



GLOBAL  
PATHWAYS

Student  
Handbook

# GLOBAL PATHWAYS



2021 - 2022



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# WELCOME

## **Dear Students,**

On behalf of our faculty, staff and administration, welcome to the International School of Business, University of Economics Ho Chi Minh City!

Congratulations on your decision to pursue an undergraduate education, whether for the first time, or as an opportunity to build upon a college education already begun. This decision is an important one for your life and your career and one that demands dedication and time on your part. Please use this time to grow personally, intellectually and professionally. Faculty, staff and administration are here to support you throughout your journey with us.

**Faculty who care about you.** Our lecturers are known for their consistent commitment to providing you with a rich learning experience focused on teaching excellence, curriculum quality and services. Faculty members bring to the classroom not only their rich and current discipline knowledge, and passion, but also extensive experience in their field of practice. Your success is what our faculty, staff and administration aim to accomplish!

**Support you can count on.** You can also take steps to ensure your academic success. Please utilise the university resources wisely in the pursuit of your education. These include engaging in our robust and challenging curriculum, using our online library, reaching out to your teaching academics, tutors and other student services available to you and engaging in social learning communities. Your active participation and engagement in learning provides a solid foundation for obtaining a well-rounded education. Finally, please use this Student Handbook as your guide to the university policies and procedures. It has been put together to make your transition to university life as easy and enjoyable as possible. Read this Handbook and acquaint yourself with its contents. Seek guidance from the university staff. Ask questions. Please be active in every aspect of your education. We stand ready to help you realize your goals.

As the Executive Dean of UEH-International School of Business, I again warmly welcome you to the School and wish you pleasant experiences in your journey with us.

Sincerely,  
Assoc.Prof.Dr. Trần Hà Minh Quân  
ISB Executive Dean

# Introduction

With a 45-year history, University of Economics Ho Chi Minh City (UEH) takes pride in being one of Vietnam's leading universities. As part of UEH, the International School of Business (ISB) was established to create a world-class, modern and dynamic educational environment. The School offers undergraduate and postgraduate programs with English as a medium of instruction. Our curricula are continuously updated to meet the demands of employers and the challenges of the global workplace. Our faculty, including competent and experienced Vietnamese lecturers who have studied overseas for years, as well as professors from the world's most renowned universities, provide students with solid knowledge and practical experiences that help prepare them for their future career. The quality of our programs is recognized by the European prestigious accreditation organization FIBBA, CPA Australia and top universities in the world.

As a strategic partner of Western Sydney University in Vietnam, ISB has been offering the joint programs between the two universities at both undergraduate and postgraduate levels. Our programs provide students with opportunities to experience the Australian way of study and life while working toward earning their international degrees.

We are also in long-term partnerships with other leading universities to provide students with more opportunities to experience their studies and degrees with other top ranked universities in the world. Some examples of our key partner universities include UQAM University (Canada), Massey University and University of Waikato (New Zealand), Macquarie University and University of Wollongong (Australia), and Tampere University (Finland).



# Course Overview

The Bachelor of Business (BBus) is a joint program between University of Economics Ho Chi Minh City and Western Sydney University, Australia that is completely delivered in Vietnam. The program harnesses your energy and passion for success, giving you the knowledge to create a career as a business professional.

With the orientation to transfer to study abroad at a later stage, the Global Pathways program will provide you with opportunities to continue your study at one of the four partner universities top ranked in the world, including Western Sydney University, Macquarie University, University of Wollongong, and University of Waikato. Thanks to the articulation arrangements between the universities, you will benefit from the credit transfer as a result of your study at ISB before getting ready to transfer and complete your degree program overseas. A variety of pathway options will help you optimise your time, cost, study performance, and career development.

Global Pathways program consists of up to 16 foundation and core units delivered in Vietnam that equip students with fundamental and advanced knowledge in Business, followed by at least one year of study abroad at one of our four partner universities. Upon successful completion of the program, students will be awarded a worldwide recognised bachelor's degree from the foreign partner university.



# Course Structure

## STAGE

# 1

Up to **2 years**  
Study at **ISB**

Depending on individual study plan, students will take up to 16 out of the following foundation and core units.

### 6 foundation units

---

Principles of Economics

---

Principles of Marketing

---

Principles of Accounting

---

Principles of Management

---

Statistics for Business

---

Corporate Finance

### University of Wollongong, Australia

---

Management Information System

---

Organisational Behavior

---

Managerial Accounting

---

Managerial Economics

---

Marketing Research

---

Survey & Multivariate Analysis

---

Applied Econometrics

---

International Business

---

Consumer Behavior

---

Human Resource Management

---

Strategic Management

### Western Sydney University, Australia

---

Academic English

---

Organisational Behavior

---

Business Law

---

International Business

---

Consumer Behavior

---

Human Resource Management

---

4 units by major

### Macquarie University, Australia

---

Academic English

---

Mathematics for Business

---

International Business

---

Business Law

---

Marketing Research

---

International Business Operations

---

4 units by major

### University of Waikato, New Zealand

---

Organisational Behavior

---

Mathematics for Business

---

Managerial Accounting

---

Managerial Economics

---

Survey & Multivariate Analysis

---

Human Resource Management



## STAGE 2

# Western Sydney University (Australia)

### Bachelor of Business (9 majors)

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Specialisations for Careers in Money

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Accounting

---

Applied Finance\*

---

Economics

---

Property

---

Specialisations for Careers in Markets

---

International Business\*

---

Marketing\*

---

Sport Management

---

Specialisations for Careers in Management

---

Human Resource Management

---

Management

### Bachelor of Communication (2 majors)

---

Public Relations

---

Advertising



(\* ) The 2+1 Pathway Model applies for these programs and majors only.



