the official communication channel between you and the University.
- ↳ All emails from the University will be sent to your student email account and you must use your account to contact the University. You must check this email regularly, otherwise you may miss important messages, which can have serious consequences, such as cancellation of your enrolment.
- ↳ Stage 1 student email address will follow the below format: **studentID@student.westernsydney.edu.vn** (e.g: 39160006@student.westernsydney.edu.vn) and the first-time password is the ID number (in capitals). This email account can be logged in by using Gmail.
- ↳ This email account can be linked to Gmail, Yahoo, or Hotmail so students can have their university emails forwarded to their 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

🔗 **Canvas E-learning** (<https://learn.westernsydney.edu.vn/login/canvas>)

Every student is provided with an account to access to the E-Learning online system in order to download necessary learning materials, do online quizzes/exams, submit assignments, check for grades, and connect to other fellow students as well as their lecturers. To access ISB E-Learning system, students should sign in to their student email account first, then, find the email named "Course Invitations" and click "Get Start" to access E-Learning page (<https://learn.westernsydney.edu.vn/login/canvas>)

To log in to the E-Learning site, please insert Username and Password provided via WSU student email. For example: Username / Email: 21000625 - Pass: 21000625

🔗 **E-Library**

Students can log in to the Proquest database at: <https://search.proquest.com/login> (username: UEHCMC2010; Password: thuvien0810)

Stage 2

🔗 **Enrolment**

Students are required to enroll in both:

- ↳ Myisb.isb.edu.vn (**MyISB**)
- ↳ Westernsydney.edu.au – My Student Records (**MySR**)

Find how to enrol in MySR at: <https://bit.ly/2Ydqxli>

🔗 **Student email**

You will be given a new student ID from stage 2 to access Western Sydney accounts, including student email.

Stage 2 student email address follows the below format: **studentID@student.westernsydney.edu.au** (e.g. 12345678@student.westernsydney.edu.au)

For more information, please access <https://bit.ly/3t0hZJK>

🔗 **vUWS (E-Learning)**

vUWS (pronounced "views") is our online learning environment for Stage 2 units which includes the units or course outlines, information about assessment tasks, study resources and announcements related to the units or courses.

Make sure you check your vUWS sites regularly during session as they may be updated at any time without prior notes.

See <https://bit.ly/38sdgHi>

🔗 **E-Library**

Check out the Library website for services and resources, as well as help with the assignment writing process and referencing. There's an online librarian who can answer your questions and a series of online and face-to-face tutorials to help you get the most out of your research. See <http://library.westernsydney.edu.au>

Academic Information

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

- Understand what is required of you in terms of study and assessment tasks at university
- Attend all of your lectures, tutorials and examinations
- Do not plagiarise.

🔗 Learning Guide

The learning 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.

You should use this as a primary resource throughout the duration of the unit and refer to it for any questions. A soft copy of the learning 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 learning guide to your personal computers for future use.

🔗 Assessment tasks

Forms of assessments can include written assignments, oral presentations and exams. Assignments are academic tasks that you have to submit to your lecturers or tutors to show 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.

🔗 Lectures/Tutorials

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

It is helpful if you have completed the required reading prior to viewing lecture resources on the E-learning system and in soft copies (if provided) as this assists in your ability to engage with the material. If for some reasons you are unable to complete required readings in a specific week, you must still view the

resources and try to catch up on your reading as soon as possible afterwards. Any such information is examinable, so it definitely will be beneficial to view all lecture resources.

You may have trouble understanding a lecturer's accent or may find that some speak too quickly. Be patient, as you get used to the language, things will become easier. But also, don't hesitate to ask your teacher 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, discussion, and presentation. 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 have completed specific reading and exercises from the text book and other required materials prior to attending each lecture and tutorial class. If you have not prepared adequately, you will not get the full benefits from this learning opportunity.

📌 **How to avoid plagiarism**

The act of using the 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 are likely to fail and be asked to rewrite it. You may fail that unit or even be suspended from university.

You can avoid plagiarism by using the accepted referencing technique. Referencing means acknowledging/ citing in your writing the sources of your information and ideas. These sources may include books, journal or magazine articles, newspapers, company, government or institutional reports, websites or personal communications among others.

📌 **Why referencing is essential**

Referencing is a way of showing recognition and respect for intellectual property. Your references show how widely you have read and indicate the quality of research and the sources that have influenced your thinking.

📌 **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 text. It is your responsibility to find out what books you need for each unit and to make sure you have a copy by the first day of class.

📌 **Assignment Coversheet and Peer Evaluation Form**

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.

Study Abroad

Moving to a new country to study is both exciting and challenging. Western Sydney University has everything in place to help you adjust to your new life. Please see your Student Advisors as soon as you start your plan to study abroad.

