

ISB.BBUS

# STUDENT HANDBOOK

2018-2019



**UEH**  
UNIVERSITY OF  
ECONOMICS  
HO CHI MINH CITY



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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 eight 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 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.

Best Regards.

Douglas Monroe Foster  
Managing Director of ISB

# ABOUT US

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

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

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



# COURSE STRUCTURE

YEAR 1	Academic English				
	Business Communications				
	Mathematics for Business				
	Statistics for Business				
	Principles of Economics				
	Principles of Marketing				
	Principles of Accounting				
	Principles of Management				
	Managerial Accounting				
	Managerial Economics				
YEAR 2	Business Law				
	Consumer Behaviour				
	Organisational Behaviour				
	Corporate Finance				
	International Business				
	Marketing Research				
	Surveys & Multivariate Analysis				
	Applied Econometrics				
YEAR 3	4 Vietnamese units*				
	Human Resource Management + 2 Vietnamese units* + Military course				
	<i>Strategic Management Project</i>	<i>Services Marketing International Marketing Integrated Marketing Project</i>	<i>International Financial Management Financial Risk Management Integrated Financial Project</i>	<i>Financial Accounting Auditing Integrated Accounting Project</i>	<i>Strategic Management International Marketing Integrated IB Project</i>
	<i>+ 2 elective units</i>	<i>+ 2 elective units</i>	<i>+ 2 elective units</i>	<i>+ 2 elective units</i>	<i>+ 2 elective units</i>
	<b>SPECIALIZED UNITS</b>	<b>MANAGEMENT</b>	<b>MARKETING</b>	<b>FINANCE</b>	<b>ACCOUNTING</b>
	<b>YEAR 4</b>	<b>INTERNATIONAL BUSINESS</b>			
	<b>FINAL BUSINESS PROJECT</b>				

# COURSE STRUCTURE

## \*ELECTIVE UNITS

Strategic Management	International Financial Management
Project Management	Financial Risk Management
Management of Change	Security Analysis & Business Valuation
Management Information System	Investment Management
Globalization & Sustainability	Bank Management
Enterprise, Innovation & Markets	International Finance
Services Marketing	Financial Accounting
International Marketing	Auditing
Marketing Communications	
Digital Marketing	
Design Thinking for Creativity	

## \*VIETNAMESE UNITS

The Principles of Marxism & Leninism (P1)
The Principles of Marxism & Leninism (P2)
Ho Chi Minh Ideology
Physical (Health) Education I
Physical (Health) Education II
The Revolutionary Lines of the Communist Party of Vietnam

*\*These units are subject to change.*

# TEACHING & LEARNING PHILOSOPHY

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

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In year 2, Students consume knowledge not only from textbook but also extra sources and some practical applications. Students should: Reading textbook before class; reading extra materials and link the knowledge with that of textbook; preparing questions; joining in-class activities to best understand the knowledge and relate to industrial context

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In year 3, students learn to apply practical knowledge with projects and industry involvement. At that time, students should: Reading textbook before class; reading extra materials and link the knowledge with that of textbook; preparing questions; joining in-class and off-campus activities to best understand the knowledge and apply to industrial context

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# IMPORTANT DATES

*Make a note of these important dates to ensure you have a great experience during your time at ISB*

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<b>DATES</b>	<b>EVENT</b>
15 Oct 2018	Semester 3 2018 starts
17 Dec – 23 Dec 2018	Exam week
23 Dec 2018	Semester 3 ends
24 Dec 2018 – 31 Dec 2018	End-of-session break
02 Jan 2019	Semester 1 2019 starts
28 Jan – 10 Feb 2019	Public holiday
06 May – 12 May 2019	Exam week
12 May 19	Semester 1 ends
13 May – 19 May 2019	End-of-session break
20 May 19	Semester 2 2019 starts
09 Sep – 15 Sep 2019	Exam week
15 Sep 19	Semester 2 ends
16 Sep – 13 Oct 2019	End-of-session break (LONG BREAK)
14 Oct 2019	Semester 3 2019 starts
16 Dec – 22 Dec 2019	Exam week
22 Dec 2019	Semester 3 ends
23 Dec – 31 Dec 2019	End-of-session break