### Bachelor of Commerce (12 majors)

Accounting	International Business*
Marketing Management*	Entrepreneurship
Management	Marketing and Consumer Insights
Finance*	Cyber Security Governance
Economics	Business Analytics
Human Resource Management	Business Information Systems

### Bachelor of Business Administration\* (No major)

### Bachelor of Media and Communications (5 majors)

Interactive Design	Public Relations and Social Media
Journalism and Non-Fiction Writing	Screen Practice and Production
Online Media, Podcasting and Radio	

### Bachelor of Arts (25 majors)

International Relations	Education
Media, Culture and Communications	Performing Arts and Entertainment Industries
Creative Writing	Psychological Science
Sociology	and others

(\* ) The 2+1 Pathway Model applies for these programs and majors only



## STAGE 2

# University of Wollongong (Australia)

### Bachelor of Business (12 majors)

---

Economics\*

---

Marketing\*

---

Management\*

---

International Business\*

---

Human Resource Management\*

---

Finance

---

Financial Planning

---

Accountancy

---

Business Law

---

Business Analytics

---

Supply Chain Management

---

Public Relations

---

### Bachelor of Business Administration (No major\*)

### Bachelor of Business Information Systems (No major)

(\* The 2+1 Pathway Model applies for these programs and majors only.





### Bachelor of Business (10 majors)

---

Economics

---

Marketing

---

Human Resource Management

---

Accounting

---

Digital Business

---

Finance

---

Supply Chain Management

---

Tourism and Hospitality Management

---

Public Relations

---

Strategic Management

# Important Dates

Dates	Event
<b>13 September 2021</b>	<b>Term 3 2021 starts</b>
3 September 2021	Census date for Term 3
13 December – 25 December 2021	Exam week
26 December 2021	Term 3 ends
26 December 2021 – 02 January 2022	End-of-session break
<b>3 January 2022</b>	<b>Term 1 2022 starts</b>
31 December 2021	Census date for Term 1
24 January – 06 February 2022	Public holiday
18 April – 29 April 2022	Exam week
30 April 2022	Term 1 ends
30 April – 15 May 2022	End-of-session break
<b>16 May 2022</b>	<b>Term 2 2022 starts</b>
13 May 2022	Census date for Term 2
15 August – 27 August 2022	Exam week
28 August 2022	Term 2 ends
28 August – 11 September 2022	End-of-session break
<b>12 September 2022</b>	<b>Term 3 2022 starts</b>
9 September 2022	Census date for Term 3
12 December – 24 December 2022	Exam week
25 December 2022	Term 3 ends
25 December 2022 – 01 January 2023	End-of-session break

\* **Census date** is the official deadline for finalising your enrolment and fees for each teaching session. Once this date has passed, you are committed to the units you're enrolled in. This means you will be charged tuition fees and receive a grade for all your enrolled units. If you drop any units after this date you will still need to pay tuition fees and will receive an absent fail grade.

# EAP Important Dates (Tentative)

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

# Transfer Requirements

University	Transfer Requirements	Intake
<b>Western Sydney University (Australia)</b>	<ul style="list-style-type: none"> <li>- English requirement: IELTS (Academic) 6.5 (all bands 6.0) or 80% Placement Test or successful completion of EAP5</li> <li>- Academic requirement: pass all Stage 1 units at UEH</li> </ul>	February July
<b>Macquarie University (Australia)</b>	<ul style="list-style-type: none"> <li>- English requirement: IELTS (Academic) 6.5 (all bands 6.0) or successful completion of EAP 5</li> <li>- Academic requirement: GPA of Stage 1 units at ISB <math>\geq</math> 6.7</li> </ul>	February July
<b>University of Wollongong (Australia)</b>	<ul style="list-style-type: none"> <li>- English requirement: IELTS (Academic) 6.0 (Reading &amp; Writing 6.0; Listening &amp; Speaking 5.0)</li> <li>- Academic requirement: GPA of Stage 1 units at ISB <math>\geq</math> 6.0</li> </ul>	February July
<b>University of Waikato (New Zealand)</b>	<ul style="list-style-type: none"> <li>- English requirement: IELTS (Academic) 6.0 (all bands 5.5) or IELTS (Academic) 5.5 (Writing 5.0) and successful completion of Stage 1 units at ISB</li> <li>- Academic requirement: GPA of Stage 1 units at ISB <math>\geq</math> 6.5</li> </ul>	March July November





# Scholarships

*In addition to the scholarships offered in Stage 1 at ISB, there are a variety of scholarships offered by the partner universities for Global Pathways students when they transfer to study abroad in Stage 2.*

University	Scholarship Requirements	Value
<b>Western Sydney University (Australia)</b>	Transfer to study at WSU for at least 1 year and achieve a GPA of 75%+ for units completed at ISB	AU\$5,000 (one-off)
	Transfer to study at WSU for at least 1 year	AU\$3,000 (one-off)
<b>Macquarie University (Australia)</b>	Transfer to study at MQ with a package of English and Bachelor programs	50% off tuition fees for the first 10 weeks of English courses
	Transfer to study at MQ	AU\$10,000 per year (for entire duration at MQ)
	Transfer to study at MQ with a great GPA for units completed at ISB	AU\$15,000 per year (for 2 years)
<b>University of Wollongong (Australia)</b>	Transfer to study at UOW with a package of English and Bachelor programs	AU\$200 per week reduction for English courses
	Transfer to study at UOW	20% off tuition fees per year (for entire duration at UOW)
	Transfer to study at UOW and achieve a GPA of 70%+ for units completed at ISB	30% off tuition fees per year
<b>University of Waikato (New Zealand)</b>	Transfer to study at University of Waikato	NZ\$5,000 (one-off)
	Transfer to study at University of Waikato with a great GPA for units completed at ISB	NZ\$10,000 (one-off)

# Tuition Fees

University	Degree \ Transfer Model	2+1	1+2
	Western Sydney University (Australia)	Bachelor of Business	AU\$ 25,922 (8 units)
Bachelor of Communication		-	AU\$ 53,160 (16 units)
Macquarie University (Australia)	Bachelor of Business Administration Bachelor of Commerce	AU\$ 28,800 (8 units)	AU\$ 47,600 (16 units)
	Bachelor of Arts Bachelor of Media and Communications	-	AU\$ 48,000 (16 units)
University of Wollongong (Australia)	Bachelor of Business Administration Bachelor of Business	AU\$ 24,192 (8 units)	AU\$ 48,384 (16 units)
	Bachelor of Business Information Systems	-	AU\$ 54,144 (16 units)
University of Waikato (New Zealand)	Bachelor of Business	NZ\$ 40,390 (12 units)	NZ\$ 55,520 (16 units)

**Note:**

- The tuition fees have been deducted from the scholarships that apply to all students transferring to the partner institution.
- The tuition fees and scholarships apply in 2021-2022 and subject to change annually.
- Other conditions apply, including full-time study mode, no regulation breaches and no course deferment.

