

STUDENT HANDBOOK

ISB.BBus 2016-2017





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Welcome Letter

Welcome to the University of Economics Ho Chi Minh City, International School of Business (UEH-ISB). For over five 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.

This handbook is designed to guide you along that journey. It can provide you with useful information regarding your academic program of study, various services available to students, and processes such as enrolment, review of grade, and tuition fee payment.

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.

Regards,

DOUGLAS MONROE FOSTER
Managing Director

Introduction

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.

ISB also offers supplementary English courses designed for students to improve their English language skills that are necessary for tertiary study.

Course structure

	No.	Subject code	Subject	Credit	Pre-requisites (Pass or not)	Pre-requisites (Must pass)	Co-requisites
Year 1 & Year 2	1	FOU106	Academic English	4			
	2	ECO101	Principles of Economics	4			
	3	FOU107	Information Systems	4			
	4	FOU105	Business Communications	4			
	5	MAT101	Mathematics for Business	4			
	6	MAT102	Statistics for Business	4			
	7	MAN101	Principles of Management	4			
	8	ACC201	Principles of Accounting	4			
	9	FOU411	The Principles of Marxism & Leninism (P1)	2			
		FOU421	The Principles of Marxism & Leninism (P2)	3	FOU411		
	10	FOU406	Military Education	*			
	11	MAR101	Principles of Marketing	4			ECO101
	12	ECO201	Managerial Economics	4		ECO101	
	13	ECO202	Applied Econometrics	4		MAT101+ MAT102	
	14	MAN201	Organisational Behaviour	4		MAN101	
	15	MAR201	Consumer Behaviour	4		MAR101	
	16	BUS301	Business Law	4			
	17	FIN201	Corporate Finance	4			
	18	ACC202	Managerial Accounting	4		ACC201	
	19	FOU402	Ho Chi Minh Ideology	2	FOU411		
20	FOU414	Physical (Health) Education I	2				
	FOU424	Physical (Health) Education II	2	FOU414			
	FOU434	Physical (Health) Education III	2	FOU424			

Year 3	Core subjects (for all 3 specializations)									
	1	MAR202	Marketing Research	4			MAR101			
	2	MAN301	Human Resource Management	4			MAN101			
	3	RES301	Surveys and Multivariate Analysis	4				MAR202		
	4	BUS302	International Business	4			MAR101+ MAN101			
	5	FOU403	The Revolutionary Lines of the Communist Party of Vietnam	3	FOU402					
	General Business (choose 4 in these 8 subjects)									
	1	ACC301	Financial Accounting	4			ACC202			
	2	ACC302	Auditing	4			ACC202			
	3	FIN302	Financial Risk Management	4			FIN201			
	4	FIN305	International Financial Management	4			FIN201			
	5	MAR301	Marketing Planning Projects	4			MAR201+ MAR202			
	6	MAR302	Services Marketing	4			MAR201			
	7	MAN302	Strategic Management	4			MAN201			
	8	MAN303	Management of Change	4			MAN201			
	Finance and Accounting									
	1	ACC301	Financial Accounting	4			ACC202			
2	ACC302	Auditing	4			ACC202				
3	FIN305	International Financial Management	4			FIN201				
4	FIN302	Financial Risk Management	4			FIN201				
Management and Marketing										
1	MAN303	Management of Change	4			MAN201				
2	MAR302	Services Marketing	4			MAR201				
3	MAR301	Marketing Planning Projects	4			"MAR201+ MAR202"				
4	MAN302	Strategic Management	4			MAN201				
Year 4	1	FOU405	Seminars	4						
	2	RES401	Final Business Projects	10			ALL UNITS			
Total				174						

