



STUDENT HANDBOOK

Bachelor of Business Talented Program

2020 - 2021



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Welcome letter

Dear students,

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

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

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

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

Douglas Monroe Foster

Vice Dean

About us

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

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

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

Program Learning Outcomes

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

Teaching & Learning Philosophy



01

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



02

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



03

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

Course Structure from K46

Year	No.	Unit Code	Unit Name	Credits	Prerequisite
YEAR 1	1	FOU106	Academic English	4	
	2	FOU105	Business Communication	4	
	3	MAT101	Mathematics for Business	4	
	4	MAT102	Statistics for Business	4	
	5	ECO101	Principles of Economics	4	
	6	MAR101	Principles of Marketing	4	
	7	ACC201	Principles of Accounting	4	
	8	MAN101	Principles of Management	4	
	9	ACC202	Managerial Accounting	4	ACC201
	10	ECO201	Managerial Economics	4	ECO101
YEAR 2	11	BUS301	Business Law	4	
	12	MAR201	Consumer Behavior	4	MAR101
	13	MAN201	Organizational Behavior	4	MAN101
	14	FIN201	Corporate Finance	4	ACC201
	15	BUS302	International Business	4	MAR101 MAN101
	16	MAR202	Marketing Research	4	MAR101
	17	RES301	Surveys & Multivariate Analysis	4	MAR101
	18	ECO202	Applied Econometrics	4	MAT101 MAT 102

Course Structure from K46

Year	No.	Unit Code	Unit Name	Credits	Prerequisite
YEAR 3	19	MAN301	Human Resource Management	4	MAN101
	20		Military Course + 5 Vietnamese units + 2 Physical Education		
	SPECIALIZATION UNITS				
		MANAGEMENT	Strategic Management Project Management Integrated Management Project Problem Solving in Organization in Management + 2 elective units		MAN101
		MARKETING	Services Marketing International Marketing Integrated Marketing Project Problem Solving in Organization in Marketing + 2 elective units		MAR101
		FINANCE	International Financial Management Financial Risk Management Integrated Financial Project Problem Solving in Organization in Finance + 2 elective units		ACC201
		ACCOUNTING	Financial Accounting Auditing Integrated Accounting Project Problem Solving in Organization in Accounting + 2 elective units		ACC201
		INTERNATIONAL BUSINESS	Strategic Management International Marketing Integrated IB Project Problem Solving in Organization in International Business + 2 elective units		MAN101

Course Structure from K46

ELECTIVE UNITS					
Strategic Management Project Management Management of Change Management Information System Globalization & Sustainability Enterprise, Innovation & Markets Services Marketing International Marketing Marketing Communications Digital Marketing Design Thinking for Creativity Marketing Planning Project			International Financial Management Financial Risk Management Security Analysis & Business Valuation Investment Management Bank Management International Finance Financial Accounting Auditing		
YEAR 4	21	RES401	Final Business Projects	10	
VIETNAMESE UNITS <i>(these fall across year 1-3)</i>					
1	FOU424	Physical (Health) Education I		1	
2	FOU434	Physical (Health) Education II		2	
3	FOU402	Ho Chi Minh Ideology		2	
4	FOU201	Marxist - Leninist Philosophy		3	
5	FOU202	Marxist - Leninist Political Economics		2	
6	FOU203	Scientific Socialism		2	
7	FOU406	The History of the Communist Party of VN		2	

**These units are subject to change.*

Important Dates

DATE	EVENT
26 October 2020	Trimester 3 2020 starts
20 November 2020	Teachers' Day
21 December - 26 December 2020	Exam week
27 December 2020	Trimester 3 ends
28 December - 31 December 2020	End-of-session break
04 January 2021	Trimester 1 2021 starts
08 February - 21 February 2021	Tet holiday
21 April 2021	Hung Kings Commemorations
30 April - 01 May 2021	Liberation Day - Internation Workers' Day
10 May - 15 May 2021	Exam week
16 May 2021	Trimester 1 ends
17 May - 23 May 2021	End-of-session break
24 May 2021	Trimester 2 2021 starts
02 September 2021	National Day
13 September - 18 September 2021	Exam week
19 September 2021	Trimester 2 ends
20 September - 17 October 2021	Long Trimester Break
18 October 2021	Trimester 3 2021 starts
20 November 2021	Teachers' Day
20 December - 25 December 2021	Exam week
26 December 2021	Trimester 3 ends
27 December - 31 December 2021	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 Student Handbook, ISB regulation and policies
- Enroll to units
- Search for classes
- View class schedules
- Update changes of schedules and important announcements
- Download forms to submit for students' request
- Give feedbacks on units
- Get information on 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.

