

# STUDENT HANDBOOK

BACHELOR OF BUSINESS TALENTED PROGRAM

2022 - 2023





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# Welcome letter

Dear students,

Welcome to the University of Economics Ho Chi Minh City, International School of Business (UEH-ISB). For over ten years, ISB has been preparing cohorts of motivated students to be successful members of the international business community. When you study at ISB, you are undertaking an international educational journey that will be integral to your development as a student and as an individual.

When you become a student at ISB you are joining the ISB community. Our school is not only a place to study and develop as a student, but also an environment in which you will have the opportunity to build and foster valuable and lasting relationships. My advice to incoming students is: Do not overlook these opportunities.

At ISB we are committed to helping all students achieve their full potential, whether academic, professional, or personal. This means that we work hard to build and maintain a school environment that is characterized by the values of respect, support, honesty, and hard work. I urge all new students to familiarize themselves with the ISB Code of Ethics included at the end of this handbook. This is a good general guide for what will be expected of you as an ISB student, inside and outside the classroom.

Again, it is my pleasure to welcome you to the ISB community. You will have an exciting and challenging road ahead and we look forward to joining you on this journey.

Dr. Douglas Monroe Foster

Vice Dean

# About us

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

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

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

## Program Learning Outcomes

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

# Teaching & Learning Philosophy



01

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



02

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



03

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

# Course Structure from K48

*For All Specializations*

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

# Course Structure from K48

*For International Business Specialization*

No.	Unit Code	Unit Name	Credits	Prerequisite
<b>II</b>	<b>CORE UNITS</b>		<b>40</b>	
16	MAR311	Business Research Methods	4	MAR101
17	MAN305	Management Information System	4	MAN101
18	MAN201	Organizational Behavior	4	MAN101
19	MAR201	Consumer Behavior	4	MAR101
20	BUS309	The Markets of Asia	4	
21	BUS302	International Business	4	MAR101, MAN101
22	BUS301	Business Law	4	
23	FIN201	Corporate Finance	4	ACC201
24	BUS201	Leadership and Entrepreneurship	4	MAN101
25	MAN306	Globalization and Sustainability	4	
<b>III</b>	<b>SPECIALIZED UNITS</b>		<b>24</b>	
26	BUS304	PSO in International Business	4	
27	BUS310	PSO in International Business - 1	4	
28	BUS305	Export Strategy and Application	4	MAN101, BUS302
29	BUS306	International Business Strategy	4	BUS302
30	BUS307	Managing in the Global Environment	4	MAN101
31	MAR304	International Marketing	4	MAR101
<b>IV</b>	<b>ELECTIVE SPECIALIZED UNITS (2 out of 5)</b>		<b>8</b>	
32	MAR303	Digital Marketing	4	MAR101
33	FIN305	International Financial Management	4	ACC201
34	MAN304	Project Management	4	MAN101
35	BUS308	Supply Chain Management	4	MAN101
36	MAR306	Enterprise, Innovation and Markets	4	MAN101
<b>V</b>	<b>RES401</b>	<b>FINAL BUSINESS PROJECTS</b>	<b>10</b>	<b>70% total credits</b>

# Course Structure from K48

*For Management Specialization*

No.	Unit Code	Unit Name	Credits	Prerequisite
<b>II</b>	<b>CORE UNITS</b>		<b>40</b>	
16	MAR311	Business Research Methods	4	MAR101
17	MAN305	Management Information System	4	MAN101
18	MAN311	Quality Management	4	MAN101
19	MAN201	Organizational Behavior	4	MAN101
20	BUS201	Leadership and Entrepreneurship	4	MAN101
21	MAN301	Human Resource Management	4	MAN101
22	ECO201	Managerial Economics	4	
23	ACC202	Managerial Accounting	4	ACC201
24	FIN201	Corporate Finance	4	ACC201
25	BUS301	Business Law	4	
<b>III</b>	<b>SPECIALIZED UNITS</b>		<b>24</b>	
26	MAN309	PSO in Management	4	
27	MAN310	PSO in Management - 1	4	
28	MAN302	Strategic Management	4	MAN101
29	MAN304	Project Management	4	MAN101
30	BUS308	Supply Chain Management	4	MAN101
31	MAR205	Strategic Marketing Management	4	MAR101
<b>IV</b>	<b>ELECTIVE SPECIALIZED UNITS (2 out of 5)</b>		<b>8</b>	
32	MAN306	Enterprise, Innovation and Markets	4	MAN101
33	MAN303	Management of Change	4	MAN101
34	MAR303	Digital Marketing	4	MAR101
35	FIN302	Financial Risk Management	4	ACC201
36	BUS302	International Business	4	MAR101, MAN101
<b>V</b>	<b>RES401</b>	<b>FINAL BUSINESS PROJECTS</b>	<b>10</b>	<b>70% total credits</b>