📍 Cost of living

As a student visa holder, you will be required to have approximately AUD\$20,290 per person per year for living expenses, as advised by the Australian Government. However, the actual cost depends on your individual lifestyle, whether you have a part-time job, share an apartment with your friends, and whether you can cook for yourself. Remember, your living expenses are separate from your tuition fees.

Item	Annual expense
Tuition fees	AU\$29,500
Living costs	AU\$15,000
Travelling costs	AU\$2,000
Total expected costs	AU\$46,500

📍 Accommodation

Make sure you find the right home for you!

- **On-campus accommodation**

Western Sydney University offers a wide range of on-campus accommodation (Western Sydney Village), providing you with high-quality, affordable accommodation that gives a rich and balanced living and learning environment.

All of our villages are self-catered and fully furnished with a great range of accommodation options and 24-hour support. No matter which campus you choose, you'll find an exciting community of residents with plenty of events to help you live, learn and grow!

- **Off-campus accommodation**

If you are interested in living close to the campus, but not on campus, check out popular real estate listing websites in Australia, including <https://www.domain.com.au> and <http://realestate.com.au/buy>. These sites are not run by the University but you will be supported by us as well as ISB students currently studying at Western Sydney.

- **Homestay accommodation**

Homestay is 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 Homestay accommodation vary, however a typical homestay will be around AUD\$300 per week.

📌 Student visa application

If you intend to study in Australia, you will need to apply for a student visa (subclass 500). The officer assessing the visa will consider whether the individual circumstances of the student indicate that their intention is for a temporary stay in Australia. You must satisfy them that you have a genuine intention to stay in Australia temporarily.

In addition, you 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 will also need to present evidence of your English language proficiency regardless of your EAP certificates or Western Sydney English Placement test results. The minimum English language test score required is as below:

English language test providers	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS (EAP5)	Minimum test score where combined with at least 20 weeks ELICOS (EAP4)
IELTS	5.5	5	4.5
TOEFL ibt	46	35	32
Cambridge English: Advanced	162	154	147
Pearson Test	42	36	30

The test must have been taken no more than two years before you apply for your student visa.

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 CoE (Confirmation of Enrolment).

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

📌 Working 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.

📌 Adjusting to a new country and culture

The process of adjusting to a new country and culture is called 'culture shock'. Culture shock occurs gradually and takes time and effort to process and overcome.

Understanding Australia's culture, people and law can go a long way to helping you adjust. You can learn about these topics on the Australian Government's Living in Australia website <https://www.homeaffairs.gov.au/>.

Exchange Program

📍 What is Exchange?

ISB Exchange Program gives you the opportunity to study for a whole semester or year at one of our overseas university exchange partners.

So if it's tulips in the Netherlands while you're studying finance, or feasting on kimchi in Korea while studying international business, there are lots of exchange options you can consider!

📍 How does it work?

When participating in ISB Exchange Program, you:

- stay enrolled at ISB for Stage 1 of the program;
- continue to pay fees as per normal to ISB (you don't pay at the overseas partner);
- transfer credit from your overseas experience back into your transcript.

📍 When can I study?

Semester dates in your program differ from those in the other hemisphere. As a general rule of thumb, the differences in academic calendar work out fine and won't throw out your semesters here at ISB.

📍 Where can I study?

We have many university exchange partners on almost every continent in different countries, which we've selected to offer you the best immersive study experiences that credit back to your degree here.