# Online Systems

## Website

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

<https://isb.edu.vn/>

<https://pathway.isb.edu.vn/>

## Stage 1

### Enrolment

<https://myisb.isb.edu.vn/> (MyISB) is the online information hub for students. Important notices and announcements are also displayed on MyISB, so make sure you check it regularly! It allows you to:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>- Look up courses</li><li>- Search for classes</li><li>- Enroll in units</li><li>- View class schedules</li><li>- See grades and GPA</li></ul> | <ul style="list-style-type: none"><li>- View an unofficial transcript</li><li>- Check exam schedules</li><li>- See attendance records</li><li>- Provide feedback on units</li><li>- Look up ISB regulations and policies</li></ul> |
|--|--|

Guidelines are available at: <http://myisb.isb.edu.vn/?Page=huongdansv en>

### Student email

- All students have an official university student email account. This is the official communication channel between you and the University.
- All emails from the University will be sent to your student email account and you must use your account to contact the University. You must check this email regularly, otherwise you may miss important messages, which could have serious consequences, such as cancellation of your enrolment.
- Stage 1 student email address will follow the following format: [studentID@student.isb.edu.vn](mailto:studentID@student.isb.edu.vn) (e.g: [21001XXX@student.isb.edu.vn](mailto:21001XXX@student.isb.edu.vn)) and the first time password is the ID number (in capital). This email account can be logged in by using Gmail.
- This email account can be linked to Gmail, Yahoo, or Hotmail so students can have their university emails forwarded to their personal accounts.
- You are required to create an email signature for your emails which will follow the format below:

**FULL NAME - CLASS**

**STUDENT ID**

**PHONE NUMBER**

### E-Learning (<https://learn.kfo.edu.vn>)

E-Learning is an online learning environment. Your course and units may have a separate site, which may include your unit or course outline, information about your assessment

tasks and grades, study resources and announcements related to your unit or course. Make sure you check your E-Learning sites regularly during the session as they may be updated at any time.

To access E-Learning system, you should sign in to your student email account first, then, go to E-learning at <https://learn.kfo.edu.vn>, select the red button Sign in with Google. You can find further detailed guidelines after logging in.

### **E-Library**

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

## **Stage 2**

Depending on which university you transfer to study abroad and complete your degree program, you will be given access to that university's online systems. You will be able to conduct a variety of activities online such as enrolling in the units, checking exam results, accessing e-library and learning resources or searching timetables. All important information about your course and university policies will be provided on the orientation date of your transfer university. Make sure you attend this event to get the most out of it!



# Academic Information

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

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

## *Learning Guide*

The learning guide contains all the basic information about a unit, including lecturer contact information, learning outcomes, assessment details, learning resources and schedule of teaching/learning activities.

You should use this as a primary resource throughout the duration of the unit and refer to it for any questions. A soft copy of the learning guide will be available on the E-learning system one week before the commencement of each class.

You are recommended to save a copy of the learning guide to your personal computers for future use.

## *Assessment tasks*

Forms of assessments can include written assignments, oral presentations and exams. Assignments are academic tasks that you have to submit to your lecturers or tutors to show your understanding and engagement with your subject. To produce good assignments, you should:

- Know your course outline, course objectives, important dates, and recommended readings
- Read the set readings as well as recommended references
- Write academically
- Manage your time well.

## *Lectures/Tutorials*

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

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



You may have trouble understanding a lecturer's accent or find that some speak too quickly. Be patient, as you get used to the language, things will become easier. But also, don't hesitate to ask your teacher to speak slowly.

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

Tutorial questions/exercises will be provided in class. You will be expected to have completed specific reading and exercises from the textbooks and other required materials prior to attending each lecture and tutorial class. If you have not prepared adequately, you will not get the full benefits from this learning opportunity.



### *How to avoid plagiarism*

The act of using the words or ideas of another person without acknowledgment is called plagiarism. Plagiarism is a kind of cheating and is considered a crime. If you hand in an assignment without acknowledging your resources, you are likely to fail and be asked to rewrite it. You may fail that unit or even be suspended from university.

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

### *Why referencing is essential*

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

### *Textbooks*

You will find out the prescribed textbook(s) for each unit from the unit guide. In most cases you will be required to pay an additional fee for the required text. It is your responsibility to find out what books you need for each unit and to make sure that you have a copy by the first day at class.

### *Assignment Coversheet and Peer Evaluation Form*

All assignments are to be submitted with an Assignment Cover Sheet, either with an individual or group assignment. In addition, group assignments are to be submitted with a Student Evaluation of Group Member Form. These forms can be found in the Student forms section at MyISB.



# Study Abroad Expenses

## Cost of living:

As an Australian student visa holder, you will be required to have approximately AU\$ 21,041 per person per year for living expenses, as advised by the Australian Government. In New Zealand, if you study for 36 weeks or more, you will need to provide evidence of at least NZ\$15,000 for each year of study.

However, the actual cost depends on your individual lifestyle, whether you have a part-time job, share an apartment with your friends and whether you can cook for yourself. Remember, your living expenses are separate from your tuition fees.