# Course Structure from K48

## For Marketing Specialization

No.	Unit Code	Unit Name	Credits	Prerequisite
<b>II</b>	<b>CORE UNITS</b>		<b>40</b>	
16	MAR311	Business Research Methods	4	MAR101
17	FIN201	Corporate Finance	4	ACC201
18	MAN201	Organizational Behavior	4	MAN101
19	MAR201	Consumer Behavior	4	MAR101
20	MAN305	Management Information System	4	MAN101
21	MAR312	Retail Marketing	4	MAR101
22	MAR302	Services Marketing	4	MAR101
23	BUS301	Business Law	4	
24	MAR205	Strategic Marketing Management	4	MAR101
25	MAR306	Enterprise, Innovation & Markets	4	MAN101
<b>III</b>	<b>SPECIALIZED UNITS</b>		<b>24</b>	
26	MAR309	PSO in Marketing	4	
27	MAR310	PSO in Marketing - 1	4	
28	MAR314	Social Media Analytics in Marketing	4	MAR101
29	MAR305	Marketing Communications	4	MAR101
30	MAR203	Brand and Product Management	4	MAN101
31	MAR303	Digital Marketing	4	MAR101
<b>IV</b>	<b>ELECTIVE SPECIALIZED UNITS (2 out of 5)</b>		<b>8</b>	
32	MAR307	Design Thinking for Creativity	4	MAR101
33	MAN313	Green Marketing	4	MAR101
34	BUS311	Business Analytics	4	
35	MAN304	Project Management	4	MAN101
36	MAR301	Marketing Planning Projects	4	MAN101
<b>V</b>	<b>RES401</b>	<b>FINAL BUSINESS PROJECTS</b>	<b>10</b>	<b>70% total credits</b>

# Course Structure from K48

## *For Finance Specialization*

No.	Unit Code	Unit Name	Credits	Prerequisite
<b>II</b>	<b>CORE UNITS</b>		<b>40</b>	
16	MAR311	Business Research Methods	4	MAR101
17	MAN305	Management Information System	4	MAN101
18	MAN201	Organizational Behavior	4	MAN101
19	BUS301	Business Law	4	
20	ECO202	Applied Econometrics	4	MAT101, MAT102
21	FIN201	Corporate Finance	4	ACC201
22	ACC202	Managerial Accounting	4	ACC201
23	FIN203	Financial Institutions and Markets	4	ACC201
24	FIN304	Bank Management	4	MAN101
25	FIN202	Derivatives	4	
<b>III</b>	<b>SPECIALIZED UNITS</b>		<b>24</b>	
26	FIN308	PSO in Finance	4	
27	FIN309	PSO in Finance - 1	4	
28	FIN302	Financial Risk Management	4	ACC201
29	FIN301	Investment Management	4	ACC201
30	FIN305	International Financial Management	4	ACC201
31	FIN306	Security Analysis & Business Valuation	4	ACC201
<b>IV</b>	<b>ELECTIVE SPECIALIZED UNITS (2 out of 5)</b>		<b>8</b>	
32	MAN301	Human Resource Management	4	MAN101
33	MAN304	Project Management	4	MAN101
34	MAR201	Consumer Behavior	4	MAR101
35	MAR306	Enterprise, Innovation and Markets	4	MAN101
36	ACC301	Financial Accounting	4	ACC201
<b>V</b>	<b>RES401</b>	<b>FINAL BUSINESS PROJECTS</b>	<b>10</b>	<b>70% total credits</b>

# Course Structure from K48

## For Accounting Specialization

No.	Unit Code	Unit Name	Credits	Prerequisite
<b>II</b>	<b>CORE UNITS</b>		<b>40</b>	
16	MAR311	Business Research Methods	4	MAR101
17	MAN201	Organizational Behavior	4	MAN101
18	ECO202	Applied Econometrics	4	MAT101, MAT102
19	ACC202	Managerial Accounting	4	ACC201
20	FIN201	Corporate Finance	4	ACC201
21	ACC301	Financial Accounting	4	ACC201
22	ACC302	Auditing	4	ACC201
23	BUS301	Business Law	4	
24	ACC204	Taxation	4	
25	MAN305	Management Information System	4	MAN101
<b>III</b>	<b>SPECIALIZED UNITS</b>		<b>24</b>	
26	ACC304	PSO in Accounting	4	
27	ACC309	PSO in Accounting - 1	4	
28	ACC305	Performance Management	4	MAN101
29	ACC306	Strategic Business Reporting	4	MAN101
30	ACC307	Advanced Auditing	4	ACC201
31	ACC308	Financial Statement Analysis	4	ACC201
<b>IV</b>	<b>ELECTIVE SPECIALIZED UNITS (2 out of 5)</b>		<b>8</b>	
32	ACC203	Business Ethics	4	
33	FIN301	Investment Management	4	ACC201
34	FIN203	Financial Institutions and Markets	4	ACC201
35	MAN302	Strategic Management	4	MAN101
36	MAN304	Project Management	4	MAN101
<b>V</b>	<b>RES401</b>	<b>FINAL BUSINESS PROJECTS</b>	<b>10</b>	<b>70% total credits</b>