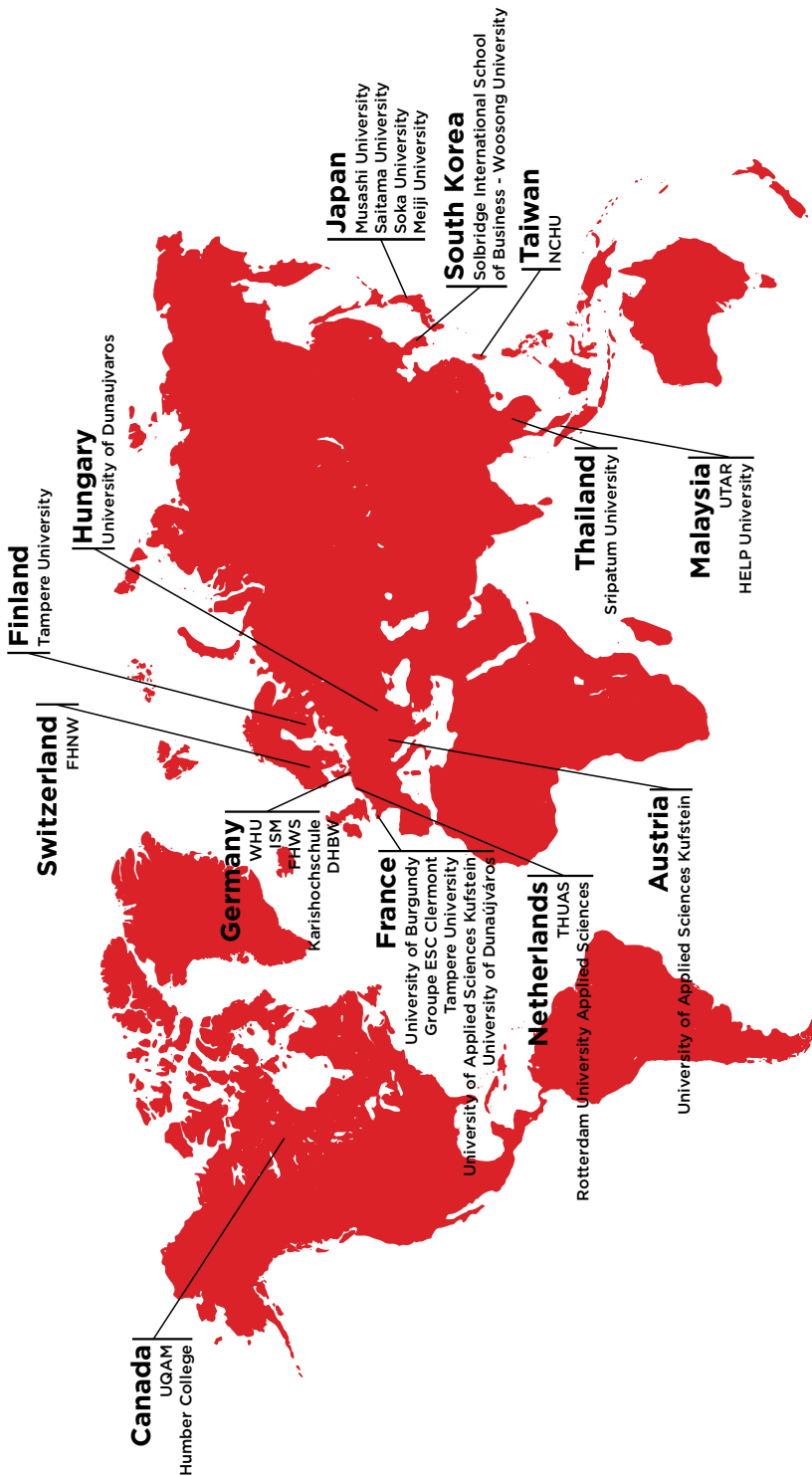
📍 Am I eligible?

You are eligible to participate in the Exchange Program if you have a passing GPA of at least 30 credit points of either elective or core units in Stage 1 and meet certain requirements from the partner universities. Please note that you will not be able to join the Exchange Program once you enter stage 2 of your study.

📍 How to apply?

Depending on the session you intend to go on exchange, applications may close between 5 and 9 months prior to departure. This is to ensure you have sufficient time for everything to be organised for your exchange to be successful.

Please contact Ms. Tram Anh Phan at tramanh.phan@isb.edu.vn for further consultation.



ISB University Exchange Partners

Requirements for Studying at Uni

📌 Independent learning

At university, your learning is your responsibility. Teachers 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 is 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 material. These skills are essential for writing effective assignments – showing your own position and argument while separating it from the evidence and references you use.

📌 Know what's expected from you – be prepared

Get all the information about your classes, weekly topics, assessments, and timelines yourself! Your unit outline and learning guide are very good sources of this information. Read them thoroughly and check the marking criteria.

Engage with your topic – give yourself time to read, re-read, understand, discuss with others and think about it. Time management is an important skill to develop at university.

📌 Tips to get the best from your lectures

Do not miss lectures

Before the lecture: always read before the lecture to become familiar with the topic and terms, phrases and words (key vocabulary) used in your unit.

In the lecture: listen carefully; do not write everything but take selective notes about the important points.

After the lecture: revise your notes and/or handouts. Do further reading/research to fill in the gaps.

Participate actively in tutorials

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

In the tutorial: try to join in the discussion, listen to others, and listen to the comments of other students and the answers the lecturers/tutors give. Your contribution to the discussion may be assessed.

After the tutorial: revise what you have learnt, do further reading/research to fill in the gaps.

📌 Essay writing at university

Writing essays at university is different from high school. In a university essay, you are expected to:

- Present your position (thesis/argument) in answer to the essay question

and not only what others say. This means writing in your own voice (words) as much as possible

- Structure your essay well – introduction, body, conclusion 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 question, plan your research and reading 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 learning guide or you can also talk to your lecturer or tutor.

🔗 Paragraphs in university 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 point. 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 paragraph is given.

🔗 Reading at university

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

🔗 Be a selective reader

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 key words
- quickly read through the preface or introduction and conclusion to get a general idea or read the abstract of a journal article.

🔗 Referencing at university

Referencing is acknowledging the sources you've read and used in an assignment. Details of how to reference should be in each unit outline. If you have questions, talk to your lecturer or tutor.

You must reference all assignments at university. If you don't, you will be disciplined for plagiarism.