IMPORTANT DATES

Dates	Event
3 October 2016	Semester 1 (2016-2017) starts
12 December – 17 December 2016	Exam Week
18 December	Semester 1 ends
19 December – 1 January 2017	End-of-session break
2 January 2017	Semester 2 starts
23 January – 5 February 2017	Public holiday
27 March – 1 April 2017	Exam Week
2 April 2017	Semester 2 ends
3 April – 9 April 2017	End-of-session break
10 April 2017	Semester 3 starts
30 April – 1 May 2017	Public holiday
26 June – 2 July 2017	Exam Week
2 July 2017	Semester 3 ends
3 July – 9 July 2017	End-of-session break
10 July 2017	Semester 4 starts
2 September 2017	Public holiday
25 September – 1 October 2017	Exam Week
1 October 2017	Semester 4 ends
2 October – 8 October 2017	End-of-session break
9 October 2017	Semester 1 (2017-2018) starts
18 December – 24 December 2017	Exam Week
24 December 2016	Semester 1 ends
25 December – 30 December 2017	End-of-session break

ONLINE SYSTEMS

Websites

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

- Look up course schedules
- Search for classes
- Enroll to units
- View class schedules
- Get information on financial aid status
- See grades and GPA
- View an unofficial transcript

Guideline to access to Myisb.isb.edu.vn is available on myisb.isb.edu.vn/?Page=huongdansv

Student Email

Students currently enrolled in programs of study at ISB will automatically receive a university email account. Email addresses will follow the @student.isb.edu.vn format. These email accounts can be linked to any Gmail, Yahoo, or Hotmail email address so students can have their university emails forwarded to their personal account. All official communication with ISB and your lecturers will be sent to your @student.isb.edu.vn account. It is important to make sure you regularly check your university email.

Email: [studentID]@student.isb.edu.vn – 31161022323@student.isb.edu.vn
Password: [studentID] – 31161022323

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, complete course evaluations and connect to other fellow students as well as their lecturers. Students have the opportunity to access to ISB E-learning system at <http://elearning.isb.edu.vn/>. Instruction to log in is available on the website.

E-library

Every student can access to E-library from University of Economics Ho Chi Minh City, ensuring students' access to up-to-date journal articles and literature during their study at ISB. Students can log in the Proquest database at <http://search.proquest.com/login> (Username: UEHCMC2010, Password: thuvien0810).

ISB Wifi

Students can get free wifi connection during their study at ISB campus to access to E-library and other online systems. Wifi Network and password are available at each campus.

LEARNING RESOURCES

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 of you as a student in the course and how you will be assessed. You 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.

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 hard 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.

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, 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 textbook 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.

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.

E-learning

E-learning site for each unit will be available to students at least one week before the first session starts. You are required to access to <http://elearning.isb.edu.vn/> to prepare carefully for the upcoming classes.

E-library

Students are 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 behaviours, resulting in grade reduction for the assignments.

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 the homepage of the E-learning system at <http://elearning.isb.edu.vn/>.

STUDENT SERVICES

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 your student experience. Advisors in the Student Services office can assist, but not limited to:

- Clarifying your 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

To make an appointment, please send an email to bbusprogram@isb.edu.vn.

Student ID Cards

Students will be provided with an ISB identification card that should be carried at all times when they are on the ISB campus. Campus security or ISB staff may ask you to show the ID card at any time. It is important to remember to bring your student ID card with you every time you come to the ISB campus to attend class.

IT Support

Students facing technical issues of accessing school systems can contact Mr. Tam at tam.nguyen@isb.edu.vn.

Financial Services

Before each academic quarter at ISB, announcements of tuition fee payment will be posted on myisb.isb.edu.vn.

Student can either pay tuition fees by cash directly to UEH's bank account at Orient Commercial Joint Stock Bank (OCB) branch at 17 Pham Ngoc Thach Street, District 3, Ho Chi Minh City, or transfer payment directly to UEH's bank account with the information below:

- Account Name: Trường Đại học Kinh tế TP. Hồ Chí Minh.
- Account Number: 003610000119009, Ngân hàng Phương Đông, Phòng giao dịch Duy Tân, 17 Phạm Ngọc Thạch, P.6, Quận 3, TP.Hồ Chí Minh.