Annual Expenses	Australia	New Zealand
Living costs	AU\$ 21,041	NZ\$ 15,000
Other expenses	AU\$ 2,000	NZ\$ 2,930

## Accommodation

Choosing the right accommodation will help you transition smoothly to university life, get stuck into your studies and start building lifelong memories and friendships. There are various options available to students looking for affordable accommodation.

### \* On-campus accommodation

Living among a vibrant community is one of the best experiences you can possibly have as a student. The student accommodation is unique as it provides a balanced academic and social lifestyle among a supportive environment you can't get anywhere else. You can check more information about on-campus accommodation of each university from these link below:

- **Western Sydney:**

<https://campuslivingvillages.com/australia/sydney/western-sydney-university-village-parramatta>

- **Macquarie:**

<https://www.mq.edu.au/about/campus-services-and-facilities/macquarie-university-accommodation>

- **Wollongong:**

<https://www.uow.edu.au/study/accommodation/>

- **Waikato:**

<https://www.waikato.ac.nz/student-life/accommodation>

### **\* Off-campus accommodation**

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

### **\* Homestay**

In Australia, home stay is a single or shared room in a private home, usually 'full board', which means that all meals are provided. The minimum stay is four weeks. This is a great opportunity to live and interact with an Australian family or to give you enough time to settle and find your own way in a new environment. Prices for home stay accommodation vary, however a typical home stay will be around AU\$ 300 per week.

Similarly in New Zealand, homestay is living with a local family in a private home. Your homestay family will help you to settle into life in New Zealand and learn about New Zealand culture. The cost of homestay accommodation can vary depending on the location and the type of accommodation, however a typical homestay will be around NZ\$ 266 per week.

## **Student visa application**

### **\* Australian student visa application**

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

In addition, you must provide sufficient funds to cover your travel costs and 12 months of living and tuition fees for you and your accompanying family members. You will also need to present evidence of your English language proficiency. The minimum English language test score required is as below:

<b>English language test</b>	<b>Minimum test score</b>
IELTS	5.5
TOEFL iBT	46
Cambridge English: Advanced	162
Pearson Test of English (PTE)	42

It is important that you maintain your student visa conditions while studying on a student visa in Australia. Currently enrolled international students are expected to complete their study within the timeframe stated on their CoE (Confirmation of Enrollment).

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

### **\* New Zealand student visa application**

As an international student, you will need to obtain a student visa (INZ 1013) before you travel to New Zealand.

You also must provide sufficient funds to cover your travel costs and 12 months of living and tuition fees for you and your accompanying family members. You do not need to present evidence of your English language test results when applying for student visa, but it is also essential for you to meet the English language entry requirements of the University.

### *Working rights for international students*

In Australia, international students will be able to work up to 40 hours per fortnight once your course has commenced and during any period in which your course is in session. You will be able to work unrestricted hours during any scheduled course break.

In New Zealand, international students may be allowed to work for up to 20 hours each week and full-time all scheduled vacations and/or during the Christmas and New Year holiday period (summer vacation).

### *Adjusting to a new country and culture*

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

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





# Requirements for Studying at Uni

## *Independent learning*

At university, your learning is your responsibility. Teachers are there to help you understand what you have to study and give you feedback on your assessments. However, it is your responsibility to learn, understand and complete course and administration requirements.

## *Critical thinking and critical analysis*

Critical thinking is breaking information into parts, comparing, questioning and evaluating it. When you learn to think critically, it means you can think rationally and objectively.

Critical analysis is applying critical thinking so you can understand what you read or hear. It also means drawing links to other readings and lecture material. These skills are essential for writing effective assignments – showing your own position and argument while separating it from the evidence and references you use.

## *Know what's expected from you – be prepared*

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

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

## *Tips to get the best from your lectures*

### **Do not miss lectures**

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

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

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

### **Participate actively in tutorials**

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

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

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

## *Essay writing at university*

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

- Present your position (thesis/argument) in answer to the essay question and not only what others say. This means writing in your own voice (words) as much as possible
- Structure your essay well – introduction, body, conclusion and well structured paragraphs using references
- Write in an academic writing style: formal, grammatically correct and research- based
- Produce a good essay, check the marking criteria, analyse the question, plan your research and reading and write in a clear and coherent manner. Make sure you have enough time to edit and proofread before handing in an assignment.

If you're not sure what's expected of you, check your learning guide or you can also talk to your lecturer or tutor.

### *Paragraphs in university writing*

Structure: topic sentence, supporting statements, references, concluding sentence, flow in writing and linking phrases (first of all, such as, therefore, however, etc).

The topic sentence states the main thesis/topic of the paragraph and the rest of the sentences explain and/or elaborate (support) the main point. Evidence is in the form of other writers' ideas (referenced) to support the main points and finally a concluding sentence indicating the writer's argument on the topic or linking to the next paragraph is given.

### *Reading at university*

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

### *Be a selective reader*

Select a relevant book/article to read then skim and/or scan, for example:

- look at the title, table of contents and index for specific information and keywords
- quickly read through the preface or introduction and conclusion to get a general idea or read the abstract of a journal article.

### *Referencing at university*

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

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

To avoid plagiarism:

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

# Tips for maintaining your academic integrity

What is academic integrity and why is it important? Throughout your degree, you'll need to demonstrate values of honesty, trust, fairness, respect and responsibility in your learning. If you are found to have behaved dishonestly, you will be subject to academic penalties. But don't worry, we've got plenty of support and resources for you to get you from your first assignment through to graduation.

## Academic writing

The majority of your assignments will require you to write in a formal, academic style. This style uses clear and concise language to explain the ideas you have developed based on your research. You'll need to consider the expression, tone and language throughout your writing, and ensure the conclusion you draw is fair, reasonable and provable (<https://online.westernsydney.edu.au/blog/academic-success-tips-for-academic-writing/>)

## Submitting assignments

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

## Academic referencing

When you begin an assignment, you'll need to check the referencing requirements. There are a number of referencing and citation styles with structures that differ based on the type of source and number of authors. The WSU library (<https://library.westernsydney.edu.au/main/guides/referencing-citation>) is your first stop for referencing resources.