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

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

Password: [studentID]
31161022323

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

All communication 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 format below:

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

Student can log in the **ProQuest** database at:

<http://search.proquest.com/login>

Username: UEHMC2010

Password: thuvien0810

Learning resources



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.

Unit Guide

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

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



Textbooks

Students will find out the prescribed textbook(s) for each unit from the unit guide. In most cases students will be required to pay an additional fee for the required 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.

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/>

Extra materials

Extra materials (including power point, 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.



Student Support

- **For Academic issues:** students must contact their Class Supervisors to get information or make questions about their plan or content of subjects, study methods, study advices and other related academic issues. The contacts of Class Supervisors will be supported given in the first class meeting of the first trimester.
- **For Administrative issues:** students must contact the Program Administrator to get information about subject schedules, paper procedures (Add-Drop subjects, Request for Absence from Examination, Request form for leave of absence, Request for deferred examination, Request for changing specialization, Request for deferring the course, Request for readmission, Request for Resigning from the course, Internship letter of Introduction, Letter of Internship Confirmation, Request for graduation, etc.) and other related issues.
- **For Exchange Study:** students must contact the Student Officer to get information about Exchange Study Program.
- **For Student activities:** students must contact the Student Activities Officer to get information about student activities or extra-curricular activities.
- **For Examination scores:** students must contact the Examination Officer to get information about examination scores, reviewing of grade, transcript, certificates and other related issues
- **For Technical issues:** students must contact the IT Officers to ask for helps on E-learning or MyISB issues.
- **For Tuition Fee Payment:** students must contact the Accounting Officer to get information about tuition fee payment or other related issues.
- **For Study Abroad:** If students have the demand to study abroad, they must contact the Student Abroad Officer to get information about Study Abroad Program.

Counseling

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

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

Consultant hours are available at <http://myisb.isb.edu.vn/>

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

Student ID 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 students to show the ID card at any time.

Student Lounge & Shared Study Areas

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

IT Support

Students facing technical issues of accessing school systems can contact:

- Mr. Hung (quanghung@ueh.edu.vn) on E-learning issues
- Mr. Tuan (tuan.nguyen@isb.edu.vn) on MyISB issues

Financial Information

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

There are three methods to make tuition fee payment

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

Students can contact any OCB branch or call **(028) 38244497** for more detailed information.

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

Academic documents

Academic Transcript

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

Student Confirmation Letter

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

Students request the above academic documents at the reception, 17 Pham Ngoc Thach campus. These will be issued within 5-7 working days.

Final Business Project Registration

Criteria:

- Successfully accumulate at least 70% of the academic curriculum credits
- Student should not be under any academic admonishment
- Internship introduction letter
- Internship confirmation

Specialization

Common Requests	Change Specialization
Relevant form	Request for changing specialization
Notes	Submit before the final semester at ISB



Graduation

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

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

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

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

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

Graduation is resulted from the cumulative GPA and cumulative Grade of 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
High distinction	Excellent (9,0+)	Excellent (> 90)
Distinction	Very good (8.0 - 8.99)	Very good (80 - 89)
Good	Good (7.0 - 7.99)	Good (65 - 79)
Credit	Fairly good (6.0 - 6.9)	Good (65 - 79)
Pass	Average (5.0 - 5.9)	Fair (50 - 64)



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

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



School policies

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



Academic policies

Enrollment

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

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

For successful enrolment, students need to:

- Register and make sure they are enrolled correctly in each session via MyISB.
- Inform 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

Students who want to enroll one more unit for the coming quarter are required to submit an Add - Drop subject form to Class Supervisor. The form can be downloaded from MyISB.

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

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

Deferment

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

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

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

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

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

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

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

Students cannot re-enroll after being abandoned or resigning from the course. They need to re-apply for admission. However, if students want to extend their deferment, they are required to contact Class Supervisor via bbusprogram@isb.edu.vn

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 is 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 is 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 20 minutes from the starting time.