If electing to use the direct bank transfer option, the payment must include your full name, student ID number. You are advised to keep a record of the transfer for confirmation purposes. If there's any related issue, you can send an email to accounting@isb.edu.vn

Student Lounge and 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 you might not have class, as an ISB student you 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. Student's use of these shared spaces should always be responsible and respectful and adhere to the ISB Code of Ethics. Any misconduct, academic or otherwise, committed anywhere on the ISB campus, including student lounges and study rooms, is taken very seriously. Students found to be in violation of university policies and regulations will be held fully accountable and face punishment when appropriate.

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 perceive that:

- The learning outcome in the University is resulted not only from the lecturer but also the student. The satisfied learning outcome comes from the harmonious combination of student's strong motivation for pursuit, awareness of self-directed learning and good facilitators.

- Unlike high school environment, performance in University is assessed basing on Academic, Skills and Attitude. Students should actively participate in team, group 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 to 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 be familiarize themselves with actively updating the University information from all resource including E-learning, school website and notice board instead of waiting for the news comes.
- Four years of Bachelor Award will fly in a moment, try to enjoy and use this great opportunity to accumulate knowledge and mature your personality.

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 Coordinator 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 lecturer's guidelines and instructions for format and submission of assignments;
- When enrolling in a unit after teaching has commenced, to 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 unit.

How to avoid losing mark

- Undertake all assessment tasks ethically;
- Submit, on time your own individual 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.

GRADUATION AND TRANSCRIPT

Graduation

Students who have successfully completed their program of study will be able to apply for graduation. The UEH-ISB has four graduation rounds in March, June, October and December. Students should follow school website for further information.

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

Rank of Graduation	Academic Performance (GPA)	Extracurricular Activities
Excellent	Excellent (from 9.0)	Excellent (> 90)
Very good	Very good (8.0-8.99)	From Very good (>80)
Good	Good (7.0-7.99)	From Good (>65)

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

- Award duration is longer than the planned time which is four years; or
- Repeat units accounts for 5% of the total credit points of whole award;
- Under disciplinary punishment from the University's caution.

Academic Transcript

Transcripts feature an academic statement of all units you have completed along with the final mark earned in each unit, including internship and graduation thesis. The official copy of academic transcript could be issued as your request by the ISB Academic Department.

SCHOOL POLICIES AND RULES

Academic Policies

You can find information regarding academic policies and regulations on myisb.isb.edu.vn. It is your responsibility to familiarize yourself with and abide by these regulations during your time as a student at ISB. Violation of these rules may result in academic or disciplinary punishments. A full copy of the ISB Policies Handbook can be found online, or in the ISB Student Service's office.

Enrolment

Students are announced clearly about the registered courses, schedule, course outlines, enrolments' requirements, and examination's requirements before the beginning of the semester. 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 ISB online system or via Student Central;
- Inform ISB office/ Program Coordinators 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.
- Ensuring the enrolments meet course requirements which are consistent to the approved ISB courses' structure such as pre-requisite subjects, and co-requisite subjects;

Students should follow the approved census date which is published on ISB Student Administration web pages. The census date will impact the tuition fees/ contribution liability of each student.

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

Academic Assessment

Your performance will be evaluated in a progress by a set of assessment tasks which is 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 task could be attendance, individual assignment, group assignment, seminar, mid-term examination and final examination.

Some unit has 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 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 following the formula:

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

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

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.

Attendance

UEH-ISB policy requires students to enter electronic finger print before entering the classes. Class attendance is compulsory and students should provide reasons for the failure 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 participation marks. Please let your lecturer and/or UEH-ISB know if you are unable to attend any session.

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

Extracurricular Assessment

Grade of Extracurricular Activities is used for student scholarship consideration and student graduation ranking. Grade of Extracurricular Activities follows scale 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 community relation (marked 0-25);
- attitude towards undertaking Student Representatives, participating in the unions, clubs, other activities in the school; or outstanding results in Academic and Extracurricular Activities (marked 0-10);

Table of Grade

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

Students can find Guidance for Extracurricular Assessment in the Assessment Policy - Criteria and Standards-Based Assessment.