## Paraphrasing

To paraphrase is to rewrite a piece of text in your own words while retaining the meaning, usually similar in length to the original text. Work you have paraphrased must include a citation and related reference. Paraphrasing demonstrates you have understood the context of the information you have read. View this handy guide on paraphrasing ([https://www.westernsydney.edu.au/\\_data/assets/pdf\\_file/0006/1082670/Paraphrasing.pdf](https://www.westernsydney.edu.au/_data/assets/pdf_file/0006/1082670/Paraphrasing.pdf))

## Searching for sources

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

### *WSU Study Smart*

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

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

## Online study myths debunked

Technology will always have an impact on the way we learn. This is something we've already seen with online study. Thanks to COVID-19, what once would have been considered science-fiction is now one of the most conventional ways of learning and upskilling. And with its growing prominence, there are many people who still don't know exactly how online study works. While assumptions and a lack of understanding might dissuade potential students from pursuing their desired qualification, at ISB, you'll find online study dynamic, engaging and supportive of your needs.

### *The digital experience.*

Online study is not only innovative; it can also train you in new ways. As you study, you will uniquely enhance many of your digital soft skills, which are easily transferable to the workplace. Digital communication, time-management, technical skills and flexibility will rank highly among your course knowledge as you complete your degree, so be sure to add these to your resume.

### *Online doesn't mean isolated.*

No one enjoys isolation, especially in your studies. And imagining yourself learning in your lonely living room instead of a lecture hall can certainly be off-putting.

Online study tends to scare off potential students due to fears like this. But there's no need for concerns about support systems and networking or forming connections with like minded students at ISB. We've built our learning environment in a way that makes it easy for students to get in touch with each other. From small learning groups to social discussion boards, you'll have many different opportunities to connect with your fellow students.



# Student Supports

## Student Advisors

Student Advisors are your first of contact for information, advice, brochures, forms and referrals to other services.

You can get general advice and help with a range of things, including enrolment and fees, exams, results and graduation. You can also pick up your Student ID card, a form or brochure, lodge your forms, and get help with submitting forms online. Student Advisors can assist, but not limited to:

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

**Consultation hours are from 8:00–12:00 & 13:00–17:00, Monday to Friday. Students are advised to book an appointment with Student Advisors via email before coming.**

## Student Identification card

You will be provided with an ISB student ID card that should be carried at all times when you are on the ISB campus. You cannot enter the campus without the student ID card. Campus security or ISB staff can ask you to present the student card at any time for safety purposes.

## IT Support

Students facing technical issues when accessing school systems can contact:

- Student Advisor ([pathway.bbus@isb.edu.vn](mailto:pathway.bbus@isb.edu.vn)) regarding Elearning issues (Stage 1) and student email (Stage 1)
- Mr. Tuan ([tuan.nguyen@isb.edu.vn](mailto:tuan.nguyen@isb.edu.vn)) regarding MyISB issues

## Financial Information

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

You are highly recommended to check the Important Dates (updated around October yearly on MyISB) to have an effective financial plan for the whole school year. The tuition fees depend on the number of units you enroll in that semester. After your successful enrollment on MyISB, you can view the total payment by logging in your MyISB account.

**You can make payment either:**

1. Directly by cash / Visa / Master cards:
  - Office: ISB Accounting Department
  - Address: 17 Pham Ngoc Thach Street, District 3, Ho Chi Minh City
  - Working hours: From 8:00–12:00 & 13:00–17:00, Monday to Friday



2. Indirectly by bank transfer:

- Account Name: Vien Dao tao Quoc te
- Address: 17 Pham Ngoc Thach, Vo Thi Sau Ward, District 3, Ho Chi Minh City
- Account Number: 0371 000434 120
- Bank: VCB, Tan Dinh Branch
- Content: Student full name – Student ID – Class name

Students who have not paid their tuition fees by the due date will have an encumbrance placed on their student records. If you have this encumbrance:

- Your enrolment in the current session may be cancelled
- You may not be able to re-enrol for the next teaching session
- We will not issue academic documents or transcripts related to your enrolment
- You will not be able to graduate

In order to have this encumbrance lifted, all outstanding fees must be paid.

Students are advised to keep a record of payment for confirmation purposes. If there is any related issue, students can send an email to Accounting Department at [accounting.pathway@isb.edu.vn](mailto:accounting.pathway@isb.edu.vn)



# School Policies

Students are bound by a number of rules, by-laws and policies. You need to make sure you know and comply with the rules for students set out in the School policies and keep up to date when policies change. Breaching these policies may lead to charges of academic, research and/or general misconduct and could seriously affect your course.

A full copy of the School Policies Handbook can be found online, or at ISB Office.

## Enrolment

Students are informed clearly about the registered courses, schedule, course outlines, enrolments' requirements, and examination's requirements before the beginning of the teaching session on MyISB website.

For successful enrolment, students need to:

- Register and make sure they are enrolled correctly in each session via MyISB;
- Inform ISB office/ Student Advisors in regards 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 meets course requirements which are consistent with the approved course structure.

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

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

Students who want to enroll in one more unit for the coming teaching session are required to submit an Add - Drop subject form to Student Advisors. The forms can be downloaded from MyISB.

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

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 Student Advisors for consideration of withdrawal without academic penalty.

## Deferment

Students who want to defer from the course for the coming teaching session are required to submit a Deferment form (which is available on MyISB) to Student Advisors prior to the approved census date in order to avoid academic and financial penalties.

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

The University permits students to take a maximum of twelve months leave of absence during the course, with only 6 months for EAP programs. To resume studies from deferment, students must contact Student Advisors to obtain advice on procedures and must enrol in units by the same date continuing students are required to finalise their unit enrolment.