To avoid plagiarism:

- acknowledge (reference) everything that you borrow; ideas, words, music, images, tables, graphs
- always provide full references for sources you have consulted and used
- use the referencing system that your school prefers
- be consistent in your referencing style.

Tips for maintaining your 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 are found to have behaved 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.

🔗 Academic writing

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

(<https://online.westernsydney.edu.au/blog/academic-success-tips-for-academic-writing/>)

🔗 Submitting assignments

Taking the time to review your assignments before submitting them. Run your assignment through TurnItIn (provided in specific units) and Studiosity (stage 2 units only). Studiosity is a free draft writing service in which you can submit your work for feedback on language, structure, referencing and grammar. Turnitin (<https://library.westernsydney.edu.au/main/guides/turnitin>) runs a similarity report of your work, identifying and reporting on similarities between documents. Don't forget to sense check your assignment by reading it out loud to ensure you haven't missed any typos, spelling errors or punctuation.

🔗 Academic referencing

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 source and number of authors. The WSU library (<https://library.westernsydney.edu.au/main/guides/referencing-citation>) is your first stop for referencing resources.

🔗 Paraphrasing

To paraphrase is to rewrite a piece of text in your own words while retaining the meaning, usually similar in length to the original text. Work you have paraphrased must include a citation and related reference. Paraphrasing demonstrates you have understood the context of the information you have read. View this handy guide on paraphrasing

(<https://bit.ly/3BiBtwe>)

🔗 Searching for sources

To find relevant information to support the ideas, arguments or opinions in

your assignments that are reliable, credible, current and relevant, head to the WSU library. Further tips on research techniques and evaluating the information you find can be found on the successful searching page (<https://library.westernsydney.edu.au/main/guides/online-tutorials/successful-searching>).

📍 **WSU Study Smart**

You'll find a wide range of academic support resources on the WSU Study Smart page (<https://westernsydney.edu.au/studysmart/home>). Discover resources to help you with academic skills and assignment writing.

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

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. Thanks to COVID-19, what once would have been considered science-fiction is now one of the most conventional ways of learning and upskilling.

And with its growing prominence, there are many people who still don't know exactly how online study works. While assumptions and a lack of understanding might dissuade potential students from pursuing their desired qualification, at Western Sydney University, 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. But there's no need for concerns about support systems and networking or forming connections with like-minded students at Western Sydney. 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.

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 material.



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**. On the app you can keep track of what you've got going on by organising tasks and adding deadlines. (<https://todoist.com/>)



Get exam ready ... with **Exam Countdown**. 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. (<https://examcountdownapp.com/>)



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



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.

Student Supports

📌 Student Advisors

Student Advisors are your first point 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 available from 8:00 – 12:00 & 13:00 – 17:00, Monday to Friday. Students are advised to book an appointment with Student Advisor via email before coming.

📌 Student Identification Cards

You will be provided with an ISB student ID card (stage 1) and Western Sydney ID card (stage 2) that should be carried at all times when you are on the ISB campus. Campus security or ISB staff may ask you to present the student card at any time for safety purposes.

📌 IT Support

Students facing technical issues of accessing school systems can contact:

- ↘ BBUS program (bbus.program@westernsydney.edu.vn) on **Elearning issues** (Stage 1) and **student email** (Stage 1)
- ↘ Mr. Tuan (tuan.nguyen@isb.edu.vn) on **MyISB** issues
- ↘ IT Helpdesk (itservicedesk@westernsydney.edu.au) on Western Sydney system (Stage 2)

📌 Financial Information

The tuition fee payment must be made prior to the closing date of the census date in every semester.

You are highly recommended to check the Important Dates (updated around October yearly on MyISB) to have an effective financial plan for the whole school year.

The tuition fee depends on the number of units you enroll in that semester. After your successful enrolment on MyISB, you can view the total payment by logging in your MyISB account.

You can make payment either:

1. *Directly by cash / visa / master cards:*

- ✎ Office: ISB Accounting Department
- ✎ Address: 17 Pham Ngoc Thach Street, District 3, Ho Chi Minh City
- ✎ Working hour: From 8:00 - 12:00 & 13:00 - 17:00, Monday to Friday

2. *Indirectly by bank transfer:*

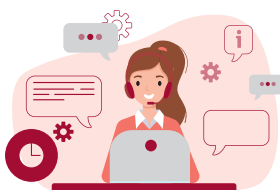
- ✎ Account Name: Vien Dao tao Quoc te
- ✎ Address: 17 Pham Ngoc Thach, Phuong 6, Quan 3, TP Ho Chi Minh
- ✎ Account Number: 00361 00000 179 001
- ✎ Bank: OCB, chi nhanh Gia Dinh
- ✎ Content: Student full name - Student ID - Class name

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
- ✎ 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 send an email to Accounting Department at ketoanwsu@isb.edu.vn.



Graduation and Academic Documents

📌 Graduation

Students who have successfully completed their program of study will be able to apply for Western Sydney University graduation.