Late Assignment and Make-up Policy

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.

Advanced Standing

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 (follow grade scale of 10), C (follow grade scale of letter) or 2.0 (follow grade scale of 4);
- The Advanced Standing Units must be highly consistent with UEH-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 for Advanced Standing is not accepted.

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 a student to take a leave of absence from the university, or expel the student from the university altogether.

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 classroom during class time. Portable listening and/or music devices may not be operated in the classroom. Headphones and/or ear buds 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 you are in violation of these policies you will be excused from class and an absence will be assessed.

Email Etiquette

Your teachers 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 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 teacher may be teaching more than one unit/class. Students need to be clear about the intention of their emails, use appropriate tone and language, proof-read 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 teacher 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 which are inconsistent to 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 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 Relations includes, but not limited to:

- a. Behave in a kindly, friendly and polite manner;
- b. Be available to support newcomers and disable person;
- c. Respect all lecturers, administrators, staff, fellow students and any visitors to the ISB campus;
- d. Behave respectfully when representing ISB or any of 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 UEH-ISB Policies;
- b. Avoid violating discipline due to unknown or misunderstand the University Policies;
- c. Comply 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 chemical which can cause injury and explosion in the University. For example, petroleum, gasoline and acids;
- f. Absolutely not bring or use dangerous tools or weapon in the University;

Absolutely avoid adverse behaviors which seriously influence on 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 is transparently written in the Unit Outline and Learning Guide (including threshold requirements, plagiarism and deadline for assignments);
- b. Be responsible to 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-side thinking;
- e. Perceive that the satisfied learning outcome is resulted from the harmonious interaction between learners and facilitators;
- f. Perceive that self-directed-learning under facilitation from lecturers plays an important role in effective study;
- g. Be honest in all academic work including assignments, examination 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 permission and emergency circumstance;

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

Conduct Towards Extracurricular Activities

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

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

Conduct Towards University View and Property

Students are expected to be responsible for the University View and Property. Graffiti and defacement of school property is unacceptable and a violation of ISB Rules and Regulations. Students face to compensate for the costs of the damages resultant 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 resource;
- 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 avoid violating misconduct behaviors including General Misconduct, Academic Dishonesty and Misconduct in Extracurricular Activities. Any violation of Misconduct Policy will leads to disciplinary punishment, even suspension and termination.

General Misconduct behaviors includes, but not limited to:

- ✓ Late for school, internship;
- ✓ Absence without permission;
- ✓ Make noise, do personal work in class;
- ✓ Disrespectful to lecturers and staff;
- ✓ Consuming alcohol, smoking, gambling in the campus;
- ✓ Store, distribute, access, use depraved products or participate in superstitious activities, illegal religious activities;
- ✓ Trafficking, distributing, storing, abusing or inducing others to use drugs;
- ✓ Storing and trafficking weapons, explosives, illegal substances and prohibited goods prescribed by the state.
- ✓ Invite bad elements to campus, dormitory who adversely harm to security and order in the school;
- ✓ Stealing property; storing, selling stolen assets;
- ✓ Organizing or participating in fighting which causes injury;
- ✓ 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:
 - ✓ Giving or receiving unauthorized aid on any assignment, quiz, or exam
 - ✓ Communicating in an examination, or other test, with other candidates;
 - ✓ Bringing into the examination room unauthorized materials or devices;
 - ✓ Using an electronic device (including mobile phones);
 - ✓ Writing or advising for an examination answer outside the examination room;

- ✓ Attempting to read or copy other students' examination answer;
- ✓ Using the same material from work previously submitted for another course unless the student has permission from the lecturer to do so.
- ✓ 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 (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 Extracurricular Activities

Misconduct in Extracurricular Activities includes behaviors that harms to organizing activities, but 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, festivals;
- d. As a member club/ team, but did not participate in the group activities;
- e. Other adverse behaviors;





Are you ready to have fun?!