# ONLINE SYSTEMS

## Websites

<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 ISB regulation and policies
- ☞ Search for classes
- ☞ Enroll to units
- ☞ Give feedbacks on units
- ☞ View class schedules
- ☞ Get information on financial aid status
- ☞ See grades and GPA
- ☞ View an unofficial transcript
- ☞ See attendance records

Guideline is available at:

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

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

The email addresses will follow the @student.isb.edu.vn format: [studentID]@student.isb.edu.vn with default password provided by ISB.

All communication with ISB and lecturer 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 following format:

*FULL NAME - CLASS (size large)*

*STUDENT ID*

*PHONE NUMBER: (size large)*

### **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://elearning.isb.edu.vn>, then click on the red button Log-in with Google and login with student email and password default is student ID. Students can find more details guideline after log-in.

### **E-Library**

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

# 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 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.

## **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 students 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 students' ability to engage with the material. 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' 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 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 have completed specific reading and exercises from the textbook and other required materials prior to attending each lecture and tutorial class. If students have not prepared adequately, students will not get the full benefits from this learning opportunity.

### **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 text. It is students' responsibility to find out what books they need for each unit and to make sure students have a copy by the first day of class.

### **Extra materials**

Extra materials (including PowerPoint, lecture notes, etc.) for each unit will be available at least one week before the first session starts on E-learning site.

Students are required to access to

<http://elearning.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.

### **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/>

# STUDENT SUPPORTS

## 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. Every class will be assigned a Class Supervisor, normally a full-time faculty member or a lecturer from UEH-ISB. Class supervisors 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

## Student ID Cards

Your student card is issued for the duration of your program. It will be issued to students on commencement of their studies at ISB. This card entitles you to use ISB facilities and must be produced for identification purposes within ISB when seeking service from the school office and when presenting yourself for examinations.

## IT Support

Students facing technical issues of accessing school systems can contact:

- Mr. Tam ([tam.nguyen@isb.edu.vn](mailto:tam.nguyen@isb.edu.vn)) on E-learning issues
- Mr. Tuan ([tuan.nguyen@isb.edu.vn](mailto:tuan.nguyen@isb.edu.vn)) on MyISB issues

## Financial information

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

There are three methods to make tuition fee payment

- 1.** Go to Phuong Dong Bank (OCB) at 17 Pham Ngoc Thach, Ward 6, 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 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.** Log-in to OCB Online account at <http://ebanking.ocb.com.vn> to make an online payment.

Students are advised to keep a record of the transfer for confirmation purposes.

## Student Lounge and Shared Study Areas

The ISB campus features several shared areas and rooms for students to study, socialize or simply relax. ISB students are always encouraged to come to these shared spaces and take part in the growing ISB community after their class time. with fully responsibility, respects and follow ISB Code of Ethics.

# ACADEMIC ACTIVITIES

## **Request for Academic Transcript**

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

## **Request for Student Confirmation Letter**

Student confirmation letter is to confirm their status as a current student at ISB.

*Students can request above academic documents at the reception, 17 Pham Ngoc Thach campus. The document will be issued within 5 – 7 working days.*

## **Annual Scholarship**

In order to be eligible to apply for ISB scholarship, students are required to complete the minimum requirements as follow:

### **Academic performance**

- ✓ Completing at least 8 units per year
- ✓ Achieve a minimum of a 8.0 GPA, without any retested or re-taken unit.
- ✓ (Note: Vietnamese subjects, Military Course, Supplementary English course, subjects which are transferred from another program will not be included in this GPA).

### **Code of ethic**

- ✓ Having right attitude in studying and other activities.
- ✓ Do not violate any ISB regulation



## Extracurricular performance

- ✓ Actively participating in extracurricular activities of UEH – IS
- ✓ Extracurricular activities grade is required accordingly.
- ✓ In addition, annual awards for top-achieved students will be announced on MyISB.

## Specialization

In the end of second year of the program, students can choose one of the two majors: Management and Marketing, or Finance and Accounting.