# Important Dates

DATE	EVENT
<b>19 September 2022</b>	<b>Trimester 1 2022 - 2023 starts K46-47</b>
<b>17 October 2022</b>	<b>Trimester 1 2022 - 2023 starts K48</b>
20 November 2022	Teacher Day
02 January - 08 January 2023	Exam week K46-47
09 January - 15 January 2023	Exam week K48
16 January - 29 January 2023	Tet holiday
<b>30 January 2023</b>	<b>Trimester 2 2022 - 2023 starts</b>
24 April - 29 April 2023	Exam week K46-47
29 April 2023	Hung Kings Commemoration Day
30 April - 01 May 2023	Liberation Day - International Workers' Day
08 May - 14 May 2023	Exam week K48
15 May - 21 May 2023	End-of-session break
<b>22 May 2023</b>	<b>Trimester 3 2022 - 2023 starts K48</b>
<b>29 May 2023</b>	<b>Trimester 3 2022 - 2023 starts K47</b>
21 August - 27 August 2023	Exam week K48
28 August - 1 September 2023	Exam week K47
4 September - 24 September 2023	Long semester break
<b>25 September 2023</b>	<b>Trimester 1 2023 - 2024 starts</b>
20 November 2023	Teacher Day
25 December - 31 December 2023	Exam week
01 January - 07 January 2024	End-of-session break

# Online Systems

## Website

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

## Myisb.isb.edu.vn (MyISB)

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

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

Guideline is available at:

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

## E-Learning

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

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

## Student Email

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

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

**Email:** [studentID]@student.isb.edu.vn  
*31221023324@student.isb.edu.vn*

**Password:** [studentID] - 31221023324

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

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

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

FULL NAME - CLASS (size large)  
STUDENT ID  
PHONE NUMBER (size large)

## E-Library

Students can use ISB student email to access the UEH Library at:  
<https://smartlib.ueh.edu.vn/>

# Learning Resources

## Lectures/Tutorials

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

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

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

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

## Assignment Coversheet and Peer Evaluation Form

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

## Unit Guide

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

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

## Textbooks

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

## Extra Materials

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

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

# Student Support

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

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

➤ **For Exchange Study:** Students must contact the Student Officer to get information about Exchange Study Program.

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

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

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

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



## Counseling

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

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

Consultant hours are available at

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

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

## Student ID Card

Students will be provided an electronic ISB identification card on the UEH student app. Students can use this electric ID Card in all internal activities at UEH. The UEH student app can be downloaded on App Store and Google Play.

Note: In case of needing a hard ID Card, kindly go to: <https://es.ueh.edu.vn/dichvu/chitiet/10037> and register following the instructions

## Student Lounge & Shared Study Areas

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

## IT Support

Students facing technical issues in accessing school systems can contact:

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

## Financial Information

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

There are three methods to make tuition fee payment

1. Going to Phuong Dong Bank (OCB) at 17 Pham Ngoc Thach, Vo Thi Sau Ward, District 3, HCMC and deposit tuition directly to:

- ↳ Bank account: Trường Đại học Kinh tế TP. Hồ Chí Minh

- ↳ Account number: 0036100000119009

- ↳ Transfer content: Student's full name, student ID number

2. Using internet banking to transfer the tuition fees to:

- ↳ Bank account: Trường Đại học Kinh tế TP. Hồ Chí Minh

- ↳ Account number: 0036100000119009

- ↳ Transfer content: Student's full name, student ID number

3. Students can also log-in to OCB Online account at <http://ebanking.ocb.com.vn> to make an online payment.

Students can contact any OCB branch or call [\(028\) 38244497](tel:02838244497) for more detailed information.

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



# Academic Documents

## Academic Transcript

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

## Student Confirmation Letter

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

*Students request the above academic documents at the reception, 279 Nguyen Tri Phuong campus. These documents will be issued within 5-7 working days.*

## Final Business Project Registration

Criteria:

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



# Graduation

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

- Successfully complete all the required subjects
- Have the military education certificate
- Meet other requirements in accordance with the regulations for graduation set by ISB
- Complete ISB Leadership Program

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

Students are required to submit the following documents to the Program Administrator for graduation:

- Request for Graduation form (available on MyISB)
- Two 3x4 photos with the applicant's full name and date of birth written on the back

Graduation is resulted from the cumulative GPA and cumulative Grade of Extra-Curricular Activities during the program. Rank of graduation will be indicated on the Degree of Bachelor, for example:

Rank of Graduation	Academic Performance (GPA)	Extra-Curricular Activities
High distinction	Excellent (9.00 and above)	Excellent (90 and above)
Distinction	Very good (8.00 - 8.99)	Very good (80 - 89)
Good	Good (7.00 - 7.99)	Good (65 - 79)
Credit	Fairly good (6.00 - 6.99)	Good (65 - 79)
Pass	Average (5.00 - 5.99)	Fair (50 - 64)

## Graduation Reward

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



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

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



# School Policies

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



## Academic Policies

### Enrollment

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

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

For successful enrolment, students need to:

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

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

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

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

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

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

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

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

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

## Deferment

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

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

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

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

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

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

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

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

## Academic Assessment

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

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

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

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

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

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

with

$G_i$ : Total mark of Unit  $i$

$c_i$ : Credit points of Unit  $i$

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

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

## Late Submission of Assessment

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

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



## Examination

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

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

Requests	Absent from exam due to unexpected circumstances
Relevant form	Request for absence from examination
Note	Submit before the examination date or 3 - 5 days after the final exam
Requests	Defer exam
Relevant form	Request for deferred examination
Note	Submit by week 4 of the trimester
Submit relevant forms to ISB reception. All forms available on MyISB.	

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

## Review of Grade

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

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

## Academic Standards of Progress

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

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

## Attendance

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

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

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

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

Requests	Absent from the class
Relevant form	Request form for leave of absence
Note	Submit 3 - 5 days from date of absence
Submit relevant forms to ISB reception. All forms available on MyISB	

## Electronic Device Use

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

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





## Dress Code

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

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

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

## Extra-Curricular assessment

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

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

### Total of Grades

Grade (Notation)	Description
Excellent	90-100
Very good	80-89
Good	70-79
Fairly good	60-69
Pass	50-59
Weak	30-49
Poor	<30

# Scholarship

Conditions to apply for the scholarship are as follows:

## Scholarship Recipients

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

## Regulations

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

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

The formula is below:

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

with:  $G_i$  : Total mark of Unit i

$c_i$  : Credit points of Unit i

$\sum_{i=1}^n c_i$  : Total number of credit points accumulated in the scholarship year

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

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

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

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

➤ Currently studying in at the time of the training plan of ISB. The scholarship is only granted during the training plan.

➤ Students who defer or prolong their study duration are not considered to be granted scholarships.

➤ Having a GPA for the scholarship of 7.0 or above, extra-curriculum score of 7.0 or above in the scholarship year;

➤ Achieving a score of 5.0 or more (on a scale of 10) for all subjects in the scholarship year;

➤ The number of credits in the scholarship year must be greater than or equal to the number of credits in the training plan. Some special cases will be reviewed and announced to the students later.

➤ Students must make full tuition fees payment before/at the time of reviewing the scholarship;

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

➤ 10 students who get the highest extra curriculum score of UEH and ISB will be awarded 0.2 to the GPA for scholarship.

➤ 10 students who get the second highest extra-curriculum score of UEH and ISB will be awarded 0.1 to the GPA for scholarship.

➤ Extra-curriculum score will be calculated in the scholarship year and ranked from the highest to the lowest at any course.





# Code of Ethics

## Conduct

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

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

## Conduct towards Community

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

Conduct towards Community includes, but not limited to:

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

## Conduct towards University policies

Students are expected to:

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





### **Conduct towards Academic**

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

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

i. Do not use gadgets such as mobile phones, cameras, iPod ... in class except for permission and emergency circumstances.

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

### **Conduct towards Extra-Curricular Activities**

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

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

### **Conduct towards University view and property**

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

Students are required to:

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

## Misconduct

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

General Misconduct behaviors include, but are not limited to:

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

## Academic Dishonesty

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

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



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

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



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

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

### **Misconduct in Extra-Curricular Activities**

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

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

# FAQs



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

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

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

The maximum amount of deferring time is 1 year and it will be accumulated to the total number of years that students study at ISB.

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

A: Students must contact the BBus Program and acknowledge that students will be studying and following the course structure of new assigned batch. For example, if a K44 student comes back after resigning, the student must study and follow the course structure of batch K45.

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

A: GPA for annual scholarship will only include subjects during that one year and exclude Vietnamese subjects. GPA for graduation will not include Physical Education subjects and Military Course. However, they are required to complete Physical Education subjects and Military Course in order to graduate.

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

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

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

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

## Q6: What if I lose my student ID?

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

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

A: Students can contact the Department of Student Affairs at AO.16 - 59C Nguyen Dinh Chieu or via email [dsa@ueh.edu.vn](mailto:dsa@ueh.edu.vn).

# FAQs

## Q8: Where can I find all forms?

A: All forms can be downloaded on MyISB.