There are currently 3 graduation rounds per year, namely April, September and December (limited cohorts) and students can apply for attendance or in-absentia graduation.

Information about the graduation ceremony will be informed on Western Sydney University official website at <https://bit.ly/3Dz9ZUU>

📌 Academic Transcript

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

- ↘ If you need an official copy of your academic transcript for Stage 1 units, you can lodge a form at the reception of ISB, 17 Pham Ngoc Thach campus. The Official Academic Transcript will be issued within 5-7 working days.

- ↘ For the results of Stage 2 units, you need to order via from Western Sydney University online system. Your order will be delivered to the address you provide when ordering the document (approximately 15-20 working days) and you will need to be present at that address to sign for the delivery. Further details on stage 2 transcript order can be found at <https://bit.ly/3Br1714>

📌 Student Confirmation Letter

During the time at the University, students may need to confirm their status as a current student here. A student confirmation letter certifies student's course details and expected completion date, etc. It is issued by ISB and will be available within 5-7 working days upon student's request. So as to get the confirmation letter, you can order at the reception desk of ISB campuses

📌 Course Completion Letter

A course completion letter is a letter issued by Western Sydney University that confirms a student has completed the necessary requirements to finish their degree and is eligible to graduate pending final approval from the School Academic Committee.

Students can find information on how to order a course completion letter at <https://bit.ly/3BFLYKn>

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 Western Sydney University 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 Policies Handbook can be found online, or at ISB Office.

📌 Enrolment

Students are informed clearly about the registered courses, schedule, course outlines, enrolment requirements, and examination requirements at the beginning of the teaching session on MyISB website. In order to participate in classes and other educational activities of the University, and to receive a final grade for the work done, a student must be formally enrolled.

To ensure valid enrolment, students are personally responsible for:

- ↘ Registering and making sure they are enrolled correctly in each session via MyISB;
- ↘ Checking all enrolment details and informing Student Advisors in writing of any errors or omissions before the approved census date. Failure to advise the University about any incorrect enrolment details by the approved census date/s can result in both academic and financial penalties; and
- ↘ Ensuring the enrolment meets course requirements which are consistent with the approved course structure

Students must ensure that their enrolment is finalised by the approved census date which is published on MyISB. Students who want to add/drop unit(s) for the coming teaching session are required to submit an Add - Drop subject form to Student Advisors. The forms can be downloaded from MyISB. Students will be restricted to enrolling in a maximum of 40 credit points in a semester, unless approval to enrol in additional units is obtained from the Student Advisors.

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 may withdraw from a unit without academic penalty and financial penalty before the approved census date.

Students formally withdrawing from units after the approved census date will automatically incur an academic penalty (Fail Discontinued). Students who withdraw due to extenuating circumstances may apply in writing to the Student Advisors for consideration of withdrawal without academic penalty.

All compulsory fees and charges must be paid by the census date. Failure to pay fees and charges by the prescribed date will lead to termination of enrolment.

🔗 Deferment

Students who want to defer from the course for the coming teaching session are required to submit a Deferment form (which is available on MyISB) to Student Advisors 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.

The University 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 Student Advisors 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 is transparently indicated in the Learning 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 assignment, group assignment, 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 (or 50/100).

Students will face mark deduction or even a grade of zero (0) if they violate 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.

For Stage 1:

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

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

For Stage 2:

The cumulative GPA will be calculated over the duration of a student's enrolment in a course.

Western Sydney uses a 7 point grading scale for GPA calculation

Calculation

Each final grade is awarded a numerical value as shown in Table 1 below:

Table 1

Grade	Numerical Value
High Distinction	7
Distinction	6
Credit	5
Pass	4
Conceded Pass	3
Fail (F), Fail-discontinued (E), Unsatisfactory (U), Absent Fail (AF) and Fail Non Submission (FNS), Practicum Fail (PF), Compulsory Fail (CF)	0

The following will not be counted in the calculation of a GPA:

- A grade of Satisfactory (S);
- Withdrawn Without Academic Penalty (W);
- Advanced Standing - Specified (K) and Unspecified (L); and
- Aegrotat Pass (Z)

Where a student has repeated a unit, both grades will be counted towards the GPA, and both results will remain on the official academic transcript.

The formula for calculating the GPA is:

GPA = The sum of (Credit points for the same specific unit x Grade points for specific unit) / Total number of credit points attempted.

The elements of the above GPA formula are:

- Grade points for specific unit refers to the numerical value allocated to particular grades (e.g. H = 7; see table above);
- Credit points for same specific unit refers to the credit points allocated to the unit studied (e.g. 10 cp); and
- Total number of credit points attempted refers to the credit points for all units attempted including credit points for units where the grade achieved was F, AF, FNS, E and U and excluding the credit points for S grades.