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 in one. 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.

### ➤ Common Request

Requests	Change specialization
Relevant form	Request for changing specialization
Notes	Submitting as soon as possible

➤ Submit relevant forms to ISB Submission Box for 'Forms' at the Reception. All forms are available on MyISB.

## Final Business Project Registration

Criteria:

- Successfully accumulate at least 70% of credit number of the academic curriculum.
- Do not under any academic admonishment.
- Internship introduction letter
- Internship confirmation

## Graduation

Students have to complete all of the following requirements for graduation

- Successfully complete all the required subjects
- Military education certification
- Meet other requirements in accordance with the regulations for graduation set by the ISB

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

Students are required to submit following documents to Program Administrator for graduating proceeding:

- Request for graduation form (available at MyISB)
- Two 3x4 photos with applicant's full name, date of birth on the back.

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.

Rank of graduation will be indicated on the Degree of Bachelor, for example:

Rank of Graduation	Academic Performance (GPA)	Extracurricular Activities
<b>High distinction</b>	Excellent (from 9.0)	From Very good (80 - 89)
<b>Distinction</b>	Very good (8.0-8.9)	From Very good (80 - 89)
<b>Good</b>	Good (7.0-7.9)	From Good (65 - 79)
<b>Credit</b>	Fairly good (6.0 - 6.9)	From Good (65 - 79)
<b>Pass</b>	Average (5.0 – 5.9)	From Fair (50 – 64)

# 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 semester 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 Class Supervisor 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 teaching 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 tuition, students can send an email to Accounting Department at [accounting@isb.edu.vn](mailto:accounting@isb.edu.vn)

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 Class Supervisor for consideration of withdrawal without academic penalty.

## ↘ Common Request

Requests	Add/Drop units
Relevant form	Add/drop subjects request form
Notes	Submitting before announced deadline

↘ *Submit relevant forms to ISB Submission Box for 'Forms' at the Reception. All forms are available on MyISB.*

### **Deferment**

Students who want to defer from the program must:

- ✓ Have completed at least 1 semester at ISB.
- ✓ Have 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 24 months leave of absence during the course. To resume studies from deferment, students must contact Program Administrator 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 (which means their names will be deleted from ISB's system and they will be no longer ISB students).

Students cannot re-enroll after being abandoned or resigning from the course. They need to re-apply for admission.

### ➤ **Common Request**

<b>Requests</b>	<b>Defer from the program</b>
<b>Relevant form</b>	Request for deferring the course form
<b>Notes</b>	Submitting as soon as possible
<b>Requests</b>	<b>Extend deferment from the program</b>
<b>Relevant form</b>	Add/drop subjects request form
<b>Notes</b>	Submitting before the deferment ends
<b>Requests</b>	<b>Readmission to the program</b>
<b>Relevant form</b>	Request for readmission form
<b>Notes</b>	Submitting as soon as possible

➤ *Submit relevant forms to ISB Submission Box for 'Forms' at the Reception. All forms are available on MyISB.*

### **Academic Assessment**

Students' 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 which are stated clearly in the Unit Guide.

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:

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

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 be present at the examination room before at least 20 minutes from the starting time.

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

### ↘ **Common Request**

<b>Requests</b>	<b>Absent from the exam due to unexpected circumstances</b>
<b>Relevant form</b>	Request form for absence from examination
<b>Notes</b>	Submitting before the examination date or after 3-5 days from the final exam date
<b>Requests</b>	<b>Have a deferred examination</b>
<b>Relevant form</b>	Request for deferred examination
<b>Notes</b>	Submitting at week 4 of the semester in which the subject is opened

↘ *Submit relevant forms to ISB Submission Box for 'Forms' at the Reception. All forms are available on MyISB.*

### **Review of grade**

Students can only review final exam grade. If there's any change or no change to the grade, students will be informed via email within 30 days from the submission date.