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

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

## Q10: What if I have problem with online system?

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

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

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

A: If students can NOT attend the mid-term/final exam, students are required to submit "Request for Absence from Examination" form (which can be downloaded on MyISB) and related documents to the BBus Program within 5 working days after the exam day. Any late submission will not be accepted and students will need to re-take the subject. Then students are required to keep track coming exams and re-take the final exam as soon as it is organized. Students need to submit "Request for Deferred Exam" form to the BBus Program in order to re-take the exam.

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

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

- Completing the entire curriculum; and accumulating enough credits assigned to the majors.
- Completing Physical Education subjects and Military Course and ISB Leadership Program.



# Recommendation

## University Differs from High School

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

The learning outcomes in the University are resulted not only from the lecturers but also the students. The satisfied learning outcomes come from the harmonious combination of students' strong motivation for pursuit, awareness of self-directed learning, and good facilitators.

Unlike the high school environment, performance in the University is assessed basing on Academic, Skills, and Attitude. Students should actively participate in teams, groups, or any activities of the University besides academic study.

Students should learn how to effectively work in a team or group. Being selfish and shy are not encouraged in the University. The more you share your knowledge with your friends and lecturers, the more comprehension you achieve.

Students should learn how to effectively employ the University facilities including E-learning and library.

Students should seek advice from the Student Service or learn from other students.

Students should put themselves in the connection to the University community. The more relationship you can set the more success you will achieve after.

Students should familiarize themselves with actively updating the University information from all resources including E-learning, school website, and notice board instead of waiting for the news to come.





## How to Achieve Good Performance

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

## How to Avoid Losing Marks

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

## Email Etiquette

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

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

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



"Creativity is intelligence having fun."  
- Albert Einstein

# Student Activities





“Happiness lies in the joy of achievement and the thrill of creative effort.”

– Franklin D. Roosevelt



“Passion first and everything will fall into place.”

– Holly Holm





## ISB Youth Union



### Big Mission

To become the leading representative of ISB talented students to Vietnamese Youth Union as well as the connection between students and the Board of Directors of ISB.

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Email: [youth@isb.edu.vn](mailto:youth@isb.edu.vn)

Fanpage: <https://www.facebook.com/isbyouthunion>

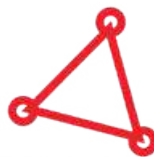


This is truly an enjoyable environment in which future young leaders are empowered to enhance and strengthen a variety of soft skills and abilities, including teamwork, leadership, time-management, negotiation, etc.

ISB Youth Union brings about a lot of meaningful and relaxing time for ISB students through several outdoor activities such as team building, traditional sport events, music events, volunteering, and social activities.

In order to become the organizers for all annual enormous activities of ISB, you should be a member of ISB Youth Union, starting by a proactive member of Class' Youth Union.





ISB Academic Team

## ISB Academic Team

ISB Academic Team is proud to be one of the largest organizers of academic-related activities. With an aim to bring a reservoir of essential knowledge and practical skill sets to students, ISB Academic Team has collaborated with numerous well-known, knowledgeable, experienced guest speakers as well as credible organizations, businesses to hold a variety of seminars, competitions, and other academic-related activities.

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Email: [academicteam@isb.edu.vn](mailto:academicteam@isb.edu.vn)  
Fanpage: [www.facebook.com/isb.academicteam](https://www.facebook.com/isb.academicteam)





## ISB Event Team



ISB Event Team has genuinely succeeded in maintaining and developing an initial ideology of uniting among all members, which helps to create a dynamic and energetic environment for any event-holding lovers and to bring up numerous meaningful and memorable moments for all ISB students.

*"If you want to go fast, go alone. If you want to go far, go together."*

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Email: [event@isb.edu.vn](mailto:event@isb.edu.vn)

Fanpage: [www.facebook.com/isbeventteam](http://www.facebook.com/isbeventteam)





UEH-ISB TOASTMASTERS

## UEH-ISB Toastmasters

UEH-ISB Toastmasters Club is an international-based club, focusing on developing public speaking and leadership skills. Having a global connection with speakers worldwide and a team of enthusiastic senior mentors in the field, the club's primary goal is to create a supportive environment for students to grow, learn and shine own's ways and become a successful leader. With the motto "be a leader, make a difference," the club is ready to join students on their journey ahead.

Email: [ueh.isb.toastmasters@isb.edu.vn](mailto:ueh.isb.toastmasters@isb.edu.vn)  
Fanpage: [facebook.com/uehisbtoastmasters](https://facebook.com/uehisbtoastmasters)





ISB GAVEL CLUB

## ISB Gavel Club



ISB Gavel Club aims to provide students with a supportive and positive learning experience in which members are empowered to develop numerous skills. Specifically, this is the first social project, helping high school students to enhance public speaking and leadership skills. Being certified by Toastmasters International, ISB Gavel Club hopes to bring precious value to the young generation of Vietnam.