For example, a student takes four units. Three were 10 credit point units and the student achieved grades worth 7, 6 and 5. One was a 40 credit point unit and the student achieved a grade worth 7. The GPA was worked out as follows:

$$[(10 \times 7) + (10 \times 6) + (10 \times 5) + (40 \times 7)] / (10 + 10 + 10 + 40) = 6.571$$

🔗 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 sessions while on conditional enrolment.

Pass less than 50% of credit points in 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.

🔗 Supplementary assessment in stage 2 units

Students will be eligible to apply for a supplementary assessment attempt where they:

- a. have failed a stage 2 unit either by failing one item or multiple items whose cumulative total amounts to less than 50% of the marks available; and
- b. have come within 5% of the passing grade for the unit (scoring 45-49%).

Students will not be eligible for a supplementary assessment where a fail grade has been imposed as a result of a finding of misconduct under the Student Misconduct Rule. Students must apply for a supplementary assessment in writing to the Unit Coordinator within five working days of the official notification of results. One attempt only will be offered to achieve a pass in the supplementary assessment.

The final grade awarded for the unit will be 'Pass' with a mark of 50 or, if the marks are lower than the original attempt, the original mark will stand.

🕒 Late Submission of Assessments

All quizzes, mid-term tests, group assignments and final exams must be taken on the 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 University's Special Consideration Policy, the penalties will be given as stated in the unit guide.

For some serious misadventure, accident or extenuating circumstances which may impact adversely on academic performance, a special consideration and evidence must be lodged before, on or no later than 5:00pm five working days after the due date of assessment task. Submitting an application 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 quizze, assignment. 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.

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 Examination due to unexpected circumstances (such as serious illness, accident ...) must submit Request form for absence from examination which is available on MyISB to Student Advisor. The request form should be submitted to Student Advisor before the examination date or after 3-5 days from the final exam date. In exceptional circumstances, students or family members can inform Student Advisor via email or via phone call/ message.

In order to apply for Deferred Examination, students are required to submit Request for deferred examination (which is available on MyISB) to Student Advisor. These students will attend final exam of the subject in the coming semester (if the subject is opened). For some exceptional circumstances, Training and Testing Department will consider opening second examinations for the students.

🕒 Review of Grade

There may be instances when a student believes 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 Form (available on **MyISB**) to Student Advisor

within 15 working days (Stage 1) and within 10 working days (Stage 2) of the result being released via **MyISB** (Stage 1) or **MySR** (Stage 2).

Students will be notified of the outcome of their Review of Grade via their student email account. Where a student's review of grade results in a change of grade, the prescribed charge will be refunded.

🔗 **Advanced Standing Assessment**

UEH-ISB only grants Advanced Standing if the unit meets the requirements as follows:

- The grade of Advanced Standing Unit must be higher than 5.0 (following grade scale of 10), C (following grade scale of letter) or 2.0 (following grade scale of 4);
- The Advanced Standing Units must be highly consistent with ISB units' contents and assessments.

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 Advanced Standing Application is not accepted.

🔗 **Attendance**

It is recommended that students attend all scheduled classes in order to succeed in the unit. ISB policy requires students to sign the follow-up attendance book before entering the classes.

Class attendance is compulsory and students should provide reasons as well as evidence 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 assessment marks and be able to sit in the final exams. Please let your lecturers and/or ISB officer know by submitting a Request form for leave of absence and supporting evidence if you are unable to attend any session.

Arriving late by 15 minutes in 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 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 exclusively for note-taking 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

ISB was established to create a world-class, modern and dynamic educational environment. Therefore, student appearance is considered one of a 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 the school. Skirts & dresses must be worn on the waist or hips and no more than 10 centimeters above the knee;
- 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 that exposes the midriff will not be allowed
Clothing exposing the midriff will not be allowed;
- f. Clothing that displays inappropriate writing, pictures, or references or infers inappropriate material WILL NOT be 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 lectures/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 lectures 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 5-7 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 best to make an appointment with your lecturers/ISB staff to meet in person.

Code of Ethics

🔹 Conduct

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

Any behaviors 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 dialogue while refraining from acting or using language with malicious intent.

Conduct towards Relations includes, but not limited to:

- a. Behave in a kind, friendly, polite 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 campus;
- d. Behave respectfully when representing ISB or any part of the school, including clubs and sports teams, at off-campus events
- e. Respect and learn how to conduct with difference in culture;
- f. Be civilized in email and appeal;
- g. Avoid Discrimination, Harassment, Vilification and Victimization;
- h. Avoid Intimidation and Bullying.