Students who have not returned after the deferment will be regarded as having abandoned their course. Students cannot re-enrol after being expelled or resigning from the course. They need to re-apply for admission.

## Assessment

Students' performance will be evaluated in a progress through a combination of assessment tasks which are transparently indicated in the Learning Guide at the beginning of each class. The total mark is the average mark weighted by proportion of each assessment task in a unit.

Assessment tasks may include attendance, individual assignments, group assignments, seminar, mid-term examination and final examination.

Some units have threshold requirements which may lead to unit failure if students violate, even though the total mark could be higher than 5.0/10 (or 50/100).

Students will face mark deduction or even a grade of zero (0) if they commit academic dishonesty such as cheating and plagiarism.

Grade Point Average (GPA) is used to measure the academic performance of individual students in order to acknowledge excellence and determine recipients of Excellence Awards.

### **GPA at ISB**

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

with  $G_i$  : Total mark of Unit i

$C_i$  : Credit points of Unit i

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

## Progression Policy

### **Pass less than 50% of credit points in last 12 months of enrolment**

If you pass less than 50% of credit points attempted over a 12-month period of enrolment, you will be placed on conditional enrolment in a reduced study load for the following 12-months, provided you have not been on conditional enrolment before.

You are not permitted to enrol in other sessions while on conditional enrolment.

### **Pass less than 50% of credit points in 12 months of enrolment, having previously completed a period of conditional enrolment**

If you have previously been on conditional enrolment and you pass less than 50% of credit points attempted in any subsequent 12 month period of enrolment, you will be excluded for the following 12 months.

This means your enrolment is cancelled for 12 months and you cannot continue in your course, nor can you transfer to another course or undertake non-award study. During the exclusion period you will not have access to University premises or facilities. Access to University systems, including your student email account, will cease after 90 days from the date of your exclusion. You will not be granted Advanced Standing (academic credit) for units completed at another university or tertiary institution during the period of exclusion.

### **Multiple failures of units on three separate occasions**

If you fail the same unit, or its equivalent on three separate occasions you will be excluded from study for a period of 12 months as well.

### *Late Submission of Assessments*

All quizzes, the mid-term test, group assignment and final exam must be taken on the assigned dates. Except where an extension has been approved for the submission of an assessment task by the Unit Coordinator, or in line with the University's Special Consideration Policy, the penalties will be given as stated in the unit guide.

For some serious misadventure, accident or extenuating circumstances which may impact adversely on academic performance, a special consideration and after the due date of assessment task. Submitting an application does not automatically mean the special consideration will be granted. Students will be notified in writing when their applications have been approved or rejected - usually by email.

There will be no supplementary mid-term exam or quizzes, assignments. Students whose Special Consideration Application is approved, will have the weighting of his/her final exam increased on a pro rata basis to account for the missed assignments.

### *Examination*

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

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

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

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

### *Review of Grade*

There may be instances when a student believes that their final grade in a unit does not correctly reflect their performance against the criteria. Students seeking review of assessment should, in the first instance, approach the lecturer responsible for the marking of that assessment item.

If students are unable to resolve it with the lecturer concerned, they can apply for a formal Review of Grade Form (available on MyISB) to Student Advisor within 15 working days of the result being released via MyISB (Stage 1).

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

### *Advanced Standing Assessment*

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

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

Advanced Standing is only once considered to grant at the beginning of the course and not taken into the GPA formula for granting scholarship. Late submission of Advanced Standing Application is not accepted.

### *Attendance*

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

Class attendance is compulsory and students should provide reasons as well as evidence for not being able to attend the class on a particular lecture/workshop session. Students are required to attend a minimum of 80% of all classes in order to secure class assessment marks and be able to sit in the final exams. Please let your lecturers and/or ISB officer know by submitting a Request form for leave of absence and supporting evidence if you are unable to attend any session.

Arriving late by 15 minutes at the beginning, arriving late by 5 minutes after the break, or leaving prior to the scheduled end time without permission from the lecturers will equate to an absence. Grade reductions for the unit will be assessed when final grades are assigned if the above absence rule is violated during the unit.

### *Electronic Device*

Cell phones or other electronic devices should be turned off or switched to vibrate mode before class starts. No phone calls or text messaging are allowed inside the classroom during class time. Portable listening and/or music devices may not be operated in the classroom. Headphones and/or earbuds of any type may not be worn while in the classroom whether operating or not. Laptop and other electronic devices are not permitted unless specifically authorized by the lecturer exclusively for notetaking and doing classwork. If you are in violation of these policies you will be excused from class and an absence will be assessed.



### *Dress Code*

As a 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**.

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

### *Email Etiquette*

Your lecturers/ISB staff receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely manner, students are asked to follow basic requirements of professional communication. Firstly, all emails should have a concise and descriptive title, including the class and name of the unit you are enquiring about as your lecturer may be teaching more than one unit/class. Students need to be clear about the intention of their emails, use appropriate tone and language, proofread what is written in the email before sending it.

Students should also allow 3-4 working days for a response before following up. If the matter is legitimately urgent, you may indicate this in the email subject header but be sure that the email does require an immediate response before using this strategy. If your email request is complex and requires a lengthy response it may be probably best to make an appointment with your lectures/ISB staff to meet in person.



# Code of Ethics

## Conduct

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

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

## Conduct towards Relations

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

Conduct towards Relations includes, but not limited to:

- a. Behave in a kind, friendly, polite and appropriate manner in accordance with Vietnamese tradition/culture;
- b. Be available to support newcomers and disabled people;
- c. Respect all lecturers, administrators, staff, fellow students and any visitors to the ISB campus;
- d. Behave respectfully when representing ISB or any part of the school, including clubs and sports teams, at of-campus events;
- e. Respect and learn how to conduct with difference in culture;
- f. Be civilized in email and appeal;
- g. Avoid Discrimination, Harassment, Vilification and Victimization
- h. Avoid Intimidation and Bullying.