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Email: [isbgavelclub@isb.edu.vn](mailto:isbgavelclub@isb.edu.vn)  
Fanpage: [facebook.com/isbgavelclub](https://facebook.com/isbgavelclub)





**ISB CAM Club**

CAM Club was established by students who adore and are passionate about Marketing. The club's goal is to create a place in which Marketing enthusiasts can share knowledge as well as learn about the field from one another.

At CAM, students will be able to experience a professional, energetic, and innovative environment and also have a chance to sharpen their employability skills through planning and organizing informative seminars and workshops.

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Email: [camclub@isb.edu.vn](mailto:camclub@isb.edu.vn)  
Fanpage: [facebook.com/camclubvn](https://facebook.com/camclubvn)





## ISB Finance & Invest Club

Foremost, F&I was established based on three primary purposes: to improve financial knowledge by creating an environment for students to experience the real financial market; to experience and apply theories in class into practical cases; to create a community in which students can share their ideas about the real financial world.

F&I is not just about studying, but more about learning through in-depth discussions and comparison between the in-class lectures and real businesses.

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Email: [fandi@isb.edu.vn](mailto:fandi@isb.edu.vn)

Fanpage: [facebook.com/Fandi.FinanceandInvest](https://www.facebook.com/Fandi.FinanceandInvest)





## ISB L.O.M Club



If music is your jam, L.O.M is the place for you!

With an aim to create an active environment for all students who love and have a strong desire for music, L.O.M is established to enable ISB students to shine with their talents in many professional stages and nurture their passion!

L.O.M is not just a club, this is a BIG FAMILY!

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Email: [lom@isb.edu.vn](mailto:lom@isb.edu.vn)

Fanpage: [facebook.com/ISBMusicClub](https://facebook.com/ISBMusicClub)





## RED - ISB Dance Club

RED was founded to gather all dance-loving souls together through a series of dynamic stages and mesmerizing dance music videos. Our mission is to bring music and dance closer to the young generation, as well as creating professional and artistic productions

“RED HOT SPICY”

We bring the heat to our presence, along with the piquant aftertaste to our leave

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Email: [red.since2018@isb.edu.vn](mailto:red.since2018@isb.edu.vn)  
Fanpage: [facebook.com/Red.since2018](https://facebook.com/Red.since2018)





## ISB Basketball Club



Let's come and join the basketball team to become an active athlete of ISB Basketball Club, having intensive weekly practice sessions with coaches and have opportunities to participate in citywide tournaments.

If playing basketball is not your strength, then the communication team is a place for you with extensive exposure to designing, content writing, photographing, video editing, and several training sessions. IBC is an excellent mix for your love of basketball and communication.

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Email: [basketballclub@isb.edu.vn](mailto:basketballclub@isb.edu.vn)  
Fanpage: [facebook.com/ISBBasketballClub](https://facebook.com/ISBBasketballClub)





## Beast - ISB Football Team



"We don't dream it. We make it"

Slogan that represents the passionate spirit of BEASTS club. If you are looking for a dynamic environment, burning with passion for the king sport, then BEASTS is for you.

At BEASTS, you can not only develop your football skills as an athlete, but also improve yourself with the roles of managing and organizing sports events when joining the Event, Media and Communications departments.

BEASTS - where you burn with passion for football

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Email: [beasts.footballclub@gmail.com](mailto:beasts.footballclub@gmail.com)  
Fanpage: BEASTS - The Football Team





## Stereo Cube - ISB Media Club

\* Not an ISB Official Club



STEREO CUBE is a media club with a mission to demonstrate and enrich various prospects of university life by delivering beneficial information, skills, and opportunities for students regarding media sites. We hold strong believe in diversity, and that anyone is welcomed to shine in their own way.

If you are looking for a place to grow and glow? STEREO CUBE is proud to provide a "Strong connection - Strong community" for you.

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Email: [stereocube.isbmediacub@gmail.com](mailto:stereocube.isbmediacub@gmail.com)  
Fanpage: <https://www.facebook.com/wsusc.isb.edu.vn>





## Vietnam Universal View Club

\* Not an ISB Official Club

With the spirit of a “newborn” club, VUV - Vietnam Universal View Club is delighted to be the first team in ISB specialising in the International Business sector. We aim to be the most comprehensive intellectual resources on IB in ASEAN, with numerous active global-scale efforts in collaboration with other international organisations.

Get yourself ready!  
VUV Club always welcomes young talents with the willing-to-learn attitude to our club!

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Email: [vuv.vietnamuniversalview@gmail.com](mailto:vuv.vietnamuniversalview@gmail.com)







## The Millions Business

\* Not an ISB Official Club



The Millions Business is a club about business sense and mindset, delivering not only hard skills but also soft skills for students to be well-prepared for future careers.

TMB welcomes all who love business and desire to experience a practical working environment. We are a community of sharing, supporting, and encouraging creativity.

Main activities are currently operated at MindX, one of TMB's partners, hence members will experience the best environment, supported by club alumni, mentors' and industry partners.