## ➤ Common Request

Requests	Review final exam grade
Relevant form	Request for Review of Grade form
Notes	Submitting within 15 days from the date the final grade is released

➤ *Submit relevant forms to ISB Submission Box for 'Forms' at the Reception. All forms are 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 a 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 as well as evidence 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 assessment marks and be able to sit in the final exams.

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.

### ➤ Common Request

Requests	Absent from the class
Relevant form	Request form for leave of absence
Notes	Submitting after 3-5 days from the absent date

➤ *Submit relevant forms to ISB Submission Box for 'Forms' at the Reception. All forms are 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 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 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 one of a significant importance.

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

- ☹️ 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, lack of underwear.
- ☹️ 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 which exposes the midriff will not be allowed.
- ☹️ Clothing that displays inappropriate writing, pictures, or references or infers inappropriate material.
- ☹️ 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.

## **Extracurricular Assessment**

Grade of Extracurricular Activities follows scale 100 basing on these criteria:

- a.attitude towards study (marked 0-20);
- b.attitude towards the University Policy Compliance (marked 0-25);
- c.attitude towards activities of politics, society, culture, art, sport, preventing crime and social evils (marked 0-20);
- d.attitude towards community relation (marked 0-25);
- e.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);

<b>Table of Grade</b>	
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

# 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 to 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:

- ☺ Behave in a kindly, friendly, polite and appropriate manner in accordance with Vietnamese tradition / culture;
- ☺ Be available to support newcomers and disable person;
- ☺ Respect all lecturers, administrators , staff, fellow students and any visitors to the ISB campus;

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

### ***Conduct Towards University Policies***

Students are expected to:

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

- 😊 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);
- 😊 Be responsible to their progression in the University and seek advice promptly to improve poor-performance;
- 😊 Be updated to University information via website, notice board and Student Representatives;
- 😊 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;
- 😊 Perceive that the satisfied learning outcome is resulted from the harmonious interaction between learners and facilitators;
- 😊 Perceive that self-directed-learning under facilitation from lecturers plays an important role in effective study;
- 😊 Be honest in all academic work including assignments, examination and research.
- 😊 Absolutely avoid plagiarism violation and cheating in examination;
- 😊 Do not use gadgets such as mobile phone, camera, iPod, etc. 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:

- ☺ Keep the University environment pure and tidy;
- ☺ Protect the University Property against damage and loss;
- ☺ Not write on tables, chairs, walls and other property;
- ☺ Not waste of electricity, water, other resource;

😊 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 (which is available on MyISB), 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;
- ☹️ 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.
- ☹ Attempting to read or copy other students' examination answer;

**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:

- ☹ Propagating inconsistently to the activity's content and objective;
- ☹ Withdrawal from a competition/ activity after successful registration without any relevant reason;
- ☹ Cheating in competitions, contests, festivals;
- ☹ As a member club/ team, but did not participate in the group activities; etc.

# FAQ

*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 semester at ISB.
- Have accumulated GPA not lower than 5.0
- Submit "Request for resigning from the course" form (which can be downloaded from MyISB) to Submission Box.

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 Class Supervisor 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) to submission box 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 Chieu or via email [ctct@ueh.edu.vn](mailto:ctct@ueh.edu.vn)

*Q9: Where can I find all forms?*

A: All forms can be downloaded on MyISB.

*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) and related documents to submission box within 5 working days after the exam day. Any late submission will not be accepted and students will need to re-take the subject. 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 Submission box in order to re-take the exam.



*Q11: 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" (which can be downloaded from MyISB) to receptionist at 17 Pham Ngoc Thach campus 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.

*Q12: What if I have problem with online system?*

A: If you have problem with Elearning system, please contact Mr. Tam via [tam.nguyen@isb.edu.vn](mailto:tam.nguyen@isb.edu.vn).

If you have problem with MyISB, please contact Mr. Tuan via [tuan.nguyen@isb.edu.vn](mailto:tuan.nguyen@isb.edu.vn).

*Q13: What is the condition for me to be approved for Graduation?*

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

- Complete the entire curriculum; accumulate enough credits assigned to majors
- Have National Defense Education certificate and Physical Education certificate.

# RECOMENDATION

## *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 marks*


- ✓ 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.