🔹 Conduct Towards University Policies

Students are expected to:

- a. Familiarize themselves and comply with the ISB Policies;
- b. Avoid violating discipline due to unknown or misunderstand the University Policies;
- c. Apply specific rules in functional departments such as Library and IT lab;
- d. Absolutely do not produce, store or use alcohol and drugs in the University (see Alcohol and Drugs Policy);

- e. Absolutely not bring or use illegal substances and dangerous chemicals which can cause injury and explosion in the University, for example, petroleum, gasoline and acids;
- f. Absolutely not bring or use dangerous tools or weapons in the University;
- g. Absolutely avoid adverse behaviors which seriously influence the community security such as underlying conflict, acrimonious argument and fighting

🔹 Conduct Towards Academic Honesty

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

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

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

🔹 Conduct Towards Extracurricular Activities

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

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

🔴 **Conduct Towards University View and Property**

Students are expected to be responsible for the University View and Property. Graffiti and defacement of school property are unacceptable and a violation of ISB Rules and Regulations. Students face compensating for the costs of the damages resulting from their behavior.

Students are required to:

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

🔴 **Misconduct**

The University is a large educational environment where students experience their study and extracurricular activities. For a healthy educational environment, the ISB expects all students to avoid violating misconduct behaviors 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 behaviors includes, but not limited to:

- a. Late for school, internship;
- b. Absence without permission;
- c. Make noise, do personal work in class;
- d. Disrespectful to lecturers and staff;
- e. Consuming alcohol, smoking, gambling on the campus;
- f. Store, distribute, access, use depraved products or participate in superstitious activities, illegal religious activities;
- g. Trafficking, distributing, storing, abusing or inducing others to use drugs;
- h. Storing and trafficking weapons, explosives, illegal substances and prohibited goods prescribed by the state;
- i. Invite bad elements to campus, dormitory who adversely harm to security and order in the school;
- j. Stealing property; storing, selling stolen assets;
- k. Organizing or participating in fighting which causes injury;
- l. Inciting or inducing others to protest, writing pamphlets, illegal posters.

🔗 Academic dishonesty

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

- ↘ The act of lying is to intentionally provide false information or a false statement. Lying, in both academic and non-academic activities, is impermissible.
- ↘ Cheating is acting dishonestly in order to gain an unfair advantage. Cheating in assessment tasks includes, but is not limited to:
 - a. Giving or receiving unauthorized aid on any assignment, quiz, or exam;
 - b. Communicating in an examination, or other tests, with other candidates;
 - c. Bringing into the examination room unauthorized materials or devices;
 - d. Using an electronic device (including mobile phones);
 - e. Writing or advising for an examination answer outside the examination room;
 - f. Attempting to read or copy other students' examination answers;
 - g. Using the same material from work previously submitted for another course unless the student has permission from the lecturer to do so;
 - h. Impersonating another student, or arranging for anyone to impersonate a student, in an examination or other assessment task.
- ↘ Plagiarism is when a student uses ideas or words from another author or source and represents them as his or her own. This is considered cheating and is taken very seriously at ISB as a case of Academic Misconduct. Students caught plagiarizing on an assignment will receive a score of zero for that assignment and may face additional repercussions for Academic Misconduct. Students are required to always properly cite the original source of the material 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 behaviors that harm organizing activities, but not limited to:

- ↘ Propagating inconsistently to the activity's content and objective;
- ↘ Withdrawal from a competition/activity after successful registration without any relevant reason;
- ↘ Cheating in competitions, contests, festivals;
- ↘ Not participate in the group activities despite being a member of a club/team;
- ↘ Other adverse behaviors.

University differs from High school

If you're starting uni straight after finishing high school, it can be a bit tricky to get your head around how differently some things work at Western Sydney University (compared to your 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 assignments	The assignment types received in high school are limited and designed for straightforward assessment.	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 problem with your teacher, who will report it to the principal.	Try to resolve the issue with your lecturer, Student Advisors 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 the student's responsibility to seek out these services.
Contact with parents	Your parents or guardians play an important role in your schooling life. They are in regular contact with your teachers to help guide you in the right direction.	University staff, both administrative and teaching, can't talk to your parents (or anyone else) about you or disclose your information, unless you have signed the appropriate consent form.
Teachers vs academics	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.	Lecturers are usually open and helpful, but do not check required reading or remind you to complete homework. You are chiefly responsible for being on top of your uni work. Academics are trained as experts in their particular areas of research.

Frequently Asked Questions

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

MyISB: Go to Enrolment -> Result to check the enrolment confirmation

MySR: Go to the Enrol section and select the relevant course. Then select the Specialisations and Units step from the left hand menu and check that the required Units have a status of 'ENROLLED'. If you have a unit/s under the heading Unit Selection Cart (Unconfirmed Changes) you are not enrolled in these units and need to complete the unit enrolment process. OR, Log into your student email and look for an email called 'Enrolment Receipt'. This is a receipt that tells you what you have successfully enrolled in. If you don't have this email, then you haven't enrolled properly.

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 semester at ISB. - Have accumulated GPA not lower than 5.0 - Submit "Request for deferring from the course" form (which can be downloaded on myisb.isb.edu.vn) to Student Advisor of the course. The maximum amount of deferring time is 1 year and it will be accumulated to the total number of year students studying at ISB.