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Email: [themillions.business@gmail.com](mailto:themillions.business@gmail.com)

Fanpage: [facebook.com/TheMillionsBusiness](https://www.facebook.com/TheMillionsBusiness)



# Student Exchange Program

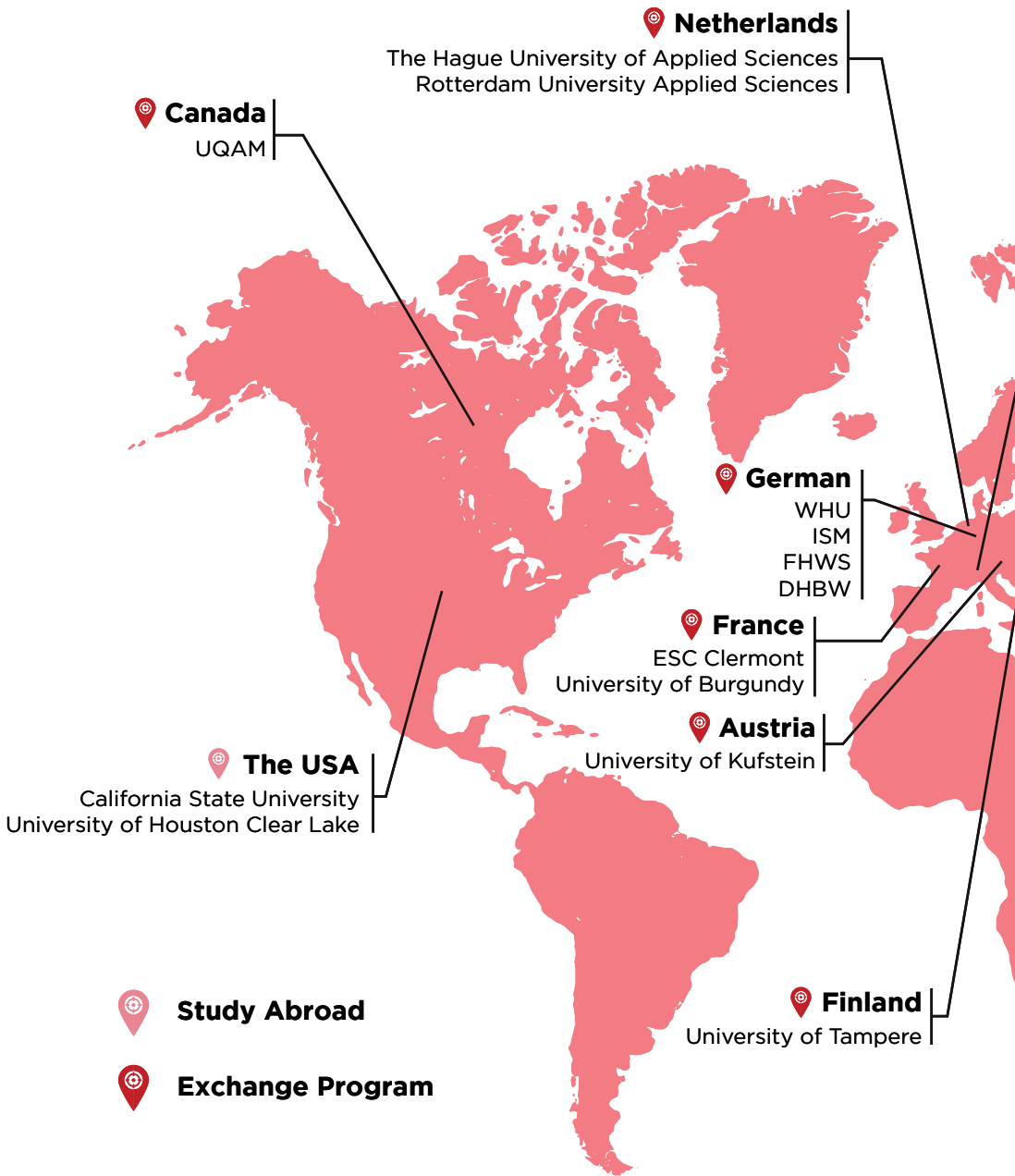




ISB Student  
Exchange  
Department



[tramanh.phan@isb.edu.vn](mailto:tramanh.phan@isb.edu.vn) (Ms. Tram Anh)