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

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

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

Review of grade

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

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



Academic standards of progress

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

If a student is struggling to maintain a certain academic standard, ISB may intervene in a number of ways including limiting the number and type of classes that student can take. In some cases, ISB may ask 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 and supporting evidence for the failure to attend the class on a particular lecture/workshop session.

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

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

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

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

Specialization

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

Students will enroll to their specialization at trimester 3 of the second year. After enrolling to a certain specialization, students still can change their specialization once by submitting Request for changing specialization form (available at MyISB). 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.

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 UEB, 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:

Attitude towards study (marked 0-20)

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

Total of Grades	
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

Scholarship

Conditions to be granted scholarships:

Scholarship recipients

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

Regulations

1. Scholarship is reviewed to be granted each year and, for each course. Scholarship Council of the international Training Institute will approve the list of scholarship recipients at the end of the school year.

2. Average accumulated score for scholarship (GPA for scholarship): is the average score of all subjects in the scholarship review year, including the points of subjects which are transferred from the Exchange study program of the Institute.

The formula is below:

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

with: G_i : Total mark of Unit i

c_i : Credit points of Unit i

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

i : number of subjects student has finished at the moment of reviewing scholarship in the scholarship year

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

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

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

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

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

➤ Having a GPA for scholarship is of 8.0 or above, extra curriculum score is 7.0 or above in the scholarship year;

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

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

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

4. Adding points to the GPA for scholarship score for students who get high extra curriculum scores:

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

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

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

The process of Granting scholarships encourages learning

At the end of each school year, ISB establishes a Scholarship Council. Basing on the list of excellent and good students submitted by the Training and Examination Department, the Council will make the decision on scholarship award.

The Training and Examination Department announces the list of scholarship recipients, scholarship level and time for resolving complaints about the average score for reviewing the scholarship on the ISB website. Decisions of the Council is the final decision in case of complaints.

The level of scholarship

Scholarship level for good students: applicable to students who achieve a good GPA for scholarship and quite good extra curriculum score.

Scholarship level for excellent students: applicable to students who achieve an excellent GPA for scholarship and good extra curriculum score. Scholarship level for excellent students is equals to 1.5 times the scholarship level for good students.



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 Community

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

Conduct towards Community includes, but not limited to:

- Behave in a kindly, friendly, polite and appropriate manner in accordance with Vietnamese tradition/culture;
- Be available and eager to support newcomers and disable person;
- Respect everyone including 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 not be allowed to produce, store or use alcohol and drugs in the University (see Alcohol and Drugs Policy);
- Absolutely not be allowed to 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 be allowed to 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

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 Honesty and Misconduct in Extracurricular Activities. Any violation of Misconduct Policy will lead to disciplinary punishment (which is available on MyISB), even suspension and termination.

General Misconduct behaviors includes, but not limited to:

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

Academic dishonesty

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

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



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

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



Plagiarism is when a student uses ideas or words from another author or source and represents them as his or her own. This is considered cheating and is taken very seriously at ISB as a case of Academic Misconduct. Students caught plagiarizing on an assignment will receive a score of zero for that assignment and may face additional repercussions for Academic Misconduct. Students are required to always properly cite the original source of the material used in his or her work (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 is not limited to:

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

FAQs

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

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

- Have completed at least 1 trimester at ISB.
- Have accumulated GPA not lower than 5.0
- Submit “Request for resigning from the course” form (which can be downloaded from MyISB) to the Class Supervisor of the course.

The maximum amount of resigning time is 1 year 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 Supervisors and acknowledge that students will be studying and following course structure of new assigned batch. For example, if a K44 student comes back after resigning, the student must studying and following course structure of batch K45.

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

A: Students will enroll to their specialization at trimester 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 trimester (including repeating any subject)?

A: If students want to study more or less than the standard, students must submit a “Request for Adding/Dropping subject” form (which can be downloaded on MyISB) to the Class Supervisor 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 extracurriculum score?

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

FAQs

Q9: Where I can find all forms?

A: All forms can be downloaded on MyISB.

Q10: 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.

Q11: What if I have problem with online system?

A: If you have problem with the Elearning system, please contact Mr. Hung: quang-hung@ueh.edu.vn.