## Conduct towards University Policies

Students are expected to:

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



### ***Conduct towards Academic Honesty***

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

- a. Be responsible to read, comprehend and implement course requirements which are transparently written in the Unit Outline and Learning Guide (including threshold requirements, plagiarism and deadline for assignments);
- b. Be responsible for their progression in the University and seek advice promptly to improve poor performance.
- c. Be updated to University information via website, notice board and Student Representatives;
- d. Perceive that effective learning is based on knowledge sharing. Selfishness is not welcome because this can limit their knowledge absorption and leads to one-sided thinking;
- e. Perceive that the satisfied learning outcome 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, examinations and research.
- h. Absolutely avoid plagiarism violations and cheating in examinations.
- 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 Advisors. Students should be aware that ignorance is not an acceptable defense for academic dishonesty.

### ***Conduct towards Extracurricular Activities***

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

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

### ***Conduct towards University View and Property***

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

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

## Misconduct

The University is a large educational environment where students experience their study and extracurricular activities. For a healthy educational environment, ISB expects all students to avoid committing misconduct behaviors including General Misconduct, Academic Dishonesty and Misconduct in Extracurricular Activities. Any violation of Misconduct Policy will lead to disciplinary punishment, even suspension and termination. General Misconduct behaviors includes, but not limited to:

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

## Academic Dishonesty

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

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

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

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

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

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

### *Misconduct in Extracurricular Activities*

Misconduct in Extracurricular Activities includes behaviors that 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;
- Not participate in the group activities despite being a member of a club/team;
- Other adverse behaviors.



# University differs from High school

If you're starting uni straight after finishing high school, it can be a bit tricky to get your head around how differently some things work at ISB (compared to your school).

The biggest difference between high school and university is that you're treated as an adult. That means you get to take greater control of how you spend your time and what you study. It also means that your education is your responsibility, no one is going to do it for you.

We know there's a lot to get your head around, so we've put together a list of some of the basic differences to help get you started.

Topic / term	High school	University
Types of assignments	The assignment types received in high school are limited and designed for straightforward assessment.	Types of assessments vary and are designed to encourage critical thinking and independent learning. Most study work takes place outside class.
Scheduling	Teachers organise students' work and how they should prioritise their study time.	Preparing for your class is your responsibility. This includes managing and prioritising your work and getting things done on time. Lecturers and tutors will not prompt you.
Grievances	You express your problem with your teacher, who will report it to the principal.	Try to resolve the issue with your lecturer, Student Advisors or Program Director.
Support	There are often free school counsellors in schools who specialise in providing support and support documents.	Students have access to a range of free and confidential services including counselling, and academic support. It is the student's responsibility to seek out these services.
Contact with parents	Your parents or guardians play an important role in your schooling life. They are in regular contact with your teachers to help guide you in the right direction.	University staff, both administrative and teaching, can't talk to your parents (or anyone else) about you or disclose your information, unless you have signed the appropriate consent form.

<p>Teachers vs academics</p>	<p>Teachers check your completed homework, remind you of your incomplete work, provide you with information you may have missed and remind you of assignments and due dates. Teachers are trained in teaching methods to assist in imparting knowledge to students.</p>	<p>Lecturers are usually open and helpful, but do not check required reading or remind you to complete homework. You are chiefly responsible for being on top of your uni work. Academics are trained as experts in their particular areas of research.</p>
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# Frequently Asked Questions

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

MyISB: Go to Enrolment → Result to check the enrolment confirmation.

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## **Q2. What should I do if I want to defer from the course?**

Students who want to defer from the course must:

- Have completed at least 1 semester at ISB.
  - Have accumulated GPA not lower than 5.0
  - Submit “Request for deferring from the course” form (which can be downloaded from <https://myisb.isb.edu.vn/>) to the Student Advisor of the course. The maximum amount of deferring time is 1 year and it will be accumulated to the total number of year students studying at ISB.
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## **Q3. What should I do if I want to come back after deferring from the course?**

Students must contact Student Advisor and acknowledge that students will be studying and following the course structure of the new cohort.

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

Students are required to study three to four academic units per semester to be a full-time student at ISB. If students want to study more or less than the standard, students must submit a “Request for Adding/Dropping subject” form (which can be downloaded on <https://myisb.isb.edu.vn/>) to the Student Advisor of the program at least 10 working days before the census date.

Normally, students are only allowed to add one more unit when they have one last subject to complete Stage 1 or have GPA of at least 7.0.

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## **Q5. What if I lose my student ID?**

Students must bring one Student Confirmation and one 3x4 photo to Reception at 41-43 Vo Van Tan campus and pay required fee in order to have the student ID re-issued.

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## **Q6. Where can I find all forms?**

All forms can be downloaded on <https://myisb.isb.edu.vn/>.

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## **Q7. What if I can't attend the mid-term/final exam due to some issues?**

The mid-term and final exams must be taken on the assigned dates. For some serious misadventure, accident or extenuating circumstances which may impact adversely on academic performance, a special consideration and evidence must be informed.

Students are required to submit “Request for absence from examination” form (which can be downloaded on <https://myisb.isb.edu.vn/>) and related documents to Student Advisors within 5 working days after the exam date. Any late submission will not be



accepted and students will need to retake the unit.

Submitting an application does not automatically mean the special consideration will be granted. Students will be notified in writing when your application has been approved or rejected - usually by email. Then students are required to keep track of upcoming exams and retake the final exam as soon as it is organized. Students need to submit a "Request for deferred exam" form to the Student Advisor in order to retake the exam.

#### **Q8. What if I want to review my final grade?**

After the final grade is released, if there's any issue related to the grade students are required to submit a "Request for review of grade" form (which can be downloaded on <https://myisb.isb.edu.vn/>) to the receptionist at 17 Pham Ngoc Thach campus within 15 days from the date the final grade is released. You should check with the Student Advisors if you are unsure. The outcome students will be informed via email.