## *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./.



# STUDENT ACTIVITIES



“To be healthy and happy, a person must live a life that includes a good variety of activities.”

*Nathan Eldon Tanner*



# 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]**

Teamwork, communication, leadership, time-management, negotiation skills and self-confidence.

## **[FUN]**

Outdoor activities, team-building, camping, sports, music, volunteering and social activities  
[youth@isb.edu.vn](mailto:youth@isb.edu.vn)



# ISB EVENT TEAM

You are in need of a playground?

You need a music show with fascinating stage?

You need a cozy romantic night of “friends”?

ISB Event Team can satisfy you all.

“If you want to go fast, go alone. If you want to go far, go together.”



Ban Phong Trao Đoàn Viên ISB - ISB Event Team



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







# ISB ACADEMIC TEAM

ISB Academic Team is immensely proud to be an arm in organizing academic and research activities. With the aim of bringing a reservoir of major knowledge to students, Academic team has coordinated with knowledgeable, experienced guests as well as reliable educational organizations to hold academic majorrelated seminars to students



ISB Academic Team



[academicteam@isb.edu.vn](mailto:academicteam@isb.edu.vn)

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# UEH-ISB

## Toastmasters Club



### IGNITE YOUR DREAM IGNITE OUR FUTUR

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

 [ueh.isb.toastmasters@isb.edu.vn](mailto:ueh.isb.toastmasters@isb.edu.vn)

 [facebook.com/uehisbtoastmasters](https://facebook.com/uehisbtoastmasters)





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.

 [isbgavelclub@isb.edu.vn](mailto:isbgavelclub@isb.edu.vn)

 [facebook.com/isbgavelclub](https://facebook.com/isbgavelclub)



# F&I

## ISB's Club of Finance and Invest

Foremost, F&I was established based on three main purposes.

Improving financial knowledge by creating real financial environment for students to experience the real market.

Experience and application of both theories in class and particular knowledge.

Creating a community where students can share any their ideas which they have observed in the real financial world.

 [Fandi.isb@gmail.com](mailto:Fandi.isb@gmail.com)

 [facebook.com/Finanstica](https://www.facebook.com/Finanstica)

# L.O.M CLUB (LEAGUE OF MUSIC)



If music is your jam, LOM is for YOU!!!!

With an aim of creating an active environment for all students who love and have a strong desire for music, LOM was established to help you shine brightly with your talent in many professional stage and nurture your passion! LOM is not a CLUB - this is a big FAMILY

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

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





# CAM CLUB

CAM - Communications And Marketing Club - is built as a mini Agency. C.A.M presents a professional learning environment at which you can find Marketing like-minded people and creative projects to improve your skills either your passion on Marketing major. Last but not least, C.A.M will be your inspiration and provide skills and knowledge to improve yourself and develop your future career path.



 [facebook.com/camclubvn](https://facebook.com/camclubvn)

# ISB BASKETBALL CLUB

The ISB Basketball Club was established for people who have intense passions with basketball. It also creates a great opportunity for members to increase the friendship and brotherhood not only in ISB but also students.

 [facebook.com/ISBBasketballClub](https://www.facebook.com/ISBBasketballClub)

 [basketballclub@isb.edu.vn](mailto:basketballclub@isb.edu.vn)



**BASKETBALL CLUB**





## RED - ISB DANCING CLUB



RED was born with the mission that brings a dynamic environment for the ISB dance lovers.

Being a member of RED, not only you will be trained to enhance your dancing skills but you also stand a chance to choreography and perform in different concerts.

If you are looking for a place to express your personality freely and full of dance lovers, you are welcome to be a part of the RED. We are so excited to looking forward the new talents to join in our team.

Further information will be updated, please stay tuned for the upcoming events.

Love,



Contact mail: [red.since2018@g-mail.com](mailto:red.since2018@g-mail.com)







BE ACTIVE  
**BE TALENTED**  
BE HAPPY



# October

## Welcome ISB new students

Series of fascinating activities to welcome the new cohort of ISB students including Orientation, ISB Go, and Welcome Night.