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

Q12: 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 Class Supervisors 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 Class Supervisors in order to re-take the exam.

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.



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 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.



"Creativity is intelligence having fun."
- Albert Einstein

Student Activities





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

- Franklin D. Roosevelt



“Passion first and everything will fall into place.”

- Holly Holm





ISB Youth Union

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

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

This is definitely an appropriate place for future leaders to nurture and pursue their dreams.

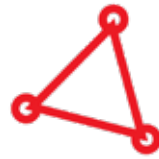


Big mission

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

Email: youth@isb.edu.vn





ISB Academic Team

ISB Academic Team

ISB Academic Team is proud to be an arm in organizing academic and research activities. With the aim to bring a reservoir of essential knowledge and other values to students, ISB Academic Team has collaborated with numerous well-known, knowledgeable, experienced guest speakers as well as credible educational organizations to hold many academic major-related seminars and competitions.

Email: academicteam@isb.edu.vn
Fanpage: www.facebook.com/isb.academicteam



ISB Event Team



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

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

Email: event@isb.edu.vn
Fanpage: www.facebook.com/isbeventteam





UEH-ISB Toastmasters



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

Email: ueh.isb.toastmasters@isb.edu.vn
 Fanpage: facebook.com/uehisbtoastmasters



ISB Gavel Club



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

Email: isbgavelclub@isb.edu.vn
 Fanpage: facebook.com/isbgavelclub





ISB L.O.M Club



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

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

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

Email: lom@isb.edu.vn

Fanpage: facebook.com/ISBMusicClub



RED - ISB Dance Club

RED was born with the mission to bring a dynamic environment for ISB dance lovers.

Being a member of RED, students can not only enhance their dancing skills, but they also have a chance to choreograph and perform in different concerts. If you are looking for a place filled with dance lovers to express your personality freely, you are welcomed to be a part of RED. RED is excited to looking forward to the new talents to join.

Email: red.since2018@isb.edu.vn
Fanpage: facebook.com/Red.since2018





ISB Basketball Club



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

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

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



ISB CAM Club

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

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

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





ISB Finance & Invest Club

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

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

Email: fandi@isb.edu.vn
Fanpage: [facebook.com/Fandi.FinanceandInvest](https://www.facebook.com/Fandi.FinanceandInvest)



The Millions Business

DEVELOP - CONNECT - IMPACT

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

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

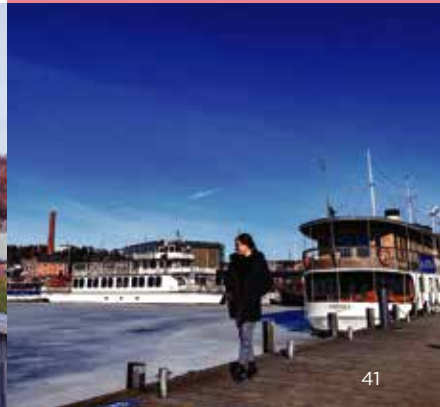
Main activities are currently operated at MindX, one of TMB's partners, hence, members will experience the best environment, supported by club alumni, mentors and industry partners.

Email: themillions.business@gmail.com
Fanpage: [facebook.com/TheMillionsBusiness](https://www.facebook.com/TheMillionsBusiness) 40





Student Exchange Program





**ISB Student
Exchange
Department**



tramanh.phan@isb.edu.vn (Ms. Tram Anh)



Where can you go?



Contact List

Class Supervisor	Faculty Office 028 5446 5555
BBUS Program Admin	Ms. An 028 5446 5555 (line 104) bbusprogram@isb.edu.vn
Accounting	Ms. Tra 028 5446 5555 (line 126) accounting@isb.edu.vn
Testing	Ms. Bich Hien 028 5446 5555 (line 112) hien.pham@isb.edu.vn
MyISB website system	Mr. Tuan 028 5446 5555 (line 112) tuan.nguyen@isb.edu.vn
E-Learning system	Mr. Hung quanghung@ueh.edu.vn
Student Exchange	Ms. Tram Anh 028 5446 5555 tramanh.phan@isb.edu.vn
Student Activities	Ms. My Kim 028 3823 3562 studentsupport@isb.edu.vn
Study Abroad	Ms. Linh Tran 0909 813 001 overseas.study@isb.edu.vn





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