Youth Union

What is the ISB YOUTH UNION?

[BIG MISSION]

Representative of ISB students to Vietnamese Youth Union, bridge between students and the ISB Board of Directors

[DEVELOPMENT]

Soft skills, teamwork, communication, and Leadership,

[FUN]

Outdoor activities, team-building, camping, sports, music, volunteering and social activities

Contact: youth@isb.edu.vn



UEH-**ISB** Toastmasters Club

IGNITE YOUR DREAM

IGNITE OUR FUTURE

- Enhancing your Public Speaking Skills
- Building your Leadership Skills
- Improving Team Working Skills
- Expanding Net Working

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

Facebook: www.facebook.com/uehisbtoastmasters



UEH-**ISB** TOASTMASTERS





ISB Gavel

That is an ISB project that brings Toastmasters to High School students. That is also a nice opportunity for ISB students to go back to their High School and contribute to the development of younger generation.

Contact: isbgavelclub@isb.edu.vn

Facebook: www.facebook.com/isbgavelclub



ICAF

ISB's Club of Auditing and Finance

BEYOND THE STANDARD

CAF's mission is to create the environment in which ISB students have a chance to be illuminated by compelling knowledge about Accounting and Finance. Together we can make a huge flame to Ignite Capability of Auditing and Finance!

Contact: ICAF_UEH@hotmail.com

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



League of Music (LOM)

If music is your jam, this club is for YOU!

Fanpage: <https://www.facebook.com/ISBMusicClub?fref=ts>

ISB Music Club is an interesting place for those who want to perform your talents and relax after studying.



ISB Community

Student media group - ISB Community is the main media channel of ISB students with a desire to transmit valuable information in order to build up the spiritual life for students as well as help the ISB student generation associated with each other. Besides, the ISB Community is also the destination for those who have passion and love media, design, video, photography; where the difference in creativity and ideas are respected.

ISB Community - "Teamwork makes dreams work"

Contact: isbcommunity@isb.edu.vn

Facebook: ISB Community





ISB Event Team

The team is full of motivating, energetic and friendly members. ISB Event Team would be the most suitable environment for you to develop soft skills including event organizing skill, leadership skill, and communication.

ISB Event team not only runs the ISB traditional events but also creates new activities for the students.

You want to have fun? Come and join us.

You want to learn more? Come and join us.

You want to take charge of big events created by yourself? Come and join us

Email: event@isb.edu.vn



Seminars

Beside official courses, ISB also organizes many seminars including academic seminars and soft skill seminars so that ISB students can have opportunities to expand their knowledge and prepare necessary skills for future career.

ISB Academic and Research Team

“Learn hard and play hard” is the slogan of ISB Academic and Research Team. Participating in this team, you will have opportunity to organize many ISB academic seminars, competitions, and company tours. Furthermore, the purpose of this team is also to improve academic performance of ISB students via sharing knowledge and mentoring program.





October

Welcome ISB new students

Series of fascinating activities to welcome the new cohort of ISB students including Orientation, Offline activities, and Welcome Ceremony night



November

Election of ISB Youth Union Leaders for K42

Finding the class leaders who will be the voice of the class and lead all class activities





December Teambuilding

Very first and exciting bonding activities of new coming students. That is an opportunity for all ISB students to be together, play games and enjoy the holiday with many outdoor activities, such as: teambuilding games, camping, camp-fire, and Gala dinner. That will be unforgettable moment for all ISB students.



January ISB sport Event

That is a traditional sport event of ISB where ISB students can show their abilities in sports and do exercises to improve their health. That is also the place to show the team strength and spirit of ISBers.





February Spring Volunteering Activities

Contributing to society is one of the priorities of ISB students. For new coming, that is the 1st volunteering activity that you can do with your classmates



March Music Festival

A chance for ISB students to prove their talent in both study and music. With teamwork spirit and hardworking, ISB students made the judges amazed with professional performance and proudly achieved the 1st prize in UEH Music Competition 2016.