#### **Q9. Will I receive any support for transferring overseas to complete my degree program?**

Yes. Please send an email to [overseas.study@isb.edu.vn](mailto:overseas.study@isb.edu.vn) if you have any questions about your plan to transfer overseas. We will support you with all matters related to your transferring plan, admission to the partner university, visa application, as well as pre-departure and post-departure arrangements.

#### **Q10. Will my degree be granted by ISB or the partner university?**

After transferring overseas and successfully completing your program at one of the four partner universities, you will be awarded a Bachelor's degree by the selected foreign partner University, i.e. Western Sydney University, Macquarie University, University of Wollongong, or University of Waikato.



# There's An App For That

One of the most important aspects of making your studies a success is being organised. But it can also be the hardest part, especially if you've got other commitments to juggle as well.

To help you stay on track to study success, and because we love the online space, we've put together a list of some of the top tools to organise all areas of your life.

If you want to ...

↳ *Make notes ...* try **Evernote** (<https://evernote.com/>). Take your notes everywhere with you and find them across all of your devices. You can also take photos and create audio recordings to add to your revision of course material.

↳ *Create flashcards ...* use **Brainscape** (<https://www.brainscape.com/>). Use the app to create your own flashcards and aid recall for important theories or keywords.

↳ *Stop forgetting things ...* write it down in **todoist** (<https://todoist.com/>). On the app you can keep track of what you've got going on by organising tasks and adding deadlines.

↳ *Get exam ready ...* with **Exam Countdown** (<https://examcountdownapp.com/>). Keep track of your exams and quickly find out how far away they are, so you can organise and prioritise your time in the lead up.

↳ *Have everything in one spot ...* take advantage of **Google Drive** and **Google Docs**. The apps allow you to access your documents all in one spot, invite collaborators and see live changes.

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

↳ *Stay distraction-free ...* get **SelfControl** (<https://selfcontrolapp.com/>) or incentivise yourself with **Forest** (<https://www.forestapp.cc/>). Block distracting websites for a specified amount of time on your computer, or take a unique approach to staying focused with the Forest app.

↳ *Look after your mind ...* download **Headspace** (<https://www.headspace.com/>) or **Calm** (<https://www.calm.com/>). Both of the apps will assist in guiding you through meditation to help combat anxiety and stress.



 **WESTERN SYDNEY**  
UNIVERSITY



 **UNIVERSITY**  
**OF WOLLONGONG**  
**AUSTRALIA**



**MACQUARIE**  
University  
SYDNEY · AUSTRALIA



THE UNIVERSITY OF  
**WAIKATO**  
NEW ZEALAND

# Let's Explore Your Journey at ISB

Huong and Thinh are ISB students. Not only do they engage with their regular core studies, but they also involve in the university clubs to participate in many co-curricular activities. Despite being occupied, they are aware of balancing their time and managing their priorities.



**REGULAR CORE STUDIES**      **CO-CURRICULAR ACTIVITIES**

**WHAT IS CO-CURRICULAR ACTIVITIES**

**Bye Class See you again!**

Co-curricular activities are known as out-of-class activities that reinforce and supplement the core curriculum in several ways. Students enjoy some forms of complementary learning when they get involved in activities such as student council, sporting events, talent shows, workshops, seminars, PR, Production, Drawing and Charity. The participation of these activities are recorded as forming part of student's academic results because they provide supplementary education for those students.

- Exploring themselves outside of academics.
- Developing their planning skills for their study and their life.
- Demonstrating proper personal behaviors to achieve trust and long-term success.
- Developing their interpersonal interaction and group dynamics.
- Developing professional communication skills.
- Practicing on professions such as marketing, finance and international business.
- Participating in Social Responsibility Services.

**7 advantages of involvement in Co-Curricular activities**



# LET'S EXPLORE THE JOURNEY!

**CO-CURRICULAR RECORD**  
a tool to track  
your non-academic achievements



**WORKSHOP/  
SEMINAR**



**PROFESSIONAL  
COMMITTEE**



**SOCIAL  
RESPONSIBILITY  
SERVICES**

**ART/TRAVEL/  
SPORTS CLUBS**



**TALENT SHOW/  
COMPETITION**

**FINISH**



**Think Le**  
Financial Analyst

**Personal Information**

- Age: 22
- Studied at ISB
- Bachelor of Business Major in Finance

**Co-curricular Activities**

- Leadership Program 2020 - 2022
- Green summer 2021
- Vice-president of F&I-Finance and Invest Club

**Skills**

**1. Learning and Reasoning**

- System Thinking
- Idea Generation
- Problem Solving
- Decision Making

**3. Interpersonal Interaction**

- Productive Relationships
- Empathy
- Empowerment
- Providing Feedback
- Collaboration

**Working Experience**

- 2020 - 2021: Financial Editor Coordinator (Part-time)
- 2022 - now: Internship in PwC Vietnam - Tax Intern

**Hobbies**

- Books
- Play football
- Outdoor activities

**2. Self-Awareness and Development**

- Self-Understanding
- Receiving Feedback
- Self-Development

**4. Group Dynamics**



**Huong Vo**  
Marketing Executive

**Personal Information**

- Age: 22
- Studied at ISB
- Bachelor of Business Major in Marketing

**Co-curricular Activities**

- Leadership Program 2020 - 2022
- Mùa Hè Xanh 2021
- Leader of ISB Event Team

**Skills**

**1. Learning and Reasoning**

- Verbal and Non-verbal Communication
- Facilitation
- Conflict Negotiation
- Advocating for Point of View

**3. Interpersonal Interaction**

**Working Experience**

- 2020 - 2021: Content Marketing Coordinator (Part-time)
- 2022 - now: Internship in Ogilvy Vietnam - Account Intern

**Hobbies**

- Music
- Books
- Hangout with friends

**2. Self-Awareness and Development**

- Functioning Independently
- Responding to Change & Ambiguity
- Resilency
- Positive Attitude
- Confidence

**4. Group Dynamics**





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