# November

## ISB Prom

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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



# December

## ISB 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: teambuildinggames, camping, camp-fre, and Gala dinner. That will be unforgettable moment for all ISB students.



# January

## ISB GAMES

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 meaningful activities that students should participate in. In the beginning of the year, ISB students will have a great opportunity to join in this volunteer activity.



# March

## UEH Sport Event

With all ISB spirit and pride, we will choose the best athletes in ISB Games to represent ISB to compete in UEH Sport Event. Let's follow and give our talented candidates all the support!



# April

## Orientation Activities

A great chance for ISB students to understand the professional working environment and the requirements of international companies in order to set their goals and improve themselves.





# May

## **Seminars and Workshops**

In order to prepare ISB students with sufficient employability skills, especially developing impressive CV to be ready for the Internship period, ISB organizes many Seminars and Workshop. All students are encouraged to join in with the aim of being well-prepared for the Internship period as well as their career paths.



# June

## ISB Leaders' Training Camp

The new team of ISB leaders will be provided series of skills as the new leaders of ISB Youth Union by participating in this Camp.



# July

## Green Summer Volunteering Activities

This is the biggest Volunteering activity annually. ISB students also contribute to this volunteer with many meaningful activities.



# August

## Graduation Ceremony

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 an hope to children in Mid-autumn festival

Stand out from the ground. See things differently!

# STUDENT EXCHANGE PROGRAM





UEH  
UNIVERSITY OF  
ECONOMICS  
HOCHIMINH CITY



ISB

International School of Business

# STUDENT EXCHANGE PROGRAM GO GLOBAL



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

[anh.pham@isb.edu.vn](mailto:anh.pham@isb.edu.vn) (Mr. Tuan Anh)



[isb.edu.vn/outgoing-student.htm](http://isb.edu.vn/outgoing-student.htm)



University of  
West Florida

THE HAGUE  
UNIVERSITY OF  
APPLIED SCIENCE



SOLBRIDGE  
INTERNATIONAL SCHOOL OF



UNIVERSITY  
OF TAMPERE



มหาวิทยาลัยศรีปทุม  
SRIPATUM UNIVERSITY

創価大學  
World Language Center



# For Outgoing Students

Where can you go?





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# OVERSEA STUDY CENTER

ISB has pathway agreements with many partners around the world.

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Located at level 6, 79 Nguyen Dinh Chieu St, 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. Ngô Hà Quy Phúc
- Phone number: 0913 111 565  
0906 950 055
- Email: [phuc.ngo@isb.edu.vn](mailto:phuc.ngo@isb.edu.vn)

For Western Sydney University, you can contact:

- ☺ Ms. Linh Trần
- Phone number: 0987 606 813
- Email: [linh.tran@isb.edu.vn](mailto:linh.tran@isb.edu.vn)



# WHERE SHOULD YOU STUDY ABROAD?





# Contact list

Ms. Minh Chu

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Program Administrator  
028 5446 5555  
bbusprogram@isb.edu.vn

Ms. Vi Do

---

Program Administrator  
028 5446 5555  
bbusprogram@isb.edu.vn

Ms. Sarah Doan

---

Faculty Officer  
028 5446 5555  
sarah.doan@isb.edu.vn

Ms. Van Tran

---

Faculty Officer  
028 5446 5555  
van.tran@isb.edu.vn

Ms. Bich Phuong

---

Accounting Officer  
028 5446 5555  
accounting@isb.edu.vn

Mr. Tuan Anh

---

Student Exchange Officer  
028 5446 5555  
anh.pham@isb.edu.vn

Ms. Tessa Nguyen

---

Student Activities Team Leader  
028 5446 5555  
tessa.nguyen@isb.edu.vn

Ms. Phuc Ngo

---

Study Abroad Officer  
028 3930 5290  
phuc.ngo@isb.edu.vn



Address: 17 Pham Ngoc Thach Street, District 3. Ho Chi Minh City  
Tel: (08) 544655555 / Website: [www.isb.edu.vn](http://www.isb.edu.vn)  
Hotline: 0909 607 337