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

Students must contact Student Advisor and acknowledge that students will be studying and following course structure of new assigned batch. For example, if a Western Sydney – BBus 6.1 student comes back after deferring, the student may need to study and follow the course structure of Western Sydney – BBus 7.1.

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

Students are required to study one level of EAP/two-four academic units per semester to be a full-time student at ISB. If students want to study more or less than the standard, students must submit a "Request for Adding/Dropping subject" form (which can be downloaded on myisb.isb.edu.vn) to Student Advisor of the program at least 10 working days before the census date. Normally, students are only allowed to add one more unit when they have one last subject to complete Stage 1 or have GPA of at least 7.0.

Q5. What if I lose my student ID?

Stage 1 ID: Students must bring one Student Confirmation and one 3x4 photo to Reception at ISB campus and pay required fee in order to have student ID re-issued.

Stage 2 ID: Students will need to make order via Western Sydney system and pay a certain fee via Onestop payment.

Q6. Where can I find all forms?

All forms can be downloaded on myisb.isb.edu.vn.

Q7. What if I can't attend the mid-term/final exam ?

The mid-term and final exams must be taken on the assigned dates. For some serious misadventure, accident or extenuating circumstances which may impact adversely on academic performance, a special consideration and evidence must be informed. Students are required to submit "Request for absence from examination" form (which can be downloaded on myisb.isb.edu.vn) and related documents to Student Advisors within 5 working days after the exam date. Any late submission will not be accepted and students will need to re-take 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 coming exams and re-take the final exam as soon as it is organized. Students need to submit "Request for deferred exam" form to Student Advisor in order to re-take 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 "Request for review of grade" (which can be downloaded on myisb.isb.edu.vn) to receptionist at ISB campus within 15 days for Stage 1 students and 10 days for Stage 2 students from the date the final grade is released. Please note the forms are different for Stage 1 and Stage 2 students. You should check with the Student Advisors if you are unsure. The outcome will students will be informed via email.

Q9. Where will my graduation ceremony take place?

Graduation ceremonies are held in Western Sydney Campuses in Australia. There are 2 options for students to choose from: attend or in absentia. Guidelines and direction will be available on website:

https://www.westernsydney.edu.au/graduation_ceremonies/graduating

Besides, ISB also organises the Awards Ceremony for students. This Ceremony is quite similar to the Graduation, students will wear the graduation regalia, walk to the stage and receive the congratulation letter.

Q10. Will my degree be granted by ISB or Western Sydney University?

After your completion of the program, you will be granted a degree by Western Sydney University, among the top 1.2% universities in the world.



We are WSU-ers Global Citizens

**WSU Bachelor of
Business degree
with Distinction**



Job offers



**IELTS 8.0+
PTE 80+**



Q: How should I prepare myself to become a global citizen?

A: Besides studying in class, I am willing to participate in co-curricular activities to supplement the academic curriculum and help in learning by doing. In addition, I set the target to achieve PTE 80+ (IELTS 8.0+), to graduate from uni with Distinction and to receive job offers from multinational companies. I believe this will prove myself ready for becoming a global citizen.

“Co-curricular activities are undertaken along with academic studies. These activities help you to develop problem-solving, reasoning, critical thinking, creative thinking, communication and collaborative abilities. Overall, these contribute to the development of your own personality, that is why the importance of co-curricular activities is immense.



CO-CURRICULUM ACTIVITIES IN WESTERN SYDNEY VIETNAM

Launch Pad VN



Launch Pad was established to enable the growth of a startup community in Western Sydney and drive the development of a sophisticated innovation ecosystem for the region.



Flights of Wisdom



This is a peer-led program that provides support to both new and current students as they transition to studies at Western Sydney University.



ISB Gavel Club



Gavel clubs are a way of providing the Toastmasters experience to high school students. Here you have a chance to support these young students to develop public speaking and leadership skills.

PTE Contests

Here at Western Sydney Vietnam, we encourage you to participate in the PTE contest to promote the use of English test through the support of Artificial Intelligence. This is a computer-based English test, focusing on real-life English used in academic surroundings.

Welcome Night

A welcome event to all freshers to explode your energy and kick off a new academic year.



Talk shows/Workshops/Seminars/Contests

We organize series of talk shows/ workshops/ seminars through your course of study, making sure you have the most access to the working industry while studying at uni.



CSR Campaigns

Corporate social responsibility (CSR) ensures that businesses adopt ethical standards when manufacturing and selling their products and services. In our degree, we would love to encourage you to demonstrate social responsibility to the society, which will become beneficial for your future business career.

Career Hub

We can help you plan your career, provide feedback on your resume, help with your job hunt and prepare for interviews. We offer career orientation, workshops, mock interview and so on just to get you ready for the future job.

Regular Sport Practice

Western Sydney University is actively involved in providing opportunities for students in all forms of sport with the aim to improve both of your physical and mental health.



Student Social Network



Keep an eye out for the Student Social network to get the latest news from the uni as well as any advices from your classmates.

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