**Canada**  
UQAM

**Netherlands**  
The Hague University of Applied Sciences  
Rotterdam University Applied Sciences



**German**  
WHU  
ISM  
FHWS  
DHBW

**France**  
ESC Clermont  
University of Burgundy

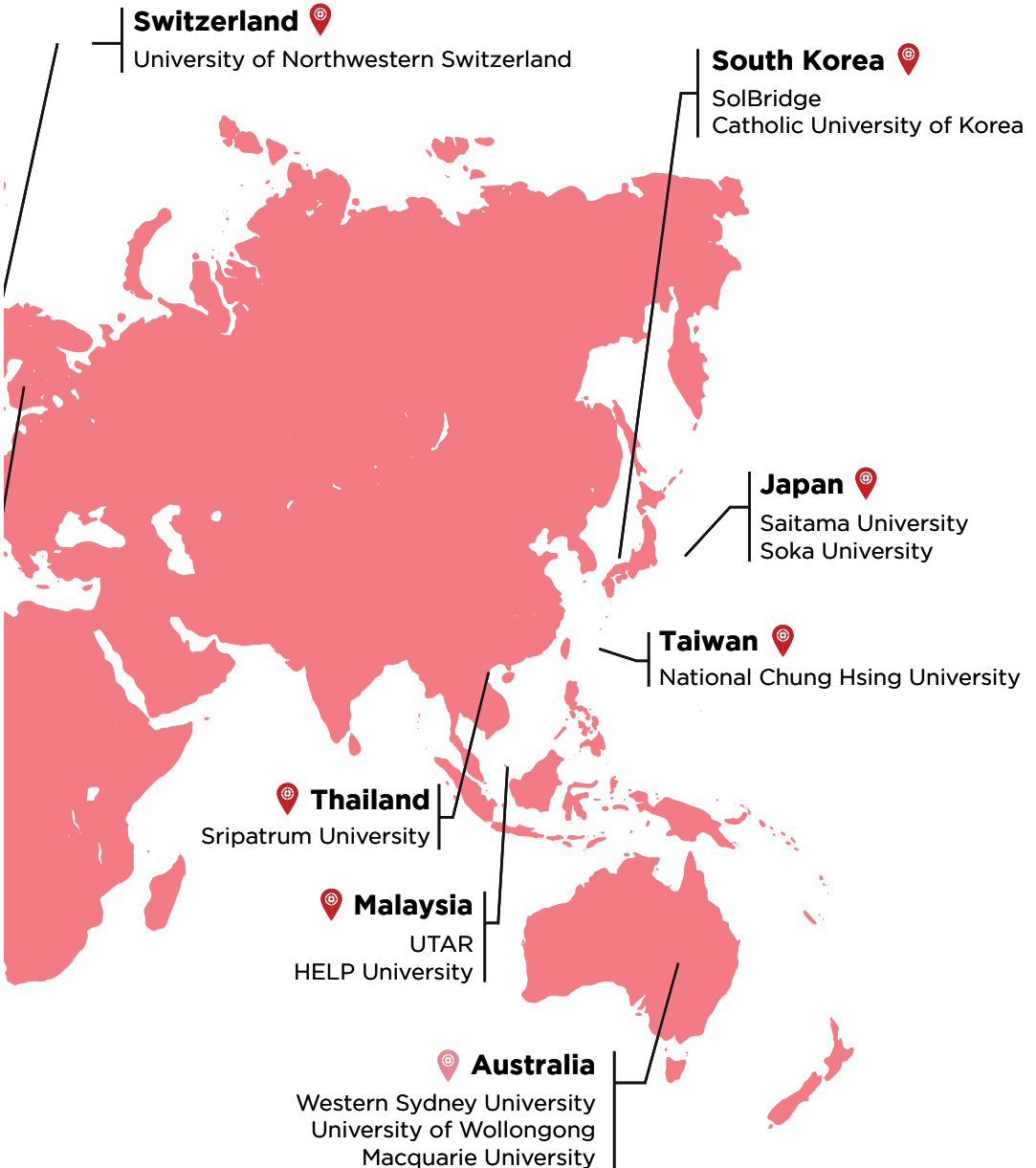
**Austria**  
University of Kufstein

**The USA**  
California State University  
University of Houston Clear Lake

**Finland**  
University of Tampere

-  **Study Abroad**
-  **Exchange Program**

# Where can you go?



# Contact List

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## Class Supervisor

Faculty Office  
028 3920 9999

## ISB Leadership Program

Dr. Nghia  
isbleadership@isb.edu.vn

## BBUS Program Admin

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

## Accounting

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

## Testing

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

## MyISB Website System

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

## E-Learning System

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

## Student Exchange

Ms. Tram Anh  
090 2992 511  
tramanh.phan@isb.edu.vn

## Student Activities

Ms. My Kim  
studentsupport@isb.edu.vn

## Overseas Study (Pathway Program)

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





**UNIVERSITY OF ECONOMICS HO CHI MINH CITY**  
**INTERNATIONAL SCHOOL OF BUSINESS**

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279 Nguyen Tri Phuong, Ward 5, District 10, Ho Chi Minh City

196 Tran Quang Khai, Tan Dinh Ward, District 1, Ho Chi Minh City

41-43 Vo Van Tan, Vo Thi Sau Ward, District 3, Ho Chi Minh City

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