April

Election of ISB Youth Union Leaders

It is the time to choose the best class leaders to become ISB Youth Union Leaders. They will represent all ISB students and lead ISB activities in the new term



May – June

Youth Union Leaders Training

The new team of YU leaders will proving themselves as the new leaders of ISB YU by organizing the Training for all ISB leaders with outdoor and indoor activities





July Green Summer Volunteering Activities

That is a big Volunteering activity of Vietnam and ISB students also contributes to that campaign with many meaningful activities

August ISB Prom

That is a meaningful farewell for last year students. That is an opportunity for ISB students to dress up, make new friends, and dance all night





September Mid–Autumn Festival Volunteering

Another volunteering activities of ISB students to bring love and hope to children in Mid-autumn festival



ISB STUDY ABROAD CONSULTANT DEPARTMENT

Located at level 6, 79 Nguyen Dinh Chieu street, District 3, Ho Chi Minh city, the department provides you free-of-charge advice and services related to studying abroad. To book an appointment, you can contact:
Ms. Ngo Ha Quy Phuc (0913 111 565 | 0906 950 055 or phuc.ngo@isb.edu.vn)

OR Mr. Quach Mai Duy (0917 192 498 or duy.quach@isb.edu.vn)

For Western Sydney University,

contact Ms. Tran (0987 606 813 or tran.ha@isb.edu.vn)





STUDENT EXCHANGE PROGRAM

Don't you dare to go to a brand-new country?

Don't you dare to experience a spectacular culture?

Yesterday winning formula can no longer guarantee tomorrow's success. In order to compete in the future, you need to look beyond our national borders. Do you want to prepare for the challenges ahead and to think out of the box? If **YES**, let's go, step out of your comfort zones.

If yes, let's join with us in student exchange programs. Prepare yourself to live, to meet multinational friends all over the world. Prepare yourself to master your knowledge, skills and experiences.



Long term exchange program

Long term student exchange programs give students a valuable opportunity to experience in foreign countries. Students can choose to study from 1 semester/ 1 quarter to 1 year at the Host University.

Eligibility

- Successfully accomplished 30 credits of Bachelor of Business of Honor
- Sophomore student & above
- Required English eligibility: IELTS 5.5 or equivalent (no band is under 5.0)
- Admission requirements of Host University
- Visa requirements (if needed)

Benefits:

1. Savings cost for studying: SAME tuition fees at ISB
2. Enhance students' international interaction
3. Experience a brand- new studying environment
4. Master students' skills, knowledge and experience in foreign partners
5. Build a global network via networking events
6. Systematically evaluate alternative for rehabilitation policies and practices in different countries
7. Achieve significant personal development





Hoang Mai (ISB.BBus 4.1)

Exchanged at SolBridge for 1 semester (Spring 2016)

"Having been in the exchanged program in Solbridge for 4 months, I'm proud to commit myself as GACCS generation in which involved in 5 aspects: Global perspective, Asian

expertise, Cross-cultural competence, Creative management foundation and Social responsibility. Solbridge has a rigorous curriculum that exposes students to the theoretical as well as the practical side of business; enable them to meet the challenges of working in real world which will create the competitive advantage for me individually over others in getting internships graduate opportunities in the near future."

Mai Anh (ISB.BBus 6.1)

(Will take part in an exchange program in Soka University, Japan)- Fall 2016

I love studying Vietnamese because of its richness in meaning, and English because of its universality. But, I decided to take a semester in Japan.

The decision was definitely not an easy one for a freshman. I have to part with my precious family, friends and Toastmasters family - those who I truly adore. Why? Because I want to challenge myself to immerse in a foreign culture, understand why Japan is a leading country in the world, and communicate across differences.

My utmost desire to travel cannot be completed without ISB. I hope that after this journey, I can return with a flourishing perspective.



Tri Vo (ISB.BBus 5.4)

(Taking a one-year exchange program in The Hague University of Applied Sciences in Netherlands.)

"Thank you ISB for such a valuable opportunity to exchange in Netherlands. Having been here for 3 weeks provide me a whole new experience in my life adventure. Everything is so different compared to Vietnam and it is so amazing especially about culture. Living and studying in an international environment create a chance for me to become global citizen. I hope that ISB can provide more exchange programs for students in near future"



Short term exchange program- Scholarship Introduction

A wonderful opportunity to experience & enrich your-self in new cultural environment thanks to study tour & cultural visits.

Eligibility

Top students in class which GPA is 8.0 and above

Well performed in Extracurricular activities

Contact: Ms. Hoai Anh (anh.nguyen@isb.edu.vn)





FAQ

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

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

- Have completed at least 1 semester at ISB.
- Have accumulated GPA not lower than 5.0
- Submit "Request for resigning from the course" form (which can be downloaded on myisb.isb.edu.vn) to Student Advisor of the course.

The maximum amount of resigning time is 2 years and it will be accumulated to the total number of year students studying at ISB.

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

A: Students must contact Student Advisor and acknowledge that students will be studying and following course structure of new assigned batch. For example, if a K41 student comes back after resigning, the student must studying and following course structure of batch K42.

Q3: When will I enroll to my specialization? Can I change it after?

A: Students will enroll to their specialization at semester 3 of the second year. After enrolling to a certain specialization, students still can change their specialization. However, they have to complete requirements for their final chosen specialization and related tuition in order to graduate. Only subjects related to their final specialization will appear on their final Academic Record.

Q4: 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.

Q5: What if I want to add or drop one subject to a semester (including repeating any subject)?

A: Students are required to study at least 8 credits and maximum 11 credits 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 enrollment day.

Q6: What if I need an Official Academic Transcript and Student Confirmation?

A: Students can request and pay required fee at reception at 17 Pham Ngoc Thach campus. The Official Academic Transcript/ Student Confirmation will be issued within 5-7 working days.

Q7: What if I lose my student ID?

A: Student must bring one Student Confirmation, one 3x4 photo and one copy of your ID to UEH-IT department at A2.03 and pay required fee in order to have student ID re-issued.

Q8: What if I need information about UEH annual soft skill seminar (SHCD), UEH extra-curriculum score?

A: Contact department of political affair at A2.18 level 2 – 59C Nguyen Dinh Chi or via email ctct@ueh.edu.vn

Q9: Where can I find all forms?

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

Q10: 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.isb.edu.vn) and related documents to Student Advisors 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 Student Advisor in order to re-take the exam.

KEY CONTACTS

Ms. Sarah Doan

Ms. Nhi Tran

Student Advisor

☎ 08 5446 5555

✉ bbusprogram@isb.edu.vn

Ms. Bich Phuong

Accounting Officer

☎ 08 5446 5555

✉ accounting@isb.edu.vn

Mr. Tam Nguyen

IT Officer

☎ 08 5446 5555

✉ tam.nguyen@isb.edu.vn

Tessa Nguyen

Student Activities Officer

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✉ tessa.nguyen@isb.edu.vn

Hoai Anh

Student exchange officer

☎ 08 5446 5555

✉ anh.nguyen@isb.edu.vn

Ms. Phuc Ngo

Study Abroad Officer

☎ 08 39305290

✉ phuc.ngo@isb.edu.vn

UNIVERSITY OF ECONOMICS HO CHI MINH CITY
INTERNATIONAL SCHOOL OF BUSINESS

A: 59C Nguyen Dinh Chieu, Ward 6, District 3, Ho Chi Minh city

B: 279 Nguyen Tri Phuong, Ward 5, District 10, Ho Chi Minh city

C: 91/ 3/2, Ward 11, District 10, Ho Chi Minh city

E: 54 Nguyen Van Thu, Ward Da Kao, District 1, Ho Chi Minh city

I: 17 Pham Ngoc Thach, Ward 6, District 3, Ho Chi Minh city

79: Level 6, 79 Nguyen Dinh Chieu, Ward 6, District 3, Ho Chi Minh city

